



PARENT HANDBOOK

Kidex Academy
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Oakville, Ontario
L6L 6W2
(905)827-7166

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Dear Parents/Guardians,

Welcome to Kidex Academy. We hope you will find this information package informative; this handbook will provide you with all the details you require to be part of the Kidex developmental program.

This handbook was developed to provide you with information and the policies of Kidex Academy.

Enclosed you will find valuable information that will answer many of your questions regarding the care of your child as well as the daily operation within our center. If you have any further questions or concerns about any information outlined in this manual, please feel free to contact Hadia Kadan, Director in the office at the number provided on the front page of this handbook.

The policies stated in this handbook are subject to change at any time at the sole discretion of the center. From time to time alterations to the policies may occur and you will receive updated information regarding any changes. Before you start reading the handbook, I would like to thank you for your interest in Kidex Academy.

Sincerely,

Hadia Kadan

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Program Statement

Vision

Kidex Academy fosters an environment where children can express themselves freely whilst feeling a deep sense of belonging. We aim to tackle every aspect of a child's education by providing our students with the academic, social, and emotional confidence to meet great success in the world around them.

Our Philosophy

To provide a stimulating and developmentally appropriate environment for children to explore, learn and engage in social relationships. We follow a developmental approach to learning that guides our curriculum in order to create individualized programming for every child in our program. We believe that children should be respected and provided with opportunities to ask questions, inquire about relationships, and learn in a safe and nurturing environment. Our teachers strive to embrace each child's interests and become partners in learning in an environment that provides individualized learning for every child in our program.

Our Programs promote a shared understanding of children as competent, capable and rich in potential and sets out broad goals for children around the four foundations of belonging, well-being, engagement and expression. It is our belief that children should be respected and provided with opportunities to ask questions, inquire about relationships and learn in a safe and nurturing environment. Our teachers strive to embrace each child's interests and become partners in learning in an environment that provides individualized programming for every child in our program. A copy of our program policy is available upon request.

Overview

Kidex Academy is committed to following "How does learning happen" with Montessori enriched program under the guidelines of the Child Care and Early Years Act.

We strive to be organized around the foundations of belonging, well-being, engagement and expression in children where their goals and expectations integrate with the six Principles of the Early Learning for Every Child Today (ELECT).

Kidex Academy employs the Emergent Curriculum approach with Montessori enriched program to create an environment where children can learn and grow at their own pace. Our facility makes use of age-appropriate material, tools and equipment. This curriculum allows us to follow the lead of the child so that they may develop and grow to be inquisitive at their own pace. Each child has the opportunity to be creative and innovative as they progress through the program.

At Kidex Academy we believe that "CHILDREN ARE COMPETENT, CAPABLE, CURIOUS AND RICH IN POTENTIAL" and our programs revolve around this.

Independence and self-reliance

Kidex is set to meet each and every child's needs to become independent and self-reliant by allowing the child to be curious and to develop at their own pace. Our facility materials consist of objects which encourage curiosity. Children are encouraged to be self-reliant in simple day to day activities such as eating, playing, and dressing. We encourage all activities where the child can develop their own skills with open communication between the child and the teachers. Our supervision is always on hand but we encourage the child to self-help.

Initiative, imagination and courage

We strive to allow the child to develop their own initiative, imagination, and courage. The child is allowed to partake in all activities including painting, creative arts and various play activities. The child is encouraged to think outside the box with all center activities. All of our resources are freely available and accessible to the child at all times. The child is allowed to progress at their own pace without specific instruction as to tell the child what to do. Materials are used that will spark an interest and allow the child to develop that particular interest. Our materials are then changed based on the specific needs or interest the child may have.

Our center provides an environment what allows the child to explore their surroundings which fosters curiosity. We provide outdoor space as an extension of our facility where we encourage the same behavior. We encourage the child to stimulate the feeling of belonging, making friends and interacting with each other. We use various techniques such as music, storytelling and other physical activities to encourage the development and growth.

Our goals therefore include that every child has a sense of belonging, wellbeing, is engaged in the learning process and is allowed to express themselves at their own pace.

We offer daily activities to include language, music, physical, literacy numeracy and various play activities to foster the learning process. Our program goals include:

- Allow the child to interact and communicate in a positive way.
- Encourage the child's exploration, play and enquiring mind.
- The provision of adult supported experiences.
- The creation of opportunities to develop relationships with friends.

Health, Safety, Nutrition and well being

Kidex promotes an environment of belonging, well-being and engagement.

Our staff are educators who spend time both collectively and separately giving the child the time and space needed to develop. We create an environment where the child feels safe and healthy. We encourage positive, supportive and interactive relationships in the center.

Health and Safety

We are committed to providing a healthy and a safe environment for both adults and children. We strive to meet and exceed all government standards with regards to health and safety. We do this through regular inspections both indoor and outdoor.

Nutrition

Kidex Academy employs the services of Food for Tots., an approved Food service Company dedicated to providing a healthy and, balanced and nutrition diet for all our age groups. Menus are alternated on a weekly cycle and are developed with various agencies to ensure a balanced diet. These menus are shared with parents as they are made available both in the center and via social media.

Relationships between our children, staff, families and community partners.

Kidex Academy works with parents and children as a unit. We strongly promote family inclusion into our center and activities. We believe that both parents and educators can play a vital role in the development of our children today. We also believe in promoting a sense of belonging for both the children and parents in our program. Our staff communicate on a daily basis with each parent and issues a report detailing activities, sleep and meals during the day. We also use log books which are displayed for each parent on a daily basis. Staff work to promote conflict resolution, problem solving skills and developed responsibility amongst both children and parents. Kidex is committed to continue to collaborate with families on all child development.

Self-Expression and Self-Regulation

The Kidex Programs promote a sense of belonging, self-expression, communication and self-regulation. Children are taught how to express themselves as well as their emotions in all aspects of their days. Staff assist in helping to control emotions, pay attention as well as teach how to understand consequences of both actions and words. An environment of awareness to all the above is encouraged in all programs.

Reaching our potential

All kidex children are seen and treated as individuals. Each child must have a sense of belonging and although treated as individuals, must feel comfortable in group environments. Activities are structured in each program so as to stimulate both individualism as well as group relationships. Each child is allowed to progress at their own pace in each of these environments. Our goal is to leave each child with a high sense of satisfaction at the end of each day.

Language and Cognitive Skills

Our Emergent curriculum stimulates the child interest as an individual. We enable each child to be inquisitive, to investigate, to question, to solve problems and to engage in critical thinking processes. We believe strongly in the enquiring mind and stimulate curiosity in each child.

Our programs are developed in advance based on the interests and direction of the children. Various activities and tools are used in collaboration with structure, so as to promote these strengths. Children are encouraged to articulate their own ideas and thoughts. We allow and support cultures and respect the first language of each child in their home environment. Our programs are respectful of diverse cultures, environments and we recognize each child is unique in their own right and family base.

Outdoor Activities

Each day, weather permitting, our programs allow for outdoors structured and free play. We promote all aspects of fine motor skills by allowing for such activities as running, jumping, climbing, in both individual and group participation. This also helps develop coordination and strength in each child.

Family and Parent engagement and communication

Kidex promotes open communication with the parents of each child. Our staff make themselves available on a daily basis to meet with parents to discuss the child's day. Our aim is to encourage parents to become engaged in their child development and to assist and motivate the development. Sharing knowledge is vital to creating a positive atmosphere where each child can thrive. In addition to daily communication and report cards, we provide log books and regular report cards to each parent. The partnerships we form help to build relationships between teacher, parent and child and stimulates growth and development.

Community partners

Kidex supports local community partnerships. We support local colleges, volunteer groups and local business in general. We have found that local college placements can bring in new and fresh ideas to enhance our programs. We will continue to make a difference in our local community.

Continuous Professional Learning

Kidex Academy strongly supports continuous learning. We encourage further education in all aspects of child education. We are a member of Halton Resource Center and are approved by the Halton quality First program, a continuous improvement program providing for ongoing professional training for early childhood educators. All staff are treated with respect, and are supported in every way possible to further their education. Our staff attend mandatory professional meetings in line with the Halton program as part of their continuous professional training.

Workshops are held on a regular basis within the center and in conjunction with the Halton Resource Center. Our staff also work closely with the children enabling them to develop their own awareness.

Program Statement reviews

Kidex Academy is committed to a program of continuous improvement. Documentation is a way of program enhancement. We are committed to documenting our processes in all our regular activity. Our staff are constantly observing activities and behaviors and documentation allows us to comply with:

- Recording experiences and creating a story line of experiences.
- Allowing both adult and child to play an active role in education and development.
- Reflect on specific behavior enabling us to develop and stimulate growth.
- Planning and programing.
- Promoting a positive environment and responsive relationships.
- Monitoring and developing continuous professional learning programs.

This program statement is reviewed by all staff and volunteers entering the center. It is reviewed by directors, staff and parents so as to align with the Ministry Policy Statement.

Our Programs

Infant Program

Kidex provides a loving and nurturing safe environment for your child, all together helping your child develop a sense of trust, curiosity and motivates learning. A typical day in the infant program includes age appropriate activities, simple sign language, independence, social development, fine and gross motor skills. The Kidex Infant program introduces new sensory activities, creative art, story time, music and outdoor time on a daily basis. The infant room also has a separate sleep room with cribs to ensure your child will have proper rest time. Our parents are also provided with a daily report on the child's day

and growth. Transition is encouraged to help ease the children and parents into the daycare and build a relationship with the teachers and their peers.

Toddler Program

In the Toddler room, the children explore, touch and engage in developmentally appropriate activities. Social development, independence and self-help skills are some of the key areas of the toddler curriculum. The toddlers explore their environment and engage in Montessori enriched activities that stimulate their curiosity to understand the world around them. A typical day includes music and movement, fine motor development and sensory exploration of mathematics and language. Daily science activities provide the children an opportunity to ask questions, classify and categorize information. The arts are also part of the toddler program and children are introduced to a variety of artistic mediums and music genres. An early appreciation of music begins as the toddlers are introduced to a multicultural array of music and instruments. Small group activities in the Toddler room encourage sharing and teamwork and the development of social skills. Parents are provided with a daily report on their child's day and are welcome to explore the learning environment.

Preschool Program

The preschool program builds upon the foundation, which began in the Toddler room. The preschool child is full of questions and eager to learn and we provide a stimulating and engaging environment that sparks their interests and meets their developmental needs. The key areas of the preschool Montessori enriched curriculum include: early literacy, mathematics, science, motor development and social skills. Identifying and writing their name, counting, sorting and classifying are some of the areas that are explored on a daily basis. The curriculum in the preschool classroom encourages the children to share their ideas and interests. The students and teachers become partners in the students learning and through careful observation and asking open-ended questions, the teacher taps into the child's individual interests. Small and large group projects play an important role in development of the student's social skills. In the preschool room, the students begin to question the world around them through science, geography and history. Cultures and festivals around the world are also an integral part of the curriculum that further develops all the key areas of literacy, mathematics and social skills. The preschool program is adaptive, individualized and meets the needs of each child. Kidex Academy participates in the Professional Development in collaboration with The Halton Resource Center. We have many evaluations completed on the center in order to maintain the highest quality care and program to meet all family needs. Kidex Academy is also a proud member of the Halton Quality First Program.

Waiting list policy

PURPOSE: Kidex Academy aims to develop a waiting list policy and practices that are transparent, fair and consistent.

- Kidex Academy develops and maintains a Waiting List Registry.
- To gain access to the Waiting List Registry, families must complete Waiting List Request Form to provide required information including parents/guardians first and last names; contact information; the date parents would like childcare to begin; child's name and date of birth.
- There is no fee to have a child added to the waiting list.
- Applicants will be offered a space in the program on a first-come first-served basis; however priority will be granted to:
 - Kidex Academy's kids internally transitioning up from one program to the next
 - Siblings of children currently enrolled in Kidex Academy
 - Children of current Kidex Academy employees.
 - Returning families.
- Applicants who require a space ahead of time, can request to add their child/children to the Waiting List Registry for future enrollment. However, the space will not be blocked for the applicant until registration forms are filled and full fees are paid in full.
- There is no specified length of time that child need to be on the list to be offered a space
- When a space becomes available, the family at the top of the waiting list will be contacted and given a time frame to complete registration forms and pay all required fees. New enrollees will also continue to be accepted until the full capacity of the centre is reached.

Incllement Weather

If the weather has made driving conditions dangerous and access to the center is limited Kidex Academy will be closed. There will be an email/message sent out before 7am, and also be sure to check our Facebook/web page for updates.

Pick Up & Drop Off

The people listed on the child's registration form can only pick up children. In the event of an emergency, and we need emergency shelter we will take the children to Nonnas Oven 3420 Rebecca street 905-465-9600 in the unit at the end of the plaza.

Attendance / Absence policy

All children are likely to be absent from school at some time in their school career. However, persistent poor attendance is disruptive to the individual and to the work of the class and may be an early warning of other difficulties.

Regular attendance is very important for the child to become comfortable with a regular and consistent schedule. In case of a communicable disease, such as chicken pox, measles, etc., it is extremely important that parents notify the teacher immediately so that proper notification can be given to all families participating in the program.

If your child is not attending, please advise the Center by 9:00AM.

Arrival and Departure

Children must be accompanied to their classroom with an adult and that adult should ensure that the child is under the supervision of a teacher before leaving. Similarly, parents are expected to come into the building when returning for their child. No child will be sent home with anyone other than a parent or guardian, unless the centre has received a written authorization. Anyone picking up your child must be 18 years or older. The child care staff have the right to ask for identification from anyone (including parents) who arrives to pick up a child.

If your child will not be attending the childcare centre for any reason, please email or phone the center as early as possible to inform the staff not to expect the child. Also, we ask that parents inform the office if there is going to be a change in the normal drop off and pick up routine for your child (i.e. early pick up for a medical appointment or any other reason).

Late Arrival

Our objective is to provide all the children with a learning environment that is safe, nurturing, and conducive to the development of each child and consistency in regular and punctual arrival in the program is an important aspect of maintaining our learning environment. It is a need of the children to have the structure and organization in their day. Random and late drop-off not only makes it difficult for a child to settle in the classroom routine and regulate him/herself within the structure of the day, but it could also affect the whole class dynamics. Children should be dropped off no later than 9:00 am when the programming begins. If a child cannot be dropped off before 10:00 am for reasons other than medical appointments or emergencies, we request that a child is kept home for the day.

Late Pick-Up Parents should make every effort possible to pick up their child by 6:00 pm. Late fees will be charged to all parents who fail to pick up their child by 6:00pm. A charge of \$5.00 will apply from 6:00-6:05, a \$5.00 charge from 6:05-6:10 and so on. A note will be placed on your child's cubby with the late charge amount. Any late fees will be given directly to closing Staff as they are not paid past 6:00 pm. Please be advised that if you have not arrived by 6:15, every effort will be made to contact you and/or your emergency contacts.

Clothing

Extra Clothing

Parents must provide an extra set of clothing for their child(ren) in case of an accident or emergency. All clothing will be kept in the classroom and should be stored in a clear plastic “Ziploc” bag and clearly labelled.

Indoor Shoes

During wet weather and winter months a pair of indoor shoes is required to be kept at the center and children must wear appropriate footwear for outdoor play and to and from school.

Appropriate Seasonal Clothing

Appropriate seasonal clothing is required for daily outdoor play (winter clothes, summer clothes – Swimming suit / Towel / Sunscreen).

Toys from Home

Unless requested by the teachers for a classroom activity such as “show and tell”, students cannot bring any toys from home to the center.

Lunch and Snack Program

Kidex Academy uses Wholesome Kids Catering to provide all food to the center. Wholesome Kids Catering is a well-known and reputable company that provides food to child care centers. It is ministry approved as well as abides by the Canada Food Guide. The menu consists of child friendly nutritious foods that rotate on a four-week basis.

Kidex Academy provides all food to children. Parents must complete the allergy and restrictions section of the registration form. Our rotating lunch and snack schedule is posted at the center and parents are welcome to take a photocopy of the meal plans. We will provide two daily nutritious snacks to the children. Snacks are served to children at approximately 8:00AM and 4:00PM daily.

We will also provide a daily nutritious lunch to the children. Lunch is served at approximately 11:30AM.

Allergies

Some of our children have severe life-threatening allergies and we encourage all families to ensure that any peanut or sesame products are washed off hands and from the mouth before the children attend our programs. Kidex Academy supports Sabrina’s Law. This endeavors to provide a safe environment for children with life threatening allergies-a ‘minimized allergen environment’

Rules for Parents Who Send Food with their Child

Parents must label food brought to the childcare centre with the child’s full name and the date brought in. Parents must advise the centre of all ingredients in food supplied by them particularly any ingredients to which children may be allergic to.

Birthdays

Birthdays are a special time for all children and we encourage families to celebrate their child's day. If you would like to send any treats for your child's birthday please let your child's teacher know and also be sure it does not contain any nuts, and remember, *all peanut and sesame products are not permitted in our center.*

Parent Communication

An Individual Program Plan will be created for your child and all documentation and program plans will be reviewed with families twice a year. There are monthly calendars outlining all of our events for the coming month. Open communication between home and the center is essential in order to monitor each child's progress. Teachers are always available by appointment to address concerns and answers questions. Administrative and general matters can be discussed on a daily basis directly with the supervisor of the center during office hours.

Office hours

Our office will be opened from 9:00AM to 5:00PM daily. However, teachers will be available from 7:00AM until closing.

Behavior Management and Child Guidance Policy

Prohibited Behavior

We consider our center to be a safe place for all of us. Therefore, hitting, shaking, spanking, kicking, pushing, shoving, grabbing, biting, squeezing and pinching are not allowed. Degrading or harsh treatment that would humiliate, single out or affect a child's self-respect is not permitted at Kidex. Confining a child to a locked room, deprivation of food, shelter or clothing is not permitted. This includes humiliating language, yelling, screaming or threatening behavior. Corporal punishment is not allowed under any circumstances.

Supporting Pro-Social Behavior

Pro-social behavior is behavior that benefits another. It includes sharing, helping and cooperating. Positive reinforcement and encouragement are the most effective means of helping children learn pro-social behaviors. By recognizing personal choice and by allowing the child control over his or her environment, we encourage the child to express feelings and opinions. We provide opportunities for the child to see the validity of different perspectives and to respect the limits created by mutual consent. As teachers, volunteers, parents and students we attempt to model appropriate behavior by being courteous and by developing warm and trusting relationships with the children.

Activities and toys are age appropriate so the children retain interest. Children's ideas, values and cultures are respected and integrated in class. Children make choices in the classroom and the classrooms are designed so children can reach equipment that they need. All children learn at their own pace. Teachers observe children to develop learning plans for each child and children are supported in learning skills that focus on sharing, helping, cooperating and taking turns. Children develop rules for the class with the teacher. All our teacher's role model pro-social behaviors on a daily basis. There are opportunities for large group, small group and solitary play. We focus on the strengths of each child rather than focus on what they can't do.

We let children know what the classroom expectations are and label the pro-social behavior when it happens ("We all worked together"). As part of our daily curriculum, we discuss pro-social behavior through play, stories, drama and puppets. Teachers are encouraged to recognize and encourage pro-social behavior, individually & in groups. We strive to encourage cooperation and not competition and encourage verbal abilities over aggression.

Policy Review

All staff and management at Kidex Academy review the behavior management policies annually. The policies are reviewed with staff and volunteers when they are hired and at annual reviews. All policies and reviews are documented with signatures. The Supervisor monitors the behavior management practices of staff at least annually and keeps these records in their personnel file.

Contraventions

Any staff person who acts against this policy will be dealt with in accordance with the personnel policy. Any incident witnessed by a child, parent, volunteer, student or teacher must be immediately reported to the Supervisor of Kidex Academy

Dangerous Behaviors

On rare occasions, after much effort, when the center has not been able to support a child so that the teachers can ensure the safety of all the children/staff/parents at the center, we will request that a child be withdrawn from the program. We will assist the family in finding outside supports in this instance.

Health Policy

Kidex Academy is interested in the health and safety of its employees, volunteers and children. We will make every effort to provide a safe, healthy work environment. All workers and volunteers must be dedicated to the continuing objective of reducing risk of injury. This policy will be reviewed yearly at staff reviews.

Immunization

Staff will refer families to the region of Halton for immunization information. Children in our programs must provide proof of up to date immunization at registration according to the requirements of the Medical Officer of Health. You may decide because of medical, religious or philosophical reasons not to immunize your child. In this case, you will need to provide a valid written exemption to Halton Public Health. Halton Public Health is allowed access to the health records at our center to ensure immunizations are kept up to date.

2 Months, 4 Months & 6 Months	DPTP, Hib
After First Birthday	MMR
18 Months	DPTP, Hib, MMR
4-6 Years	DPTP

Injuries

All scrapes, bruises and cuts that happen at the center are recorded in the "Health & Safety Log". Parents will be notified at pick up time of any injuries. More serious injuries are dealt with under serious occurrence listed in the Safety Policy and parents are notified immediately. All open cuts or sores are to be covered.

Children That Are Ill

A child is not to be brought to the program if he or she is ill. Please see the lists on the next page. If a parent is unsure as to whether or not their child should come to the program, the parent should call ahead, call the Tele-health line 1-866- 797-0007 and/or visit the doctor. The staff will observe children when they arrive to ensure they are healthy enough to participate. The center will keep the child separate from the other children until the parents arrive at the front of the center. In the event of an emergency, the parents would be called and the child would be picked up by ambulance and taken to hospital with the signed "Emergency Treatment Release Form" that is completed at the time of registration.

Periods of Exclusion for Illness

Children with the following diseases should remain at home and away from others:

- **Chickenpox**- Until well enough to participate in all activities regardless of the state of the rash.
- **Diarrhea** - until 24 hours after it stops
- **Fifth's Disease (Parvovirus)** - No exclusion. If the child is well enough to participate in all activities
- **Head lice or scabies**- must have one treatment to return
- **Hepatitis A** -safe to return 7 days after the jaundice began.
- **Impetigo** - Until the antibiotic prescribed by a doctor has been taken for at least 1 full day.
- **Measles** - For at least 4 days after the rash begins.
- **Mumps** - For at least 9 days after the swollen glands first appear
- **Pink-eye, bacterial conjunctivitis** - Until antibiotic prescribed by doctor is taken for 1 full day.
- **Ringworm** - Until treatment has started.
- **Rubella (German Measles)** - Until at least 7 days after the rash first appears.
- **Scarlet Fever** - Until antibiotic treatment prescribed by a doctor has been taken for 1 full day.
- **Strep Throat** - Until antibiotic treatment
- **Whooping Cough (pertussis)** - Until antibiotic taken for 5 days or 3 weeks from when the cough began without antibiotic.

Children cannot attend the program if they:

- Don't feel well enough to participate in regular programming
- Have a temperature that is above normal
- Have a headache that is affecting their ability to interact
- Have diarrhea
- Have strep throat or impetigo (isolated for 24 hrs after treatment begins)
- Have an eye infection (isolated for 24 hrs after treatment begins)
- Have discharge from the ear or eye have an earache
- They require care that the teachers are not able to provide.
- Are extremely sleepy
- Are having trouble breathing
- Have vomited 2 or more times in the last 24 hours.

- Are unable to tolerate normal food or drink due to illness
- Have a severe cough
- Have a skin rash from an undetermined cause
- Have head lice or scabies (must have one treatment to return)
- Have chickenpox (safe to return after sores are crusted over usually 7 days)
- Have hepatitis A (safe to return 7 days after the jaundice began)
- Have pertussis (Safe to return after 5 days of antibiotics)
- Have tuberculosis, measles, shingles, E.Coli, or Shigella (Dr. must provide signed note saying they are no longer contagious)

Pandemic Flu Policy

Please refer to Kidex COVID-19 pandemic guidelines and policies for further updated information.

The regular flu symptoms are fever, muscle aches, sore throat, coughing and weakness. Young children, those with chronic illness and the elderly can become more seriously ill. Pandemic flu is not your average flu. Pandemic Flu causes serious illness and spreads easily from person to person. Many experts believed we are overdue for a pandemic long before March 2020. In Halton, as many as 35% of the population could be affected at any time.

1. Staff is encouraged to get the flu vaccine each fall.
2. Flu vaccination clinic information is available at the center for our families.
3. Waterless hand sanitizers available.
4. Staff will encourage people to cough into the crook of their elbow and not their hands.
5. Phones will be wiped off at the end of each shift, and all regular health procedures followed.
6. If a member of staff is ill, other staff and volunteers will be asked to help out.
7. If we are required to close, parents will be emailed about online chat times for them to connect.
8. If, for any reason, the daycare should have to close during the day or is unable to open due to unforeseen circumstances, regular fees will still apply.

Medication

If a child requires medicine the parent is to complete a medication form and the pharmacists label must be clearly visible. Please see below for more details on Asthma and allergies.

Anaphylactic, Asthma & Allergy Policy

We strive to be a nut free center and ask that children who have had peanut butter or peanuts at home wash their hands and face with soap before coming to the center. Nuts are not allowed at the center and signs are posted to communicate that. Parents are required to record allergies on their registration form and a list of children and parents with allergies is kept in the front of all program binders and in the food servery. Parents must fill out an “Allergy Form and Anaphylactic Package” that includes an individual plan for that child with emergency procedures. The information is kept in the program registration folder. Staff are encouraged to attend anaphylactic & first aid workshops and we strive to provide one each year. All staff, students and volunteers review the individual action plans for children that are Anaphylaxis. The parent of a child in program will train staff on the procedures required. Children with life threatening allergies must bring a current epi-pen or inhaler that is kept by the program staff in a fanny pack at all times. Children’s allergies are not posted publicly on “Allergy Forms” due to privacy issues unless a parent requests it. Symptoms of an anaphylactic reaction are posted on the wall of the staff work center. This policy and the allergy plan for every individual child will be reviewed during hiring and annually by staff. We ask that children, parents and staff refrain from using strong perfumes, while in our center. We do not purchase scented toys or use strong scented markers. Our center is non-smoking and we require that parents and staff do not smoke in the center or near the entrance to the center. All children with an anaphylaxis allergy will receive a package that will be completed upon registration that includes the individual action plan and all emergency procedures.

Cleaning

Toys are cleaned on a weekly basis. Toys are washed in soap and water and disinfected for 10 minutes. We wash mouthed toys daily and do a general tidy up of any mess made that day. In the event of an outbreak toys are washed in 1/9 parts bleach. Staff clean the center daily.

Hygiene, Diapering and Toileting

The diapering procedures are posted above the change table area. The hand washing guidelines posted, washing for 30 seconds. If toilet-trained children request assistance, then staff is to offer encouragement outside of the bathroom to encourage independence.

Safety

The center meets all of the bylaw requirements of the Town of Oakville (zoning, and fire) and works closely with the Halton Region Health Dept. A daily written log is kept that includes health and safety incidents. This form can be after this policy. Emergency phone numbers are above the phone on the desk wall and at all entrances.

Offsite Field Trips

Kidex Academy will take the children off premises for walks or field trips. Kidex will inform parents ahead of time about field trips. Staff/child ratios will be maintained on all walks or field trips, a First Aid Kit and emergency cards with updated information and photo of child will be brought on all field trips or walks. At least one staff member present with the children must hold a current, valid first aid certificate, and access to a working telephone must be available within 5 minutes walking distance of the field trip site. An emergency plan must be developed prior to field trip, and all staff/volunteers in attendance at the field trip must be familiar with the emergency plan. All emergency plans should contain the telephone numbers of parents, ambulance, hospital and doctor, as well as what actions are to be taken in the event of an emergency occurring. A signed informed consent form must be received from the parent/guardian of the child prior to any field trips.

Equipment

Toys are inspected on a rotating basis so that all are cleaned and checked once a month to ensure that all broken toys are removed from the collection. Toys that are small in size and could be choking hazards, as well as stuffed animals, cloth toys and toys with strong scents are not purchased. Care is taken to purchase environmentally friendly, durable, safe equipment that is suitable for classroom use.

Building Security

The front doors are visible from the front rooms of the center. The doors have a chime and sound when they are opened. The back rooms have a clear view of all exits and are locked from the outside. The playground gate is to be closed at all times. All rooms are monitored by CCTV system.

First Aid

There is always at least one staff on duty with up to date first aid and CPR training. The center offers a yearly first aid course that is open to members and volunteers. A first aid kit and manual is kept at the front desk and a cold pack is in the fridge. Any open sores or cuts are to be covered. The first aid kit is checked four times a year to ensure that it has all items that it requires. All injuries including bruises and scrapes are written in the daily log book. If a child needs to go to hospital, and it is not an urgent need requiring an ambulance then the parent will be called to take the child. In the event of an injury requiring immediate care the parent will be called as well as the ambulance.

Universal Precautions

Wash your hands frequently. Wash your hands for 30 seconds after contact with blood or a fluid that may contain blood. Always use gloves when encountering this situation and wash hands for 30 seconds after disposing of the gloves. Gloves are only to be used once; dispose of them and any other

blood stained material in a sealed bag and put in a sealed container. Keep cuts and scrapes covered with Band-Aids until they are completely healed. Clean any blood stained surfaces with 1-part bleach to 9 parts water.

Serious Occurrence Policy

the following describes the process for posting the new Serious Occurrence Notification form.

1. Following submission of the Serious Occurrence Initial Notification Report (INR) to the ministry and within 24 hours of becoming aware of an occurrence or when the Operator/Supervisor deems the occurrence to be serious as set out under the MCSS/MCYS 2009 Serious Occurrence Reporting Procedures, the Operator/Supervisor will complete a Serious Occurrence Notification Form to communicate information to parents about serious occurrences that have occurred in the child care center.
2. The Serious Occurrence Notification Form will be posted next to the Child Care License and Licensing Summary Chart at the front of the center.

For a more detailed description of our Serious Occurrence Notification form policy, please see the Supervisor in the office and a copy will be provided to you.

Staff

Staff to Child Ratios

We adhere to all the policies and ratios outlined by the Day Nursery Act.

Criminal Reference Checks and Immunizations

All staff, students and volunteers must submit police checks before they are hired or volunteer at Kidex academy. The Supervisor will review all police checks and documentation and the items will be kept in a confidential personnel file. All immunizations are up to date based on the immunization policy set out by Halton public health.

Staff Qualifications

The supervisor and all classrooms at Kidex Academy have at least one teaching staff that is Registered Early Childhood Educators. All staff have experience working with children. All staff are eligible to work in Canada and they have up to date immunizations. All staff must have submitted an up to date police check and have a new one completed yearly. Their references have also been checked before hiring. Yearly reviews, behavior guidance observations and policy reviews are documented in staff files.

Child Care Supervision Policy for Students and Volunteers

Kidex Academy looks to ensure the safety and wellbeing of all children in our care.

implementation of this policy will ensure that all children are safe from harm.

The following outlines what the policy entails:

1. No child is supervised by a person under 18 years of age;
2. Only employees will have direct unsupervised access to children.
3. Volunteers and students may not be counted in the staffing ratios in child care centers.
4. Volunteers and students must have current criminal reference checks and vulnerable sector screening
5. All Volunteers and students must have current immunization up to date based on Halton Public Health Policy.
6. As a criminal reference check is required to attend a field trip or assist in a classroom, we recommend completing a check upon registration to avoid long wait periods. When completing the application, submit as a volunteer to allow for a reduced fee. Please provide the original to the center and a copy will be made to be kept in your child's file.

Policy for the Customer Service Standard Under AODA

Accessibility Policy

Kidex Academy is committed to developing policies, practices, and procedures that provide accessible quality services to its clients and their children. Services will be provided to clients with disabilities in a manner that promotes and respects dignity, independence, integration and equal opportunity.

Kidex Academy is dedicated to ensuring all programs and services are accessible to clients and their children in accordance with Ontario Regulation 429.07 Accessibility Standards for Customer Services.

Prohibited Practices

Any practice based on a negative control technique is not part of the Kidex Child Guidance Method.

Prohibited practices include:

- Corporal punishment
- Physical restraining, such as confining the child to a highchair, car seat, stroller or other device for the purpose of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk is no longer imminent.

- Locking the exits of a childcare centre for the purpose of confining the child, or confining a 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 policy.
- 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.
- Deprive a child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding.
- Inflicting any bodily harm on children including making children eat or drink against their will.

Kidex Management undertakes to monitor and review all implementation procedures and any contravention of such policies and procedures shall be dealt with 3 warnings followed by termination.

Emergency Management Policy and Procedures

Purpose

The purpose of this policy is to provide a transparent process for parents, guardians, the child care center licensee, and staff to use when parents/guardians bring forward issues and concerns.

Policy

Parents/guardians are encouraged to take an active role in our childcare center and regularly discuss what their child(ren) are experiencing with our staff and the child care center. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, child care center staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. All issues and concerns raised by parents/guardians are taken seriously by the supervisor and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible. Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved. An initial response to an issue or concern will be provided to parents/guardians within 2 business day(s). The person who raised the issue/concern will be kept informed throughout the resolution process. Investigations of issues and concerns will be fair, impartial and respectful to parties involved.

Confidentiality

Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents/guardians, children, the child care center, staff, students and volunteers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

Conduct

Our agency maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party. If at any point a parent/guardian, home child care provider and/or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the home child care agency head office.

Concerns about Suspected Abuse or Neglect of a child

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect. If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the [local Children's Aid Society](#) (CAS) directly.

Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the Child and Family Services Act.

For more information, visit

<http://www.children.gov.on.ca/htdocs/English/childrensaidthereportingabuse/index.aspx>

Yearly Closing Schedule

Kidex Academy is open 52 weeks a year with the exception of the following holidays:

New Year's Day January
Family Day Third Monday in February
Good Friday and Easter Monday As per Calendar
Victoria Day Monday Before May 25
Canada Day July 1 st or 2 nd if Falls on Sunday
Civic Holiday First Monday of August
Labour Day First Monday of September
Thanksgiving Second Monday of October
Christmas day and Boxing Day December