



Saint Mary's Daycare

PARENTS' HANDBOOK

2025

Child's Name:



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1 ABOUT SAINT MARY'S DAYCARE

- Saint Mary's Daycare is a non-profit daycare owned to and operated by "Saint Mary's Coptic Orthodox Church".
- The daycare was established in 2003, in response to the growing community of young families in the area.
- It is located in the "Saint John's Fellowship Centre" at: 2 Canfield Road, Nepean, Ontario K2H 5T1.
- Saint Mary's Daycare provides a safe nurturing and stimulating environment for children between eighteen months and twelve years.
- We offer four separate programs for children as follows:
 - ✓ Toddler: For children 1 year to less than 2.5 years
 - ✓ Preschool: For children from 2.5 to 4 years.
 - ✓ Kindergarten: For children from 4 to 6 years
 - ✓ School Age: For ages 6 to 12 years.
- The goal of each program is to provide a positive learning experience as well as to enhance each child's level of development by providing age appropriate activities. We strive to meet individual needs as well as to foster a positive self-image.

2 Our Program Statement

St. Mary's Daycare is licensed by the Ministry of Education under the "Child Care and Early Years Act" (CCEYA). Our teachers are trained Registered Early Childhood Educators (RECE) who are very professional and creative in implementing developmentally appropriate activities that engage and stimulate the children in a play-based learning environment. All employees, volunteers and students are required to provide the daycare with a Police Clearance Check under the Vulnerable Sector before interacting with the children in our centre.

At St. Mary's Daycare, we view the child as competent, capable, curious and rich in potential. We encourage our children to realize their own abilities and to show positive behaviour that respects everyone. We expose our children to a variety of environments to help them to explore and satisfy their curiosity. Open – ended questions help our children to expand their imagination and think deeper than they usually would.

At St. Mary's Daycare we believe that the parents and staff should have a very close relationship where we can work together as a team to make the daycare experience seem as close to home for the child as possible. We have a wide-open door policy in which we allow the parents and staff to communicate through email, telephone, notes, documentations and meetings to keep everyone up to date and informed on how the child is developing as well as how and what they like to explore in the daycare.

Children at St. Mary's Daycare are provided the opportunity to explore a variety of activities to help them to reach their full potential. Through interactions with the children and observations the Educators are able to provide activities (both quiet and active) that incorporate the children's interests all while meeting the emotional and developmental needs of each individual.

St. Mary's Daycare has set out our goals for the children's learning and development to be consistent with the ministry of education and through the principles stated in "How Does Learning Happen?" which states that children are competent, capable, curious and rich in potential. At St. Mary's we view the child as follows:

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

2.1 Goals and Approaches To Meet Our Program Statement

2.1.1 ST. MARY'S DAYCARE WILL PROMOTE HEALTH, SAFETY, NUTRITION AND WELL-BEING OF THE CHILDREN.

In each classroom there is at least 1 teacher who is a Registered Early Childhood Educator (RECE) licensed by the College of Early Childhood Educators. Every staff member, volunteer, and student will be trained in health and safety protocols. Children are supervised by staff at all times as per the ratios set out for each age group. St. Mary's follows the Ministry of Health and Safety guidelines and holds fire drills on a monthly basis. During fire drills all staff and children evacuate the building and proceed to our



emergency location where attendance is taken before returning to the daycare. In the event of a real evacuation, parents are asked to pick their children up at the designated emergency location and to not enter the building once an evacuation has taken place.

All staff, volunteers and students will be trained in standard first aid and Infant and Child CPR (before hire and updated prior to expiry date) and the use of Epi-Pens. St. Mary's Daycare will compile a file for each staff member and child who attends the daycare which will include documentation of immunizations. Educators are required to review all important information about the children prior to their starting in the classroom (allergies, medical and behavioural issues etc.)

Children's immunizations are kept up to date and all illnesses are recorded in our communication logs. Children who are sick must be free of fever, vomiting and diarrhea for 24 hours before returning to the daycare. We have a medication policy that states that all medication be labelled and kept in a locked box out of reach of the children (kept in kitchen, above stove); there is also a locked box that is kept in the kitchen fridge for any medications requiring refrigeration. Medication may only be administered by an RECE, and shall be recorded on a medication log once given. Each child who is to receive medication will need a medication log, which is to be filled out by the parent, stating the specific dose of the medicine as well as the time in which it should be administered (should be the same as on the pharmacy label).

We encourage good hygiene habits at St. Mary's Daycare, meaning that everyone (staff and children included) shall wash his/her hands upon entering the room, before and after eating and (of course) after using the washroom.

During the months of May-September we apply sunscreen to the children, which is provided by the parents. All sunscreens shall be labelled with the children's name and kept out of reach from the children, in the classroom. Sunscreen is applied 30 minutes before going outside in the morning and in the afternoon.

At St. Mary's Daycare we supply 2 snacks and a catered lunch (provided through Bytown Catering) on a daily basis. All snacks and meals are based on Canada's Food Guide and children are encouraged to eat from all four food groups. Allergies are posted in every classroom as well as in the kitchen and office. The daycare is a nut free facility, which means that we never cook with or buy any product containing nuts and nuts are strictly prohibited from entering the daycare. We ask that no outside food be brought into the daycare (unless otherwise approved by the Supervisor). During summer months, kindergarten and school aged children will provide their own lunches. Please ensure that there are no nut products or products that may contain nuts in their lunch. Staff at St. Mary's Daycare is trained in the use of EpiPen's and follow up on the procedures yearly.

Staff at St. Mary's does an excellent job at maintaining a clean and sanitary environment for the children. Washrooms are cleaned and disinfected after each washroom routine and floors are swept and mopped after every meal. Tables and chairs are cleaned daily and toys and games are cleaned and disinfected weekly or any time they have been "mouthed" by a child. All bedding is cleaned on a weekly basis (or as needed, when an accident occurs) and cots are disinfected as well. All toys, games and furniture is kept in good working order. Any item that becomes broken will either be fixed immediately or thrown away upon discovery. St. Mary's Daycare uses a professional cleaning company who comes every night to thoroughly clean all of the classrooms and washrooms.

2.1.2 ST. MARY'S DAYCARE SUPPORTS POSITIVE AND RESPONSIVE INTERACTIONS AMONG THE CHILDREN, PARENTS, CHILD-CARE PROVIDERS AND STAFF.

At St. Mary's Daycare we pride ourselves on having excellent relationships with parents. We have an open door policy with parents to ensure that information is being relayed on a day to day basis. Staff greets the parents and children each day upon arrival to the daycare and deliver information pertaining to the child's day upon departure. Staff and parents are encouraged to keep in touch through email, phone calls and written notes. If there is a request for parent/teacher meetings to discuss the needs of the child, the staff members will arrange a time in which it is appropriate. Artwork, written work and documentation panels are posted throughout the daycare on display for parents to take a look at and see what types of activities are happening during their child's day.

St. Mary's Daycare practices and encourages interactions that are inclusive to all in order to create a learning environment that is positive for everyone. Areas in the classroom are not gender defined as all children are encouraged to play with and experience every aspect of the classroom. We provide an atmosphere of cooperation, friendship, inclusion and sharing. The educators do their best job to model this type of behaviour through interactions with coworkers, children and parents.

Educators always encourage self-help skills in the children. We view the child as being capable and will give every opportunity for each child to develop to their fullest potential. Children are encouraged to do as much for themselves as possible. We feel that the child should always be trying his or her best. Educators will allow for the child to complete each task to the best of their ability without (or before) becoming frustrated or discouraged. We will assist children when needed, however staff will allow for the children's skills to be challenged in order to facilitate the development of new skills when appropriate. It is also encouraged that the children be helpful to each other and in the classroom as well.



2.1.2.1 PROHIBITED PRACTICES

All staff members will follow the CCEYA guidelines for Behaviour Guidance. We will guide the children's behaviour through the use of positive language, positive reinforcement and encouragement. EDUCATORS WILL NEVER USE PROHIBITED PRACTICES, such as:

- Corporal punishment of the child.
- Physical restraint of the child, such as: Confining the child to a high chair, car seat, stroller or other device for the purpose of discipline the child .Or in lieu of supervision, unless the physical restraint is for the purpose of preventing the child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent.
- Locking the exits of the child care centre or home child care premises for the purpose of confining the child , or confining the child in an area or a room without adult supervision , unless such confinement occurs during an emergency and is required as part of the license's emergency management policies and procedures.
- Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth.
- Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding
- Inflicting any bodily harm on children including making children eat or drink against their will.

2.1.3 ST. MARY'S DAYCARE ENCOURAGES THE CHILDREN TO INTERACT AND COMMUNICATE IN A POSITIVE WAY AND SUPPORTS THEIR ABILITY TO SELF-REGULATE.

Educators use positive language and behaviours when talking with the children and other adults in order to be good role models in the classroom. At St. Mary's we work to help the children to develop their communication and problem solving skills in order to allow them to become competent in using different forms of communication to solve any problems they may face.

When encouraging self-regulation we strive to create an environment where each child feels safe and can feel supported to find a variety of ways in which to express how they feel. We as educators work to teach the children to recognise how they feel (emotions) and to discover many ways in which to deal with them affectively and in a calm manner.

2.1.4 AT ST. MARY'S DAYCARE WE WILL FOSTER THE CHILDREN'S EXPLORATION, PLAY AND INQUIRY.

Educators at St. Mary's Daycare encourage the children to make their interests known in a variety of ways. To discover those interests, they observe, listen and talk with the children and document their interactions. Using the 4 Foundations of How Does Learning Happen (Belonging, Well-Being, Engagement and Expression).

Educators are interested in creating an environment that allows the children to explore the world around them, with their natural curiosity and exuberance. Through play-based learning, children will develop the skills needed to expand their abilities as well as their knowledge and understanding of their world.

2.1.5 PROVIDE CHILD-INITIATED AND ADULT SUPPORTED EXPERIENCES

St. Mary's R.E.C.E. Educators will follow the child's lead in our interactions and in developing an environment that enriches the opportunities for exploration. Reflecting on our documentation we discover the child's current interests, which guide us in the materials we provide and the opportunities we offer in all areas of the child's development. We also consider the different needs of the group, individuals. The environment will then be set up to encourage the children to challenge their abilities, expand their interests and develop relationships.

2.1.6 ST.MARY'S DAYCARE PLANS FOR AND CREATES POSITIVE LEARNING ENVIRONMENTS AND EXPERIENCES IN WHICH EACH CHILD'S LEARNING AND DEVELOPMENT WILL BE SUPPORTED

Using regular observations of the children's activities and interactions will us to plan a program that will stimulate the interests and development of the children. We will provide a variety of activities, both active and quiet, which will meet the needs of the developing child regardless of the level of need and development. We will make changes in our environment and program as the children's interests and developmental needs in all developmental cognitive and physical skills.



2.1.7 INCORPORATE INDOOR AND OUTDOOR PLAY, AS WELL AS ACTIVE PLAY, REST AND QUIET TIME, INTO THE DAY AND GIVE CONSIDERATION TO THE INDIVIDUAL NEEDS OF THE CHILDREN RECEIVING CARE.

St. Mary's Daycare staff will follow the guidelines of the CCEYA in setting our program. We strive to provide equal opportunities for all children to find the active and quiet time that meets their individual needs. We make use of the playground for two hours every day, weather permitting, providing a variety of active materials. Nap time is offered for two hours per day after lunch. We are also prepared for the early wakers children with quite interesting activities.

2.1.8 FOSTER THE ENGAGEMENT OF AN ONGOING COMMUNICATION WITH PARENTS ABOUT THE PROGRAM AND THEIR CHILDREN

Parents are welcome to visit and are encouraged to participate in their child's classroom. The Centre has adopted the Class Software App and St. Mary's face book Page as ways for educators to correspond with parents throughout each day by sending photo documentation, ion and updates. Teachers will keep communication open via short discussions, notes, phone calls and emails. Each class sends out a Parent/Teacher meeting whenever necessary.

2.1.9 INVOLVE LOCAL COMMUNITY PARTNERS AND ALLOW THOSE PARTNERS TO SUPPORT THE CHILDREN, THEIR FAMILIES AND STAFF

St. Mary's Daycare is encouraging the parents or children's relatives who are willing to come to the centre to play with the children and read them stories. We welcome also Librarian volunteers to come to the daycare and read books with the children. St.Mary's Daycare offered free French program and Music program for the children to encourage them discover their abilities and interests. Staffs are interested in attending any workshops provided by College of E.C.E.s which provide ongoing professional development and resources.

Parents are given the chance to accept or refuse that their child/ren participate in any of the programs offered such as French program, music, Face book Page and all other activities the children will be involved in.

2.1.10 SUPPORT STAFF, HOME CHILD CARE PROVIDERS OR OTHERS WHO INTERACT WITH THE CHILDREN AT A CHILD CARE CENTRE OR HOME CHILD CARE PREMISES IN RELATION TO CONTINUOUS PROFESSIONAL LEARNING

St.Mary's Daycare welcomes all the visitors from within our field as well as E.C.E. students and High School Co-op students. We also, with Parents' permission, allow Carleton University students to use our centre for any practicum work and projects. We allow students from Algonquin College to do their placements in our center under the supervision of RECE onsite supervisor.

2.1.11 DOCUMENT AND REVIEW THE IMPACT OF STRATEGIES SET OUT IN THIS STATEMENT ON THE CHILDREN AND THEIR FAMILIES

Educators of St .Mary's Daycare will use documentation, reflection, as well as formal assessments such as ITERS-R(Infant and Toddler Environmental Rating Scale – Revised) and ECERS-R (Early Childhood Environmental Rating Scale – Revised) to continually evaluate our program and its effects on the children and their families.

Staff, Students, and Volunteers will read this Program Statement and sign off prior to interacting with the children, when the statement is updated and on an annual basis. The Director will review this yearly.

Each program in St .Mary's Daycare will use a binder for observations, plans and documentation to support understanding. Documentation will be shared with families. Also incidents will be recorded and signed from both, involved educators and parents of the involved child/ren.

3 PHILOSOPHY

- Our philosophy at Saint Mary's Daycare is to provide a warm and nurturing learning environment in which children can explore, experiment and develop a feeling of self-worth and independence.
- We recognize that when children play in a safe, comfortable and simulating environment under guidance of staff that is attentive, respectful and caring, children flourish in all areas of their development – social and emotional, language, cognitive and physical.

4 Policies

- Effectiveness of Policy changes (at the discretion of the Supervisor):



- ✓ Critical policies: effective immediately
- ✓ Program policies: upon one month notice to the parents

4.1 dismissal Policy

4.1.1 AGING OUT/ SCHOOL AGE PROGRAM

When a child reaches the age of 12 years between January 1st and June 30th, the child will be discharged from the School Age program. When a child reaches the age of 12 years between July 1st and December 31st, the child will be discharged as of August 31st in the same year.

4.1.2 RESPECT TO INDIVIDUALS AND TO PROPERTY

- Respect of personal rights is an obligation of both children and adults.
- Any form of physical, emotional or verbal aggression is unacceptable. No behavior of this nature will be tolerated.
- This includes child to child, child to adult, adult to child, adult to adult.
- Any damage done to the centre or its contents, including the property of children or teachers is unacceptable.
- The Board reserves the right to dismiss a family immediately in the event of a serious occurrence of this type. No notice required.

4.1.3 BEHAVIOR

The daycare reserves the right to discharge a child if, at the absolute discretion of the daycare, the child:

- Is not adjusting to the setting after a reasonable period of time, as determined by the daycare;
- After exhausting all teaching resources at the daycare's disposal, the day care is unable to address the needs of the child, and the child continues to display behavior which endangers the health, safety and security of the other children or staff;

4.2 Complaint Policy

- St Mary's Daycare is committed to delivering high-quality child care services to children and their families. From time to time things may go wrong or we may not meet your expectations. We welcome suggestions and complaints as this gives us the opportunity to improve and enhance our performance.
- Families must be provided with a way to express concerns regarding the services provided by our staff if they are seen to be not adequately meeting the needs of our families.
- The center fosters positive relations between all children, parents and staff. Every parent has the right to a positive and sympathetic response to their concerns. Solutions are sought to resolve all disputes, issues or concerns that impact or effect the day to day wellbeing of the center in a fair, prompt and positive manner. All formal complaints will be managed in a timely manner and confidentiality will be maintained.

4.3 Policy Implementation

- Every parent will be provided with clear written guidelines detailing grievance procedures. As well as being included here, in the Parent Handbook, the procedures will be posted on the Parent Bulletin Board
- All confidential conversations/discussions with parents will take place in a quiet area away from children, other parents and staff not involved in the situation.
- The complainant's name(s) will remain confidential between the Board/Supervisor/relevant Teachers and the person(s) to whom the complaint is directed.
- As child care professionals, the daycare staff have a duty to report any concerns in regards a child's safety and well being. Any concerns regarding a child's safety will be reported to Children's Aid Society immediately.

4.4 Procedure for Dealing with Complaints

- The parent should discuss any problems/concerns with their child's teacher. All teachers must report any complaints they received from parents to the Supervisor as soon as possible and in a timely manner.
- If the parent feels uncomfortable speaking with the teacher, the parent may express concerns directly to the Supervisor.
- All formal complaints will be resolved as informally and quickly as possible. The parent should receive feedback either in person or in writing within 5 (five) business days.



4.5 Procedure for Dealing with Parent/Staff Conflict

- The parent should discuss the problem with the staff member concerned. If the parent feels that additional action is necessary after that discussion, they may take the matter up with the Supervisor.
- Parents are invited to voice concerns, either in writing or in person. The Supervisor will advise the parent of any decision/solution within 5(five) business days.
- If, after discussion with the Supervisor, the parent feels that their concerns have not be adequately addressed, the matter may be taken to the Board of Directors.
- The Board of Directors will advise the parent of their decision, in writing, within 10 (ten) business days. The Supervisor will also be advised in writing.

4.6 Procedure for Dealing with Parent/Management Conflict

Parent should discuss concerns with Supervisor:

- If, after discussion with the Supervisor, the parent feels that more action is necessary, the parent is invited to express concerns to the Board of Directors in writing.
- The Board will respond in writing within 10 (ten) business days
- If the parent remains dissatisfied, the parent may request a personal meeting with the Board. This meeting should take place within 5 business days.

4.7 Child Abuse Policy

- Staff members have received training regarding the observation of signs and symptoms of abuse.
- Staff have a duty to report and are required by law to report any occurrences of suspected child abuse.
- The Ottawa-Carleton Children's Aid Society will be contacted immediately if staff have any concerns regarding the child's welfare and safety.

4.8 Confidentiality

- Information collected from parents/guardians is for the use of the program staff only and of the type to aid in providing appropriate and adequate childcare.
- Information is kept in confidence and only released with the consent of the parent/guardian.

4.9 Extreme Weather Policy

- This policy refers to the walking of children to and from Knoxdale Public School, and to children who are bussed to their respective schools.
- If weather conditions are deemed too dangerous for staff and children, St Mary's Daycare, at its discretion, will not pick up or drop off children at Knoxdale Public School. The daycare reserves the right to make this decision based on weather and walking conditions.
- Parents will be contacted (via phone, email or in person) by a staff member if the decision has been made to cancel drop-off/pick-up option.
- If weather conditions deteriorate during the day, parents will be notified immediately that it is their responsibility to drop off/pick up their child.
- Kinder/school age children staying in the daycare the entire day due to inclement weather will be charged according to the program rate in which the child is registered.
- If school buses are cancelled, parents are asked to call daycare staff before 8:30 am to advise whether their child will be attending daycare for the full day instead of attending school.

4.10 Allergy Policy

- The center is designated as a "nut-free" area.
- No nut products, including oils, butters, nutmeats or other food or cosmetic products are allowed.
- Please respect this policy as a child's life may depend on it. For example, if your child has eaten peanut butter, please ensure that all traces are washed from their hands and face and that their teeth are brushed.
- Food that may contain nuts or traces of nuts are not permitted in the center.



4.11 ATTENDANCE POLICY & ELECTRONIC SIGN IN/OUT MACHINES

4.12 CHILDREN ATTENDANCE POLICY

- Upon a child admission, the parents/guardians receive an access code to the software in use.
- Parents/Authorized persons are not allowed to give their access code(s) to any person whosoever unless registered in the application form as authorized person for drop off / pick up. Every person should keep his/her own access code and not allowed to use the code of another person.
- The full responsibility of the child falls on his parent/guardian/ authorized person till he/ she is signed in to one of our rooms by the intendent teacher and after they sign out from a room/a program.
- In case of losing a single access code for any user, parents must instantly inform St Mary's Daycare and will pay 5.00 CAD per each access code to disactivate it and to get another access code.
- Using the software for signing-in and signing-out children is mandatory since March 2024 and is used as the formal proving document for chid(ren)' attendance.
- St Mary's Daycare is not responsible for the impacts that could occurs if parents do not follow the above-mentioned policies.
- An authorized person must sign in/out my child(ren) in person. St. Mary's Daycare has the right to take the necessary actions in case a child is left without electronic signing.

4.12.1 ATTENDANCE POLICY

Class teachers are required to have a record of daily attendance for each child receiving care, showing the time of arrival and time of departure of each child, as well as if a child is absent.

The daily attendance record must include the daily attendance of each child in a licensed aged group, including each child who was in the group each day and the hours during which they were in the group.

In addition, medical officers of health and designates are permitted to inspect all such attendance records required under the regulation. In light of the global public health situation stemming from COVID-19, local public health authorities would be able to quickly confirm attendance and undertake contact tracing if required.

Upon registering the instant changes on the software regards changing of rooms/program , class teachers have to be able to identify which children were in what room/group at any point of time during the day by printing instant reports via the following:

- using the used software (Procare) or by viewing the soft reports of previous days.
- There is a live access to the attendance present and past reports via this software.
- A soft copy of this detailed daily attendance may be saved by the supervisor or alternate on the next day as excel format , to be ready for printing at any later time.
- The brief sign-in/out version soft copy is always accessible and valid be printed and archived.

Example:

Kindergarten 1 mixes with Kindergarten 2 in the afternoon. Class teachers must document this class transfer by entering this information on the sign-in/out devices. This will ensure that a record is kept of all children who were mixed together and the hours during which they were in the group

Where children may move between licensed age groups (e.g. mixing groups at the end of the day with reduced ratios, a toddler visits a preschool room to transition, etc.), the class teacher must meet all those requirements including keeping record of hours during which children were in each specific licensed age group to support local public health authorities with contact tracing.

4.12.2 POLICY FOR PARENT USER

- Upon a child admission, the parents/guardians receive an access code to the software in use.
- Parents/Authorized persons are not allowed to give their access code(s) to any person unless registered in the application form as authorized person for drop off / pick up. Every person should keep his/her own access code and not allowed to use the code of another person.
- The full responsibility of the child falls on his parent/guardian/ authorized person till he/ she is signed in to one of our rooms by the intendent teacher and after they sign out from a room/a program.
- In case of losing a single access code for any user, parents must instantly inform St Mary's Daycare and will pay 5.00 CAD per each access code to disactivate it and to get another access code.
- Using the software for signing-in and signing-out children is mandatory since March 2024 and is used as the formal proving document for chid(ren)' attendance.



- St Mary's Daycare is not responsible for the impacts that could occur if parents do not follow the above-mentioned policies.
- An authorized person must sign in/out his/her child(ren) in person. St. Mary's Daycare has the right to take the necessary actions in case a child is left without electronic signing.

4.13 Safe Arrival and Dismissal Policy and Procedures November 2023

Name of Child Care Centre: Saint Mary's Daycare.

Date Policy and Procedures Established: 16 November 2013.

Date Policy and Procedures Updated: 2 April 2024.

4.13.1 PURPOSE

This policy and the procedures within help support the safe arrival and dismissal of children receiving care. This policy will provide staff, parents, students and volunteers with a clear understanding of their roles and responsibilities for ensuring the safe arrival and dismissal of children receiving care. including what steps are to be taken when a child does not arrive at the daycare as expected, as well as steps to follow and ensure the safe dismissal of children.

This policy is intended to fulfil the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding the safe arrival and dismissal of children in care.

Note: definitions for terms used throughout this policy are provided in a Glossary at the end of the document.

4.13.2 GENERAL POLICY

- St. Mary's Daycare will ensure that any child receiving childcare at its premises is only released to the child's parent/guardian or an individual that the parent/guardian has provided written authorization the child care centre may release the child to.
- St. Mary's Daycare will only dismiss children into the care of their parent/guardian or another authorized individual. The centre will not release any children from care without supervision.
- Where a child does not arrive in care as expected or is not picked up as expected, staff must follow the safe arrival and dismissal procedures set out below.

4.13.3 ADDITIONAL POLICY STATEMENTS

4.13.3.1 ACCEPTING A CHILD INTO CARE

When accepting a child into care at the time of drop-off, program staff in the room must:

- greet the parent/guardian and child.
- ask the parent/guardian how the child's evening/morning has been and if there are any changes to the child's pick-up procedure (i.e., someone other than the parent/guardian picking up). Where the parent/guardian has indicated that someone other than the child's parent/guardians will be picking up, the staff must confirm that the person is listed on the authorized pick-up section on the application form.
- where the individual is not listed, ask the parent/guardian to provide authorization for pick-up in writing (e.g., note or email). Then the teacher must document the change in pick-up procedure in the daily written record.
- sign the child in on the classroom attendance record and on the software as explained above.

4.13.3.2 WHERE A CHILD HAS NOT ARRIVED IN CARE AS EXPECTED

1. Where a child does not arrive at the childcare centre and the parent/guardian has not communicated a change in drop-off (e.g., left a voice message or advised the closing staff at pick-up), the staff in the classroom must:

- inform the extra support staff and they must commence contacting the child's parent/guardian no later than 10:00 am. Staff shall call parent/guardian, send text message or email via program's communication app, the staff will contact parent/guardian once a day .if no response is received , the staff will leave it with the Supervisor.



2. Once the child's absence has been confirmed, program staff shall document the child's absence on the attendance record and any additional information about the child's absence in the daily written record. Releasing a child from care

1. The staff who is supervising the child at the time of pick-up shall only release the child to the child's parent/guardian or individual that the parent/guardian has provided written authorization that the childcare may release the child to. Where the staff does not know the individual picking up the child (i.e., parent/guardian or authorized individual), confirm with another staff member that the individual picking up is the child's parent/guardian/authorized individual. In some cases, Ask the Supervisor whether the parent/guardian sent an email to provide a different name for pick up. In this case, A photo ID is a must to check before releasing the child to the individual who is picking up.

- where the above is not possible, ask the parent/guardian/authorized individual for photo identification and confirm the individual's information against the parent/guardian/authorized individual's name on the child's file or written authorization.

4.13.3.3 WHERE A CHILD HAS NOT BEEN PICKED UP AS EXPECTED (BEFORE CENTRE CLOSURES)

- Where a parent/guardian has previously communicated with the staff a specific time or timeframe that their child is to be picked up from care and the child has not been picked up [include time for when staff shall proceed with contacting parent/guardian], the supervisor or program staff shall contact the parent/guardian either via a phone call or an electronic message and advise that the child is still in care and has not been picked up.
- Where the staff is unable to reach the parent/guardian, staff must leave a message for the parent/guardian]. Where the individual picking up the child is an authorized individual and their contact information is available, the staff shall proceed with contacting the individual to confirm pick-up as per the parent/guardian's instructions or leave a voice message to contact the centre.
- Where the staff has not heard back from the parent/guardian or authorized individual who was to pick up the child the staff shall contact emergency contact.

4.13.3.4 WHERE A CHILD HAS NOT BEEN PICKED UP AND THE CENTRE IS CLOSED

- Where a parent/guardian or authorized individual who was supposed to pick up a child from care and has not arrived by 5:30 pm, staff shall ensure that the child is given a snack and activity, while they await their pick-up.
- One staff shall stay with the child, while a second staff proceeds with calling the parent/guardian to advise that the child is still in care and inquire their pick-up time. In the case where the person picking up the child is an authorized individual, the staff shall [include steps such as, contact the parent/guardian first and then proceed to contact the authorized individual responsible for pick-up if unable to reach the parent/guardian].
- If the staff is unable to reach the parent/guardian or authorized individual who was responsible for picking up the child, the staff shall [insert next steps (e.g., contacting authorized individuals listed on the child's file, etc.).
- Where the staff is unable to reach the parent/guardian or any other authorized individual listed on the child's file (e.g., the emergency contacts) by 5:30 pm, the staff shall proceed with contacting the local Children's Aid Society (CAS) . Staff shall follow the CAS's direction with respect to next steps.

4.13.3.5 DISMISSING A CHILD FROM CARE WITHOUT SUPERVISION PROCEDURES



Staff will only release children from care to the parent/guardian or other authorized adult. Under no circumstances will children be released from care to walk home alone.

4.13.3.6 GLOSSARY

Individual authorized to pick-up/authorized individual: a person that the parent/guardian has advised the child care program staff in writing can pick-up their child from care.

Licensee: The individual or corporation named on the licence issued by the Ministry of Education responsible for the operation and management of the child care centre and home child agency.

Parent/guardian: A person having lawful custody of a child or a person who has demonstrated a settled intention to treat a child as a child of his or her family.

[insert additional definitions]

Regulatory Requirements: Ontario Regulation 137/15

Safe arrival and dismissal policy

50. Every licensee shall ensure that each childcare centre it operates and each premises where it oversees the provision of home childcare has a policy respecting the safe arrival and dismissal of children that,

- (a) provides that a child may only be released from the childcare centre or home childcare premises,
 - (i) to individuals indicated by a child's parent, or
 - (ii) in accordance with written permission from a child's parent to release the child from the program at a specified time without supervision; and
- (b) sets out the steps that must be taken if,
 - (i) a child does not arrive as expected at the centre or home child care premises, or
 - (ii) a child is not picked up as expected from the centre or home childcare premises.

Disclaimer: This document is a sample of a policy and procedure that has been prepared to assist licensees in understanding their obligations under the Child Care and Early Years Act, 2014 (CCEYA) and O. Reg. 137/15. It is the responsibility of the licensee to ensure that the information included in this document is appropriately modified to reflect the individual circumstances and needs of each child care centre it operates and each premises where the licensee oversees the provision of home childcare.

It is the responsibility of the licensee to ensure compliance with all applicable legislation. If the licensee requires assistance with respect to the interpretation of the legislation and its application, the licensee may wish to consult legal counsel.

5 FEES

5.1 CWELCC

St. Mary's Daycare took advantage of CWELCC and was able to opt-in it. It is a system Canada Wide to support the parents and make the fees affordable. The fees decreased with a percentage of 52.75% on January 1, 2023. The goal is for the fees by 2025 to be \$10 for all the children under 6 years.

5.2 Monthly Fees

- Fees must be made in advance with post-dated cheques for the following twelve months of registration.
- Cheques must be dated the 1st of each month and should be received by the following due dates:
 - ✓ Period from January to June: cheque(s) due by **December 15**



- ✓ Period from July to December: cheque(s) due by **June 15**
- Cheques are payable to Saint Mary's Daycare.
- A 15 CAD charge will apply for cheques returned due to non-sufficient funds , **(non-base fee)**.
- Receipts, for income tax purposes, are issued at the end of the calendar year.
- Payment is monthly by enrolment. Fees remain the same regardless of child's absence due to statutory holidays, vacations or illness.
- Fees are subject to change after a one-month notice to parents.
- There is no registration fees
- **In case of reducing the base-fees, while the parents already paid before the deduction, a refund/credit (adjustment) will be issued to the parents.**

6 REGISTRATION

Without exception, the child can only starts the daycare when the parents return all the following required documents completed and signed:

- Complete registration package including the immunization record.
- One registration cheque (50 CAD).
- Cheques for monthly fees post-dated to either June or December of that year and dated the first of each month.
- One cheque for the last month, dated as of the registration date.

7 PROGRAMS

From 07:00 AM to 05:00PM		
Class	Age	Fees & remarks
Toddlers	1 to <2.5 years	22.00 CAD per day *
Pre-school	2.5 to < 4 years	22.00 CAD per day *
Kindergarten	4 to <6 years	240.00 CAD per month
School Age	6 to 12 years	240.00 CAD (PD days and March breaks included)

*The daily base fees are applied on the days where the daycare is operated every month.

8 HOURS OF SERVICE

- **The daycare is open year-round for a total number of 261 working days per year including statutory holidays, from 07:00 AM to 05:00PM, Monday to Friday with the exception of the following statutory holidays:**
 - a. New Year's Day
 - b. Good Friday
 - c. Family day
 - d. Easter Monday
 - e. Victoria Day
 - f. Canada Day
 - g. Civic Holiday
 - h. Labour Day
 - i. Thanksgiving
 - j. Half day on Christmas Eve & on New Year Eve
 - k. Boxing Day
- NB: Saint Mary's Daycare will close at noon on Christmas Eve and New Year Eve.

9 Waitlist Policy

- Those wishing to apply for a space in St Mary's Daycare should register with the Ottawa Child Care Registry and Waitlist managed through the City of Ottawa. You can contact them by telephone at 3-1-1 or <https://onehsn.com/Ottawa>.
- St Mary's Daycare will review applications in the same order as that of the Ottawa Child Care Registry and Waitlist date and these applications will be processed internally, giving priority to those children who are registered at " **Knoxdale Public School**" or " **St John the Apostle Catholic School**" and/or may have a sibling already registered in St Mary's Daycare.
- Applicants will be contacted by telephone and/or e-mail when a space is available. Should an applicant turn the space down, they may choose to remain on the Ottawa Child Care Registry and Waitlist.



10 NOTICE OF WITHDRAWAL

- Parents that are no longer requiring Saint Mary's Daycare's childcare must provide a written notice to the daycare's Supervisor **a minimum of one month in advance**.

11 MEDICAL RECORDS

- The **City of Ottawa Health Department** requires that medical records should be completed prior to your child's first day at the centre.
- Appropriate forms are provided in your registration package. Please ensure that these forms are complete and accurate.

12 EMERGENCY INFORMATION – EMERGENCY PREPAREDNESS

- It is imperative that parents provide the daycare with all their contact information including address, place of work and telephone numbers for work, home and cell.
- Parents are responsible for keeping this information up to date. In an emergency situation, we will not be able to contact you unless the contact information on file is current and valid.
- The daycare staff is trained in emergency procedures. Children and staff participate in regular fire drills and emergency procedures are posted in each area.
- In the event of an emergency, the children will be evacuated to Saint Mary's Coptic Church at 1 Canfield Road. You will be contacted immediately.
- staff member will contact each parent to advise them of the status of the situation and to suggest pick up procedures.

12.1 Accident Reporting

- The children are supervised always; however, accidents can and do happen.
- If an injury is minor, simple First Aid (e.g. application of ice, Band Aid) will be rendered.
- An "Accident Report" form will be completed by the supervising staff. This describes the nature and the cause of the accident. The parent will be asked to sign this form which will then be placed in the child's file.
- If the injury is significant but not major, staff will call to inform the parent and decide on the appropriate course of action.
- If the injury is deemed serious, emergency medical attention will be sought, and staff will notify you immediately.

12.2 SERIOUS OCCURENCE

- The safety and well-being of children in licensed child care programs is of the highest priority.
- Operators of St Mary's Daycare work diligently to provide a safe, creative and nurturing environment for each child. Despite all the best precautions, serious occurrences can sometimes take place.
- To support increased transparency and access to information a "Serious Occurrence Notification Form" must be posted at the center in a visible area (Parent Notice Board) for 10 days.
- A Serious Occurrence could include:
 1. Serious injury to a child
 2. Fire or other disaster on site
 3. Compliant about service standard
- Licensed child care agencies are already required to report serious occurrences to the Ministry of Education which is responsible for child care licensing.
- This new policy required child care operators to post information in their facilities so that parents also have access to it.
- This posting will give parents information about the incident and outline follow-up actions taken and the outcomes while respecting the privacy of the individuals involved.
- Longer-term action taken by the operator will also be included to help prevent similar incidents in the future.
- Many factors may leave to a Serious Occurrence Report. A Serious Occurrence does not necessarily mean that an operator is out of compliance with licensing requirements or that children are at risk in the child care program

13 Child Care Licensing Website

- The Ontario government is committed to increasing transparency and parent access to information about licensed child care programs across the province.



- Information concerning child care inspection findings can be found on the Licensed Child Care Website:
<http://www.ontario.ca/ONTportal61/licensedchildcare>
- This website has detailed licensing information on each licensed child care center.
- **Information includes:**
 1. Date of the last licensing inspection
 2. Overall compliance level for the last inspection
 3. Summary of the inspection finding in each licensing category
 4. Detailed inspection finds in all categories.
 5. The website also includes a glossary with explanation for each category and the licensing process.
- All information is available in English and French.
- The Supervisor can also show you a detailed report Licensed child care programs in Ontario are now required to publicly post the results of annual licensing inspections.
- This report is submitted in graph form, showing results of the inspection and is posted on the Parent Information Board.

13.1 PARENT/GUARDIAN INFORMATION & RESPONSIBILITIES

- Sabrina's Law – An act to protect anaphylactic children, 2005.
- Obligations of parent/guardian to keep a daycare informed:
 1. ensure that information in child's file is kept up-to-date with the medication that child is taking;
 2. ensure that child's file contains copy of any prescriptions and instructions from child's physician (or) a photocopy of the prescription label on the auto-injector, and a current emergency contact list
- To comply with the above obligations, we require parents to complete the following:
 1. Parent/Physician request for administration and storage of inhalers and auto-injectors
 2. Anaphylaxis – Emergency Treatment Form:
 - This form contains the child's photograph, information about the child's allergy, emergency contact numbers and emergency protocol.
 - It is signed by parent/guardian
 - Pictures should be recent photographs (copies of this form will be posted in all rooms, including class room, kitchen and office)
 - Copies of the prescription or photo of prescription from the autoinjector label.
- **We also ask parents to:**
 1. Inform the daycare administrator about your child's life-threatening allergies;
 2. Advise the daycare if/when your child outgrows an allergy or no longer requires an auto injector (a letter from the child's allergist is required)
 3. Provide the daycare with 2 (two) epinephrine auto-injection kits:
 - Auto-injector should be in a protective container labelled with child's name and prescription details
 - One of the auto-injectors is to be carried/worn by the child always.
 - Parents who feel their child is not mature enough will have their auto-injector located in their classroom and teachers will be responsible to carry them when with the child
 - Children with venom allergies (bee stings) will carry auto injector with them during bee season
 - The second auto-injector is to be stored in a secure but not locked location for easy access.
 4. Meet with the daycare supervisor/teachers and provide information and in-service support as requested
 5. Communicate with daycare staff about field trip arrangements
 6. Provide your child with allergen free food products
 7. Support the daycare in its efforts to have your child carry/wear their autoinjectors
- **Always Teach your child:**
 - About the allergy and substances that trigger a reaction
 - Strategies to avoid potentially life-threatening allergens
 - How to recognize symptoms of an anaphylactic reaction
 - How to communicate clearly to a responsible adult that he/she is an anaphylactic child when child feels a reaction starting or has a general feeling of un-wellness.
 - The importance of carrying their auto-injector on their person always



- To only eat food provided by staff or parent/guardian
- Not to eat if they do not have their auto-injector with them
- How to self-administer the auto-injector, depending on child's age and maturity
- Not to share any food, drink or utensils and to place a barrier between their food and the food of the person sitting beside them at a table.
- The importance of hand washing
- How to advocate for themselves by explaining their life-threatening allergy to strangers, friends and adults.
- To report all incident of teasing and bullying to an adult in authority
- To communicate immediately to a responsible adult, teacher, if they are aware of accidental exposure or impending reaction
- Not to go off along, unaccompanied, if they are experiencing an allergic reaction or feeling unwell. If they lose consciousness, they will not be able to ask for help.
- Strategies on how to deal with and resist peer pressure

14 ARRIVALS / DEPARTURES (All Programs)

- Children depend on regular routines to provide a feeling of security.
- We recommend that parents establish set hours to drop off and pick up their child(ren).
- If there is an occasional change in that routine, please let the staff know.
- We encourage parents to bring their children to daycare no later than 10:00 AM.
- Parents are asked to call the center by 09:30 AM, to notify the daycare if your child(ren) will be coming in late, are sick or will be in holidays.

14.1 VEHICLE DROP-OFF/PICK-UP AREA

- There is limited space in the drop-off area in front of the daycare and it is intended for emergency vehicles.
- This area is not for the use of parents or staff.
- Parking is available across the street in the parking lot of St Mary's Coptic Church.
- Please DO NOT LEAVE YOUR CAR PARKED IN FRONT OF THE DAYCARE DOORS, this blocks a fire exit.
- Please ensure that your child is kept near you and under your control while you are dropping off/picking up. It would only take a second for an accident to happen.

14.2 STARTING AND ENDING THE DAY

- Undressing and dressing your child should be done in the cubby area.
- Please ensure that your child's belongings are placed in their cubby and are not left on the floor
- Please bring your child into the room and inform a staff member upon their arrival.
- Please contact a staff member when delivering in the morning, or when picking up your child at day's end.
- Please say good-bye to your child.
- If your child seems upset or anxious, please spend a few minutes reassuring you child and settling them into the program.
- Each day is a special day for your child so please allow some extra time for your child to get adjusted.

14.3 LATE PICK-UP

- St Mary's Daycare closes at 05:00pm.
- There will be a five-minute grace period after closing (05:00 – 5:35 pm) after which there will be a charge of \$5.00/each 5-minute period to a maximum of \$20.00 or until 6:00 pm
- After 6:00 pm, an additional \$30.00 fee will be owed for each thirty-minute period or part of.
- The Ottawa Police will be contacted if, after a lengthy wait, a child is not picked up and their parents/emergency contacts cannot be contacted.

14.4 RELEASE OF CHILD TO SOMEONE OTHER THAN CUSTODIAL PARENT(S) OR LEGAL GUARDIAN

- As part of the registration process you will be asked to list all those who are authorized to pick up your child.
- This list might include extended family members, neighbors or close family friends.
- **It is IMPERATIVE that you contact the daycare, either by phone (613-596-6279) or in writing if you wish to have your child picked up by someone who has not been specifically authorized to do so.**
- Your child will not be permitted to leave the premises with an unauthorized individual.



15 Safety Guidelines & Security Cameras

- Children are reminded to walk indoors and run outdoors (**1 Canfield Road – starting September 19, 2023, relocated to 9 Parkmount Crescent , K2H 5T3 , till further notice .**)
- Shoes are to be worn always
- To ensure that all children are present, a “head count” is taken after every transition. Attendance is also monitored as children arrive and depart for the day.
- Children are encouraged to return articles to the place found, and to put toys away before moving from one area to another. This keeps the floor clean of clutter and helps prevent tripping hazards.
- The daycare is equipped with an intercom and camera system for children's safety. There are 8 cameras covering both entrance, most of our classrooms, backyard and more cameras could be added later.
- The exterior doors are always locked. Parents and visitors must ring the door bell and be “buzzed” in by a staff member.
- Cameras are used only for security purposes and the stored backup might be used at any time to investigate any irregular event or incident.
- The exterior doors are always locked. Parents and visitors must ring the doorbell and be “buzzed” in by a staff member.
- All medications are kept in a lock box away from children's reach.
- Children are not allowed in the kitchen.

16 Electronic Sign in/out Machines

16.1 POLICY FOR PARENTS' USERS

- Parents/Authorized persons are not allowed to give their access code(s) to any person whosoever unless registered in the application form as authorized person for drop off / pick up. Every person should keep his/her own access code and not allowed to use the code of another person.
- Parents must be trained how to use the software to sign-in/out their child(ren).
- In case of losing a single access code for any user, parents must instantly inform St Mary's Daycare to deactivate it and to get another access code.
- Using the software for signing-in/out children is mandatory since October 11th, 2019 and is used as the formal proving document for child(ren)' attendance.
- St Mary's Daycare is not responsible for the impacts that could occur if parents do not follow the above-mentioned policies.
- An authorized person must sign in/out my child(ren) in person. St. Mary's Daycare has the right to take the necessary actions in case a child is left without electronic signing.

17 REQUIRED ITEMS

The following list introduces what the parents need to bring by their child(ren) start(s).

PLEASE LABEL ALL ITEMS WITH YOUR CHILD'S NAME

- Please bring the following from home on or before the first day of attendance:
 - ✓ Complete change of clothes (incl. socks & underwear)
 - ✓ Indoor shoes
- If child is in diapers:
 - ✓ Diapers
 - ✓ Wipes
 - ✓ Cream (if needed)
- If potty training is applicable:
 - ✓ Please bring at least 4 pairs of underwear and four pairs of pants



- Appropriate outdoor clothing for different weather conditions as follows:

- ✓ **In Winter, Please include:**

- two pairs of mittens
- Warm coat
- Boots
- two pairs of socks
- Hat
- Neck warmer (No scarf)

- ✓ **In Summer:**

- Sun hat
- Sun screen
- A towel
- A bathing suit
- Shoes that can get wet for outdoor water play

PLEASE do not send your child with any valuables, such as expensive home toys and jewellery. Home toys are not permitted unless they are "show and tell" or it has been discussed with the supervisor.

- ***Please bring a recent snap shot for your child to Saint Mary's Daycare for our group posters.***
- ***Registration package should be completed and handed in with the child (ren) immunization record before child(ren) can start.***

Just a reminder:

- Please pack a change of clothing for your child on a daily basis.
- Please label all your child's belongings with his/her name on it.
- Please provide healthy food and water for your child every day (Kindergarten and school age).
- Please sign your child in and out every day.
- Please close the front door firmly.
- Please avoid entering the classroom to minimize the disruption of other students that are already engaged in their activities.
- Please do not ask the staff not to allow your child to participate in outdoor activities.
- Please do not ask the staff to make sure that your child eats all of his food.
- Please do not ask for a refund or reduced rate in case your child will be away.
- Please arrive at least 5 minutes prior to closing of the centre to pick up your child.
- Please do not deliver the child if he has communicable disease, fever, vomiting, green or yellow mucus, pink eye the night before or the morning of attending Saint Mary's Daycare.
- Children must show no symptoms of being sick for 24 hours prior to returning to the centre.
- Please do not ask the staff to administer medication for fever. Children must be fever free for 24 hours prior to returning to Saint Mary's Daycare.
- You will be notified immediately to pick up your child if the staff notices any of the mentioned above symptoms. Doctor's note will be required upon return.

18 HEALTH

- In order to ensure the overall health and safety of all the children, we ask you not to bring your child to the centre if he/she has any of the following:
 1. An elevated temperature over **38.0° C**, **100.4° F** or greater.
 2. **Vomited** within a 24 hour-period.
 3. **Diarrhea** (2 consecutive loose bowels) within 24 hours.
 4. **Eyes/ears** that have yellow or green **discharge**.
 5. **Visible rashes** that have not been diagnosed by physician.
 6. A **severe cough, runny nose** (yellow or green) and/or **congestion**.



7. **Bronchitis or pneumonia.**

8. Any **communicable disease** including:

- | | | |
|--------------------|----------------|------------------------------|
| ○ Impetigo | ○ Meningitis | ○ Scabies |
| ○ Coxsackie Virus | ○ Measles | ○ Scarlet Fever |
| ○ Fifth Disease | ○ Mumps | ○ Strep throat |
| ○ German measles | ○ Tuberculosis | ○ Pertussis (Whooping Cough) |
| ○ Hepatitis A or B | ○ Ringworm | |

- The child will be allowed back at the Centre following a doctor's examination and provision of a note indicating that the child is free of any disease.
- From time to time there are additional health concerns that may arise and your child might be asked to remain home as per the health guidelines from the city.

CHILDREN MUST STAY HOME FOR AT LEAST ONE FULL DAY AND IF THEIR SYMPTOMS PERSIST AT HOME THEY MUST BE SYMPTOM FREE FOR 24 HOURS BEFORE RETURNING

- It is in the absolute discretion of the staff to call parents of an ill child or not admit a child in the daycare based on but not limited to the symptoms listed above.
- When the child, in the opinion of the staff, becomes ill during the day, the parent/guardian is expected to pick up their child within the hour.
- In the event that we are not able to reach the parent/guardian, the Centre will call the emergency contact to pick up the child
- If the child has discharge from the eyes, a rash or any other ailment that cannot be identified by the staff, the Health Department requires a physician to ensure that the child is not contagious. In order for your child to re-enter the facility, we require a doctor's note.
- It is licensed requirement that all the children play outside, weather permitting. The child should return to the centre well enough to participate in outdoor activities. Children are not permitted to stay inside, as Staffing does not allow for this.
- Please report to the daycare if the child has caught any communicable diseases i.e. chickenpox, pink eye, head lice, conjunctivitis or impetigo.

18.1 OUTBREAK POLICY / OTTAWA PUBLIC HEALTH

- Enteric Outbreak: An enteric outbreak exists when 2(two) or more individuals (staff and/or children) who have vomiting or diarrhea within 48 hours.
- Individuals should be in the same classroom or group but not live in the same household.

18.1.1 CONTROL MEASURES DURING ENTERIC OUTBREAK:

- Exclude ill children and/or staff while they have symptoms.
- Continue to exclude for 48 hrs after the resolution of symptoms
- Thorough hand washing for all staff and children (at least 15 seconds with soap and warm water) is essential to the prevention of an infectious agent
- An alcohol-based hand sanitizer can be used if a sink is not available and hands are not visibly soiled.
- Supervision is an essential element in forming good hand washing habits in children
- Notices must be posted at building/classroom entrances advising parents/guardians of the outbreak.
- All toys and surfaces will be cleaned and disinfected.

18.1.2 RESPIRATORY OUTBREAK

- A respiratory outbreak exists when 15% of the group is away with fever and any of the following symptoms: cough, nasal congestion, headache, fatigue, runny nose/sneezing, sore throat, diarrhea, vomiting, nausea

Control measures for respiratory outbreak:

- Exclude ill children and/or staff while symptomatic.
- Continue to exclude for 5 (five) days after the onset of their symptoms, or until symptom free, whichever is shorter.



- Follow cleaning/disinfecting procedure described above.

18.2 ANAPHYLACTIC POLICY

- St Mary's Daycare endeavors to provide a safe environment for children with life threatening allergies – a "minimized allergen environment." However, is it not always possible for the Board/Daycare to eliminate the risk of children meeting a life-threatening allergen in the daycare environment and/ at offsite locations (field trips).
- The daycare' emergency treatment plan in the event of exposure to a life-threatening allergen as recommended by Anaphylaxis Canada is as follows (acronym ACT):
 1. A – Administer the auto-injector immediately if the child displays any of the anaphylactic symptoms
 2. C – Call 911
 3. T – Transport the child by ambulance to the hospital even if symptoms subside.

19 PROGRAM CURRICULUM

- The curriculum for each program is planned by the teachers and is posted for the parents to read.
- The program curriculum is based on emergent curriculum. Through observation, listening and asking open ended questions, the staff will know what are the children's interests are and base their curriculum on those interests.
- The staff may also implement themes that they believe the children will be interested in or that will create opportunities for learning.
- Flexibility is a key component to programming.
- Any new learning opportunities that arise are readily incorporated in the curriculum.
- Each program has a set daily schedule, which serves as a guideline for the day's activities. These activities are developmentally appropriate for each of the different age groups and alternate between child-directed play and teacher-led structured activities.

20 DAYCARE LAYOUT (Preschool – Toddlers)

- The daycare classroom is divided into different sections.
- Quiet Area– This area has books and quiet activities. It helps children learn to play quietly and by themselves.
- Art Area- This area has art activities to help children be creative and use their five senses. Some of the activities are painting, gluing, cutting, woodworking and clay.
- Dramatic Play– This area is a place where children can pretend. They can play with dolls, cribs, a kitchen area, telephones, dress-up clothes, and hats from different jobs. This kind of play helps children understand themselves, the important people in their lives and the world around them.
- Table Top Area - This area contains manipulative activities like puzzles and small building sets. It gives children the chance to solve problems and be creative. It helps develop reading skills, fine motor skills and thinking skills.
- Block Area - This area gives the children a chance to build things. It helps them to get ready for math.
- Large Muscle Area /Outdoor Play – This area has activities like climbing, balancing, riding bikes, throwing balls. The children get a chance to develop their large muscle coordination and strength.

20.1 TOYS FROM HOME

Please do not let your child bring toys from home to school. Children learn social skills like sharing and taking turns in our school. If a child brings a toy from home it is hard for them to learn how to share.

21 CIRCLE TIME

- Based on the children's age, they will learn and acquire many different skills during circle time.
- Some of the things that they will learn are:



- | | | |
|--------------------|----------------------|--------------------------------|
| ○ Patterns | ○ Months of the year | ○ Letters |
| ○ Colours | ○ Weather | ○ Sharing |
| ○ Numbers | ○ Music | ○ Taking turns |
| ○ Days of the week | ○ Counting | ○ Languages (English & French) |

22 EXPECTATIONS FOR DAILY ROUTINE

22.1 Snack Time

- Children are asked to wash their hands before sitting at the table.
- Children are encouraged to use their manners (e.g. using words like "Please" & "Thank you") when asking for more snacks.
- Children are encouraged to try new snacks. However, if they are disliked, they may discard them.
- Socialization is encouraged at the table, however rude or inappropriate language is not acceptable.
- Children are asked to wash their hands after each snack routine and use the washroom.

22.2 Washroom

- Children are encouraged to use washroom independently. The staff will assist your child with pants, buckles, etc.
- Children will attempt to flush the toilet and wash their hands after each use. The staff again will assist your child with that routine.

22.3 Lunch

- Children are asked to wash their hands before sitting at the table.
- They say a prayer before lunch (Parent optional).
- Once sitting at the lunch table, children are encouraged to try each food item on their plate.
- Children are encouraged to use proper table manners.
- Children are encouraged to talk to one another.
- Upon completion of the lunch routine, children then proceed to the washroom to use the toilet.

22.4 Sleep Time

- All children under 12 months of age are placed on their backs in cribs for sleeping. Once a child is able to roll over by themselves, staff do not need to reposition them back on their backs.
- Where children under twelve months are observed to be placed in a position other than on their backs, a written recommendation from the child's doctor has to be provided regarding an alternate sleep position.
- Please contact the Class Teacher to inform you about the "Sleep Time Daily Visual Checklist"
- Preschool children are required to rest for two hours. However, any child who is awake after an hour of rest has passed, may participate in the "wakers' program".
- The Kindergarten children (when attending a full day care such as summer or PD days) rest for one hour, or have quiet activities.

23 Nutrition

23.1 LUNCH BAG POLICY FOR KINDERGARTEN AND SCHOOL AGE PROGRAMS

1. (See section 17.2- Page 10).

Examples of recommended food items are:

- | | | |
|--|---------------------|-------------|
| ▪ Raw vegetables: (carrots, celery, broccoli, cauliflower, turnip, peppers, etc) | | |
| ▪ Fruit juice: not "drinks" or "punch" | | |
| ▪ Fruit | ▪ Milk | ▪ Cheese |
| ▪ Whole grain crackers | ▪ Whole grain bread | ▪ Cold Meat |



- Granola
- Hard boiled eggs

Please do not include items which are low in nutritional value and/or high in sugar content including:

- Chocolate bars
- Soda pop
- Candy

- 2.** Parents must ensure that their child's lunch is nutritious and meets the guidelines of the Canada Food Guide (Potato chips
NB: In special occasions such as Birthday's cake, cupcakes, etc. are permissible.
- 3.** Lunch container must be clearly labeled with the child's name or initials.
- 4.** Food allergies are posted in the room where the lunch program takes place. We ask parents to keep us updated in writing regards your child's food allergies or sensitivities.
- 5.** This program is a nut restricted environment. Lunches that are labeled "May contain traces of nuts", "Processed in an environment where nuts are processed" or such labels are strictly forbidden. The staff will send the lunch home.
- 6.** Upon arrival at the program, children's lunches are to be refrigerated until lunchtime.
- 7.** If you require your child's lunch to be heated, please place a visible note for the teacher outside the lunch bag (Clothes pin, ribbon, etc.). The teacher does not have time to check every lunch.
- 8.** Generally, the program provides no food items for child's lunch. There are exceptions, however, when such as when a lunch is forgotten at home, or in the case of the child bringing in-appropriate or non-nutritional food. The staff may provide alternate items for the child's lunch.
- 9.** This program will supply all snacks in the morning and afternoon.
- 10.** Parents should also include utensils.
- 11.** Parents should send lunches fully prepared (staff will microwave heat up lunches)
- 12.** Parents must sign a letter of agreement to these policies and abide by them.



23.2 CHILD CARE MEUNUES FOR CALENDAR YEAR 2017

23.2.1 CHILD CARE LUNCH MENU – 2017



LES TRAITEURS
BYTOWN
— CATERING —

Child Care Lunch Menu - 2017

Website: www.bytowncatering.com
E-mail: sales@bytowncatering.com
5480 Canotek Rd. – Unit 2- , Ottawa, ON K1J9H7
Telephone: (613)745-6389

		Week 1	Week 2	Week 3	Week 4	Week 5
Monday		Chicken Stir-Fry Rice Fruit Salad	Rotini with meat sauce Bun Garden Salad Fresh Fruits	Chicken Stir-Fry Rice Fruit Salad	Chicken Breast Mashed Potatoes Peas Apple Sauce	Lasagna Bun Garden Salad Fruit Salad
	Opt. Veg.	Tofu Stir-Fry	Rotini with Tomato Tofu Sauce	Tofu Stir-Fry	Bean and Cheese Burrito	Vegetarian Lasagna with Tofu
Tuesday		Meatballs (5) Noodles Green Beans Zucchini Bread	Chicken Fingers (3) Steamed Potatoes Row Veggies Apple sauce	Veg & Tofu Quiche Garden Salad Yogurt	Spaghetti & Meat Sauce Bun Garden Salad Yogurt	Chicken Fajita Rice Apple Sauce
	Opt. Veg.	Vegetarian Meatballs with tomato sauce	Very Mild Vegetarian Chili	Same as above	Spaghetti with Tofu Tomato Sauce	Vegetarian Fajita
Wednesday		Chicken Fajita Rice Yogurt	Meat Ravioli Bun Garden Salad Yogurt	Chicken Fingers (3) Steamed Potatoes Hot Vegetables Apple Sauce	Meatballs (5) Steamed Potatoes Hot Vegetables Fruit Salad	
	Opt. Veg.	Vegetarian Fajita	Cheese Ravioli	Vegetarian Burger	Vegetarian Meatballs with Tomato Sauce	Same as above
Thursday		Macaroni with Meat Sauce Bun Raw Veggies Apple sauce	Chicken Pot-Pie Hot Vegetables Fresh Fruit	Macaroni with Cheese Sauce Bun Mexican Bean Salad Zucchini Bread	Chicken Pot Pie Green Beans Banana Bread	Spaghetti & Meat Sauce Bun Garden Salad Carrot Bread
	Opt. Veg.	Macaroni with Tomato Tofu Sauce	Tofu hot Pie	Same as above	Tofu Pot Pie	Spaghetti with Tofu & Tomato Sauce
Friday		French Carrot Soup Turkey Wrap Fresh Fruit	Vegetable Rice Soup Hummus & Cucumber Sandwich Carrot Bread	Potato Leek Soup Chicken Salad Sandwich Fresh Fruit	French Carrot Soup Turkey Sandwich Fresh Fruit	Vegetable Rice Soup Chicken Salad Sandwich Yogurt
	Opt. Veg.	Hummus & Cucumber Sandwich	Same as above	Cheese Sandwich	Hummus & Cucumber Sandwich	Cream Cheese Sandwich



23.2.2 SNACK'S MENU – OCTOBER 2023

	Morning Snack	Afternoon Snack
Monday	Cereal & Milk	Yogurt & fruit
Tuesday	Cheese, crackers & Milk	Nutrigrain Bars & Fruits
Wednesday	Apple sauce & Graham Crackers	Picnic Mix & Fruit
Thursday	Mini Croissant & Milk	Popcorn & cheese
Friday	Leftovers & Milk	Graham Crackers & fruit

24 MOVING TO THE NEXT PROGRAM IN THE DAYCARE

- Due to limited number of spaces, Saint Mary's Daycare cannot always guarantee that spaces would be available for your child to move from one program to another. However, Supervisors will make every effort to move children into the next program whenever possible.
- The registration date is used to select movement for all children.
- Should your child leave the daycare at your discretion, and subsequently return the re-entry date shall be the new registration date.
- Parents of children in the Preschool and Kindergarten programs will be notified in the spring of the status of availability of spaces.
- In the event that your child is discharged, due to insufficient spaces, you will be placed on a priority waiting list of re-entry into the daycare.

25 Program Schedules

25.1 Toddlers' Daily Schedule

From	To	Program
07:00	08:15	Free Play / Fine Motor Activities / Dramatic And Imaginary Play
08:15	08:45	Hand Washing / Snack Time
08:45	09:45	Story Time/ Creative Arts / Sensory Activity / Diaper Routine
09:45	10:45	Outdoor Play / Gross Motor Activities / Discovering Nature
10:45	11:30	Hand Washing Routine / Lunch Time
11:30	12:00	Diaper Changing / Toilet Training / Free Play / Quiet Reading
12:00	14:15	Sleep Room / Rest Time / Early Wakers' Activity
14:15	14:45	Wake Up Time / Diaper Changes / Toilet Routine / Hand Washing / Fine Motor Activities



14:45	15:00	Hand Washing / Snack Time
15:00	15:15	Circle Time / Music And Movement (Including French Songs And Sign Languages)
15:15	16:15	Outdoor Play / Gross Motor Movement
16:15	17:00	Teacher's Directed Art / Free Play / Cognitive And Manipulative Learning/ Sensory Activities
17:00	17:00	Free Play / Quiet Activities / Preparation For Pick-Up
At 17:00		Centre Closes

25.2 Preschool's Daily Schedule

From	To	Program
07:00	08:30	Centre Open & Free Play (Sensory/Science, Dramatic Play & Fine Motor Activities)
07:30	08:30	Morning Snack
08:30	09:30	French
09:30	10:00	Circle Time (Story, Songs, Numbers, Week)
10:00	10:20	Washroom Routine
10:20	10:30	Get Ready For Outdoor Play
10:30	11:30	Outdoor Play
11:30	12:15	Hand Wash And Lunch
12:15	12:30	Wash Room Routine
12:30	14:30	Sleep Time/ Quiet Time
14:30	14:45	Washroom Routine
14:30	15:15	Free Play /Teacher Directed Art/ Free Art
15:15	15:45	Hand Wash And Afternoon Snack
15:45	16:00	Get Ready For Outside
16:00	17:00	Outdoor Play
17:00	17:00	Quiet Activities And Centre Closed At 17:00

25.3 Kindergarten's Daily Schedule

From	To	Program
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07:00	08:30	Arrival, free play and snack
07:50	08:00	Knoxdale drop off
08:25	08:35	St. John's Bus
14:30	14:45	Knoxdale Pick Up
14:45	15:00	Knoxdale snack time
15:00	105:00	Art
105:00	16:35	Circle, Centre's and Free Play
16:15	16:20	St. John's Pick Up
16:30	17:00	French Program (twice per week)
16:20	16:35	St. John's Snack
16:45	17:00	Free Play And Pick Up

25.4 Programme Quotidien du secteur français de Préscolaire

De	À	Programme
07:00	08:30	Centre s'ouvre - des gymnastiques matinales
07:30	08:30	Petit déjeuner
08:30	09:30	Enseignement interactif et technologique
09:30	10:00	Calendrier + (Contes, chansons, chiffres, ...)
10:00	10:20	Routine de toilette
10:20	10:30	Se préparer pour sortir dehors
10:30	11:30	Jouer en plein air
11:30	12:15	Se laver et déjeuner
12:15	12:30	Routine de toilette et de lavage
12:30	14:30	Dormir/ Lecture Silencieux
14:30	14:45	Routine de toilette
14:30	15:15	Jeux libres /Atelier d'arts
15:15	15:45	Se laver et avoir le goûter de l'après midi
15:45	16:00	Se préparer pour sortir dehors
16:00	17:00	Jouer en plein air
17:00	17:00	Activités variées - Centre se Ferme À 17:00

25.5 School Age Daily Schedule

From	To	Program
14:30	14:40	Knoxdale Pick Up



14:40	14:50	Prepare for snack (Washing Hands)
14:50	15:05	Konoxdale snack time
15:05	16:05	Outdoor Play (Weather permitting)
16:15	16:20	St. John's Pickup
16:05	17:00	Free play & creative activities (Sensory, fine motor, table tops, drama, etc.) In correlation with French Program and Computer Laboratory
16:30	16:45	St. John's snack time
16:50	17:00	Clean up & prepare for pick up
17:00	17:00	Quiet Activities And Centre Closed At 17:00

THANK YOU FOR CHOOSING SAINT MARY'S DAY CARE