

# MacFadyen Preschool Academy

Where small feet take big leaps toward bright futures.



## Parent Handbook & Program Statement

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# MacFadyen Preschool Academy – Parent Handbook

## Childcare Contract / Policies

Updated March 2018/  
Subject to change

### **Welcome:**

**MacFadyen Preschool Academy would like to welcome families for fun and adventure!**

**Philosophy – Where small feet take big leaps towards bright futures!** Through creative play your children will be experiencing interesting and stimulating activities to enhance their developmental needs.

### **Program Statement**

The MacFadyen Preschool Academy is a regulated child care centre licensed under the Child Care and Early Years Act, 2014; which sets minimal ministry standard and government inspections.

We offer child care for children 0 months to 5 years of age.

Our RECE employees have the qualifications to plan and deliver a high quality play based emergent program for children 0 to 5 years of age. This ensures that your children will be well prepared for their future education in the public sector. The curriculum is planned by our RECE's through observation, experiences and knowledge of child development; as we view the children as being competent, capable, curious and rich in potential; guiding their own path to success. Subsequently ensuring that the program is enjoyable, engaging and entices your children to explore, play and inquire. Supporting this – our environment is inviting, organized and filled with materials children will want to become engaged with. What this means is that we provide a program that is child-initiated and supported by the adults with whom they interact with on a daily basis. We pull learning materials from our environment that children can freely explore.

Our developmentally appropriate curriculum provides positive learning experiences which covers the entire spectrum of development necessary for substantial growth. In an environment that nurtures each child's learning and development.

We consider ourselves an emergent curriculum\* – the children will be exploring through play at their own individual pace. Your children will become motivated to acquire strong developmental skills; while at the same time forming a solid foundation for learning and future academic success. We promote social inclusion in a proactive manner. All individuals will be treated with respect and dignity ensuring a discrimination, violent and harassment free environment. We will direct families to societal resources in the community if we cannot meet your family's needs.

Our positive, stimulating and supportive environment leads a path to enrichment; encouraging the children to interact and communicate in a positive way. Our educators are responsive and attuned to children's individual cues, state arousal, and responses to various stressors; supporting their ability to self-regulate.

All individual needs are considered, with a holistic approach; this ensures that we are promoting the health, safety, nutrition and well-being of the children in a proactive manner.

All voices are considered as we support positive and responsive interactions among the children, parents, child care providers and staff; which we cultivate by creating authentic relationships and connections. We present

many opportunities for children, parents, child care providers and staff to share their expertise, come together for social and community events as well as educational support and training. We involve local community partners such as, The Halton Resource Connection (THRC), Community Living Burlington, Children's Developmental Services / Social & Community Services and our own private supports, All Kids Can Fly (Pediatric Occupational Therapy) & Starfish SLP (Speech & Language Pathologists) and others. We allow those partners and all who interact with the children, to support the children, their families and staff in a proactive manner, either on site with individuals, or providing parent and staff training (continuous professional learning) to enhance each child's potential.

Our HiMama communication System, monthly parent updates and community events allow us to engage families on a daily basis with ongoing communication regarding our program and specifically your children's development. Through this you will see that we have incorporated indoor and outdoor play, as well as active play, rest and quiet time, into our day. There has been consideration given to the individual needs of each child receiving our care. This also gives us the capability to review the strategies we have set out in the statements above and how they have impacted your children and the families who have entrusted us with the care of their children.

The parent handbook is a living document; updates maybe made frequently throughout your child's involvement. When updates are sent out electronically you are required (and will be prompted) to come into the facility to initial a form that will be posted to confirm you have read the update. Please note, all past policies and procedures and parent handbook will be null and void once updated with new information.

\*What is an emergent curriculum?

An emergent curriculum is a play based program where children learn from hands on exploration of their environment. The children are allowed to spontaneously follow their own path for development. Children are taking responsibility for their own learning, fostered by the REECE / adults in the program.

The curriculum evolves from the interests of the children. The teachers will observe the children's behaviour – likes and dislikes then set the environment to support their interests. The teachers will coordinate the environment, giving children access to materials which develops those interests. By presenting the tools for play in an inviting manner the children will be self-directed to learn. Skills are built one concept upon another at a pace that is developmentally appropriate for each individual child. The flexibility of this program ensures that children are respected for their choices and have a voice with respect to their development. Confidence is the result of participation in this curriculum. The exploration is not held by any time line – as long as the children have an interest, the activity will continue. The teacher may demonstrate or model activities then invite the children to participate hands on.

Our program is supported with ongoing staff training as a Quality First participant. "Quality First is a quality early learning initiative providing all licensed childcare programs in Halton Region with the opportunity to participate in a developmental model for quality improvement. Quality First believes in;

- Developing the professionalism of individuals involved in the care and education of young children
- Improving the level of quality indicators in children's programs
- Collaborating with local colleges to promote the professionalism readiness of [early childhood educators](#)."

We are also supported with the document; "[How Does Learning Happen? Ontario's Pedagogy for the Early Years](#) is a professional learning resource for those working in child care and child and family programs. It supports pedagogy and program development in early years settings that is shaped by views about children, the role of educators and families, and the relationships among them. It builds on

foundational knowledge about children and is grounded in new research and leading-edge practice from around the world.” <http://www.edu.gov.on.ca/childcare/HowLearningHappens.pdf>

MacFadyen Preschool Academy ensures that all new staff, students and volunteers review the program statement & sign a document that states they have reviewed it, prior to interacting with children and at any time when the program statement is modified. We also ensure that these approaches set out in our program statement are implemented in the operation of our program.

\* Included in our weekly program are Saturday 1/2 day programs 8am – 11:30am & 12:30pm – 4:00pm. Snack is available during both sessions; we are closed for lunch and do not offer lunch for this program. Snack will consist of healthy and nutritious foods following the Canadian food guide. This program is available for both Toddler and Preschool age children. The children will be involved in our emergent program as stated above in this document, where hands on exploration of the environment is the focus. Included in this are creative arts and interactive activities such as baking; indoor and outdoor gross motor and occasional walks. Fees for this program: \$225.00 per month + \$150 registration fee, details are set out in the fees form for the program. All Fees are non refundable. Early and late fees (\$20 per half hour or any part thereof) will apply for any time outside of scheduled program hours. This program will be supported by our qualified RECE staff and assistance.

**\*PLEASE SEE ATTACHED INFORMATION REGARDING OUR SATURDAY PROGRAM – MPA adheres to all policies & procedures stated within this document in order to stay within licensing regulations. Once you have registered and signed all forms pertaining to your child’s participation you are agreeing to all terms of the program.**

**Staff qualifications** – The site Administrator has obtained a diploma as a Developmental Service Worker, Child Care Practitioner and \*Registered Early Childhood Educator, with over 40 years’ experience in child Development. Site Director is a \*RECE with over 6 years’ experience and speaks Croatian as well as English. All Full time Staff are \*RECE and Supply Staff have ECE experience of 2 years or more. We also have an Educational Assistant – a Speech and Language team – Pediatric Occupational Therapist - French teacher and Music Teacher and other certified teaching professionals as a part of our staff.

All staff has their First Aid and CPR training, along with a police background check. Other certification of staff on site includes – WHIMS – Food Handlers & other certificates of training in Child Development and environment preparation related to Preschool settings. We are a ‘Quality First’ participant with ongoing training and support for all staff members to build their professional portfolio.

All Staff must be 18 years of age or older. Staff will attend a minimum of 2 training and development seminars per year to maintain a quality standard of services. We also provide our own in house training to suit our individual program needs.

**At no time, will students, parents and/or other volunteers be left alone to supervise a group of children or be included in teacher-child ratios.**

**Staffs are expected to follow the Code of Ethics and Standards of Practice set out by the College of ECE.**

**Parents may have access to the Policies and Procedures set out by MacFadyen Preschool Academy upon request.**

<https://www.college-ece.ca/en/Members/Pages/professionalstandards.aspx>

## **Staff Training and Development**

- Ongoing professional learning – MPA staff participate in opportunities which are available for engaging in individual reflection about pedagogy and daily practice; for discussion and collaborative inquiry among staff teams; and with others in the community.

As stated previously; our educators must participate in ongoing staff training as a Quality First participant. “Quality First is a quality early learning initiative providing all licensed childcare programs in Halton Region with the opportunity to participate in a developmental model for quality improvement. Quality First believes in;

- Developing the professionalism of individuals involved in the care and education of young children
- Improving the level of quality indicators in children’s programs
- Collaborating with local colleges to promote the professionalism readiness of [early childhood educators](#).”

We are also supported with the document; “[How Does Learning Happen? Ontario's Pedagogy for the Early Years](#) is a professional learning resource for those working in child care and child and family programs. It supports pedagogy and program development in early years settings that is shaped by views about children, the role of educators and families, and the relationships among them. It builds on foundational knowledge about children and is grounded in new research and leading-edge practice from around the world.” <http://www.edu.gov.on.ca/childcare/HowLearningHappens.pdf>

Staff must participate in a minimum of 2 training and development seminars per year to maintain a quality standard of services – either pre-organized by MacFadyen Preschool Academy or selected by staff to attend through THRC or other approved organizations. This includes First Aid/CPR training which will be planned by MPA and completed as a group or individually if required.

MacFadyen Preschool Academy supports staff with their training endeavors by paying for these sessions/trainings once approved, as a part of our employment with MacFadyen Preschool Academy. MPA also pays for your time at selected sessions/trainings approved by MPA.

- We also provide our own in house training to suit our individual program needs through outside sources or coordinated with THRC.

This requirement assists MPA staff who enters employment with varying levels of knowledge, skill and experience, to understand what is required of their work. This also allows opportunities to acquire new information and support to upgrade and continue to improve their skills, knowledge and approaches.

MPA utilizes the following resources for training:

- The [Early Years Portal](#) website which is a valuable resource for all individuals involved in providing licensed child care. The website provides an overview of licensing standards and should be used along with the CCEYA, O. Reg. 137/15 and the Child Care Licencing Manual to help develop a comprehensive understanding of the requirements for and expectations of licensed child care programs.
- The Ministry of Education’s [How Does Learning Happen?](#) provides a range of resources to support professional learning for individuals, for teams and with others in the community.
- The College of Early Childhood Educators framework for [Continuous Professional Learning \(CPL\)](#) is another resource available to licensees and RECEs. The CPL program is designed to help RECEs reflect on, plan for and document their professional learning in a meaningful way. [Ontario Regulation 359/15: Continuous Professional Learning](#).

*CPL is a mandatory requirement for registered early childhood educators*

- Orientation requirements – New staff need to complete before commencing employment:
  - Valid / current Standard First Aid including child/infant CPR (WSIB approved). This is mandatory and must be renewed prior to the expiry date indicated on the certificate provided.
  - Diploma in Early Childhood Education is required for a RECE and must be registered with the College of ECE
- ALL staff must read MPA Parent Handbook / Policies and Procedures and sign the form provided that they have done so, understood them as written, and their professional obligations according to them.
- Qualification upgrades –MPA will support staff in taking opportunities which might be available for assistants or paraprofessionals to take specialized early childhood education courses and work towards upgrading their qualifications; such as apprenticeship ECE courses at approved Ontario colleges.

## VULNERABLE SECTOR CHECK

The Ministry guidelines state that all Ministries funded or licensed agencies providing direct services to children and or vulnerable persons are required to have Vulnerable Sector Check (VSC) policies and procedures included in their hiring practices.

Vulnerable Sector Checking is a precautionary measure designed to ascertain whether potential and current employees have a record of criminal convictions, which would make them unsuitable for positions of trust. It is in keeping with these guidelines that MacFadyen Preschool Academy incorporates Vulnerable Sector Checks into its recruitment practices and annual reviews. It is our commitment to ensure the safety of all children involved at all the locations that we operate.

All prospective employees of MPA having direct, unsupervised contact with children will be required to provide a Vulnerable Sector Check. Criminal information obtained will be kept confidential. All students and volunteers placed in MPA are also required to have a Vulnerable Sector Check. The Administrative fee for the Vulnerable Sector Criminal Check will be payable to your local Police department by the candidate or employee. A new Vulnerable Sector Check must be provided every 5 years. Offence declarations must be provided annually in the years that a Vulnerable Sector Check is not provided.

## PROCEDURE:

1. All candidates for job positions will be told that a VSC is required prior to commencement of working at MPA.
2. If a candidate has been successful a Conditional Proposal of Employment will be completed. The offer of employment is contingent on the return of a favourable Reference Check.
3. The candidate will forward the signed form and fee to the local Police department. The Police Department will forward the results directly to the candidate.
4. A positive response indicates that a criminal record does exist. When this occurs it will be at the discretion of the Director on how to proceed. It will not necessarily preclude employment; however, serious consideration as to the suitability of the candidate to work at MPA will need to be determined.
5. If the candidate is deemed inappropriate the Director will notify the individual of the decision. A notation is made to the candidate's Resume File. The form will not be retained by MPA. The notation may simply read "Positive Response on VSC."
6. Despite having a criminal record, the candidate may still be considered, depending upon extenuation factors such as the type of conviction, length of time since the conviction, frequency, etc. The Director

will consult with the candidate as needed to make the decision. If the candidate is hired, a notation will be placed in their personal file indicating a positive response and the stipulations concerning the decision to hire.

7. A negative response indicates there is no criminal record and the Director can proceed with the hiring the candidate. All original VSCs will be kept on file at the location that the individual works and a copy will be kept at MPA. All originals and copies will be stored in locked cabinets.
8. The Director may make a conditional job offer to the candidate pending the result of the VSC. The Director will provide a Conditional Proposal of Employment Form to be signed by the candidate to ensure that the candidate understands that they will not be left unsupervised with the children until the results of the check is shared with the Director. (This may be necessary if a considerable amount of time is required before receiving the results of the check and the immediate need for staff at MPA.)

All employees will be required to complete an annual Offence Declaration and provide a new VSC every 5 years.

**Daily Routine – Please be sure your child arrives consistently on time – to enable and maintain a regular routine. Preferred arrival time 9 am (8:30 am for participation in am snack with peers).**

**\* Variations in the schedule may occur depending on the program choices of each classroom.**

7:00 am – 8:30 am – Preschool opens – Free Play- clean up

8:30 am – 9:00 am – Snack Time / Toileting time

9:00 am – 9:45 am – **PROGRAM STARTS** - Art experience / music / French

\*9:45 am – 11:00 am - Dressing for outdoors / Outside Play (weather permitting) – activities may include going on walks. (Please note our Preschool class goes outside for 9am on days we do not have music or French)

11:00 am – 11:30 am – Hand washing / Toileting and story time

11:30 am – 12:00 pm – Lunch – Provided by centre.

12:00 pm – 2:00 pm – Toileting / Naptime – \*Those not napping, quiet activity times.

2:00 pm – 2:30 pm – Toileting / Snack time

2:30 pm – 3:00 pm – Programmed Activities i.e. Small group Activities

3:00 pm – 4:30 pm - Outside Play (weather permitting) @ the centre.

4:30 pm – 5:30 pm – Programmed Activities

5:30 pm – 6:00 pm – Hall time & pick up / Snack for late children / clean up

6:00 pm- 7:00 pm – Hall time and gross motor continued for children staying later than 6 pm

\*\*7:00 pm – CENTRE CLOSED (Please note centre may be closed @ 6pm if all children are picked up on time).

\*Children are required to rest for a half hour and then invited to do quiet activities as per Child Care & Early Years Act, 2014.

\* Please note we request a 6 pm pick up time on a regular basis. The hour between 6 pm-7 pm is for emergency purposes i.e. if you are held back at work, traffic issues, poor weather conditions, accident/ injury etc...

\* No late fees will be charged between 6 pm-7 pm.

**\* Please be sure that your child arrives by 9 am so your child will start the day with their peers, and avoiding disruption to the program.**

**\* Please call the Preschool if your child will be late or absent to avoid unnecessary calls to your home or workplace.**

**\*\* The centre closes @ 7:00 pm - If you are not on time to pick up your child by 7 pm a \$20 late fee will be charged per half hour or part thereof is charged per child. If you arrive before 7:00 am a \$20 fee will also be implemented. The hour between 6 pm and 7 pm is intended to give parents some additional time if caught in traffic or stuck at work without charging late fees; we do expect children to be picked up by 6 pm daily.**

**Preschool Closures** - Each year the preschool is closed between Christmas and New Years and for all Stat Holidays. Full fees are still due before the first each month regardless of holidays. This is instead of much higher fees during “non-holiday” months and then lower fees during “holiday months”. **As stated in Fees for Fulltime Care / Registration Fee ....** Full fees are due regardless of a child’s illness, statutory holidays, vacation days off or snow closures. Refunds are not given for days that your child does not attend.

**\* The Preschool will be closed in cases of severe weather conditions. Early dismissal will also take place in cases of severe weather conditions. Parents will be called to pick their child up early or arrange an alternate pick-up.**

We will be open during inclement weather unless the Halton District School Board has closed the schools. All child care programs will be operational despite school bus cancellations. You are advised to visit the Halton District School Board site for closure notification.

**Preschool is closed for the Following Holidays:**

• New Year’s Day • Canada Day • Family Day • Civic Holiday • Labour Day • Good Friday • Easter Monday • Thanksgiving • Christmas Eve • Christmas Day • Victoria Day • Boxing Day (Notifications will be sent home)

**\*\*The Centre reserves the right to close on Christmas Eve. Ample notice will be given to parents regarding preschool hours on those days.**

\*Please be advised that fees will not be reimbursed for program closures as stated above. Scheduled days of attendance may not be substituted for another day in place of any day missed.

**Field Trip Policies and Procedures** – Occasionally we may be taking walks in the neighborhood, by signing the registration contract parents are giving permission for their child to participate in these intermittent outings.

On occasion we will be taking outings away from the preschool – information and permission forms for specific trips will be sent home at least one week prior to the outing. Additional fees may be required for special outings. Parent may also be required to provide packed lunches on those trips; however catered lunches may be available when applicable. Our teachers will be required to take their emergency backpacks on all outings and stay within ratio at all times. Parents / Volunteers will NOT be left alone with children and will be required to stay with the group to maintain ratios. Parents / Volunteers must have a vulnerable sector police check to participate.

**Items Needed From Home** – To reduce centre fees some items may be requested from home.

Diapers/wipes/creams – Extra Clothing – Blanket for nap time/cuddly toy - sunscreen & sunhat – Bottles or Sippy cups – soothers - Backpack to hold items. You will be provided with a list at registration.



Foot wear must cover the entire foot – sandals must cover the toe and have a heel strap (like a sport sandal) – NO CROCKS (or flip flops)! In order to encourage independence putting on and off footwear Velcro tabs may be best.

\*Please ensure that your child is sent wearing proper attire suitable for the weather conditions. MacFadyen has the right to refuse care if a child is not properly equipped for their participation in our program.

\*Not all items pertain to each child – parents please ensure your child has personal items they require daily.

\*Be sure all items are labeled clearly!

**Reminder - during participation at the centre clothing may get dirty. We are not responsible for soiled items.**

**Sunscreen** – We ask parents to apply sunscreen on their child before coming to the preschool, from May to September. Parents who provide sunscreen and sign application permission form will ensure teachers apply additional sunscreen for the afternoon outdoor play period.

## **Lost and Found**

In an effort to alleviate some problems with lost and found items, we suggest labeling all clothing and belongings with indelible ink/iron on labels. Our staff endeavors to keep belongings with their owners. The preschool is not responsible for lost, misplaced or damaged belongings. All lost and found articles will be kept at the centre in a box provided in the front lobby.

Please do not send your child with electronic devices (Gameboys, iPods, MP3 players, Cell Phones etc.). As well it is not encouraged to bring cherished toys as they may get lost or damaged. This includes items such as jewelry and wearable articles of clothing that can be removed loosened and misplaced or lost.

**Behaviour Management Policy – All situations will be dealt with in a positive manner – focusing on positive reinforcement and redirection.** UNDER NO CIRCUMSTANCES will any form of physical punishment be used! If the safety of the child or other children is in jeopardy – then child may be redirected to an area away from others to protect them from injury.

Through lessons in respect - responsibility and safety your child will learn to maintain a positive experience.

## **Intervention Strategy and Termination Policy**

MacFadyen Preschool Academy is committed to delivering high quality care to children and their families, and all efforts will be made to accommodate a child's needs. There may be times when a child's needs cannot be met within the context of the child care setting, and as such MacFadyen Preschool Academy reserves the right to terminate services.

## **Biting Incidents**

Human bites can be a very emotional issue for the children, parents and Academy staff involved.

After a Biting Incident Occurs:

1. Appropriate first-aid will be provided
2. Prompt medical attention will be sought, if necessary.

**If the biting behavior is a persistent issue the biter may be withdrawn from the academy in order to protect the safety of the other children and staff in the program.**

## **Behaviour Management Procedures**

It is the goal of MacFadyen Preschool Academy to provide a healthy, safe and secure environment for all participants.

Children who attend our preschool are expected to follow the behaviour guidelines and to interact appropriately in a group setting.

### **Behaviour Guidelines**

- People are responsible for their actions
- We respect each other and the environment
- Honesty will be the basis for all relationships and interactions
- We will care for ourselves and those around us

### **When a child does not follow the behaviour guidelines, we will take the following steps:**

- \* Staff will direct the child to more appropriate behaviour.
- \* The child will be reminded of the behaviour guidelines and rules, and a discussion will take place.
- \* If the behaviour persists, a parent will be notified of the problem.
- \* The staff will document the situation. This written documentation will include what the behaviour problem is, what provoked the problem, and the corrective action taken.
- \* Staff will schedule a progress check or a follow-up conference.
- \* Supply staff will notify their supervisor.

If the problem still persists, staff will schedule a conference that includes the parent, child (optional), staff and Administrator. The Administrator will have all the documentation and the notes from the previous conferences for review.

If a child's behaviour at any time threatens the immediate safety of that child, other children, or staff the parent will be notified and expected to pick up the child immediately.

If a problem persists and a child continues to disrupt the program, the preschool reserves the right to suspend the child from the program. Expulsion from the program will be considered in extreme situations.

Please note:

- \*There will be no corporal punishment – no hitting or physical punishment of a child.
- \*No deprivation of necessities ie. Food, clothing, shelter, rest or bedding.
- \*No deliberate harsh or degrading measure to be used on a child that would humiliate or undermine a child's self respect.
- \*Not permitted to lock a child in a room or structure.

### **The following behaviours are not acceptable and may result in the immediate suspension of a participant for the remainder of the current day and the next two consecutive days:**

- Endangering the health and safety of children and/or staff, and volunteers
- Stealing or damaging preschool or personal property
- Leaving the program without permission
- Continuing to disrupt the program
- Refusing to follow the behaviour guidelines or rules
- Using profanity, vulgarity, or obscenity frequently
- Acting in lewd manner

### **Prohibited Practices (As outlined in the Child Care Early Years Act, 2014)**

#### **Subsection 6.7– Prohibited Practices**

Ontario Regulation 137/15

48 No licensee shall permit, 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,

(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 purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;

(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.

#### Intent

This provision forbids physical punishment and other harmful disciplinary practices to protect the emotional and physical well-being of children. It sets out clear direction regarding prohibitive practices to support the overall well-being of children. These practices are never permitted in a child care centre.

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

See Manual Subsection 6.2 for more information.

Research from diverse fields of study shows that children who attend programs where they experience warm, supportive relationships are happier, less anxious and more motivated to learn than those who do not.

Experiencing positive relationships in early childhood also has significant long term impacts on physical and mental health, and success in school and beyond.

HDLH provides information on ways adults can engage in positive, responsive interactions and why this is critical for children's overall learning, development, health and well-being.

For more information, please refer to the following resources:

[Early Years Portal](#)

[How Does Learning Happen?](#)

[Think, Feel, Act: Lessons from Research About Young Children](#)

**Child Abuse Policy** – Centre staff is trained in the identification and reporting of suspected abuse, as outlined in the Child Care & Early Years Act; 2014. Staff has a legal responsibility to report suspected child abuse - physical, sexual, emotional and neglect.

## **Privacy Policy**

All communication and files between families/ teachers/Administrator at MacFadyen Preschool Academy will be kept confidential at all times; unless otherwise released with written approval. Anyone releasing information without prior written approval will be reminded of this policy and if not in compliance, dismissal may take place.

**Playground Safety** – Children will be guided to equipment that is suitable for their age, limitations and abilities. No child will be allowed on equipment they cannot use safely on their own.

As per the Child Care Early Years Act, 2014, we are mandated to provide two hours of outdoor activities per day. Please ensure that your child is dressed appropriately for the weather.

**If your child is too sick for outdoor play, they are too sick to be in the program.**

**Snack and Meal Times** – All snacks & meals will be provided by the centre – to ensure the safety of children with food allergies. We ask that you send no food or drink products without written consent from the preschools Administrator or Director – to fulfill any special diet requirements. Please do not drop off your child with food in their hands or mouth as this can cause other children with allergies some distress and it could be a choking hazard if not observed.

Children will be required to sit at the table for all snacks and meals – which means that sippy cups / bottles will not be allowed in other areas of the centre. Children who require assistance during meal times will be accommodated. Staff will be seated at the table with the children during meal and snack times.

We provide AM snack from 8:30am- 9am, lunch 11:30am-12pm and a PM snack at 2:30pm. If parents request an additional snack at 5:30pm a request form must be filled out and submitted with payment. Portion sizes follow the Canadian Food Guide suggestions for each age group.

Children are provided with water throughout the entire day (please bring a water bottle from home)

The academy will provide catered packed lunches on field trip days, unless notified otherwise.

**Health (Illness) / Medications / Allergies (Anaphylaxis) / First Aid Policy** – In the event of illness parents must provide alternate arrangements for their children, in order to prevent other children from becoming ill. The teacher has the right to refuse admittance or to request a medical certificate if the child has any of the symptoms listed below. Should your child become ill during our program, he/she will be supervised away from the other children and parents will be contacted and asked to pick up the child. Once the child is able to fully participate in all aspects of the program, including outdoor activities he/she may return to the program.

You will be contacted if your child shows any of the following symptoms:

- . A temperature greater than 99.9 degrees
- . Discharge from ears
- . Discharge from eyes or red eyes
- . Stomach ache
- . 2 bouts of Vomiting or diarrhea lasting over several hours
- . Any rash or skin lesion that blisters – mouth sores that appear open or with visible pus.
- . Excessive signs of cold, tiredness, sore throat, runny nose (especially if discharge is yellow or green in colour), sneezing, or coughing.

Parents are required to inform the preschool of any serious illness or communicable / contagious disease (with their child or within their family) within 24 hours. This will allow other families within the school to be alerted;

when required. Children cannot be admitted into the school with signs of a communicable disease. Children must be free from a fever (vomiting or diarrhea) for at least 24 hours before returning to school.

- If a child has a fever we understand that this is a situation that takes parents away from the workplace and may cause some difficulty. As stated under licensing regulations and the recommendations for health and prevention of illness we must separate the child from others and contact parents to take the child home. We have no choice in this matter.

Please note:

“Where it is not possible for a parent of the child to take the child home or where it appears that the child requires immediate medical attention, the child is examined by a legally qualified medical practitioner or a nurse registered with the College of Nurses of Ontario.”

This would require us to take your child to a clinic or ER at the hospital, or to call an ambulance in the case of severe fever.

If your child is not picked up in a timely manner once notified of serious illness, injury or fever, we will be notifying your emergency contacts to pick up ASAP. If there is a refusal to pick up we will consider this a form of neglect and the Children’s Aid Society of Halton will be notified.

Under licensing we must be attentive to the following as stated in the Child Care & Early years Act 2014

**Staff should pay particular attention to:**

- **elevated temperatures, flushing, pallor or listlessness;**
- **an acute cold, nasal discharge or coughing;**
- **vomiting or diarrhea;**
- **red or discharging eyes or ears;**
- **undiagnosed skin rashes or infections; and**
- **unusual irritability, fussiness and restlessness.**

If the child is too ill to participate in the outdoor part of the program, then they are too ill to be in the program.

#### **Prescription Medication:**

All medications will be stored in a locked medicine box, inaccessible to the children. Children are not given any medication without a doctor’s prescription or without the parents’ written consent. A “Permission to Administer Medication” form must be filled out by the parent to indicate written consent. This form will include full instructions for administering (only the directions on the bottle will be accepted for administering the medication) with parent signature. All medications must be in their original pharmacy bottles with original pharmacy labels. This record of medication administration will be kept on site and signed by designated staff administering the medication.

With any prescription medication children may not return to care until they’ve had a full 24 hours of dosage, are no longer contagious and ready to participate in the full child care day, to ensure they are well on the road to recovery.

#### **Non prescription Medications:**

This type of medication will NOT be administered by the centre unless written consent is given by a physician and / or the parent. Medication must be in the original container with full labeling intact. These medications i.e. Tylenol must be provided by the parent if applicable. MPA will not be storing this medication here long term. If is not used within a 3 month period, non prescription medications will be sent home; unless warranted by a physician that it is required for ongoing treatment and safety of the child concerned.

### **Allergies / Anaphylaxis and Dietary concerns:**

All allergies / anaphylaxis and dietary concerns will be clearly posted in both the food preparation areas and on the parent board (found at the entrance of our centre), as well as in each classroom. A record of these will be kept in the child's file and written on the child's emergency information card.

- Anaphylaxis is a serious allergic reaction which can be life threatening. The allergy may be related to food, insect stings, medicine, latex, exercise etc. This policy is to help support the needs of a child with a severe allergy and provide some information on anaphylaxis and awareness to parents, staff, students and visitors to our centre.

The centre will communicate with families in the program of anaphylactic allergies and will request that the causative agents are not brought into the program – i.e. food, snacks etc.

Staff at the centre has had training on anaphylaxis allergies. Emergency procedures, in the event of exposure to allergens, must be outlined by the parent on their "Permission to Administer Medication" form. Any medication to be administered must be prescribed by a doctor and be current.

- MacFadyen Preschool Academy is a scent free facility, please refrain from applying strong perfumes or products which may cause others discomfort.

**Immunizations: In accordance to the Child Care & Early Years Act, 2014 & within the meaning of the Education Act – all children will be required to provide a schedule of immunization** as recommended by the local medical officer of health - before a child admitted in attendance at MacFadyen Preschool Academy. As stated in the Child Care & Early Years Act, 2014 [\(2\)](#) Subsection (1) does not apply where a parent of the child objects in writing to the immunization on the ground that the immunization conflicts with the sincerely held convictions of the parent's religion or conscience or a legally qualified medical practitioner gives medical reasons in writing to the licensee as to why the child should not be immunized.

\* Forms for medical, conscience or religious belief can be found on line at [www.halton.ca](http://www.halton.ca)

### **INDIVIDUALIZED PLAN FOR A CHILD WITH MEDICAL NEEDS**

There will be a form available for children with medical needs which need to be addressed while in the care of MacFadyen Preschool Academy. This form must be completed for a child who has one or more acute\* or chronic\*\* medical conditions such that he or she requires additional supports, accommodation or assistance.

\*Should MPA find that the procedures require additional training or a doctors signature the parent/guardian must provide this information prior to attendance.

\*If it is deemed that we are not qualified to care for an individual, where it may put the child at risk, then we would require that child to have an assistant to attend to that child's needs. We will do our due diligence to assist the family in finding that care.

\*If we find that a child shows signs of any unsupported medical condition, we would request that he family seek medical attention and provide us with ALL pertinent details of the child's condition and care prior to returning to our care. If no information is provided then care will be terminated. In any case where it is deemed the child's condition is not supported Children's aid will be contacted.

- 
- \*Acute: a condition that is severe and sudden in onset that, if left untreated, could lead to a chronic syndrome.
  - \*\*Chronic: a long-developing syndrome that can develop or worsen over an extended period of time.
  - Each child with medical needs requires their own individualized plan. If significant changes and updates are required to this individualized plan, a new individualized plan must be completed.

- An additional individualized plan is not required for a child with an anaphylactic allergy, if the child does not otherwise have a medical need, as these children must already have an individualized plan under the anaphylactic policy.
- Children’s personal health information will be kept confidential from those who do not need to be privy to this information and will only be share to those directly concerned for the day to day well being of the child.

## **INJURIES AND OTHER EMERGENCIES**

In the event of a fire, we will evacuate the centre immediately (multiple exits are available) and gather outside. Monthly fire drills will be practiced so the children are familiar with the procedures.

We have customized emergency information/ procedures in place for the protection of all persons within our facility. Plans are visibly posted in all areas of the facility.

### **First Aid**

Staff at the centre has been fully trained in first aid and CPR – in the event of an emergency staff will act in a safe and professional manner – contact emergency services if required & contact parents / guardian. An accident / incident form will be filled out and the parent / guardian will be asked to sign the form to indicate they are aware of the incident and all that has taken place. A copy of this form will be given to the parent / guardian for their records; parent / guardian will initial form to indicate they have indeed taken a copy.

**\* First Aid kits are kept on site throughout the facility.**

There are emergency records readily accessible\* for all children in care that include: a telephone number of at least one parent; a telephone number for an alternate emergency contact or notation indicating that the parents are the only contact; Where applicable, special medical or additional information provided by parents, including any allergies or known medical conditions.

\*via mobile devices / online through HiMama and/or in backpack binder.

The licensee confirms that children's emergency records are up-to-date.

## **SERIOUS OCCURRENCE**

A serious occurrence is when any of the following incidents occur as set out and defined in the Child Care and Early Years Act, 2014:

A serious occurrence is when any of the following incidents occur as set out and defined in the Child Care and Early Years Act, 2014:

The serious occurrence categories in CCLS are:

1. Death of a Child
2. Allegation of Abuse and/or Neglect
3. Life-threatening Injury or Illness
  - a. Injury
  - b. Illness
4. Missing or Unsupervised Child(ren)
  - a. Child was found
  - b. Child is still missing
5. Unplanned Disruption of Normal Operations
  - a. Fire
  - b. Flood
  - c. Gas Leak
  - d. Detection of Carbon Monoxide
  - e. Outbreak
  - f. Lockdown
  - g. Other Emergency Relocation or Temporary Closure

In the event of a serious occurrence at the centre the following procedures shall be followed:

1. The staff present sees to the immediate needs of the child (e.g. calling of ambulance, first aid, etc.)

2. The staff or another witness shall report the occurrence to the Director or designate.
3. The Director or designate contacts the parents (parents may be called after other authorities; this is the decision of the Director or designate and depends on the type of occurrence).
4. The Director or designate contacts the people involved to ensure all persons having knowledge of the occurrence shall remain at the site until excused.
5. The Director or designate contacts the Ministry.
6. The Director determines if other authorities should be notified - Children's Aid, Police, etc.
7. The Director and witnessing staff file the necessary information through the Child Care Licensing System (CCLS). (Note: If a serious occurrence report is completed as a result of physical restraint the parent's views must be contained in the report).
8. The Director makes sure that copies of all reports concerning the occurrence (ambulance, police, etc.) are gathered and filed.
9. The Serious Occurrence Notification Form will be posted in a conspicuous place when a serious occurrence occurs. Details of this posting below.

The following is a list of people and authorities to be called in order:

1. Emergency Service - "911" (Fire, Ambulance, Police)
2. Parents (If appropriate, i.e. if the serious occurrence is the reporting of suspected abuse by a parent, then parents should not be notified at this time. Take advice from CAS).
3. Children's Aid Society.
4. The Ministry within 24 hrs of occurrence.

#### SERIOUS OCCURRENCE NOTIFICATION FORM

The Serious Occurrence Notification Form that will be generated through Child Care Licensing System (CCLS) will be posted in a conspicuous place when a serious occurrence happens within 24 hours of becoming aware of an occurrence or when MPA staff have deemed the occurrence to be serious. The form will be updated if additional action or investigation takes place. It will be posted for a minimum of 10 business days or 10 business days from the last update or additional action. No identifying information will be included e.g. Child name; staff name; age or birth date of child; age group/room e.g. preschool room. The form will be retained for at least two years from the date of the occurrence and will be made available to current and prospective parents, licensing and municipal children's services staff upon request.

The exception is in the case of allegations of abuse or unverified complaints which will be posted at the completion of follow-up/investigations. The posting will occur when the following have been concluded:

- The Children's Aid Society has concluded its investigation and allegation is either verified or not verified; or
- CAS has determined that an investigation will not be conducted; and
- The Ministry has investigated any associated licensing non-compliances

Information to be Included:

- Once investigations are completed, the form should provide clear, concise information for the parent.



- The Description section will include information about whether CAS conducted an investigation into the report, and identify that the ministry conducted an investigation into compliance with related licensing requirements.
- The form will identify whether:
  - A. CAS verified the allegation
  - B. CAS has not verified the allegation
  - C. The operator has taken action on any other directions given by CAS, if applicable;
  - D. The operator has addressed any associated licensing non-compliances identified by the ministry, if applicable.

**Complaints Timing of Posting:**

- When the operator has filed a serious occurrence report about a complaint, verified the complaint and has taken actions to address the issue, the Serious Occurrence Notification Form is posted within 24 hours of the occurrence.
- When an operator has filed a serious occurrence report to the ministry about a complaint, but has not taken action because the complaint has not yet been verified, the serious occurrence will not be posted within 24 hours.
- Once the complaint has been verified or not verified, the Serious Occurrence Notification Form is posted.

If a Serious occurrence involves a child whose family receives Fee Assistance through Halton Region, MPA files all serious occurrence notification forms and updates with the Region.

**Hygiene and Health Promotion** – Proper hygiene practices will be used at all times. Consistent hand washing will be practiced by both staff and children to prevent the spread of germs. Toileting / Diapering will include essential cleansing – hand washing and disposal of used wipes and diapers (away from any food prep / consumption areas). Disinfecting of these areas will be done on a daily basis or when required. Food prep area will be sanitized and kept clean and free of debris, daily or when required. Appropriate food preparation practices will be maintained at all times. Play and sleep areas will be sanitized – linens laundered and equipment / toys washed on a weekly basis or when required. Laundering will include any plush toys or play clothes. All cleaning supplies and equipment will be inaccessible to the children at all times!

**TOILET TRAINING**

**Toilet Training Support**

We are willing to help with toilet training; however we must ask the following:

\* Please remember to send your child in "user-friendly" clothing that makes toilet training and diaper changes easy. *No snap crotch t-shirts, no tights and have your child wear track pants or elastic waist pants without zippers or buttons.* Clothing with too many "gadgets" makes it harder to get the child on the potty in time. ***This also applies to the infants to ensure quicker, stress free changes for your child.***

\* *Easy open pull-ups* are also a must have! We request that you no longer send diapers and stick to pull-ups once you start. Going back and forth is confusing for your child.

\* Remember your child must be ready and show an indication they are interested in being put on the toilet.

### **Toilet training is a family affair!**

**We are here to support your child once you have started toilet training at home - not to train your child.**

**All toileting supplies must be provided by the families – the centre does not provide diapers – pull-ups – creams or wipes. If your child is in diapers and uses a cream – please ensure you have submitted the permission to apply cream form.**

**\*We respectfully ask that your child wears disposable diapers while attending our program unless otherwise discussed and agreed upon by Administrator / Director.**

### **Rest / Nap time**

Every day, your child will be given the opportunity to rest/nap. A nap cot/crib and sheet will be provided by the center for each individual child. Parents are to supply a blanket and cuddle item (if required) and laundering of these items are done on site unless otherwise arranged with parent. Please let us know of any special sleep instructions via the registration form titled, **“Please tell us a bit more about your child!”** Rest period during the day is typically from 12:00pm to 2:00pm (Please see information below)

If you are picking your child up from the centre during this time we ask that you respect that others may be resting and do so quietly. However we strongly encourage pickups and drop-offs to be outside of nap time.

### **Sleep Policy**

While not all children need a mid-day nap, young children benefit from periods of quiet relaxation to balance their active play.

Some children who are tired may take a relatively long time to relax and sleep, while others only require a short rest period. Children’s needs may also change from day to day or week to week.

Children 0-18 months of age will likely have irregular sleep schedules. We will recognize this and allow for this age group to rest as needed. MPA will follow the individual schedule of each child in the room and not implement a standardized sleep schedule for all the children in this age group. The need for rest and sleep varies greatly at different ages, and even among children of the same age; however, rest is an important part of the day for all children. This provision allows for a period during which quiet activities are encouraged and children can nap if required.

#### **1. Assignment of cribs and cots to children:**

- Each child will be assigned a crib and/or cot appropriate for the age and development of the child.
- Each crib/cot will be labeled with the child’s name and indicated on a sleep chart posted in the classroom; so that staff, parents and other individuals know which crib or cot belongs to which child.
- Once a new child is enrolled in the classroom their crib/cot will be labeled and added to the sleep chart posted in the classroom. Staff, parents and other individuals will be made aware when there is a change to the assignment of cribs and cots through a memo sent through HiMama for parents and in the daily communication binder for staff and other individuals.

## 2. Consultation with parents with respect to a child's sleeping arrangements:

- At time of enrollment and at any other appropriate time, MacFadyen Preschool Academy will consult with parents to receive information on the child's sleep requirements. This can be indicated in writing on the form titled, "**Please tell us a bit more about your child!**", which will be kept in a classroom binder and/or in their personal file. Throughout the child's enrollment with us, our educators will consult with parents either verbally, or through HiMama, any changes in sleep habits or concerns, preferences, required accommodations, precautions etc.
- the above process will continue as the child transitions from room to room in respect to advising child care centre staff, students and volunteers on each child's sleep preferences.
- As stated above the child's sleep preferences will be documented on the form titled "**Please tell us a bit more about your child!**", or communicated through HiMama, then documented in the daily binder and signed by child care centre staff, students and volunteers.

Each child's sleep preferences will be implemented with respect to individual needs and sleep habits; ensuring that children are not disruptive to one another. This also ensures that there are no interruptions to those who sleep more soundly.

- Through HiMama, on an as needed basis and/or during transitions, parents' will be consulted with respect to their child's sleeping arrangements.

## 3. Our obligation:

- Children under the age of 12 months are placed to sleep in a manner consistent with the recommendations set out in the "Joint Statement of Safe Sleep" We ask that each parent read the document linked here. Upon registration parents will be required to sign and date, that they have read, acknowledged and understood our obligation under the "Joint Statement of Safe Sleep" on a form that is presented with our registration package.

[http://www.phac-aspc.gc.ca/hp-ps/dca-dea/stages-etapes/childhood-enfance\\_0-2/sids/pdf/jsss-ecss2011-eng.pdf](http://www.phac-aspc.gc.ca/hp-ps/dca-dea/stages-etapes/childhood-enfance_0-2/sids/pdf/jsss-ecss2011-eng.pdf)

- Sleep charts are kept in each room for immediate identification of individual children. This supports regular visual checks on the children while sleeping. There is a teacher always present in each sleep area to ensure regular visual checks are being conducted. MacFadyen Preschool Academy has our educators signing sleep check charts every 15 minutes to indicate that a check of your child has been conducted.

## 4. In order to advise parents of all children who regularly sleep at the child care centre of the policies and procedures regarding children's sleep, we request that:

- Upon registration parents will be required to sign and date, that they have read, acknowledged and understood our obligation under the "Joint Statement of Safe Sleep" on a form that is presented with our registration package.

#### 5. Communicating to parents any significant changes in a child's sleeping patterns or behaviours:

- We request that staff, students and volunteers document and communicate when there is any significant changes in a child's sleep pattern or behaviour through their daily communication book in each classroom.
- MacFadyen Preachool Academy or staff will advise parents when there is any significant change in a child's sleep pattern or behaviour through daily sleep checks & HiMama. If there are any concerns, the parents will be notified by phone as soon as possible and request for the parent come in to pick up their child. At that time we would discuss the concerns. If a medical note is required we would ask the parent at that time to have a medical check conducted and a note provided.
- MPA and staff will follow the instructions given by the parent/doctor and implement adjustments to the manner in which the child is supervised during sleep when an observance of any significant change in a child's sleeping patterns or behaviours during sleep have been made. There will be a copy of the instructions posted or placed in the daily communication binder, in regards to the instructions to follow. Staff will initial that they have acknowledged these requests upon implementation.

#### 6. Details regarding the performance of direct visual checks:

- These steps are to be followed in the direct visual checks:
- The frequency of direct visual checks: Staff will visually check each child every 15 minutes during their sleep time. Then they will initial the sleep check form to indicate a check has been completed.
- Staff will be checking for signs of regular breathing patterns such as wheezing, no signs of distress, and that a child's crib/cot is clear of obstructions to breathing.
- The potential indicators of distress are; difficulty breathing such as wheezing, irregular sleep habits such as extended or shortened periods of time asleep, unusual body movements for the individual child and changes in the colour of their complexion.
- Direct visual checks will be documented ion the children's daily record in HiMama, and on the separate sleep check charts which are located in a separate binder for each classroom.

MacFadyen Preschool Academy will follow individual rest/sleep schedules for infants, since infant children do not have set sleep schedules. We will follow the instruction of the parent and follow the child's lead for rest/sleep.

1. Toddler and preschool rest periods are observed to be no longer than two hours in length.
2. Toddler and preschool children are observed to sleep rest or engage in quiet activities.
3. Infant children are observed to rest, sleep and engage in quiet activities as needed based on their own individual schedules.

As discussed in HDLH, children’s well-being is supported when adults respect and find ways to support each child’s varied physiological and biological rhythms and needs for active play, rest and quiet time.

Finding ways to reduce stress through providing space and time for rest and quiet play based on individual differences helps children become increasingly aware of their own basic needs and supports their developing self-regulation skills.

### Early Years Portal

#### How Does Learning Happen?

#### Think, Feel, Act: Lessons from Research About Young Children

MPA will take into consideration instructions given from parents regarding their children’s sleep and rest period. These instructions will be followed as closely as possible but MPA will also take into consideration the need of the individual child. For example if a parent has provided instructions for the child to not sleep during the day but the child is falling asleep at the table, MPA will provide a rest period for this child. Staff will explain and document to/for the parents’ that the child required a nap that day because the child was unable to stay awake.

**Fees for Fulltime Care / Registration Fee / Withdrawal of Services Policy** – McFadyen Preschool Academy offers child care from 7:00am to 7pm - at a rate of **\$70 per day** for drop in care, with preregistration (when space permits). **For all other rates please refer to Fee chart.** In order to secure your child’s position, parents agree to pay the full day’s fee / 5 days per week (or for days indicated on agreement form), for the period of one year - from the date of registration. **Full fees are due regardless of a child’s illness, statutory holidays, vacation, days off or snow closures.** Payment is required for Statutory Holidays when a child regularly attends on the weekday on which the holiday falls. Scheduled days of attendance may not be substituted for another day in place of any day missed.

- We offer drop in care packages with full registration (\$150.00) – 15 days of care to be used with at least 24 hours notice, when ratios permit. Days cannot be used consecutively. These days do not expire unless revoked due to unforeseen circumstances such as withdrawal from program. Fees for this care \$1050.00 for 15 days care. Fees are nonrefundable for any reason. A smaller drop in package of 5 days @ \$350 is also available for registered families who may need the occasional extra day. Same conditions apply.
- We also offer Saturday 1/2 day programs. Fees for this program: \$225.00 per month + \$150 registration fee, details are set out in the fees form for the program. All Fees are non refundable. Early and late fees (\$20per half hour or any part thereof) will apply for any time outside of scheduled program hours.

**\*Fees are due by the 1st of each** month, which can be paid by debit or paid by credit card, or post-dated cheques, dated before the first of each month. Fees may also be paid by cash. Any fees received later than the first (1st) day of the service month are subject to a \$25 a day late charge and any returned cheques are subject to a \$40 service charge. Any parent paying fees late - twice or more - may be subject to paying fees via pre-payment. Pre-payment requires parent to pay a full month’s fee selected in your agreement – by cash or certified cheque – before services are rendered. Returned cheques may result in a cash or certified cheque

only payment for future services. If there is further difficulty in paying fees – services will be revoked immediately.

A receipt for fees paid will be provided year end, for tax purposes. Receipts can be provided monthly in special circumstances, approved by the Administrator. Receipts will be provided if making payment via debit machine using debit or credit card. Fees are subject to increase with a minimum of one full calendar months notice. Typically 15% (this could be more or less depending on requirements at this time) fee increases occur Sept 1st of each year – when warranted by the centre.

**Before your child's first day of care in our centre - a \$150.00 registration fee is required upon submission of your fully completed registration forms – along with the first and last month's fees. ALL fees are non-refundable and are to be considered a confirmation that your child's placement is reserved. Care will not be provided without these items and a space will not be held by verbal contract.**

\*The last day of the service month is the day payments are due so that fees are in place before the first day of the next service month.

\* **Admission and discharge is at the discretion of the centre.**

\* **Child care services will not be terminated in the middle of a month; we work on calendar months only. If services are revoked – it will take place at the end of the month.**

\* **On the first of the month change of status or withdrawal (using the Change of Status form) must be given in writing - one month prior to enrollment status change. Fees must be paid to the end of the month – regardless of the date child is withdrawn. Please note: any belongings left behind will be kept for one month after withdrawal after that point they will be used as extras or donated.**

\***Families who are subsidized must also fill out a Change of Status form and notify us of any intentions to stop or continue care off subsidy. This must also be filled out when there is a break in service. Payment forms must accompany Change of Status if care is continued.**

\* **Failure to provide notice does not exempt the payment of the one month fee.** This allows the centre to acquire a new care contract, filling your child's position. It is necessary to maintain consistent finances to run the centre.

\***PLEASE NOTIFY MPA OF ANY VACATION TIME YOU ARE TAKING SO THAT WE ARE AWARE OF YOUR CHILDS ABSENTS.**

\*Please note that there are **NO REFUNDS** – Our fees are pro-rated throughout the year which pays for your child's music lessons, French classes and extracurricular activities or events in the time that your child has been with us. Fee increases for the duration of your child's care are also considered in these fees. Regardless of the last months fees paid (unless there are extenuating circumstances) there are no fees to be returned. There may however be fees owing depending on the change of status provided during the time your child is in our care; for additional days used that were unpaid for, or to match the present fee required for the final month.

Every document that families signed indicates no refunds and stipulates fees are prorated, this means that the fees are proportionately distributed to cover the fees indicated above.

## **Waiting Lists**

MacFadyen Preschool Academy will not charge or collect a fee or deposit for the placement of a child on our waiting list for admission. During tours in our facility we will make it clear to parents verbally that we do not collect any wait fees. All staff and volunteers have been made aware of this policy.

\*Please note - the placement of your child on a waiting list is for an unsecured spot in the child care centre.

\* Please note - this is NOT the same as the registration fee which includes payment to secure your child's placement. Registration does not occur unless there is an actual space available for your child. (Please see Registration Fee)

\* MPA has established/maintains a waiting list that is updated frequently as each child on the list ages and is moved to the appropriate age group. Parents may check on the status of their child's place on that list at any time by emailing our director or coming in to speak with our director in regards to your child's position on the wait list.

**\* A wait list is compiled with registered families requiring extra days, adding siblings (family or friends), new registrants and any other interested parties. We must work on a first come first served basis with registered families having priority to add siblings (family or friends).**

\* MPA has provided that the waiting list will be made available in a manner that maintains the privacy and confidentiality of the children listed on it, but that allows the position of a child on the list to be ascertained by the affected persons or families. This list is maintained in a binder with personal contact information or any descriptors of the family concealed for privacy. Please e-mail or speak with our Director if you wish to see this list at any time.

\* MPA has made our Parent Handbook available 24/7 on our website for families to view at anytime. Included in that is our waitlist policy.

#### **As stated on our Fees per month form:**

By signing above, I agree to ensure payment to MacFadyen Preschool Academy, due before the first of each month for services acquired. Once the non-refundable registration fee & the non-refundable 1<sup>st</sup> & last Month fees are paid your child is considered part of our enrollment and receiving \*services. At this time the process for all centre services are put into action. If for any reason your child should be withdrawn from our services prior to physical attendance, the withdrawal process must be followed. "I understand & agree that 'Change of Status' form must be given one month prior to withdrawal. I acknowledge that I am responsible for the fees incurred @ that time and that no fees will be returned to me in regards to any and ALL fees paid @ registration (which includes \$150 non-refundable registration fee & non-refundable first & Last month's fees).

\*Services upon registration will include registration with HiMama (our daily communication app for families/child's daily report), classroom administrative/management and organization specific to your child, Security registration with fob, office administrative operations, transition days & registration with outside services (i.e. music classes, which is a mandatory part of our program). Should your child not attend on music days they will still be privy to the classes as our teachers extend the program on alternate days.

\*ALL fees are pro-rated and do include any and all extracurricular activities/events that require payments above and beyond our regular program of daily participation. i.e. In house field trips such as reptile shows, puppet shows, pony rides, carnival days etc.

#### **These are non-negotiable policies. We strictly adhere to all policies listed herein.**

(With written permission of the Administrator arrangements may be considered for payment plans in special circumstances.)

**Extended Care / Drop in Care / Late Fees** – There are absolutely no before nor after hours care provided! As stated above in 'Daily Routine'

The preschool closes at 7:00pm - If you are not on time to pick up your child by 7pm a \$20 late fee will be charged per half hour or part thereof is charged per child. If you arrive before 7:00am a \$20 fee will also be implemented.

**The hour between 6pm and 7pm is intended to give parents some additional time if caught in traffic or stuck at work without charging late fees; we do expect children to be picked up by 6pm daily.**

When space permits we do provide drop-in care – for pre-registered children only. Drop-in care is also \$70 a day and fees are due on that day – regardless of the amount of hours used on that day. All other policies apply to this type of care as well.

If your child is not a full time registered participant – but you would like to take advantage of our drop in care (when available) you may pre-register by submitting a fully completed registration form and a \$150 nonrefundable registration fee will be applied.

**Fees are PER child - We strictly adhere to all policies listed herein.**

**Communication** – Communication between the preschool and our families is of high importance. If you need to contact the preschool at any time please call **905-635-7476** – we may be in program with the children so leave a detailed message and we will return your call A.S.A.P. We will check our messages frequently throughout the day – as long as it does not interfere in the safety and supervision of the children.

Each child will have a daily report via Himama where we will write in any significant information parents may need to be aware of on a daily basis. This report will be available at the end of each day for parents to view.

Feel free to include your input for staff to address. As staff has very limited time to take away from the children’s program the use of Himama will provide both parent and preschool with an important connection.

No sensitive issues will be sent or discussed via Himama – please check your regular emails for this information or speak to us in person. Himama can be accessed on line or via phone app – an account must be set up (free of charge) for you to access your child’s file– for details go to [www.himama.com](http://www.himama.com).

Newsletters (by email) and other information flyers will be available when required.

We have multiple ways of keeping you informed.

\* You have 24/7 access to our parent handbook – fees – and events via our website

<http://www.macfadyenpa.com/> and Facebook page

<https://www.facebook.com/MacfadyenPreschoolAcademy/>

\* We send out a monthly Parent Update in the first week of each month via HiMama messaging. This update is in a PDF format.

\* We post reminders in the front entrance way of the building and on the parent board beside the check in tablet.

\* Teachers and office staff will send reminders via HiMama for any of the above.

If we need to message you regarding an urgent matter we will, in addition to the above, send you a personal email. If you would like for us to keep you informed in any other manner please let us know so that you don’t miss out.

\* Please be sure that you have allowed access from MPA & HiMama on your electronic devices, to ensure you are receiving all incoming updates and information. Do not rely solely on one device to access information, as some may have restriction to what you can access.

\* In order to protect families’ personal information you will be notified if any breach should occur in our communication system.

\*Please note that passwords should be changed approximately every 6 month to protect all personal information.

**\* To ensure the safety of your child on a daily basis – please notify the preschool if your child will be away for any reason.**

\* no communication related to MacFadyen Preschool Academy shall be conducted off MPA lines of communication. MPA email – HiMama or phone conversations only - NO TEXTING!

Parent issues and concerns



\* If there are any serious issues to address staff and parents may set up a time to meet outside of preschool hours. When supply staff is available, meetings may be set up during preschool hours – 24 hours’ notice will be required to schedule staff.

\* Once we have met to discuss the issues at hand, we will then address the issue accordingly. For example, a plan of action will be put into place regarding the issue that was of concern. Once we have put that plan into action we will notify the parent of the result. Should the result not be satisfactory, other outside services may be consulted to get support for a more positive outcome.

\* Depending on the issues severity, a time line for a resolution will be agreed upon by MPA and the family concerned.

## **Parent Involvement**

You and your child are the most important people in our Preschool. Therefore, it is important to hear your views and suggestions. Please speak to any of our staff if you have suggestions with regard to the program we offer. In order to give you our fullest attention it is best to make arrangements to speak with staff outside of programming time – since that time is dedicated to your child.

We welcome parent volunteers at any time with a current vulnerable sector police check (within 3 months) on file with our facility.

## **Parent Code of Conduct**

We must all work together in order to meet the needs of your children and strive to create a supportive family atmosphere. Any deliberate, harsh or degrading measures directed towards staff will not be tolerated.

**If you have any concerns of a serious nature, we ask that you direct your issues directly to the Administrator in person or in writing.**

If we are unable to meet your needs, or our standards do not meet your requirements, we respect your right to choose alternative facilities.

Parents who choose to ignore, or not respect, our values will have their childcare services terminated.

If a parent is volunteering for special events or field trips a current vulnerable sector police check will be required.

**\* We ask that parents direct their concerns not directly related to their own child, to the Administrator or Director. It is NOT appropriate for parents to ask our educators to divulge confidential information regarding other staff members, children and family members in our charge, volunteers, or support staff.**

## **Parent teacher Interviews**

Although we do not hold formal parent / teacher interviews on a regular basis and as part of our regular program, parents may at any time request one if they wish. We may also request one if we have something of an urgent matter to discuss with you. We will set up a time and date that work well for all concerned. As stated here in our Parent Handbook, “If there are any serious issues to address staff and parents may set up a time to meet outside of preschool hours. When supply staff is available meetings may be set up during preschool hours – 24 hours’ notice will be required to schedule staff.”

Please refer to the communication section of our parent handbook for further information.

**Pick-up and Drop-off of the Child** – Each child must be signed in and out upon arrival and departure by an adult 16 years or older via Himama. Once the child is signed in that indicates their attendance. As per the Child Care & Early Years Act ,2014, all children must be escorted directly into the Preschool and be received by one of our staff. Parents should drop off their child with confidence to ensure your child has an easier transition. Please ensure that you prepare your child at their cubby for entry in to the classroom and be

certain the classroom teacher has acknowledged your child's arrival. Do not simply put your child in the classroom and leave.

Staff will sign your child in and out and do a head count at all outdoor transition times.

Please call to let us know if your child will be absent for any reason. If you have not called us we will be calling or emailing you by 10am to confirm if your child will be attending the day they are scheduled to be with us.

At pick up the staff may ask for photo identification. We must release the child to a parent, even when the parent's name does not appear on the registration form, unless a court order or custody agreement is provided to the centre, stating otherwise. Please be sure that you have submitted and signed the MacFadyen Preschool Academy Child Pickup Authorization form.

MacFadyen Preschool Academy is open from 7:00 a.m. to 7:00 p.m.

If a child is not picked up by the preschool closing time, 7:00 p.m., the staff member present will:

1. Attempt to reach the parent.
2. If the parent cannot be reached, then all emergency contacts will be telephoned.
3. If no contact from either has been made, the Administrator or Director will be called immediately. After 7:00 p.m., the Administrator or Director may contact the Children's Aid Society.
4. Please note the last hour of the day between 6pm and 7pm is for emergency purposes – stuck at work – held up in traffic – family emergencies etc. If you have not arranged extended hours with us please do so; or in the case of last minute issues simply email or phone us to say you will be late.

**Please be aware of our extended care / late fee policy.**

Under Regulation 613 of the *Highway Traffic Act*, drivers of motor vehicles are required to ensure that children are secured in the appropriate child restraint system. If we suspect that a child is not being secured into a car seat in accordance to the law we will request that you do so immediately. We will provide car seat training or information if required.

### **Alcohol Consumption and/or Substance Abuse**

Should you or an authorized person arrive at the Preschool to pick up your child while you or the authorized person is under the influence of alcohol or any other drug that has apparently affected your judgment, in the opinion of the staff member, the interest of your child(ren) will be of primary consideration.

If you or the authorized person is driving, the staff member shall assist you or the authorized person to find an alternate means of transportation. In the case of a dispute, the caregiver will contact the local police to discharge any legal obligation the staff member may have under the law. The Children's Aid Society (CAS) may also be contacted as per our obligation under the Child and Family Services Act (CFSA).

**Alcohol and drugs** are not permitted on the premises – any persons deemed under the influence will be asked to leave the property. Failing to do so will result in police assistance and discipline procedures will take place in the form of a written warning or immediate dismissal.

**No Smoking** - Parents are reminded that there is no smoking allowed on the MacFadyen Preschool Academy property whether children are present or not. This includes the parking lot adjacent to our building. The Ontario Smoke Free Act came into effect on May 31, 2006. Under this Act smoking is prohibited in all day nurseries and private home daycares licensed under the Child Care Early years Act 2014 (subsection 10.3)

**Smoke free Ontario Act** - [http://www.e-laws.gov.on.ca/html/statutes/english/elaws\\_statutes\\_94t10\\_e.htm](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_94t10_e.htm)

“As set out in the “summary” section of the federal Cannabis Act, the objectives of this Act are to prevent young persons from accessing cannabis, to protect public health and public safety by establishing strict product safety and product quality requirements, and to deter criminal activity by imposing serious criminal

penalties for those operating outside the legal framework. This Act is also intended to reduce the burden on the criminal justice system in relation to cannabis.

The Ontario government has established additional laws respecting cannabis in Ontario. The provincial Cannabis Act, 2017 came into force on October 17, 2018, and provides rules relating to the sale, distribution, purchase, possession, cultivation and sharing of recreational cannabis. This Act sets a minimum age of 19 years to possess, consume, purchase, cultivate and share recreational cannabis. Note that this Act does not apply to medical cannabis; the production and sale of medical cannabis are regulated exclusively by the federal government.

The provincial Smoke-Free Ontario Act, 2017 also came into force on October 17, 2018 and applies to the consumption of both medical and recreational cannabis. This Act prohibits the smoking of medical and recreational cannabis in the same places where smoking tobacco and the use of electronic cigarettes is prohibited. The following are places where consumption of medical and recreational cannabis by smoking or through the use of an electronic cigarette is prohibited:

- A child care centre within the meaning of the Child Care and Early Years Act, 2014.
- A place where home child care is provided within the meaning of the Child Care and Early Years Act, 2014, whether or not children are present.
- A place where an early years program or service is provided within the meaning of the Child Care and Early Years Act, 2014.

Additional requirements related to the administration of drugs and medication (including medical cannabis) are set out in section 40 of Ontario Regulation 137/15 under the Child Care and Early Years Act, 2014 (CCEYA).”

**Custody / Guardianship Issues** - In the event parents do not share custody of the child the centre must follow the instruction of the custodial parent regarding **any and all issues with the child. Any court orders will need to be copied and a copy left on site in the child’s file.**

**Safety Drills** – To ensure the safety of your child the preschool will perform regular monthly fire drills and teach fire safety practices. Fire escape plans will be posted at all exits. The preschool is equipped with smoke detectors, carbon monoxide detectors and fire extinguishers.

## **Security**

Preschool Academy is a fully secure building with security cameras surveying the entire premises.

With respect to cameras in the classroom – we will not be installing those at any time. The reason we have chosen this is due to individual privacy and a requirement for vulnerable sector police checks. Although we have no issues with parents having access to video images in the classroom; we would not have any control over others accessing these images as well. We are not comfortable with that. We have heard of many cases of scenarios where images were not appropriately used; again we are not comfortable with that as well.

We understand from a parent perspective of wanting to view their child throughout the day, but our concerns are as stated above. We have provided you with HiMama photos and reports on your child’s daily activities, where you have full control over who has access to view these images. This we are comfortable with, as permission forms have been signed by other parents and nothing is posted that should not be.

**Community Organizations** - If you have any questions about your child’s development, we recommend contacting one of the following agencies to help answer any question you may have:

Reach Out Centre for Kids (ROCK)  
(905) 339-3525

Developmental Early Identification and Prevention Program (DEIPP)  
(905) 825-6000 ext. 2531  
Halton Region Children's Developmental Services  
(905) 825-6000

Halton Region Health Department  
1151 Bronte Road  
Oakville, Ontario L6M 3L1  
Tel : 905-825-6000  
Toll : 1-866-442-5866  
TTY : 905-827-9833  
Fax : 905-825-8588  
Website : [http://www.halton.ca/living\\_in\\_halton/public\\_health/](http://www.halton.ca/living_in_halton/public_health/)

\* All information gathered by the centre is confidential \*