JACKMAN COMMUNITY DAYCARE

PARENT HANDBOOK

Revised
November 2025

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Welcome to Jackman Community Daycare

The Board of Directors and Educators are pleased to welcome you and your family to Jackman Community Daycare.

Our mission is to be a sustainable organization that provides a secure, creative learning environment within the Jackman community.

This *Parent Handbook* has been developed to provide you with information you need to know about the Daycare and Nursery School. It contains guidelines on the rights and responsibilities of parents and children as members of Jackman Community Daycare.

Upon registration, families are required to read the *Parent Handbook* and provide attestation of their understanding and agreement to the policies and procedures of Jackman Community Daycare. Including the Parent and Child Code of Conduct.

How to Contact Us

Jackman Community Daycare
79 Jackman Avenue, Room 308
Toronto, ON M4K 2X5
Telephone: (416) 466-8715, Ext. 221
Fax: (416) 466-2273
Email: supervisor@jackmandaycare.ca
Web: www.jackmancommunitydaycare.ca

All program rooms have their own telephone extensions. **Our phone number is 416-466-8715.** You may call and speak to Educators directly or leave a message anytime at the following extensions:

Nursery School	Room 105	Extension	223
Preschool	Room 107	Extension	222
JK B & A	Room 107A	Extension	233
SK B & A	Room 207A	Extension	234
Grades 1/2	Room 105	Extension	223
Grades 1/2	Room 207	Extension	227
Grade 3	Room 101	Extension	224
Grade 4	Room 209	Extension	228
Grades 5 & 6	Room 309	Extension	225
Executive Director	Room 308	Extension	226
Supervisor Office	Room 308	Extension	221
Manager	Room 308	Extension	232

* Some years rooms will be split grades to accommodate the needs of the daycare. The above information is based on our 2025-2026 school year.

Jackman Community Daycare is committed to communicating with clients with disabilities in different or alternative ways that take into consideration their disability. Educators will be trained on how to interact and communicate with clients with disabilities in a manner that is respectful of a client's dignity and independence. Alternative methods of communication will be provided as requested.

Jackman Community Daycare Philosophy

Jackman Community Daycare provides a positive learning environment for children that enhance their personal level of development. Through play experiences and guidance by specially trained Educators, the children are exposed to situations that will stimulate:

- Physical (fine and gross motor)
- Social (awareness, respect, ability to share and cooperate)
- Communication (verbal and non-verbal)
- Self-Esteem (Self-awareness and positive self-image)
- Cognitive (comprehension, problem solving, and skill acquisition)

Children are guided by skilled Registered Early Childhood Educators (RECEs) who establish a flexible program in an inclusive, supportive, and non-discriminatory environment. Children's ideas are the crux of the emergent curriculum that is based on the interests and needs of the children. Open communication between and among Educators, children, families and the school community is crucial to realizing a warm and safe environment in which the children at Jackman Community Daycare can play, learn and thrive.

Program Statement

Our Program Statement was created to comply with licensing requirements. It was an opportunity for the staff, management and the board to review and discuss why we do what we do. The Program Statement that we developed captures the philosophy and goals that guide our program for our children. It describes the strategies we use to realize these goals, the plans of action to execute the strategies and the practices to implement, monitor and evaluate those action plans to continually improve our performance. The Program Statement can be found at the end of this Handbook and is also on our website at: www.jackmancommunitydaycare.ca

Preparing Your Child

Jackman Community Daycare is part of your child's environment. For most children there will be an adjustment period when they start, usually lasting from two weeks to a month, depending on the age of your child. You may notice changes in your child's behaviour during this time. Some children have trouble eating or sleeping; many just seem more sensitive. It is important to remember that it is all right for both you and your child to feel anxious. It may be comforting to know that most of the families at Jackman Community Daycare have been through similar experiences with their children. Our Educators are always available to talk to should you feel that might help you through this adjustment period. We're looking forward to getting to know you and your child.

Programming and the Curriculum

We provide programs to support our "holistic" approach to child development, including sports, dramatic and creative arts, self-help skills, and science experiences. Children are encouraged, but not forced, to participate in all activities. We strive to provide a stimulating program that offers services to children, families and the community, within the framework of the Child Care and Early Years Act (CCEYA) and ideologies in early childhood education. Our emergent curriculum is organized around the following 5 areas of development:

1. Physical (gross and fine motor);
2. Social (awareness, respect, ability to share and cooperate);
3. Communication (verbal and non-verbal);
4. Self-esteem (self-awareness and positive self-image);
5. Cognitive (comprehension, problem solving, and skill acquisition)

Educators provide parents with the opportunity to discuss their child's progress through on-going discussions, and parent meetings if necessary or requested. If there are any problems or concerns regarding your child, your child's teachers will discuss it with you so that we are all working together.

At Jackman Community Daycare, our goal is to help foster anti-racist views and avoid gender bias values, attitudes, and practices. Our programs and activities reflect the ethno-cultural diversity of Toronto and promote respect and appreciation of differences.

Program Rooms and Summer Camp Policy

Program Overview

Jackman Community Daycare offers nine distinct programs during the school year, serving children from ages 3 to 12. Room placements are based on a child's grade level and the needs of the Daycare. The Board of Directors reserves the right to adjust room offerings and streams annually to ensure optimal operation, while adhering to legislated ratios and age group balance. Room groupings may be split grades when necessary.
The Daycare provides full-day care on PA Days, school breaks, and during the summer. Once a child is accepted into the Daycare, they may remain enrolled year after year, subject to space availability and program requirements.

Program Descriptions

Nursery School – Room 105

- Part-time program operating September to June
- Hours: 9:00–11:30 AM, Monday to Friday
- Capacity: 16 children (3 years old by December 31)
- Focus: Socialization and learning through play
- Closed on TDSB holidays, PA Days, March Break, and summer
- Not part of the daycare stream; no priority for JK B&A admission
- ***No residency requirement***

Preschool – Room 107 (ext. 222)

- Full-time program for children 3 years old by December 31
- Residency required in Jackman School's English catchment area
- Operating September 1 – August 31
- Hours: 7:30 AM – 6:00 PM
- Capacity: 20 children (licensed for 24, ages 31–44 months)
- Includes catered hot lunch and two snacks per day

Junior Kindergarten (JK) Before & After School – Room 107A (ext. 233)

- Full-year program from September through August
- Capacity: 26 children
- Hours: 7:30–9:00 AM & 3:15–6:00 PM during the school year
- Full-day care (7:30 AM – 6:00 PM) on PA Days, breaks, and summer
- Children bring their own lunch during the school year; lunch provided during full days
- Operated in partnership with the TDSB as a Third-Party Program

Senior Kindergarten (SK) Before & After School – Room 207A (ext. 234)

- 10-month program from September through June
- Capacity: 26 children
- Hours: 7:30–9:00 AM & 3:15–6:00 PM during the school year
- Full-day care (7:30 AM – 6:00 PM) on PA Days and breaks
- Summer: SK children move to the Grade 1 stream in July
- Operated in partnership with the TDSB as a Third Party Program

Grades 1–6 Before & After School Programs

Care is provided before and after school with nutritious snacks served after school. Each room accommodates up to 30 children. Room placements are based on grade level, with the following groupings (subject to change):

- Room 105 – Grade 1-2 split
- Room 101 (ext. 224) – Grade 3
- Room 209 (ext. 228) – Grade 4
- Room 207 (ext. 227) – Grades 1-2 split
- Room 309 (ext. 225) – Grade 5-6 split

Note: Room groupings may vary year to year depending on enrollment. Students entering Grade 6 may be required to reapply for care by April 1. Applications will be reviewed based on space availability.

Summer Camp Program

Summer Camp is offered to all currently enrolled children going into Grades 1–6 on a first come, first serve basis.

Enrollment in a minimum of two weeks of camp is required to maintain a child's space for the following September. A family can secure September care without attending summer

camp by paying for 2 weeks of summer camp; the longest and shortest week.
To secure before and after school care for siblings in September, a family with more than one child must register for a minimum of **two weeks of summer camp per child**. These weeks may be **allocated to one child**—for example, one child may attend camp for **four weeks** to meet the requirement for both siblings. This ensures both children are eligible for care in the fall, even if only one attends summer camp.

If space permits, children from the community may apply to join the summer camp. A separate application is required and becomes available after April 1 through the Daycare Office. Community participation in summer camp does not guarantee placement in the regular daycare program**.**

Hours of Operation and Arrival Times

The Daycare hours are 7:30am to 6:00pm. Daily sign in is between 7:30am-9:00am. Sign out is between 4:00pm-6:00pm. Some trips require drop off prior to 9:00am and some return later than 4:00pm. These specific trip return times are noted on the calendars & trip prep form.

Drop off by 9:00am, or earlier, is required, especially on trip days. Families will face delays in entering the building after 9:00am, as the buzzer system is not actively monitored by staff after 9:00am.

If your child arrives after 9:00am, or after the specified early arrival time, they often have difficulty adjusting and may miss out on the scheduled activities and safety talk. In addition, latecomers disrupt the children and the program already in progress. Parents must drop children off to their program room with all items needed and must always check in with staff before leaving the room. This is required for attendance verification and safety reasons. **Please do not send your child into the school unattended.**

In accordance with our Safe Arrival and Dismissal Policy, families must let the daycare know by 9:00am if your child will be absent or late. Please call the daycare room directly. On early arrival days calls prior to the early arrival time are required.

The daycare number is 416-466-8715:
Room 105 – Grade 1 &2 ext 223
Room 101 – Grades 3-6 ext 224

Before we leave the centre we ensure that all children are dressed appropriately and are thoroughly prepared for the trip. We take safety very seriously. **If your child is late and misses the trip preparation and safety discussion, they will NOT be allowed to go on the trip, even if they arrive before the group departs.** Families must make alternative arrangements for children who arrive late as no care will be provided. A refund will not be issued.

If your child is unable to fully participate in the camp program for any reason, i.e. due to an illness, then you must make other arrangements for care until they are able to return and participate in the scheduled program. A refund will not be provided.

Children must be dropped off and picked up at Jackman.
Trip location drop off and pick-ups are not permitted.

Parents and Educators Communication –

Communication is an essential part of meeting the needs of your child. Therefore, we encourage you to take the time to speak to a RECE in the room about any issues that may help us better meet the needs of your child. From time-to-time Educators may need to have private conversations with you about your child and you may need to do the same. When there is more than one Educator in a room, this may be possible to do in the hallway or out of earshot of your child; however, Educators are not always at liberty to have one-on-one conversations with parents while they are with other children. Parents can contact the daycare supervisor in order to set up a time for families to have discussions with room staff.

Hours of Operation

From September to June, Jackman Community Daycare operates Monday to Friday from 7:30 am to 6:00 pm. During PA Days, summer camp, March break and winter break the Daycare provides all day care from 7:30 am – 6:00 pm. Parents will be notified in advance of any changes to our hours of operation.

The Nursery School program runs from 9:00 AM to 11:30 AM, Monday to Friday, during the school year. The Nursery School is closed on PA Days, during school breaks, and throughout the summer, when Jackman Community Daycare operates full-day programming.

Daycare Holiday Closures

The Daycare will be closed on the following days: New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Christmas Eve, Christmas Day, & Boxing Day. Parents are notified well in advance if the Daycare is to be closed early or for additional days during the year. Daycare will also be closed for 2 prep days: one at the end June (or early July) and again at the end of August (or early September). Dates to be determined annually.

In addition, Jackman Community Daycare will be closed for approximately one week during the winter holiday school break. Closure dates will be determined in advance, based upon the calendar year, but no later than the start of the school year. When the Daycare is closed or closes early, it is the responsibility of the parents to make alternate arrangements at their own expense.

Where the Children are During the School Day

For Kindergarten children, the schedule is as follows:

Before-School Care

Children in JK & SK start the day at 7:30 AM in Rooms 107A or 207A. Weather permitting, kindergarten children are escorted outside at approx.8:35 where they are handed off to the TDSB teachers between 8:45 & 9 AM. Kindergarten children are in the care of the TDSB from 8:45-3:15 on school days and are supervised by school staff in their classrooms during lunchtime. Parents must drop off children to daycare by 8:30 so they can get safely to their rooms before school starts. If you cannot arrive by 8:30 then you must drop your child off at school.

After-School Care

Kindergarten children are picked up by daycare Educators and escorted to their respective B & A room at 3:15 where snacks and activities await them.

For Children in Grades 1-6, the schedule is as follows:

Before-School Care

Children in Grades 1 through 6 start the day in one of the other daycare rooms from 7:30 to 8:30.

At 8:35 am all children in Grades 1 through 6 join the school population outside on the playground. Daycare Educators from the morning rooms remain on the playground until 8:45 am and are available to the children for assistance. Additional TDSB staff are also on duty outside from 8:35-8:45. Parents must drop off children to daycare by 8:30 so they can get safely to their rooms before school starts. If you cannot arrive by 8:30 then you must drop your child off at school.

Lunchtime

All children in grades JK to Grade 6 eat lunch in their respective school classrooms.

After-School Care

All children in grades 1-6 go to their respective Daycare rooms at 3:15 pm where snacks and activities will be provided.

Clothing and Possessions

Your child should be dressed in clothing that is appropriate for physical activity, the weather and the season. A second set of clothing should be kept in your child's cubby in

case of accidents. All clothing should be labelled with your child's name. For safety reasons, flip-flops and other loose-fitting shoes are not allowed in the Daycare. Children can only wear crocs in their daycare room. Crocs are not to be worn outdoors or in the gym and they MUST have ankle straps that ensure a secure fit.

Toys from Home

To prevent loss or damage to toys, we encourage you to have your child keep personal toys at home. Educators will advise parents when toys may be brought in to celebrate special occasions. Please be advised that it is the policy of this Daycare that weapons and other violent war toys are not allowed in the Daycare. The Daycare is not responsible for lost or broken toys or other personal items.

Parent Involvement

We encourage all parents to become involved in Jackman Community Daycare. There are several ways in which you can participate, by assisting with special events or becoming a member of the Board of Directors. If you have any special skills or interests, please let the Educators know if you would be available.

Volunteering

Jackman Community Daycare is committed to providing a high quality, safe and secure environment for all children enrolled in our programs. The safety and well-being of children are our highest priorities. Our volunteer policy adheres to the provincial requirements for daycares which maintain that for the safety and security of all children, including parents are not permitted to have direct access to any children other than their own (i.e. parents will not be allowed to take children other than their own to the bathroom or be unsupervised).

Board of Directors

Jackman Community Daycare is a non-profit daycare centre run by a Board of Directors composed of parent and community volunteers. The Board meets monthly during the school year. All parents and guardians are invited to consider joining the Board of Directors. It is a wonderful way to network with other parents and to work together towards a common goal – supporting the quality care enjoyed by our children.

Incorporated non-profit childcare centers are governed by Boards of Directors, which in most cases constitute the legal membership of the corporations. There are 12 seats available on the Board. Up to 2 members can be from the community. The remaining members are parents whose children attend the Daycare. Members of the Corporation have the responsibility to assure quorum at the Corporation's Annual General Meeting. Members have the opportunity and are encouraged to participate in the Annual General Meeting, provide feedback or suggestions and ask questions. Members also elect the 12-member Board of Directors and vote on amendments to the Bylaws of the Corporation.

The Board sets the policies of the Daycare and is responsible for its overall

management. Currently the Board consists of a President, Vice President, Treasurer, Secretary and Members at Large. We feel it is important that all program rooms are represented on the Board and encourage your participation.

Board members are expected to commit approximately **2 to 5 hours per month**, depending on their role.

Board meetings are held **once a month from September to June**, alternating between **in-person** and **virtual** formats:

- **In-person meetings**: 6:00 PM – 7:30 PM (dinner provided for Board members)
- **Virtual meetings**: 7:30 PM – 9:00 PM

If a **staff member volunteers**, **childcare and dinner will be provided for their children** during in-person meetings.

The Board is responsible for overseeing and ensuring the welfare of the Daycare as well as any and all activities of the organization; furthermore, it is responsible for ensuring that the philosophical integrity of the Daycare remains intact. While the Board does not concern itself with the day-to-day operation and management of the Daycare except in its role of overseeing the Executive Director and Supervisor, it does concern itself with evaluating and approving the long-range development of services offered by the Daycare (e.g. program size and type). As the legal body responsible for the Daycare, the Board carefully reviews the financial and legal implications of all activities of the Daycare, its agents, and membership. The majority of the Board's time and energy is devoted to financial affairs, one aspect of which involves developing the budget and overseeing the financial operation of the Daycare.

Do you have a concern or a complaint? Parent Issues and Concerns Policy

At Jackman Community Daycare we strive to create an atmosphere where parents feel comfortable discussing anything related to their child.

The following is the process for general concerns and complaints.

- Child-related concerns should be voiced directly to the RECEs in your child's program room. The goal is to resolve most issues at this level of the daycare. RECEs will discuss the concern or complaint and may need to liaise with other Educators and/or administration to gather information and to respond effectively to the concern or issue raised.
- If Educators are unable to resolve the issue, the matter should then be taken to the Supervisor.
- In more complex situations or if a satisfactory resolution is not achieved at this level, the complaint should be directed to the Executive Director.
- If the Executive Director is not able to resolve the issue, the complaint or concern must be submitted in writing to the attention of the Board President and the Executive Committee.
- The Executive Committee of the Board will have the discretion to resolve the issue at the Executive level or to bring up the issue or concern to the Board for a decision. Any decision made by the Executive Committee or the Board is a final decision.

The following is the process for complaints about individuals:

- If a complaint involves the conduct of an Educator, the complaint should be directed to the Executive Director or Supervisor.

- If a complaint involves the conduct of the Supervisor, the complaint should be directed to the Executive Director.

- If a complaint involves the conduct of the Executive Director, the complaint should be made in writing to the attention of the Board President and the Executive Committee.

The daycare will deal with all complaints with fairness, integrity and respect. The initial response to an issue or concern will be provided to parents / guardians within 3 business days. The person who raised the issue / concern will be kept informed throughout the resolution process.

If the complaint is a serious one, involving immediate threat to health, safety and welfare of a child, the daycare is obligated by law to follow guidelines set out by municipal, provincial and federal legislation as well as the College of ECEs. Mandatory responses may include calling 911 (to seek police, ambulance or fire department) and reporting to Children's Aid Societies (see Child Abuse Prevention and Reporting Policy) and other official bodies.

The daycare will maintain the confidentiality of the complaint and the person making the complaint as much as possible. In some cases, in order to resolve the situation, disclosure may be necessary. Permission from the complaining party will be obtained in these instances. In other instances, such as a Serious Occurrence, the daycare may have legal reporting requirements, making it necessary to disclose the complaint to the relevant authority. The daycare strives to maintain open communication with parents and we appreciate your input and feedback. The daycare will follow due process, as set out in this Handbook, when responding to your issues or concerns.

Admissions, the Waiting List and Withdrawing your Child

Our Access & Equity Policy

It is the policy of Jackman Community Daycare to recognize the dignity and worth of every person and ensure equitable rights for all, without discrimination on the basis of race, ancestry, place of origin, colour, looks, ethnic origin, citizenship, creed, sex, sexual orientation, marital status, family composition, class, socio-economic status, pregnancy, same sex partnership status, political or religious affiliation, age or disability, provided the child will benefit from the program offered and does not pose a threat to the health and safety of children or Educators in the Daycare.

Jackman Community Daycare accepts children regardless of abilities. We are an inclusive centre. Our goal is to include all children in all aspects of the program. We strongly believe children need to get along comfortably with a wide variety of people. Acceptance, understanding and cooperation are just a few of the traits that we foster.

While it is our policy to accept all children to our program, on occasion a family or the Daycare may feel that a child no longer derives benefit from the program. When necessary, Jackman Community Daycare may be able to advocate for the child for additional support or enhanced programming from various social services agencies. For example, through our relationship with the City of Toronto, Jackman Community Daycare is able to access the services of a Resource Educator. The Daycare will make every reasonable effort to meet the individual needs of the child and family. When efforts to utilize all resources available to support the child's development have been exhausted, an evaluation may determine that another early childcare environment may be more beneficial for the child or parent's needs. If a family is asked to leave, efforts will be made to assist the family in finding other care and an exit interview will be conducted with a view to improving the quality of the centre. The Board of Directors will also be notified.

Admissions Procedures

Part-Time Nursery School Applications - these applications are separate from the Daycare application. Nursery School is available on a part-time basis from 9:00-11:30 AM, during the school year. Spaces are offered based on availability. Nursery School registration usually takes place in late spring and children start the 2nd week of September. The Nursery School program is OPEN to anyone. However, as the Nursery School is a stand-alone program the fact that a child has attended Nursery School has no bearing on their admittance to Jackman Public School or any of the Daycare programs.

Daycare Applications – The demand for childcare at Jackman Community Daycare often exceeds the number of spaces we have available. Therefore, the Daycare maintains a Wait List for each group based on the birth year. The Wait List is **administered on a first come, first served basis.** Enrolment in Daycare programs is open to children at least 30 months to Grade 6. The Daycare's Wait List will determine a child's admittance into the

Daycare. **We strongly encourage anyone who thinks their child may, in the future, need a space in the Daycare to fill out an application and submit the application for inclusion on the Wait List.** Most families submit an application many years in advance, often right after birth. Applications can be submitted via the Daycare's website: www.jackmancommunitydaycare.ca.

A child must reside in the Jackman School catchment area to be enrolled in the Preschool program. Jackman Community Daycare operates under the same boundaries as Jackman School. Therefore, if a child does not live in the Jackman School catchment area at the time of preschool enrollment, they are not eligible to attend. JK-Grade 6 children must be registered at Jackman Public School when a spot is offered. A list of the area streets is available at http://www.tdsb.on.ca/Findyour/School/ByMap.aspx?focusOnSchool=5214

There is no residency requirement for our Nursery School program

Daycare Wait List Procedures

As a space in a Daycare program room becomes available, the Daycare will contact families on the Wait List from first to last for the specific age group corresponding with the vacancy, until the vacant spot(s) have been filled. For example, if a Grade 2 student withdraws, we try to fill the spot with a Grade 2 child. The first child on the Grade 2 Wait List will be offered the space, followed by the second, etc.

Once offered a space, parents have 48 hours to accept the space Confirmation of acceptance is made by way of completion of the registration form and non-refundable payment of 2 weeks (10 days) of room fees. This payment will be credited to the first month invoice. If the start date is immediate, then the full month fee is payable upon registration.

If a family is unable or chooses not to accept a vacant spot when notified, the application will be removed from the Wait List, or put to the back of the Waiting list upon request. In other words, there is not an option to "defer" admission to a Daycare program. A child's position on the waiting list is available upon request, while maintaining the privacy and confidentiality of children on the list.

Additional Notes & Exceptions

There is no priority given to any children for the initial Preschool, JK or SK intake, including siblings of children already enrolled in a Daycare program. However, if a younger child is offered a space, in PS, JK or SK, and has an older sibling in Grades 1-6 AND if there is a vacancy in the older grades, the Daycare will try to accommodate both children.

If a family whose child is awaiting acceptance into Jackman School's French Immersion program for JK cannot accept a Preschool space in the Daycare when offered because they do not reside in Jackman School's English catchment area, the application will be kept at the top of the Wait List pending the child's acceptance into the JK French Immersion program.

From time to time the Executive Director or Supervisor may recommend that the Board of Directors of Jackman Community Daycare approve an exception to the admission policy for educational or programming needs, or for unforeseen circumstances.

Jackman Community Daycare reserves the right to refuse admission to anyone, or withdraw services, at the discretion of the Board of Directors and in accordance with this policy.

Enrolling Your Child

Upon acceptance into the daycare, families are required to complete a registration information form and pay a non-refundable enrolment fee, via our payment system TUIO. This fee will be credited to the first month's tuition. Medical and emergency information forms, must be submitted to complete the registration process.

Families are asked to provide information regarding the child's needs and give specifics about the child's routine, interests, challenges, etc. Parents are encouraged to discuss their goals for their child at Daycare, and ask for clarification on any daycare policies and procedures.

Families are required to inform the centre of any allergies, special needs or accommodations in order for the Supervisor to determine the centre's ability to meet those needs under the Jackman Community Daycare philosophy, policies and guidelines. The Daycare's Individual Support Plan Policy is on the Daycare's website.

When accepted to the preschool program, an orientation will be arranged to familiarize the family with the environment, answer questions, clarify policies and procedures, and ensure all admission forms are properly completed prior to enrolment.

Preschool families must also provide 2 pieces of evidence demonstrating their child resides in Jackman's catchment area before their child can be admitted to the Daycare. JK-Grade 6 children must be registered at Jackman Public School when a spot is offered.

In all instances, the Jackman Community Daycare Board of Directors reserves the right to refuse admission or withdraw childcare service if the needs of the family or child are such that they cannot be reasonably accommodated.

Withdrawing Your Child

Notice Requirement *

Parents or guardians are required to provide written notice of withdrawal for their child from Jackman Community Daycare no less than 30 days in advance. This notice should be submitted to the program supervisor. * **June 1 is the deadline to cancel a September registration for the Daycare or Nursery School program, regardless of whether you are starting or returning to care.** If notice is not received in writing by June 1, the full September fee will be charged.

Last Day of Enrollment
Upon receiving the written notice of withdrawal, the last day of your child's enrollment in Jackman Community Daycare will be set 30 days from the date of notice submission.

Fees during the 30-Day Notice Period
During the 30-day notice period, regular tuition fees will continue to apply. Parents or guardians are responsible for paying these fees until the last day of enrollment, as stipulated in the notice.

Failure to Provide 30 Days' Notice
Failure to provide the required 30 days' notice will result in the continuation of tuition fees for the full notice period. It is essential to honor this policy to ensure the smooth transition of your child out of our program.
A permanent space cannot be maintained if a child is temporarily withdrawn from a program. Any re-enrollment is subject to the ordinary registration process described above. The Daycare believes that it is important for a child to be given the opportunity to say goodbye and have a sense of closure when leaving the Daycare or Nursery School. Please let your child and our Educators know in advance of his/her last day, so that the transition can be a positive experience.

Sharing Daycare Spaces

Available daycare spots are only for one family. Our philosophy promotes consistency. We believe children need to have stability and so having different children on different days would be confusing. There is not be enough regularity for children who attend only 1 or 2 days per week.

Payments, Attendance and Pick-Ups

Fees

Daycare parents are required to enroll in TUIO – the daycare on line payment service. Families can pay by direct debit or credit card. **Service fees are applied to all credit card payments.**

Families will be able to review their invoices for September – December, and then again January -June (August for PS and JK) All room fees are due the first of the month. Summer camp fees are payable in 2 installments – April 15th and June 15th

The Preschool & JK B & A programs are 12-month programs running from September through August. Therefore parents are responsible for full fees throughout the year, even in July and August, regardless of whether or not their child is in attendance during the summer.

Children going into Grades 1 through 6 in September attend our summer day camp programs. To maintain your child's daycare space for September, and support the financial viability of the daycare during the summer months, we require that

families register for a minimum of two weeks of summer day camp. Our summer day camp calendars and registration forms are usually available in February.

Families can choose to not attend for the summer but pay to maintain their daycare spot. Payment will be the total of the shortest week and longest week from the summer camp calendar.

Families must advise the daycare by June 1st if they plan to withdraw from the daycare the following September. If written notice is not provided families will be required to pay full September fees.

Fees may be adjusted at any time of the year as determined by the Board of Directors. Parents will receive appropriate notice. Typically, fees are increased on January 1st of each year. Current fee schedule is on the last page.

In the unlikely event that the daycare has to relocate temporarily and/or provide full-time care for more than one week due to a strike or other reason, the Board of Directors reserves the right to temporarily charge additional fees from parents.

All parents will receive a tax receipt in February for the previous year. Receipts are sent out in the name of the parent who is registered in TUIO.

Subsidies

For all program rooms, excluding Nursery School, the Daycare has a purchase of service agreement with the City of Toronto that enables us to accept children whose parents are eligible for subsidized childcare. Inquiries should be directed to the Supervisor, or you may contact the City of Toronto's Children's Services Kids line at 416-392-KIDS (5437) or call 311.

Canada-Wide Early Learning and Child Care (CWELCC) System

As of March 28, 2022, Ontario joined the **Canada-Wide Early Learning and Child Care (CWELCC)** System through an agreement with the federal government. The CWELCC System aims to:

- Improve affordability
- Enhance quality
- Increase access to child care
- Support inclusion
- Improve data reporting

Jackman Community Daycare has been approved to participate in the CWELCC System.

Eligibility

An *eligible child* is any child **under the age of 6** enrolled in a licensed preschool, kindergarten, or school age program.

- Children in **kindergarten** who turn 6 between **January and June** remain eligible **until June 30**.
- Children in a **school age program** who are still **5 years old** remain eligible until the **end of the month in which they turn 6**.

Failed Transaction Fee

Any payment that does not clear the bank must be rectified immediately with TUIO. A $35.00 fee will be added to the overdue invoice for each payment that is returned. Payment must be completed within 5 days. Non-payment or delinquent payment of fees will be referred to the Board of Directors for action and may result in the loss of your child's enrolment in the Daycare.

Late Payment of Fees

A late fee of $30 is assessed if fees are not received by 10 AM on the 5th of each month, unless arrangements have been made in advance with the Executive Director. By enrolling your child, you are committing yourself to adhere to the fee schedule.

Safe Arrival & Dismissal Policy

Safe Arrival Procedures:
All families are required to follow the procedures below when their child will be absent from Jackman Community Daycare:

- All Preschool and Nursery School families must call the daycare room by 9:00AM if their child will not be attending;
- On school days, all families from JK-Grade 6 must call their daycare room prior to 3:00PM if their child will not be attending daycare after school**, the daycare and school do not have the same reporting system;**
- On PA days and Holiday Breaks when the daycare offers full day care, families must call their child's daycare room by 9:00AM if they will not be attending;
- Parents and or Guardians must escort the child directly into the child care program where one of our staff will receive them and record the child's arrival time. Jackman Community Daycare is not responsible for children that walk into Jackman Public School without a parent escort.

Parents/guardians can also advise the room staff in advance of planned absences, i.e. vacation, after school activities, etc.

The Daycare emails are not monitored for child absenteeism. Please always call the program room.

Where a child has not arrived in care as expected

When a child does not arrive at JCD and the parent/guardian has not communicated their child absence by the above noted times, or the child does not arrive to daycare after school, the staff in the classroom must place a call to the parents/guardians. If parents do not answer, staff will leave a message.

If confirmation cannot be received via phone, the daycare office will send an email to both parents/guardians for absence confirmation. For JK-Grade 6 students, staff will contact school teacher and school office.

A text message will also be sent to both parents/guardians from the daycare cell phone

If the daycare has not been able to reach the parents/guardians by 10:30am for morning drop offs, or 4:30pm for after school, the listed emergency contact will be phoned.
After phone calls and email attempts where the parents/guardians have not informed the centre of the child's absence, and the parents/guardians and emergency contact cannot be reached; the child will be assumed to be absent*. A notation in the daily written record will be documented on the attempts to reach the parents/guardians to confirm child's attendance.

**** If the daycare received confirmation from the school office and teacher that the child in grade JK-6 was in class but did not report to daycare AND parents/guardian and emergency contact could not be reached by 4:30pm, the authorities will be contacted.***

Releasing a child from care

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 child care may release the child to. Where the staff does not know the individual picking up the child, the staff will:

- confirm with another staff member that the individual picking up is the child's parent/guardian/authorized individual.
- 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.

Please advise anyone who is picking up your child to go to your child's daycare room, rather than having your child change their routine. For safety reasons, children are advised to <u>always</u> report to daycare after school; it is the caregiver's responsibility to locate your child in their daycare room.

Where a child has not been picked up as expected (before centre closes)

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 within 45 minutes of the stated time, the room staff shall call the parent/guardian 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 will contact the daycare office to send an email. 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 wait until program closes and then refer to the procedures under “where a child has not been picked up and program is closed.

Where a child has not been picked up and the centre is closed

1. Where a parent/guardian or authorized individual who was supposed to pick up a child from care and has not arrived by 6:00pm, 2 staff shall remain with the child while they await their pick-up.
2. 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 who was to pick up the child is an authorized individual, the staff will contact parents/guardians first, and then proceed to contact the authorized individual responsible for pick-up is unable to reach the parent/guardian.
3. If the staff is unable to reach the parent/guardian or authorized individual who was responsible for picking up the child, the staff shall contact the emergency contact listed on the child’s file.
4. 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 7:00pm 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.

Dismissing a child from care without supervision procedures

Once an authorization form has been signed off on by both the parent and ED or Supervisor, children over 10 years old are permitted to leave the daycare on their own, when a note or phone call from the parent/guardian has been provided.

Where a parent/guardian has provided written authorization or a phone call to staff, for their child 10 years and older to be released from care without supervision, one staff in the program must be responsible for dismissing the child from care.

Prior to dismissing the child from care, the staff shall review the written instructions and confirm the time the call was received, for release provided by the parent/guardian and release the child at the time set out in the instructions. The staff shall document the time of departure from care and as well as their initials on the attendance record.

Attendance Practices

During the school year, the attendance sheets are kept in each program room and contain pertinent information on each student and their whereabouts. The following attendance practices are followed by all Educators to ensure the children are accounted for at all times:

- Educators are responsible for knowing where the children are at all times. All Educators are responsible for knowing the number of children they have at any given moment. This is crucial in case of emergency.
- Children's arrival and departure times are always recorded on the attendance sheet by Educators. This is done immediately, but always within 3 minutes of the child's arrival or departure.
- Outside the classroom, the children's portable attendance log travels with each group when they leave the room or are on a trip. The same attendance practices listed here are adhered to while outside the classroom.

In addition to the above, the following applies to JK-Grade 6 Daycare families:

- **Parents must contact the Daycare room by phone, when a child is to be absent or late, as detailed in the safe arrival policy**
- Attendance is verified by at least one Educator upon the arrival and departure of all Educators, before and after all transitions and periodically throughout the day.
- A child must be accounted for within 15 minutes of school dismissal. If a child does not arrive within 15 minutes, Educators must immediately determine the child's whereabouts. If a child does not report to Daycare, the following steps are taken in the order listed until child's whereabouts is confirmed:
    - Check phone messages
    - Phone parents
    - Confirm with the school teacher & school office, if parents could not be reached
    - Make an announcement on the school's PA system

Attendance Practices for Children on Subsidy

The Daycare has a Purchase of Service agreement with the City of Toronto whereby the City reimburses the Daycare for all or part of the daycare fees for children whose families are eligible for a subsidy. Children receiving subsidy are allowed to be absent 35 days in any calendar year. The City will not pay any day beyond the 35 and the family is responsible for paying the daycare's full fee rate for those days. For information regarding what is considered "present" by the city, please contact the daycare Supervisor.
The daycare Supervisor is responsible for submitting the subsidy information to the City by recording the attendance information on the City's website. The Executive Director is responsible for ensuring payment is collected by families and the City.

Keeping Records Up to Date

It is the parent's responsibility to keep Jackman Community Daycare informed of any change of information relating to their child, particularly medical information and contact phone numbers. IT IS ESSENTIAL THAT EDUCATORS BE ABLE TO LOCATE THE CHILD'S PARENTS OR A DESIGNATE SHOULD AN EMERGENCY ARISE. We respect your privacy and want to ensure the personal information you have provided to us remains accurate, confidential and secure. Jackman Community Daycare will protect your information and dispose of it by means of shredding or other permanent methods.

Late Pick-Up Charges

The Daycare is open from 7:30 am to 6:00 pm. Children will not be admitted into the building until 7:30 am. After 6:00 pm (for Nursery School after 11:30 am), according to the school's clock, late fees will be charged. Payment is $10.00 from 6:01pm to 6:05 pm, followed by $2.00 per minute per family thereafter. Late fees are payable at the time of late pick in cash directly to the 2 Educators on duty; as Educators are not paid after 6:00. Parents or guardians arriving late must sign the Late Form prepared by Educators.

If a family has been late frequently – defined as 4 or more occurrences in the school year, they will incur a charge of $40.00 for the first 5 minutes, followed by $5.00 per minute thereafter. This charge is an incentive for parents to be on time and will be lifted after the family has not been late once in a 3-month probation period.

If a family has been late 3 times within the school year, families will be asked to schedule a meeting with the Supervisor and/or Executive Director to discuss proactive solutions. If the late pick-ups continue, the matter will be taken to the Board of Directors for further action.

Please note that if Educators are unable to contact parents or their emergency contacts by 7 PM, Educators then must proceed as if the child were abandoned and contact the Children's Aid Society (CAS) to report the situation.

Releasing Children to Caregivers other than Parents or Guardians

Upon registration, parents must complete the Authority and Release form, which will advise Educators of all people authorized to pick up your child. **Educators will only release your child to the person or people listed on your Authorization Form**. Educators will ask the person for photo identification until they recognize the person. Parents/ guardians are responsible for keeping their child's Emergency Form and Authority and Release Form up to date.

If someone will be picking your child up regularly, you must add them to your child's Authorization and Release form.

We will only release your child to someone other than you if we have <u>written</u> authorization by you to do so.

- Parents must provide us with the caregiver's name and contact information. This can be in the form of a written note or you can fill out the blue Special Consent Form located in your child's daycare room or on our website. The special consent information must be received **24 hours prior to the pick-up.** The daycare forms can be used for one-time pick-ups or to add someone to the list permanently.
- Educators are comfortable with releasing your child when the caregiver arrives.
- The Executive Director or Supervisor must approve in advance any person picking up who is between the ages of 12 and 17.

Please advise anyone who is picking up your child to go to your child's daycare room, rather than having your child change their routine. For safety reasons, children are advised to <u>always</u> report to daycare after school; it is the caregiver's responsibility to locate your child in their daycare room.

Parental Separation or Custody Agreement

All parents must be listed on the registration materials. Subsequently, even in the event of a separation of the parents, the Daycare will continue to accept either parent's authority until a direction signed by both parents, or a court order is provided. If there is a custody agreement, the Daycare requires a full copy and we will confirm with the custodial parent our understanding of that document. Without a custody agreement stipulating limited parental access, we cannot deny any parent access to their child. Please be assured that any documents provided and the information contained in them will be held in the strictest confidence.

Impaired Parent or Pick-Up Person

If anyone authorized to pick up your child (including a parent) arrives intoxicated, high or Educators deems this person a potential risk to the child, the Daycare has the right to refuse to release the child to this person. The child can be released to a different person provided that they are on their pick-up list. If the parent refuses to authorize another designated person, Educators have the right and will inform the police of this situation in the interest of safety for the child or children.

Releasing Children Unescorted (Alone)

Your child will only be released and allowed to leave the Daycare unescorted (alone) if:

- Your child is 10 years old or older, AND
- We have received written consent from you specifying times and dates, AND
- Daycare ED and Supervisor feel comfortable with your child leaving alone.

If your child will be returning to the Daycare on the same day, in order to be re-admitted they will need to be returned by someone 16 years of age or older.

Children Leaving Without Permission

If a child should ever leave the area of control of Jackman Community Daycare and/or TDSB Educators without permission, a one-day suspension from daycare services will be imposed and the following procedures shall be followed:

- The safe arrival policy will be followed
- A written report of the incident shall be made to the Board of Directors.
- Before the child is allowed to return to the Daycare, a meeting between the parents and Executive Directo and/or Supervisor will be held to discuss the incident to seek ways of preventing future occurrences. The Executive Director / Supervisor and/or Supervisor may elect to have a representative from the school, , or the Board of Directors at this meeting.

Should another incident occur, it would be discussed by the Board of Directors with input from the Executive Director and/or Supervisor, Daycare Educators, parent(s), the Ministry of Education and the. The Board shall then decide if the child shall continue attending Jackman Community Daycare.

Daycare Policies & Procedures

Policies Overview

All Policies of the Daycare are available to parents in the Daycare Office. This *Parent Handbook* outlines many of the policies that have an impact on children and families. For more information, please check out our website at www.jackmancommunitydaycare.ca. Here are brief summaries of some of the policies:

Child Care and Early Years Act 2014 (CCEYA) – This provincial regulation governs all childcare centres in Ontario and replaced the Day Nurseries Act. Our license is reviewed and reissued annually during our annual inspection. The CCEYA serves as the basis for all of our policies and procedures such as ratios of Educators to children, hygiene and sanitation, fire drills, toys and equipment, playground safety and much, much more.

Program Statement - The Program Statement captures the philosophy and goals that guide the daycare program for our children. It describes the strategies used to realize these goals, the plans of action to execute the strategies and the practices to implement, monitor and evaluate those action plans to continually improve our performance.

Serious Occurrence Policy – We are accountable to the public and to the Ministry of Education to demonstrate that our services are consistent with relevant legislation, regulations and policies. Serious Occurrence reporting is one of many tools that provide licensed childcare programs with an effective means of monitoring the appropriateness and quality of service delivery**.** Jackman Community Daycare will post a Serious Occurrences Notification Form for 10 days in order to help support the safety and well-being of children and provide greater transparency to our families. The Daycare Bulletin Board is located on the first floor near Room 105.

Behaviour Guidance / Prohibited Practice (as outlined in the Program Statement) - The following are unacceptable behaviour guidance strategies and are not permitted at any time under any circumstances:

a) Corporal punishment of the child;
b) Physical Restraint of the child, such as confining the child to a 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 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.

Violations of these or other prohibited practices will be immediately addressed by management. Discipline may include verbal or writing warnings, suspension, dismissal and/or reporting the incident to CAS and the College of ECEs.

Assessment for Quality Improvement (AQI) – This is the City of Toronto's regulation governing childcare centres in Toronto that have a service agreement with the City. Our daycare is inspected at least annually to ensure that we are complying with City daycare regulations. Ratings are posted on the City of Toronto's website.

Child Abuse Reporting – All childcare workers are required by law to report any suspicions of child abuse to the Children's Aid Society (CAS). Educators are instructed not to investigate any suspicions, but rather to contact CAS directly. It is the job of CAS, not Educators, to investigate and follow up on all suspected incidents of abuse. Educators are instructed to keep such matters confidential.

Sleep Policy – Families with children in our Preschool program will be asked to review and sign off on our Sleep Policy and complete a Child's Sleep Preference Form so that Educators are aware of how best to support your child at naptime.

Anaphylactic Policy – Jackman Community Daycare is committed to taking a pro-active position regarding the prevention of anaphylaxis (life threatening allergic reactions). The purpose of the policy is to provide a process for dealing with anaphylaxis in the centre. Parents must provide the daycare with an epi-pen.

Individual Support Plan Policy - Jackman Community Daycare will ensure that an updated Individualized Support Plan (ISP) is in place for each child enrolled with special needs. JCD will make every effort to ensure that each room's program is structured so that it will accommodate the ISP of children with special needs while ensuring that the program is inclusive of all children.

Volunteer Policy – Jackman Community Daycare's Volunteer Policy complies with the direction of the Ministry. This policy applies to all daycare volunteers (including participating parents and placement students) that have been approved or accepted by Jackman Community Daycare. Volunteers will be under the direct supervision of Jackman Community Daycare Educators at all times. All volunteers who are regularly in the program or regularly volunteering on trips will participate in an orientation and training session. They are required to read, understand abide by all of the daycare's policies. We adhere to the provincial requirements for daycares which maintain that for the safety and security of all children, volunteers are not permitted to have direct access to any children other than their own (i.e. parents will not be allowed to take children other than their own to the washroom, etc.). Current legislation requires all volunteers to have a successful criminal reference check on file.

Violence in the Workplace Policy - Jackman Community Daycare employees, students and parents are entitled to have a work environment free from violence and intimidating behaviours as prescribed by the *Occupational Health and Safety Act*. This policy applies to all employees and agents/representatives of Jackman Community Daycare while in the workplace, during work related field trips or travel, or during any work-related and/or social functions. Employees, parents and other stakeholders are expected to assist Jackman Community Daycare in its attempts to prevent and eliminate violence in the workplace. Jackman Community Daycare will treat any form of violence that occurs in the workplace seriously irrespective of the alleged perpetrator's position.

Workplace Harassment and Discrimination Policy - Jackman Community Daycare employees and clients are entitled to be treated with dignity and respect and have a work environment free from harassment and discrimination as prescribed by The *Human Rights Code* in Ontario and the *Occupational Health and Safety Act*. This policy applies to all employees and agents/representatives of Jackman Community Daycare while in the workplace, during work-related field trips or travel, or during any work-related and/or social functions. Employees and other stakeholders are expected to assist Jackman Community Daycare in its attempts to prevent and eliminate harassment in the workplace. Jackman Community Daycare will treat any form of harassment that occurs in the workplace seriously irrespective of the alleged perpetrator's position.

Accessibility for Ontarians with Disabilities Act (AODA) Policy – Jackman Community Daycare is committed to implementing policies and procedures that provide accessible quality services to our clients. Whenever possible, every effort will be made to provide services to clients with disabilities in a manner that promotes and respects dignity, independence, integration and equal opportunity**.** We welcome feedback at any time; please use our Suggestion Box located in the hallway on the first floor or email supervisor@jackmandaycare.ca

Administering Medicine Policy – Educators and families must comply with JCD policies and procedures regulations regarding the administration of prescription medications. Medication will not be administered without a prescription or doctor's note. Please see full policy outlined in the next section.

Babysitting – Employees may not engage in avoidable dual relationships (e.g. social, personal, business) with current clients. This includes acknowledging that Jackman Community Daycare employees do not provide paid or unpaid babysitting services to families who are registered with the centre.

Photo/Video Policy

Educators regularly record and post images of children in the Daycare and the Nursery School programs as part of our emergent curriculum. These recorded images display the children's interests, their talents, their skills and their learning through activities and play. Such media vividly portray what is happening in the Daycare and are an important part of documenting our programs and the children's progress, growth and development. The recorded images will be used for activities, portfolios, JCD Instagram or displays in our classrooms, school hallways and for our emergency field trip pouches. Images will not be used for any other reason without parent/guardian permission. We do not use name identification in our materials.

If you do not wish to have your child's photo taken, please inform Jackman Community Daycare's Supervisor of your wishes in writing and tell your child so they are also aware. We will ask Daycare photographers to honor individual requests not to be photographed. However, because there are nearly 200 children involved in the Daycare, we cannot guarantee you that your child will never be photographed. Should a photo of your child be made and displayed against your wishes, please let the Supervisor know so that we can remove it and prevent future use.

On occasion, families request a copy of their child's photo that they've seen posted. These photos sometimes include other children. We will therefore only provide parents with photos if their child is alone in the picture.

At Jackman Community Daycare, we see our seasonal gatherings and group activities as opportunities to recognize and record important milestones and achievements. When capturing and distributing recorded images of children, we ask parents/caregivers to be sensitive to the safety of all children.

Educators, students & volunteers will use Daycare cameras or recording devices for documentation purposes. Educators will ensure the safety and confidentiality of the children by not posting images with identifiable features on social networking sites. Images will only be used for educational purposes. Images will be downloaded to the center's computer for printing. Educators may use their mobile devises to search the web for information and for programming.

Social Media

The daycare uses social media to connect with our families. The daycare has a public Facebook page and individual rooms use private Instagram pages, accessible only to their current families. When program photos are uploaded to social media, staff ensure that children remain unidentifiable. At the end of each school year (September – June), Instagram posts are deleted prior to the new families starting the program.

Trips, Water Play and Neighborhood Walks

Trips are part of Jackman Community Daycare's programming, especially during summer camp. Most trips are planned well in advance. The enrolment package contains a blanket permission form for trips within the neighborhood. We require a separate permission form to be signed by the parents for longer trips during school breaks.

Jackman Community Daycare supports play-based learning and sensory exploration and encourages the use of on premise splash pads, sprinklers, hoses or water tables, under close supervision of adults at all time. The water tables/bins are cleaned and disinfected after every use, thus there is no standing water at any time. Jackman Community Daycare may decide to take the children on a field trip to a public pool and such pools will be regulated public pools where:

- There is a qualified life-guard(s) on duty at all times;
- The rules of the public pool are followed;
- The children are accompanied and directly supervised by adults at all times;
- Child Care and CCEYA ratios are maintained at all times; and
- Parents / guardians are advised of the field trip and have signed a consent form.

If your child's group has a scheduled trip and your child arrives after the specified time and misses the safety talk before the trip, <u>they will not be allowed to go on</u> <u>the trip and no alternative care will be available</u> for them at the Daycare. Parents who do not wish their child to participate on a trip will be required to arrange alternate care for their child.

Outdoor Time, Smog/Heat Alert & Extreme Weather Policy

We believe children should have an opportunity to play outside every day, weather permitting. Child Care and Early Years Act guidelines will be followed with regard to outdoor time. We endeavor to provide outside programming twice daily during the school year and more frequently when the children are with us all day such as PA days and during the summer.

During a smog or extreme heat advisory children can participate in modified outdoor activities such as: minimizing outdoor time between the hours of 11 and 3; playing in shaded areas; and ensuring that water is available for drinking. Children are encouraged to wear hats and light coloured, loose clothing to protect as much skin as possible.

An extreme cold weather alert is in effect when Environment Canada predicts extreme weather conditions or a temperature of -20 degrees Celsius or lower without wind chill. During an extreme cold advisory, children can still participate in outdoor activities; however, outdoor time is reduced and Educators ensure that children are appropriately dressed in warm layers of clothing, including winter coats, hats, gloves and boots.

Application of Sunscreen, Bug Spray & Hand Sanitizer Procedures

Sun safety is important. Throughout the warmer months, especially during the summer, children must come to the daycare with sunscreen already applied on all exposed skin. An additional bottle of sunscreen must be left in child's cubby for re-application later in the day. Children are encouraged to play in the shade whenever possible.

We consciously avoid or minimize exposure to mosquitoes; however, we cannot guarantee that locations for play are mosquito-free. Therefore, if parents wish to send a bottle of Insect Repellent, you may do so. We are unable to administer any bug repellent without signed consent from parents. Parents are asked to sign a *Consent Form* at the time of admission.

De-escalating Volatile Situations

It is the first priority of the Educators at Jackman Community Daycare to ensure that we provide a safe environment for all children and families at the centre. It is recognized that in some extreme situations (wherein a child is endangering him/herself or others) Educators may find themselves having to respond to a crisis situation using physical guidance as a method to defuse and/or de-escalate a volatile situation. Guidelines are provided to Jackman Community Daycare Educators by the City of Toronto Children's Services to deal with children who are at risk of hurting themselves or others and are not intended to provide approval or to endorse the use of physical restraint. These incidents will be treated like an emergency situation and must be considered a serious occurrence, reportable to the Ministry.

The parents will be notified of the incident and asked to pick up their child immediately. A 24-hour suspension of service will take effect following all de-escalation incidents. We believe it is in the best interest of all parties for the child involved in the volatile situation to take some time and space to reflect on the incident and to begin to make goals for behavioural change during the suspension of service. The 24-hours suspension begins when the child has been picked up from the centre.

Parent and Child Code of Conduct

All children and parents are required to abide by the *"Parent and Child Code of Conduct"* at the time of registration and annually thereafter. The Code of Conduct reads:

As part of your contract with Jackman Community Daycare, the Daycare reserves the right to withdraw or deny services if it is believed that the particular needs of your child or family cannot be appropriately met.

The decision for suspension and/or withdrawal will be based on, but not limited to, the following types of incidents:

- Extreme or repeated physical acts against other children and/or Educators (hitting, biting, spitting or any other form of physical threat or assault).
- Non-compliance of Educators direction
- Verbal attacks on other children and/or Educators, which include the use of threats, name-calling, teasing as well as repeated profane or degrading language.
- Racial or other discriminatory incidents.
- A child who leaves the centre without permission and/or leaves the care of centre Educators on or offsite. (This will result in an automatic one-day withdrawal from daycare services.)
- Any verbal or physical abuse by a child or child's family member.

We realize that occurrences and disputes will occur among children and it is not our intent to exclude children over normal developmental incidents that assist them in acquiring problem-solving skills. However, as individual needs vary in terms of environment and program, some children many not benefit from the program offered in this centre. We will make every effort to meet the needs of your child, which may require the assistance of an outside agency. If the behaviours still occur and it is still deemed that we are unable to meet the needs of you or your child, then services will be withdrawn, with approval from the Board of Directors.

Suspension and/or Termination of Services

If a child should ever leave the area of control of Jackman Community Daycare and/or TDSB Educators without permission, a one-day suspension from daycare services will be imposed.

There may be instances when Jackman Community Daycare cannot accommodate the ongoing or future needs of a currently enrolled or wait-listed child. These situations will be brought to the attention of the Daycare Board of Directors. If a child's placement with the Daycare is determined to be inappropriate, Jackman Community Daycare reserves the right to require the termination of services of the child from the program or waitlist.

Jackman Community Daycare may terminate services if policies are not followed or if fees are not paid. In order for a child to be terminated from Jackman Community Daycare:

- All relevant information must be documented;
- The Board of Directors must approve the discharge; and
- Four (4) weeks written notice will be provided (except as outlined below).

We will make every effort to serve all children in our program. This is accomplished by Supervisor and Educators observation and discussion, modification of the program where possible, and consultation with parents, teachers and other appropriate professionals (with proper release of information). Upon admission into Jackman Community Daycare, families are in good standing. However, breaching **any** of the policies places the family at risk of being found **not** in good standing with Jackman Community Daycare. The Board of Directors reserves the right in its sole discretion to terminate any child or family for breaches of any of Jackman Community Daycare's policies, by the child or the parents/ caregivers, including but not limited to:

- Jackman Community Daycare's Parent Handbook;
- Jackman Community Daycare's Parent and Child Code of Conduct;
- Jackman Community Daycare's Fee Policy; or
- Jackman Community Daycare's Late Pick-up Policy.

In extreme cases (as determined by the Executive Director/ Supervisor with approval from the Board of Directors) of violent or threatening behaviour by either a child, a parent or a caregiver where the safety of other children and/or the Jackman Community Daycare Educators are at risk, the four (4) weeks' notice of withdrawal is waived. The Executive Director/ Supervisor and the President of the Board (or designate) will meet with the parent immediately and the parent will be required to withdraw the child from Jackman Community Daycare immediately or at a date set by the Board.

Every effort will be made to give the parents reasonable notice in order to find alternate care. No fees will be refunded for the duration of the suspension. In the case of termination of services, the unused portion of fees will be refunded.

Procedures for Suspending or Terminating Services

1. All incidents will be documented by Educators using the Incident Report Form
   a. Parents must sign the form and a copy will be kept in child's file
   b. Parents will also receive an email copy of the incident

2. The Executive Director/ Supervisor will determine which incidents in the Code of Conduct are deemed worthy of suspension based on the seriousness of the incident.

3. If the child is to be suspended, the Executive Director/ Supervisor:
    a. Removes the child from the program room
    b. Contacts parents immediately to inform them of the required suspension, the reason and length of suspension, and the need for a meeting prior to the child returning to the centre.
    c. Parents must pick up child within the hour.
    d. Parents and Executive Director/ Supervisor must sign Suspension Form
    e. 1st Suspension is for 24 hours from the time of pick up.
    f. Upon re-entry, parents, child, Executive Director/ Supervisor will review and sign the Re-Entry Agreement Form.
    g. 2nd Suspension is for 48 hours from pick-up time
    h. 3rd Suspension is for 72 hours from pick-up time
    i. Board of Directors is notified of all suspensions via email

4. Should 3 suspensions occur, the Executive Director/ Supervisor would determine the appropriateness of the child continuing in the Daycare and make a recommendation to the Board to terminate or maintain service. If the Board of Directors decides to terminate services, they will determine the length of the notice period, based on the severity of the behaviours.

School Suspensions

Should a child enrolled at the daycare receive a suspension from the school, the Principal will notify the Executive Director/ Supervisor. The Principal will determine whether the suspension includes denial of access to TDSB property (including childcare) and notify the child's parents and the Daycare. In some circumstances, the child may attend the Daycare during their usual Daycare program hours.

Health, Hygiene & Safety Policies & Procedures

No Nuts or Nut Products Allowed & Our Anaphylaxis Policy

Jackman Community Daycare implements a program-wide practice that expressly **prohibits peanuts and all nut types**. This particular practice has been implemented to address the needs of the children who attend the daycare and/or Jackman School who have a life-threatening allergy (anaphylaxis) to peanuts or nut products. Simple contact with peanuts or their oils could be potentially fatal to these children.

It is our goal to ensure that all children enrolled in our programs are not at risk of exposure to anaphylaxis causative agents. For every child with life threatening allergies, we will develop an individual plan and emergency procedure with input from the child's family and/or physician. This plan will include a description of the child's allergy, monitoring and avoidance strategies, signs and symptoms and any action that needs to be

taken in the event the child has an anaphylactic reaction. This plan will be shared with Educators working directly with the child. Each Educator will be trained on the procedures to be followed in the event of a child having an anaphylactic reaction, how to recognize the signs and symptoms and how to administer medication. Parents will be required to provide written consent to administer medication.

Meals and snacks provided by the Daycare have been carefully selected to ensure that they do not contain nuts or nut by-products. **All parents must exclude all nuts and nut by-products from all lunch and snack items brought to the school and Daycare. Please be sure to read all product ingredient labels carefully.**

If your child has any severe allergies or develops a severe allergy, you and/or your child's doctor must complete a *Medical Form* and the *Allergies/Health Concerns Form* in order to develop an individual plan for your child. This plan will enable us to respond appropriately in an emergency. More information about Anaphylaxis and establishing an individual plan is available in the Daycare Office and *Appendix A* in the Parent Handbook

Definition of Anaphylaxis

Anaphylaxis is severe allergic reaction that can be fatal, resulting in circulatory collapse or shock. The allergy may be related to food, insect stings, medicine, latex, etc.

Purpose of the Policy and Procedures

Jackman Community Daycare is committed to taking a pro-active position regarding the prevention of anaphylaxis. The purpose of the policy is to provide a process for dealing with anaphylaxis in the centre.

Strategies to Reduce Risk of Exposure

Jackman School and Jackman Community Daycare are nut-free. Nuts and foods that contain nuts are not allowed.

- No catered foods or materials used for snacks, projects or crafts contain nuts.
- All labels will be read by a staff member prior to serving.
- Staff purchasing foods on behalf of the centre must read food ingredient labels every time they purchase a product
- Parents with children with anaphylaxis will provide an individual plan for their child prior to enrolment
- Any persons/organizations supplying food to the centre will be notified of all life-threatening allergies in the centre. List of allergies will be revised as necessary.
- All children, staff and volunteers will wash hands before and after handling food.
- Children, staff and volunteers will be instructed to not share food.
- All surfaces will be cleaned with a cleaning solution (water and germ destroyer approved by Public Health) prior to and after preparing and serving foods.
- All cleaning supplies, medication and any other products that may be of danger and /or commonly produce allergic reactions will be stored safely away.

- Garbage bins will be emptied at the end of the day.
- Extra special supervision of anaphylactic children during meals (sitting near or next to staff).
- During field trips children with anaphylaxis will sit within view of staff member on the bus and during meal times.
- Playground areas will be checked and monitored for insects such as wasps. If discovered, custodian will be notified immediately and children will be forbidden to play in the area.
- At least one staff will take a cell phone on all excursions.
- Consent by the child's parent/guardian is required for any child carrying their own Epi-Pen.
- List of children with allergies will be posted in each program room operated by the centre.
- The key to preventing an anaphylactic emergency is absolute avoidance of the allergen. People with food allergens should not share food or eat unmarked / bulk foods or products with a "may contain" warning.
  In cases where any exposure to an allergen could cause serious harm to a child, it may be necessary for the daycare to provide all food, or all the other families may be told to refrain from bringing in foods containing
  the allergen.
- Children with extreme allergies that the centre cannot accommodate may be asked to bring their own food from home.

Rules for parents who bring food from home

- All food must be clearly labelled
- All food must not contain any allergens
- No food will be allowed to be stored in a fridge or heated in a microwave

Communication Plan for the Dissemination of Information

- Parents will be informed on the daycare's website and the main bulletin board of all allergies in the centre.
- The Parent Handbook is accessible to all parents. This handbook contains general information about our Anaphylaxis Policy.
- List of all children with allergies will be posted in each program room used by children.
- The Supervisor is responsible for alerting the caterer to any food allergies and food intolerances on an as needed basis.
- From time to time, and based on any allergies of children currently in the centre, there may be other foods or materials that are not allowed. Should this occur, parents will be notified in a monthly newsletter and this information will remain on the daycare's website: Jackmancommunitydaycare.ca. If there is an extreme situation or new allergen that is discovered, parents will receive communication via email as soon as possible.
- The Parent Handbook will be updated with new information when necessary.

Individual Plan and Emergency Procedures

A Health Concerns Form will be included in each Registration package. It is at this time, prior to the child starting in the daycare, that the parents have an opportunity alert the Supervisor to minor and severe health concerns. An Individual Plan is required to be completed by the parents for any severe health concern. The Supervisor would follow up with the parents and provide them with an Anaphylaxis Form and the daycare's Anaphylaxis Policy. The parent/guardian may request a meet with the Supervisor to provide input for the child's Individual Plan and emergency procedures. This plan will include but is not limited to:

- Description of the child's allergy
- Monitoring and avoidance strategies
- Signs and symptoms of an anaphylactic reaction
- Childcare staff roles and responsibilities in the event of an anaphylaxis emergency
- Parent/guardian consent for administering allergy medication, sharing information and posting emergency plan
- Emergency contact information
- Location of Epi-Pen and back-up Epi-Pen. Epi-Pens must be accessible at all times and may not be locked away. Parents may determine that their child must wear an Epi-Pen. In such cases staff are responsible for ensuring child has their Epi-Pen on or with them at all times, especially at transition times. Parents must provide at least 1 Epi-Pen to the childcare centre. This Epi-Pen must stay with or near the child. Epi-Pens are generally located in the First Aid Pouch since this pouch stays with the child.

The individualized plan is to be developed in consultation with a parent of the child and with any regulated health professional who is involved in the child's health care and who, in the parents' opinion, should be included in the consultation.

Parents are requested to advise the Supervisor/Director if their child develops an allergy, requires medication and/or of any change to the child's individual plan or treatment. Individual Plans will be revised annually prior to the start of the new school year (September) and as directed by the parent or physician.

Copies of Individual Plans are in each child's file, emergency bags and are also posted in every room operated by the daycare, including the daycare office.

Please see *Appendix A* for the full Anaphylactic Policy of Jackman Community Daycare, containing Emergency Protocol & Staff Training requirements.

Meals, Snacks and our Nutrition Policy

Meal times offer opportunities for children to learn healthy eating habits and develop a positive approach to a variety of foods. Jackman Community Daycare aims to provide nutritious meals and snacks for children, and works to create a positive experience and attitude toward a wide variety of foods.

In addition, Jackman Community Daycare aims to help children enjoy meal and snack times and encourage good eating habits by creating a comfortable, friendly, cheerful and relaxed environment for children to eat meals and snacks. This environment enhances a child's socialization, self-help and language skills.

Parents are asked to support this Nutrition Policy in the preparation of food their child brings to the Daycare.

Jackman Community Daycare recognizes that healthy eating during childhood and adolescence promotes optimal health and contributes to physical and intellectual development. We believe that a healthy lifestyle, which includes eating foods with maximum nutritional value, should be fostered and promoted for children. Jackman Community Daycare is committed to collaborating with our families to promote healthy eating and nutrition awareness and provide nutritious meals and snacks. This approach can help students attain their full educational potential and good health by providing them with the skills, social support and environmental reinforcement they need to adopt lifelong healthy eating habits.

This Nutrition Policy will provide guidelines for Educators, catering companies and families in planning nutritious, well-balanced snacks and meals for children. It will also provide examples of nutritious meals for families who choose to provide a bag lunch for their children.

It is the responsibility of the Supervisor to ensure that meals and snacks prepared at Jackman Community Daycare or by our catering company (a) conform to the standards set in the *Child Care and Early Years Act* (and its regulations), the *Canada Food Guide* and the City of Toronto's Assessment for Quality Improvement (b) are served at regular intervals throughout the day, (c) do not contain pork, and (d) provide nutrients necessary for growth and development.

Jackman Community Daycare provides catered meals plus snacks based on the number of hours in care per day and the program room:

- Nursery School receives one snack
- Preschool receives breakfast snack, lunch plus an afternoon snack
- JK to Grade 6 receive an after-school snack. JK and SK receive lunch on school breaks and PA days

The rule of thumb is that when children are in care more than 6 hours per day (such as on a PA Day), then they will be provided with an AM snack in addition to their PM snacks.

This Nutrition Policy will be implemented as follows:

Lunches –Provided to Preschool daily and to JK & SK on PA Days and school breaks

Lunches prepared at Jackman Community Daycare or by our catering company will consist of at least one serving of milk or milk products, one serving of meat or meat alternative, one serving of grain products, and 2 servings of fruits or vegetables.
We encourage parents who send their children to the school with bag lunches to ensure such bag lunches contain a similar mix of food products.

Preschool children receive catered lunch, the cost of which is included in their monthly daycare fees. Kindergarten children in the B & A program are not in daycare at lunch. They bring their own bag lunch and eat in their kindergarten room, supervised by a school board Educators. The catering company can provide alternative lunches based on allergies or diet restrictions. Families will be asked to fill out the *Allergies and Health Concerns Form* at the time of enrolment informing Educators of food allergies and concerns. All meal substitutes will be clearly labeled by the catering company. The Supervisor coordinates with the catering company at least twice annually to review, create and update menus based on the children's food preferences, allergies and nutritional value.

The daycare will provide milk (or a milk substitute) at lunch for children who are in the daycare during lunchtime. **Families, who do not want their child to drink the milk or milk substitute provided by the daycare, must provide a nut-free milk alternative.**

Jackman Community Daycare will provide sample menus to assist families in preparing bag lunches for their children. For environmental reasons and due to the school's commitment to limiting waste, we strongly recommend the use of reusable containers for transporting lunches. Children who bring their own lunch must bring home any and all garbage, recycling and un-eaten food. Parents will then have a better understanding of their children's eating habits at the Daycare.

Snacks

Snacks provide nutritional value as well as refreshment in a child's busy day. Jackman Community Daycare will provide snacks that promote good dental health at times of the day that will not interfere with a child's appetite at mealtime. After school snacks will consist of one serving from at least three food groups. Morning snacks are available in preschool daily and for JK-Grade 6 on school breaks and PA days when children arrive before 9:00am.

Beverages

Water will be served at snack times. Milk (nut-free milk for intolerances) will be served at lunch and for some snacks. **Families that do not want their child to drink the milk or milk substitute provided by the daycare, must provide a nut-free alternative.** Water is available throughout the day. Children are not allowed to consume carbonated beverages in the daycare. Educators as role models for children; must not consume carbonated beverages in their original containers while children are present.

Food for Special Occasions

For special occasions, in-school celebrations, holidays, etc., exceptions to this Policy will be made, but the Daycare will include some nutritional foods. Due to a number of factors including serious allergies and nutritional preferences, parents are not allowed to bring in food treats for birthdays, etc.

Summer Camp

Families with children enrolled in grades 1 through 6 who attend the Daycare's summer camp must send a nut free bag lunch with their children during the summer camp. Snacks are provided each day.

Additional Information Regarding Food & Nutrition

Jackman Community Daycare recognizes that children come to our centre with a variety of dietary needs. JCD is dedicated to providing safe, wholesome food for all children and to ensuring accommodations for children with anaphylactic allergies. We will make a reasonable effort to accommodate other dietary needs. Staff will work closely with parents to find acceptable alternatives and always welcome the input of families to find the best foods for children in the daycare. The centre may be unable to accommodate all diets.

All Educators, students and volunteers should promote the consumption of foods with maximum nutritional value. Parents will be encouraged to provide a healthy breakfast and healthy foods at home and are asked to keep in mind the importance of good nutrition when preparing snacks and lunches. Foods and beverages high in calories, fat, salt, and sugar will be limited. Whenever possible, fresh fruit and vegetables will be served.

Educators will model appropriate table etiquette and are role models for providing healthy eating habits to the children.

Snack and lunch menus are posted and on our website.

Food will not be withheld from students as punishment and will not be offered as an incentive or reward. Families are asked to fill out the *Allergies and Health Concerns Form* at the time of enrolment informing Educators of food allergies and intolerances.

In accordance with our Anaphylaxis Policy, Jackman Community Daycare is a nut- free environment. Information to this effect will be posted in prominent locations throughout the Daycare, communicated orally to visitors, Educators, volunteers and families, and is documented in our personnel manual and parent and volunteer handbooks.

Serving Sizes:

Food Group	Range of serving size for children 1-6 years of age	Range of serving size for children six years or older
Grain Products	Either ½ to 1 slice 50 ml to 125 ml ½ cup to ¼ cup	Either ½ to 1 slice 125 ml to 175 ml ½ cup to ¼ cup
Vegetables	Either ¼ to a whole vegetable or fruit 1/3 to ½ cup	Either 1 whole vegetable or fruit ¼ cup to 1 cup
Milk Products	Either 125 ml to 175 ml ½ cup to ¼ cup	Either 175 ml to 250 ml ¼ cup to 1 cup
Meat & Alternatives	Either 30 g to 60 g 1oz 2 oz 125 ml	Either 60 g to 90 g 2 oz 3 oz 175 ml

Examples of bag lunches (Lunches should include 1 serving of meat or alternative, 1 serving of bread and cereal, and 2 servings of fruits & vegetables.)

<u>Sample Menu #1</u>
Nitrate-free turkey in whole wheat pita wrap
Cucumbers and carrots plus yogurt with added fruit

<u>Sample Menu # 2</u>
Chicken legs & brown rice
Green pepper sticks plus banana & clementine

<u>Sample Menu #3</u>
Hot bean & veggie soup in a thermos
Multi-Grain Crackers plus cantaloupe & apple slices
Milk/water

<u>Sample Menu #4</u>
Spaghetti & meat balls
Orange quarters plus broccoli and cauliflower flowerets

In preparing children's lunches, we ask parents to be aware that the following foods are especially vulnerable to spoiling: certain dairy products, any dish made with cream sauce; meats, poultry, fish, sandwiches made with mayonnaise, or sandwich fillings containing mayonnaise. **Please include an ice pack in your child's lunch bag to keep the food fresh**. There is no room for children to put their lunch in the refrigerator.

No Smoking on Jackman Property

Jackman Public School is smoke-free. Smoking of any substance is prohibited at any time by anyone in the building, on the playground or anywhere on school property. No person is allowed to smoke, vape or hold lighted tobacco or any substance on the school property.

First Aid & CPR

All Daycare Educators are required to be certified in Standard First Aid and CPR, including Infant & Child, to ensure that all Educators are aware of what to do in an emergency situation.

Medical Certificates & Immunization Information

According to regulations outlined by Toronto Public Health, a parent or guardian of a child registered in a licensed childcare program must provide one of the following prior to admission:

- An up-to-date immunization record for their child,
- A completed medical exemption form signed by a qualified medical practitioner outlining the medical reasons the child cannot be immunized, or
- A notarized exemption document stating that immunizations conflict with the parent/guardian's conscience or religious beliefs.

At Jackman Community Daycare, immunization records are only collected for children enrolled in the Preschool and Nursery School programs.

Children enrolled in the School Age programs do not need to submit immunization records to the Daycare, as this information is collected by Jackman Avenue Public School through the school registration process.

These immunization requirements also apply to all staff working in the childcare centre.

In the event of an outbreak, any child or staff member who is not adequately immunized will be excluded from the program until they receive the required vaccine(s) or until the outbreak is declared over by public health authorities.

Administering Medication Policy

Jackman Community Daycare will administer only <u>medications prescribed by a medical doctor</u> to the children in accordance with the provincial legislation. This requires the following:

1. Parents must fill out the Medication Authorization Form for each medication. This provides written authorization, including the dosage and times any drug is to be given.

2a. Parents must supply the Daycare with medication in the original container clearly labelled with the child's name, name of the drug, the dosage, the date of purchase and instructions for storage and administering the drug.

2b. If there is a measuring tool for the medication; the measuring tool must be provided with the medication. To deliver the correct amount of medication. Using these tools helps us avoid errors and ensures that your child receives the intended dosage.

3. Parents must hand medication to a staff member to ensure safe storage. Unless specified by a doctor, no medications may be left in the cloakroom area, in a child's bag or cubby, or on their person.

4. If a doctor prescribes asthma medication or emergency allergy medication to a child AND if the doctor indicates on the prescription that the child is allowed to carry these medications, parents must do the following:

a. Provide the doctor's prescription to Educators
b. Complete the Medication Authorization form
c. Review with Educators when the child should be self-medicating.

Asthma medications and emergency allergy medications will be kept within reach of Educators so they are readily available in an emergency.

An RECE will be responsible for the administration of any all medications in their program room.

Due to the frequency and their long-term daily usage, sunscreen, diaper creams, lip balms, petroleum jelly and hand sanitizers are not considered medications and therefore will be administered as needed, as long as they are non-prescription and/or are not for acute (symptomatic) treatment, whether they have a DIN or not. There is a blanket authorization form available in the daycare office and on the website.

Herbal and Over-the-Counter Remedies

We do not permit any herbal remedies or non-prescription over-the-counter medicine to be administered to the children during the time they are in our care.

Dealing with Illness

If a child becomes ill during the day, and is unable to fully participate in the program, their parents will be contacted immediately to arrange to take the child home. Parents are asked to exercise good judgment and keep children at home while ill, seeking medical attention as needed. Public Health requires that children be symptom-free for 24 hours before returning to school and daycare, (48 hours for vomiting and/or diarrhea) Therefore, if your child is sick at night, you must keep them home the next day. If an outbreak is declared by Public Health, you will be required to keep your child away for 48 hours.

Symptoms, which are signs of possible pending infection or disease and for which a child should be kept home or may be sent home, include but are not limited to:

- Fever over 37.8C/100.04F
- Signs of a cold: cough, sore throat, watery eyes, green or yellow mucus discharge from the nose or eyes
- Unusual behaviour related to a cold or fever, or fever-like symptoms such as lack of energy or appetite.
- Vomiting, diarrhea
- Headache or earache
- Discharge and/or inflammation of the eye (conjunctivitis/pink eye)
- Rash, unless the cause is determined to be non-contagious

Our policies and procedures for dealing with sick children are as follows:

- If your child is not feeling well enough to FULLY participate in the program, please keep them home until they are well enough to return.
- Sick children must be excluded from the daycare until they are no longer contagious, so as not to expose other children and Educators.
- If your child has a fever of 37.8C/100.04F (auxiliary) or above, do not bring them to
- Daycare until they have been fever-free & medication free for 24 hours
- If your child has vomited or has diarrhea, do not bring them to Daycare until at least
- 48 hours after their last bout of diarrhea and/or vomiting.
- If your child arrives at the Daycare with symptoms or possible illness or disease, you will be requested to take your child home.
- If above symptoms manifest while your child is at the Daycare, or if he/she has a significant accident, we will contact you immediately. As much as possible, ill
- children will be isolated and parents will be requested to pick them up immediately.
- **If your child goes home mid-day, sick with vomiting and/or diarrhea, they may not return until at least 48 hours from the time they went home or 48 hours after**
- **their last symptom, whichever comes later.**
- In the event that a situation arises with a child that is beyond the capacity of the Educators to properly care for and at the same time ensure the smooth functioning of the program, parents will be asked to pick up the child as soon as possible.
- **If Toronto Public Health declares an Outbreak in the Daycare or School, you will be required to keep your child home for 48 hours after the last bout of vomiting and/or diarrhea.**
- In a genuine emergency, we will call 911 for assistance and then immediately call emergency contacts

Communicable Diseases

Parents are required to list all past illnesses, operations, accidents or communicable diseases on their child's Emergency Information Form. If your child contracts a communicable disease, (i.e. Chicken Pox, Strep Throat, etc.) please notify us so we can pass the information on to other families, along with Public Health's recommendations. A note from your doctor may be required for your child to be re-admitted to the Daycare following an illness.

Changes in Program Delivery or Closure

Toronto Public Health or the Ministry of Education may be required to close the daycare in response to a rapidly spreading virus or, if, due to Educators illness, the caregiver-to-child ratio falls below legislative requirement. This could be to reduce the possibility of infections, because there are insufficient Educators to supervise students or there are other situations that would result in closure.

In the unlikely event that the daycare is forced to close due to a pandemic outbreak, the daycare will be unable to refund fees incurred for the duration of the closure. As we are required to continue to compensate Educators and other service providers (i.e. caterer, internet and phone provider, etc.), existing fees would be needed to cover these fixed monthly costs. We appreciate your understanding in this matter.

Jackman Community Daycare's service continuity plan will be integrated with the City of Toronto's Emergency Plan and the Toronto Pandemic Plan.

While we have tried to make this a comprehensive policy, the Board of Directors reserves the right to make changes as new issues arise.

Health & Hygiene

Good hygiene in any situation is important, extremely so in a Daycare setting and Jackman Community Daycare will continue to implement proper hand hygiene etiquette. Therefore, we adhere to the following:

- Shoes are to be worn at all times, except when children are engaged in play in the quiet area or on the carpet.
- Socks are almost always worn.
- Carpets are vacuumed and floors are mopped nightly.
- Hands are washed before and after preparing or consuming any food products and following toileting. Hand washing will be performed before and after each daily activities for all children.
- When soap and water are not available, children will disinfect their hands using hand- sanitizer.
- Toys will be washed and sanitized on a daily, weekly or monthly basis in our sanitizing dishwasher available onsite for daily use or in the classroom with the appropriate cleaning solutions.
- Disposable utensils (paper cups, plates, and cutlery) are used when appropriate.
- Tables are cleaned with a disinfectant before and after use for meals and snacks.

Sexual Health Education Policy

Sexuality is an important part of the personality of every human being; it includes the physical, physiological, psychological, social, emotional, cultural and ethical dimensions of sex and gender. Sexuality is a basic need and aspect of being human, which cannot be separated from other aspects of life. It influences our thoughts, feelings, actions and interactions. Jackman Community Daycare is committed to raising sexually healthy children by teaching them the facts, values, responsibility and self-esteem. It is the responsibility of the Supervisor to ensure that Educators are trained in child development, including the sexual development of children and to ensure that Educators, parents and children abide by the Jackman Community Daycare *Code of Conduct* and the Ministry regulations for reporting Child Abuse. Educators act as positive role models for children and families.

Educators teach appropriate sexuality language using dictionary or polite terms for body parts. Children have the right to learn and grow in a bias-free, sexually healthy environment. They also have the right to privacy and to be treated with respect. Educators respond to children's questions and comments about sexuality with honesty and openness.

They regularly provide opportunities that enable children to learn through their own observations. Books and other written materials, pictorials, anatomically correct dolls, puppets and toys depicting a variety of healthy relationships and workshops are provided to encourage positive learning about sexuality for Educators, parents and children. Children are clearly and directly told what age-appropriate behaviour is without making them feel guilty. Children are encouraged to tell each other how they feel and to speak up for themselves.

We encourage families to maintain an open dialogue with their children and the Daycare Educators so that we can work together to foster healthy sexual development in the children. Some information and particular topics around sexuality are better addressed by families in their own way at home. Information is shared with the children based on their chronological age and social emotional developmental age. Parents are notified when their children raise issues or questions so they can facilitate discussions at home.

Gentle, non-obtrusive touches that support positive feelings of self and others are encouraged between Educators and children. Educators provide equal opportunities for boys and girls to feel valuable and capable; gender role stereotypes and use of sexist language are discouraged. Children are provided with the appropriate language and reminded of the negative impact of using sexist language. Incidents will be addressed on a case-by-case basis and parents will be notified immediately if their child has been involved in an incident. If children persist in using sexist language, they may be asked to leave the Daycare as per Jackman Community Daycare's *Code of Conduct*. Educators remind children in a gentle manner that self-pleasuring is a private matter that needs to take place at home in the privacy of their bedrooms or bathrooms. Children are taught that their bodies are private and not to be touched by anyone without their permission.

While "toilet talk" and "street language" are used by many children, they will be discouraged at the Daycare. We strive to create an inclusive climate where everyone feels welcomed, appreciated and accepted. As such, children will be encouraged to experiment with toys, dress-up clothes, and make choices about the toys and peers that they play with. Educators attempt to purchase toys that are non-biased and not gender specific. Ample opportunities are provided for children to play with toys and take part in play situations that are traditionally associated with the other gender.

Educators are trained in child development; as such, they are aware of typical behaviours for children's body exploration and play. Sexual behavioural norms and behaviours that may be of concern will be posted in the program rooms to remind Educators, children and families of developmental norms. Contact information for Toronto Public Health will also be posted for families to seek additional information or resources.

Pediculosis (Head Lice)

Jackman Community Daycare recognizes that head lice (pediculosis) can affect anyone and is a common occurrence in group settings involving children. While head lice do not pose a health risk or cause illness, they are a nuisance and can spread quickly if not managed promptly and appropriately.

To minimize the spread of head lice and maintain a healthy environment for all children, the following procedures will be followed:

- **Head Lice Checks:** Head lice checks will be conducted on an as-needed basis when symptoms or reports suggest the possibility of an occurrence within the Daycare.
- **Parent Responsibility:** Parents and guardians are expected to check their child's hair regularly and must notify both Jackman Community Daycare and their child's school if head lice or nits are detected.
- **Notification and Temporary Exclusion:** If live lice or nits are found on a child while at daycare, families will be notified to pick-up. To prevent further spread, the child will be separated from peers in a comfortable, supervised area until they are picked up.
- **Re-admittance Criteria:** Children may return to Jackman Community Daycare once treatment has been administered and the following conditions are met:
    - The child must be free of live lice.
    - Fewer than five (5) nits must be present.
    - Parents/guardians must arrange for a designated daycare educator to perform a head check prior to the child re-entering the program.
- **Treatment:** Families are responsible for ensuring effective treatment is completed. It is strongly recommended that all nits be removed to minimize the chance of re-infestation.

By working together and taking quick action, we can reduce the spread of head lice and ensure the health and comfort of all children in our care.

Emergency Routines: Fire Drills, Lock Downs and Hold & Secures

Each program room conducts monthly emergency routines so that all children and Educators practice dealing with emergencies such as fire drills, lock downs and hold and secure routines.

Travelling in Pairs

From time to time, children may be out of their program room running errands, using the washroom or returning to their classroom for forgotten items. Daycare Educators will ensure that children travel in pairs for safety reasons.

Toileting and Washroom Visits

We assume that all children are toilet trained by the time they start at Jackman Community Daycare. To adhere to recommendations from Toronto Public Health and due to the lack of space, the daycare does not have an appropriate diaper changing facility. Therefore, we strongly recommend that parents work on toilet training before their child starts at Jackman. Every attempt will be made to accommodate children with varying developmental abilities and special needs.

All Preschool children will have direct access to in-room toilet stalls for washroom use any time throughout the day. This also applies to some daycare programs located in kindergarten classrooms that have toilet facilities. Children in these rooms may use the washroom facilities at any time. A staff member always accompanies Nursery School children to the washroom. Children in Grades 1-6 are free to ask permission to use the bathrooms located on each floor. For safety reasons, children in grades 1-6 must go with a partner to the washroom.

Injuries and Incidents

Injuries and accidents are documented and communicated to parents verbally or through an email. An *Accident Report Form* or an *Incident Report Form will need to be signed* at pick up time. Parents are notified of serious injuries immediately. In the event of a serious accident or injury to a child on TDSB property during childcare hours, the Executive Director/ Supervisor will complete the school's OSBIE Incident Report Form and provide a copy to the principal. On occasion, an incident may occur that causes undue questions or concerns for children and/or families. Whenever possible, consistent information will be communicated via email, memo, or in person to all families involved or affected by the incident by the end of the day at pickup time. The PM is responsible for providing a copy of all accident and incident reports to families via email in a timely manner.

Temporary Disruption of Service - Emergency Closures / Weather Closures

The Daycare's Emergency Management Policies & Procedures are posted on the Daycare's information board and available on our website. In the event that the daycare is forced to close due to unforeseen circumstances such as a fire or burst pipes, Jackman Community Daycare will relocate temporarily to St. Barnabas Church, located at 175 Hampton Ave (Chester/ Danforth). Parents will be informed about the relocation by telephone or email. Parent fees will not be refunded for brief emergency closures.

If the daycare is forced to close due to other unforeseen circumstances (i.e. epidemic or caretakers' strike), the Board, with consultation from the Ministry of Education and Toronto Public Health, will look at the severity of the situation in order to determine how long the daycare may need to be closed. A portion of parent fees may be refunded and/or credited for unforeseen closures lasting longer than two weeks, at the discretion of the Board of Directors.

For extreme weather closures - If the TDSB school is closed due to extreme weather, then daycare is closed.

TDSB Job Action / Strike - The daycare remains open during labour disruptions so long as the TDSB allows us to remain open. The decision to open or close the school and permit daycare access rests entirely with the TDSB. The daycare will communicate with parents on an ongoing basis to provide updates and information relating to job action and program or financial implications.

In the case of a caretaking strike, the daycare will only remain open as long as the conditions of the school have not deteriorated. Daycare staff would not be responsible for completing caretaking duties. Parents are encouraged to consult www.tdsb.on.ca or a media source for further information. In the event of a brief strike, all costs related to providing care from 7:30 am-6 pm will be absorbed by the daycare. In the event of a strike persisting more than one week, additional fees may apply based on the current fee schedule, at the discretion of the Board of Directors. The daycare reserves the right to alter our hours of operations during unexpected school closures.

Notice of Temporary Disruptions of Service

Jackman Community Daycare will notify clients if there is a planned or unexpected disruption of a facility or a service that persons with a disability use to access our services. The notice will be posted at the entrance of Jackman School and as well as being provided verbally, electronically or in person as applicable. The notice will include the following information:

- That a facility or service is unavailable.
- The anticipated duration of the disruption.
- The reason for the disruption.
- Alternative facilities or services, if available.

PROGRAM STATEMENT

This Program Statement document captures the philosophy and goals that guide our program for our children. It describes the strategies we use to realize these goals, the plans of action to execute the strategies, the practices to implement, monitor and evaluate those action plans, and to continually improve our performance.

Jackman Community Daycare's Philosophy

Jackman Community Daycare provides a positive learning environment that enhances the personal development of each child. Through play experiences and guidance by trained educators, the children are provided with an emergent curriculum that will stimulate the 5 areas of development:

1. ***Physical*** (gross and fine motor)
2. ***Social*** (awareness, respect, ability to share and cooperate)
3. ***Communication*** (verbal and non-verbal)
4. ***Self-esteem*** (self-awareness and positive self-image)
5. ***Cognitive*** (comprehension, problem-solving, and skill acquisition)

We believe that children are competent, capable of complex thinking, curious and rich in potential. As such, children are guided by skilled Registered Early Childhood Educators (RECEs) who establish a flexible program in an inclusive, supportive, and non-discriminatory environment. Children's ideas are the crux of the emergent curriculum that is based on the interests and needs of the children. Open communication between and among Educators, children, families and the school community is crucial to realizing a warm and safe environment in which the children at Jackman Community Daycare can play, learn and thrive.

We provide programs to support our holistic approach to child development, including sports, dramatic and creative arts, self-help skills, and science experiences. Children are encouraged, but not forced, to participate in all activities. We strive to provide a stimulating program that offers services to children, families and the community, within the framework of The City of Toronto's Assessment for Quality Improvement (AQI), the Child Care and Early Years Act (CCEYA) and ideologies in Ontario's Pedagogy for the Early Years "How Does Learning Happen?" These guide our practice.

Educators provide parents with the opportunity to discuss their child's progress through on-going discussions, and parent meetings if necessary or requested. If there are any problems or concerns regarding any child, the child's teachers will discuss it with parents so that we are all working together.

At Jackman Community Daycare, our goal is to help foster anti-racist views and avoid gender biased values, attitudes and practices. Our programs and activities reflect the ethno-cultural diversity of Toronto and promote respect and appreciation of differences. We believe capturing and documenting our practice is a form of reinforcement of the learning process for educators, family and children.

Values that we embrace include:

- Creating an inclusive enriched childcare environment
- Respecting all children's beliefs, culture, language, and experiences acquired from their family and community
- Promoting health and well-being
- Fostering the children's exploration, play and inquiry
- Capturing and documenting our practice reinforces learning
- Supporting all children's ability to self-regulate, so children feel comfortable and confident
- Fostering the children's health and well-being indoors and outdoors
- Forming trusting relationships with children and their families
- Providing everyone with a sense of belonging

- With the nurturing support of educators, children learn to: care about other people; understand other's feelings; cooperate and share; express their opinions; resolve conflicts; and develop self- competence, self-worth, and self-regulation

Ways we support our values include:

- Before working with children, all new staff, students and volunteers will review and acknowledge this program statement document. Annually thereafter and if modified, all staff, students and volunteers will review the program statement document. All staff, students and volunteers are responsible for implementing the approaches outlined in the program statement when they are applicable. Any time an educator is interacting with a child it is expected that the approaches for positive and responsive interactions will be implemented.
- On-going reflection of goals and strategies at monthly staff meetings. Regularly include agenda item to discuss performance against the program statement and plan for improvement
- This is captured in the bullet above. Gather together with staff annually to review and reflect on our performance and capture outcomes and set goals for the next period
- Share "performance outcomes and goals review" with Board and document and incorporate their feedback
- Budget a professional development investment for each staff and align the professional development with the program statement needs
- The annual employee performance review will include a self-assessment of several of the key strategies to create the conditions promoted by the HDLH document. Staff will annotate the assessment with an example of each and identify goals for improvement for the next year.

Our Strategies

Strategies to achieve our program statement are guided by the work done on Ontario's Pedagogy for the Early Years, "How Does Learning Happen?" We understand that learning and development happen within the context of relationships among children, families, educators, and their environments. We understand that for children to grow and flourish, the following four foundational conditions need to exist:

- A sense of ***Belonging*****,**
- A sense of ***Well-Being***,
- Opportunities and support for ***Engagement***, and
- Opportunities and support for ***Expression***.

We will adopt the following 11 approaches to support these conditions:

1. **To promote the health, safety and well-being of young children, families and educators**

- Educators will sign children in/out on our attendance along with ongoing verifications throughout the day
- Educators will engage in open communication with parents regarding the well-being of their children
- When children return to daycare from being off sick educators will use a quick health check to make sure they are well enough to return to daycare
- During an outbreak we will close sensory activities and strive to keep parents informed and updated about the outbreak
- Educators will position themselves to make sure they are able to observe the children properly
- One of the goals of our program is to promote healthy eating. We provide snacks to all of our programs and a catered lunch to:
    - All Preschool children
    - JK & SK children on PA Days and school holidays
- Parents are responsible for making us aware of any health concerns and allergies at the time of registration and updating the forms as needed. For anaphylaxis allergies, parents must also supply an up-to-date Epi-Pen to be kept in the daycare. Allergy lists are posted in each room and all educators are informed of restrictions/ allergies before they begin their first day of work. Educators sign off on a yearly basis indicating they are aware of any allergies
- Educators disinfect according to program guidelines. Tables are disinfected daily and/or after each use
- Public Health posters regarding hand washing, are posted near each room sink and kitchen sink. Diapering and/or toileting are posted in or near preschool and kindergarten washrooms. Educators encourage children to wash hands regularly and according to Public Health recommendations
- Educators engage in age appropriate discussions regarding sexual health (consent, respect, proper language of body parts, etc.)

2. **To support positive and responsive interactions between educators, children and families**

- Educators attend monthly team meetings during the school year to share ideas, concerns, strategies, etc.
- Educators are monitored on their use of behaviour guidance techniques
- Educators see themselves as part of the learning environment:

    - Educators ask open ended questions
    - Educators say “let’s find out together”
    - Educators share a sense of joy in learning and when engaging with children

- Educators offer the children opportunities to engage in small group activities
- Educators provide ample learning materials to avoid conflicts and provide many different learning experiences
- Educators will greet children, parents and other educator upon arrivals and departures
- When concerns arise educators will respond in a timely manner and be available and approachable for parents
- Educators strive to respond to each individual child’s needs
- Educators focus on helping the child understand their feelings and emotions and provide support to help children regulate their behaviour. Children benefit socially, emotionally and physically from our positive approach.

Prohibited Practices

The following are unacceptable behaviour guidance strategies and are not permitted at any time under any circumstances:

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 or 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.

Violations of these or other prohibited practices will be immediately addressed by management. Discipline may include verbal or writing warnings, suspension, dismissal and/or reporting the incident to CAS and the College of ECEs.

3. **To encourage children to interact and communicate in a positive way and support their ability to self-regulate**

- Educators will role model positive communication between-educator/educator, educator/ child, educator/parent and educator/school personnel.
- Children will be encouraged to make choices and problem-solve
- Educators will respect children's ideas, opinions and feelings and encourage children to express themselves in a nonjudgmental environment
- Educators will provide opportunities for self-regulation by providing a quiet space when possible
- Educators will arrange the classroom so it is inviting and allows for positive social interactions

4. **To foster exploration and inquiry that is play-based. Evidence from diverse fields of study tells us that when children are playing, they are learning.**

- Educators will plan their curriculum based on the children's interests
- Meaningful hands-on experiences are provided for the children recognizing the children's individual levels of development
- Materials are accessible and/or available to children and educators provide experiences that promote development in all domains
- Children are encouraged to move materials throughout all interest areas to support their natural curiosity
- Educators will encourage children to take reasonable risks in play so they learn to trust themselves.

5. **To provide child-initiated and adult-supported experiences that foster development.**

- Through regular observations, educators will document children's interests. These observations will feed into the weekly emergent curriculum
- Educators provide an opportunity to have the children's input in the program planning process
- Educators will research exciting, challenging and stimulating ideas to enhance the program

- Educators will provide ample materials to support individual learning and choice
- Educators will provide field trip experiences based on the children's interests
- Educators will invite visitors onsite based on the children's interests including parents who are interested

6. **To plan for and create positive learning environments and experiences in which each child's learning and development will be supported**

- Educators will set up all areas of development in ways that invite and encourage play and engagement
- Educators will provide a variety of materials to represent the different abilities and interests of the children
- Educators will refer to the "How Does Learning Happen?" document when designing the program
- Educators will offer flexible programming
- Educators will include family traditions and special celebrations in their program
- Educators will provide learning opportunities that support inquiry
- Educators will use photo documentation as a means to capture learning

7. **To incorporate indoor and outdoor play, as well as active play, rest and quiet time into the day, and give consideration to the unique needs of the children receiving child care.**

- Educators will provide plenty of both planned and spontaneous indoor and outdoor play experiences
- Educators will support individual choices when playing indoor and outdoor
- Educators will provide a quiet time for children to rest their bodies, as needed
- Educators will provide a variety of equipment and activities (organized & free-play) to support gross motor play
- Educators will encourage children to engage in reasonable risk when playing indoors and outdoors (climbing on monkey bars, building tall block structures, etc.)
- Educators will encourage the children to challenge their abilities and think for themselves
- Educators will encourage children to choose activities that interest them and try new things

8. **To foster the engagement of and communications with parents about the program and their children.**

- Community is Jackman Community Daycare's middle name. All families are welcome and part of our community. We continually strive to establish and maintain a sense of belonging for all children, families and staff.
- Jackman will host orientation sessions with new parents
- Educators will share developmental checklists with parents and follow up if we suspect development concerns
- Educators will share photos, observations and pedagogical documentation with parents.
- Educators will greet parents and children at drop off and pick up times
- Jackman will engage families by hosting family activities and events and by regularly inviting parents to stay a while at drop off and pick up times
- Educators will invite parents to share their family traditions, dishes, language and celebrations
- Educators will provide families with monthly newsletters
- Jackman will offer resources and workshops for families based on family needs and interests
- Jackman invites parents to attend the Daycare's Annual General Meeting in June

9. **To actively engage with community partners and provide opportunities for the children and families to develop close connections with a range of community supports.**

- Jackman Community Daycare is an integral part of the Jackman School community. We will continue to work closely with the TDSB staff and community through ongoing communication and sharing of resources
- Educators will inform parents about access to a Resource Consultant or other supports as needed
- Educators will provide workshops for families hosted by outside agencies as needed
- Educators will provide children with Special Programming activities (sports, chess, yoga, dance, science, art, music, etc.)
- Educators will invite families to share their talents/careers with our programs (guitar, cooking, police officer, etc.)

10. **To strengthen the capacity of educators to collaborate effectively with children, families and their colleagues through the provision of ongoing opportunities for continuous professional learning.**

- The Daycare supports RECEs by paying their annual dues at the College of ECEs
- Educators are provided the opportunity to attend Continuous Professional Learning (CPL) workshops. Staff are financially supported to pursue CPL opportunities through the Daycare's Educational Assistance Policy
- Educators are encouraged to share professional learning materials with their peers at staff meetings
- Management will meet with staff annually to review and reflect on staff performance and set goals for the next period
- Educators are provided with a positive and professional work environment
- Educators are given the time and space to meet daily with their room partner to allow for collaboration of program ideas
- Educators are given annual reviews to celebrate their successes
- Educators are committed to ongoing professional development and to be reflective practitioners

11. **To document and review the impact of the strategies set up above on the children and families**

- Educators will display photo documentation throughout the program
- Educators will share their observations and documentations with parents
- Educators will discuss developmental checklist with parents and provide support for the children where indicated need exists
- A standing agenda item on Reflective Practice will be included on staff meeting agendas to provide an opportunity for on-going reflection
- The Daycare is committed to ongoing reflection and improvement. We will monitor the effectiveness on an annual basis. This may include surveying parents and/or staff to assess performance against the 11 goals

Any questions about this Program Statement should be directed to the Daycare Supervisor, at supervisor@jackmandaycare.ca

Parent and Child Code of Conduct

As part of the contract with Jackman Community Daycare, the Daycare reserves the right to withdraw or deny services if it is believed that the particular needs of your child or family cannot be appropriately met. The decision for suspension and/or withdrawal will be based on, but not limited to, the following types of incidents:

- Extreme or repeated physical acts against other children and/or Educators (hitting, biting, spitting or any other form of physical threat or assault).
- Non-compliance of Educator's direction.
- Verbal attacks on other children and/or Educators, which include the use of threats, name-calling, teasing as well as repeated profane or degrading language.
- Racial or other discriminatory incidents.
- A child who leaves the centre without permission and/or leaves the care of centre Educators on or offsite. (This will result in an automatic one-day withdrawal from daycare services.)
- Any verbal or physical abuse by a child or child's family member.

We realize that occurrences and disputes will occur among children and it is not our intent to exclude children over normal developmental incidents that assist them in acquiring problem-solving skills. However, as individual needs vary in terms of environment and program, some children many not benefit from the program offered in this centre. We will make every effort to meet the needs of your child, which may require the assistance of an outside agency. If the behaviours still occur and it is still deemed that we are unable to meet the needs of you or your child, then services will be withdrawn, with approval from the Board of Directors.

All children and parents/guardians are required to abide by the policies outlined in the Parent Handbook and the *Parent and Child Code of Conduct*. For younger children, please review the Child Code of Conduct in a way your child can understand, Thank you.

As part of the registration process, parents/guardians confirm that they have read and clearly understand the Parent Handbook of Jackman Community Daycare and agree to abide by the policies and procedures contained within. Any revisions to these policies or new policies will be communicated in writing. Families further understand that not adhering to the current or revised Jackman Community Daycare policies and procedures may result in services being withdrawn.

Parents/Guardians further agree to review the Child Code of Conduct with their child(ren), and understand that any conduct by their child(ren) found to be in violation of the Child Code of Conduct may result in disciplinary action.

Daycare Fees for 2026

Nursery School (5 days/week – 9:00am-11:30am Sept - June)	$15.31/day
Preschool Room 107 (12 month program Sept-Aug)	$22.00/day
JK Room 107 A (12 month program Sept-Aug)	$19.84/day
SK Room 207A (10 month program Sept-June)	$16.40/day
Grades 1-6 B&A (rooms 105, 101, 207, 209, 309)	$25.50/day *

** Additional $49.50/day for full day care during school breaks ($75/day total)*
March Break – March 16-20, 2026
Winter Break – December 21, 22 & 23, 2026

Summer Camp Grades 1-6 (July-August)	$75.00/day**

** In the summer we consolidate our programming and run a summer camp program for children going into grades 1 to 6 in September. To maintain your child's daycare space for September and support the financial viability of the daycare during the summer months, we require that families register for a minimum of two weeks of summer day camp.

Families can choose to not attend for the summer but pay to maintain their spot. Payment will be the total of the shortest week and longest week from the summer camp calendar

Fees are due the first of the month and are payable by pre-authorized payment. Families with more than one child in the daycare will have one payment profile per child. *Additional service fees apply for credit card payments.*

CWELCC

* Children under 6 years in School Age Programs remain eligible for CWELCC fees up to the end of the month in which they turn 6.

Grade 1 - $22.00/day
Summer Camp – July & August $22.00/day

Additional Fees

Upon registration – a non-refundable payment of 2 weeks (10 days), of room fees is required. The payment will be credited to the first month invoice.

Failed Transaction Fee - $35.00

Refund Policy: If a family is overcharged or incorrect charges occur, a refund will be provided via TUIO

Daycare fees are charged for all days regardless of a child's attendance. Fees are not adjusted for statutory holidays, unplanned program closings, student absences or family vacations.

APPENDIX A

Anaphylaxis Policy - Life Threatening Allergies

Effective Date: June 26, 2007	**Revision Date: June 2025**	**Origin Date:** May 23, 2007
Approved by: Board of Directors **Date: June 25, 2007**		

Definition of Anaphylaxis

Anaphylaxis is severe allergic reaction that can be fatal, resulting in circulatory collapse or shock. The allergy may be related to food, insect stings, medicine, latex, etc.

Purpose of the Policy and Procedures

Jackman Community Daycare is committed to taking a pro-active position regarding the prevention of anaphylaxis. The purpose of the policy is to provide a process for dealing with anaphylaxis in the centre.

Strategies to Reduce Risk of Exposure

- Jackman School and Jackman Community Daycare are nut-free. Nuts and foods that contain nuts are not allowed.
- No catered foods or materials used for snacks, projects or crafts contain nuts.
- All labels will be read by a staff member prior to serving.
- Staff purchasing foods on behalf of the centre must read food ingredient labels every time they purchase a product
- Parents with children with anaphylaxis will provide an individual plan for their child prior to enrolment
- Any persons/organizations supplying food to the centre will be notified of all life-threatening allergies in the centre. List of allergies will be revised as necessary.
- All children, staff and volunteers will wash hands before and after handling food.
- Children, staff and volunteers will be instructed to not share food.
- All surfaces will be cleaned with a cleaning solution (water and germ destroyer approved by Public Health) prior to and after preparing and serving foods.
- All cleaning supplies, medication and any other products that may be of danger and /or commonly produce allergic reactions will be stored safely away.
- Garbage bins will be emptied at the end of the day.
- Extra special supervision of anaphylactic children during meals (sitting near or next to staff).
- During field trips children with anaphylaxis will sit within view of staff member on the bus and during meal times.
- Playground areas will be checked and monitored for insects such as wasps. If discovered, custodian will be notified immediately and children will be forbidden to play in the area.
- At least one staff will take a cell phone on all excursions.
- Consent by the child's parent/guardian is required for any child carrying their own Epi-Pen.
- List of children with allergies will be posted in each program room operated by the centre.
- The key to preventing an anaphylactic emergency is absolute avoidance of the allergen. People with food allergens should not share food or eat unmarked / bulk foods or products with a "may contain" warning. In cases where any exposure to an allergen could cause serious harm to a child, it may be necessary for the daycare to provide all food, or all the other families may be told to refrain from bringing in foods containing the allergen.
- Children with extreme allergies that the centre cannot accommodate may be asked to bring their own food from home.

Rules for parents who bring food from home

- All food must be clearly labelled
- All food must not contain any allergens
- No food will be allowed to be stored in a fridge or heated in a microwave

Communication Plan for the Dissemination of Information

- Parents will be informed on the daycare's website and the main bulletin board of all allergies in the centre.
- The Parent Handbook is accessible to all parents. This handbook contains general information about our Anaphylaxis Policy.
- List of all children with allergies will be posted in each program room used by children.
- The Supervisor is responsible for alerting the caterer to any food allergies and food intolerances on an as needed basis.
- From time to time, and based on any allergies of children currently in the centre, there may be other foods or materials that are not allowed. Should this occur, parents will be notified in a monthly newsletter and this information will remain on the daycare's website: Jackmancommunitydaycare.ca. If there is an extreme situation or new allergen that is discovered, parents will receive communication via email as soon as possible.
- The Parent Handbook will be updated with new information when necessary.

Individual Plan and Emergency Procedures

A Health Concerns Form will be included in each Registration package. It is at this time, prior to the child starting in the daycare, that the parents have an opportunity alert the Supervisor to minor and severe health concerns. An Individual Plan is required to be completed by the parents for any severe health concern. The Supervisor would follow up with the parents and provide them with an Anaphylaxis Form and the daycare's Anaphylaxis Policy. The parent/guardian may request a meet with the Supervisor to provide input for the child's Individual Plan and emergency procedures. This plan will include but is not limited to:

- Description of the child's allergy
- Monitoring and avoidance strategies
- Signs and symptoms of an anaphylactic reaction
- Childcare staff roles and responsibilities in the event of an anaphylaxis emergency
- Parent/guardian consent for administering allergy medication, sharing information and posting emergency plan
- Emergency contact information
- Location of Epi-Pen and back-up Epi-Pen. Epi-Pens must be accessible at all times and may not be locked away. Parents may determine that their child must wear an Epi-Pen. In such cases staff are responsible for ensuring child has their Epi-Pen on or with them at all times, especially at transition times. Parents must provide at least 1 Epi-Pen to the childcare centre. This Epi-Pen must stay with or near the child. Epi-Pens are generally located in the First Aid Pouch since this pouch stays with the child.

The individualized plan is to be developed in consultation with a parent of the child and with any regulated health professional who is involved in the child's health care and who, in the parents' opinion, should be included in the consultation.

Parents are requested to advise the Supervisor/Director if their child develops an allergy, requires medication and/or of any change to the child's individual plan or treatment. Individual Plans will be revised annually prior to the start of the new school year (September) and as directed by the parent or physician.

Copies of Individual Plans are in each child's file, emergency bags and are also posted in every room operated by the daycare, including the daycare office.

Drug and Medication Requirements

- Where drugs or medications will need to be administered to a child in response to an anaphylactic reaction, the drug and medication administration policy will be followed including the completion of a parental authorization form to administer drugs or medications.
- Emergency allergy medication (e.g. oral allergy medications, puffers and epinephrine auto-injectors) will be allowed to remain unlocked or carried by children with parental authorization so that they can be administered quickly when needed, while the child is in attendance at daycare.

Emergency Protocol

Procedures to be followed in the circumstances described below:

Circumstance	Roles and Responsibilities
A) A child exhibits an anaphylactic reaction to an allergen	The person who becomes aware of the child's anaphylactic reaction must immediately: implement the child's individualized plan and emergency procedures; the person instructs another staff member (where possible) to contact 911 emergency services and a parent/guardian of the child; and ensure that where an epinephrine auto-injector has been used, it accompanies the child to the hospital. One person stays with the child at all times and remains until the parent or guardian arrives. The child must be transported to hospital even if symptoms have subsided. Symptoms may occur hours after exposure to allergen Once the child has been taken to hospital, staff must: i. follow the child care centre's serious occurrence policies and procedures; document the incident in the daily written record; and document the child's symptoms of ill health in the child's records.
B) A child is authorized to carry his/her own emergency allergy medication.	1. Staff must: i. ensure that written parental authorization is obtained to allow the child to carry their own emergency allergy medication; ensure that the medication remains on the child (e.g., fanny pack, holster) and is not kept or left unattended (e.g. in the child's cubby or backpack); ensure that appropriate supervision is maintained of the child while carrying the medication and of children in their close proximity so that other children do not have access to the medication; and Where there are safety concerns relating to the child carrying his/her own medication (e.g. exposure to other children), notify the centre supervisor/designate and the child's parent of these concerns, and discuss and implement mitigating strategies. Document the concerns and resulting actions in the daily written record.

Training

- Prior to employment and before the qualification expires; a qualified Standard First Aid and CPR instructor must train all staff. This training includes how to respond to an anaphylaxis emergency.
- Parents are responsible for training the Supervisor in their child's emergency plan. The Supervisor is responsible for conveying each child's emergency plan to all staff, students and volunteers and training them on proper protocol.
- All Staff, Students and Volunteers must review and sign off on all Individual Plans at least annually, and whenever a change in the plan occurs.
- Volunteers and students are not permitted to administer medication unless under extreme circumstances (i.e. staff member is unconscious)
- Training will include procedures to be followed in the event of a child having an anaphylactic reaction, recognizing the signs and symptoms and administering mediation
- Staff will conduct a check to confirm child(ren) have their required medication with them before each transition (i.e. moving from the class to the gym, leaving the school. etc.)
- All staff, volunteers and students will review the individual plan and emergency procedures for all children enrolled at Jackman Community Daycare who are anaphylactic. The review will take place prior to the commencement of employment and annually thereafter with a written record of review on file.
- The staff will be required to sign and date that they have received training for each child who has an individualized plan.
- At least annually in September of each year, the Supervisor is responsible for reviewing the strategies intended to reduce the risk of exposure to life threatening allergies to ensure the Anaphylaxis Policy includes accurate information to ensure the ongoing safety of children.