



PARENT MANUAL & POLICY HANDBOOK

<u>Discovery Locations</u>	<u>Address</u>	<u>Discovery #</u>	<u>School #</u>
Kingsville Public	36 Water Street Kingsville	519.733.0105	519.733.2338
Jack Miner Public	79 Road 3 East Kingsville	519.733.8875	519.733.2329
St. John de Brebeuf	43 Spruce St. Kingsville	519.733.6203	519.733.6589
Queen Elizabeth Public	4 Maxon Leamington	519.322.5532	519.326.9451
Gosfield North Public	302 County Road 27 Cottam	519.733.8202	519.839.4811

MAILING ADDRESS

Discovery Child Care Program
P.O. Box 421
Kingsville On
N9Y 2G1

Main Office: 733-8202 Fax: 519-733-2988

Email: discovery1@bellnet.ca

Website: www.discoverychildcareschools.com

WELCOMING LETTER

Discovery is a non-profit, charitable organization run by a volunteer Board of Directors. All of the Discovery sites are staffed by Registered Early Childhood Educators, and highly qualified staff. The Discovery staff are a dedicated and professional team, focused on providing a fun, safe, and positive learning environment for the children in our care. Our goal at Discovery is to meet the childcare needs of EVERY family, taking into consideration the varying schedules and lifestyles of Today's families. Discovery operates in accordance with the legislation under the *Child Care and Early Years Act*.

The purpose of the Parent Manual and Policy Handbook is to support transparencies and communication with parents and families. It clarifies information about the services that are offered and ensures that parents and licensees share similar expectations about the program. Please read it carefully and if there are any questions do not hesitate to ask. If there are any suggestions you might have to help us meet the needs of the families we service, please let us know. We value and welcome your ideas.

PROGRAM STATEMENT

The Discovery School-Based Childcare Program of Kingsville Inc. seeks to support families by providing dependable, high-quality child care that enhances the life experiences of the children and parents within our communities by following the strategies set out in the following program statement. Our philosophy is to support a continuum of learning through an environment that will offer the children many opportunities to experience success as competent, curious, complex thinkers, and rich in potential, which will foster a sense of belonging, well-being, engagement, and expression within each child (“How Does Learning Happen”, 2014). We encourage, not just learning, but also the love of learning.

To promote the health, safety, and well-being of the children, Discovery monitors the children’s health upon arrival and throughout the day, and responds to any health and safety situations that may arise. If a child does not seem well at any point throughout the day, proper protocol will be followed according to our program procedure. See subsection A- Health, under the heading Health, Safety and Nutrition in the Parent Manual. Discovery provides nutritious meals and snacks according to the Canadian Food Guide (“Eating Well with Canada’s Food Guide”), and the Healthy Eating Indicators’ Tool, while establishing a positive eating environment. Children will have the option and flexibility during open snack periods to select healthy, well-balanced and nutritious foods. Lunches will be served Homestyle, with staff assisting children when needed and monitoring the children’s safety. Both meal and snack times will ensure children have an opportunity to develop their self-help skills by preparing and serving food to enhance socialization, self-regulation, and language skills.

Positive and responsive interactions is the key to building successful relationship between parents, staff and children. Every person entering the program will be welcomed with a daily greeting, giving the opportunity for parents to tell the teacher any information regarding their child. Staff will help children transition into the program by helping them engage into an activity.

Staff will be sharing information throughout the year with parents to promote communication about their child’s day. The communication will be in a form of an email, “Remind.com,” daily logs, open houses, by providing photo documentation, or a phone call. If time allows it will be a quick conversation at drop off/pick up. Supervisors will arrange for a site orientation with new parents and children, to familiarize them with the program. At any time a parent can request a meeting with staff, supervisors, or the Executive Director.

Discovery encourages mutual respect between staff and children. Children are encouraged to be responsible persons capable of having a voice within the program, awareness of logical and natural consequences in decision making, problem solving and the resolution of their own conflicts. This promotes self-confidence, self-esteem, and self-regulation. Moreover, staff will show children how to acknowledge their peers with kindness, empathy, and respect; to take an interest in each other and the environment they share, through the use of positive communication.

Discovery has an evolving play-based, emergent curriculum, with the goal to provide an invitation for inquiry and thought provoking interests in a child-led environment. The natural environment is a facilitator along with the childcare staff that supports the exploration in the children’s indoor and outdoor play experiences. Opportunities for creative expression and problem solving, as well as a focus on the child’s ability to self-select aspects of the environment that are stimulating, challenging, and fun is the motivation for the curriculum. Discovery provides activities, such as sensory play, science experiences, fine and gross motor activities, art and music, language and literacy, and so on, for the children to choose from.

Children are supplied with self-initiated and adult supported activities through their learning environment, which is unstructured, and provides for an open-ended play time of their choosing. Children will be able to decide where, when, and how to play. Discovery staff will observe and listen to children and their interests so they can build and scaffold the level of play and opportunities. For example, adults will follow the children’s lead in creating or providing props for dramatic play, and then engage with the children to further scaffold the children’s interest in an activity.

Discovery strives to promote and create positive learning environments for each child by planning and promoting learning opportunities that are reflective of their abilities and current interests, program safety, and age appropriate activities. This supports the children’s learning and development because staff provide a safe welcoming environment, where children feel a sense of belonging through warm, supportive relationships with staff and peers (William Shanker p.11 How Does Learning Happen).

The Discovery Program will provide indoor and outdoor play, as well as active play, rest and quiet time throughout the day, giving special consideration to individual children’s needs. We recognize and support children’s developing and varied self-regulation abilities in all domains (How Does Learning Happen p.29-30). We encourage staff to intertwine the children’s learning environments, by bringing the outdoors into the classroom, and indoor

activities, such as art experiences, outdoors by providing the children with loose parts from their natural environment for their own creative expressions. For Rest and Quiet Time, see the Sleep Policy and Supervision heading of the Parent Manual.

Our program is full of extraordinary events to help children recognize the importance of their community. Through field trips, special guests, unique projects, community events, social justice, family nights, and team building experiences. We involve outside agencies in our programs to provide resources to better meet the needs of children, their families, and our staff in a positive and supportive way. Throughout the year Discovery welcomes students from high school, and post-secondary programs to help provide experience and training.

In accordance with the College of Early Childhood Educators Code of Ethics and Standards of Practice, Discovery is committed to the ongoing professional growth of our staff, who we believe are also lifelong learners. We encourage and support staff to engage in the continuum of professional growth and development through workshops held in house or in our community. All staff will hold valid First Aid, CPR, and WHMIS training certificates to promote high quality care and safety within our program.

The Discovery School-Based Childcare Program of Kingsville Inc. will support families by providing dependable, high-quality child care. This will include, but is not limited to, an Annual environmental review (Early Childhood Environmental Rating Scale), staff surveys and parent surveys, staff performance and behaviour management reviews, and staff meeting. Goals will be set based on the data reviewed from this assessment cycle. Discovery will use these assessment tool results during our Annual review of the Program Statement to better serve our families and community.

Program Statement Policy/Procedure

Purpose:

The Discovery Program will implement a program statement policy for all individuals involved in the care of children, are made aware of the expectations set out by the program. The staff, volunteers and students will implement the approaches set out in the Program Statement which includes prohibited practices and how management will deal with contraventions. This policy will be developed in a manner that responds to the educators and staff, and provides them with the information they need to perform their work at Discovery.

Policy:

Discovery's expectations of staff, students, and volunteers for implementing the Program Statement's approaches is to help achieve our goals for the children in our care. This will be demonstrated after a thorough orientation has been provided for new staff, as well as existing staff by having team meetings, peer coaching and mentoring, regular professional learning sessions, and the possibility of pedagogical leaders who provide on going professional support and training. During orientation, and at annual review times, all staff are made aware that the Policy Manual's Program Statement must be followed to ensure high quality care assurance measures/ mechanisms are being met. (Please refer to Section 1 for Compliance and Contravention Policy.)

FOR MORE INFORMATION PLEASE REFER TO THE FOLLOWING RESOURCES:

The Early Years Portal
Minister's Policy Statement on Programming and Pedagogy
How Does Learning Happen?
Think, Feel, Act – Lessons from Research about Young Children

PROGRAM STATEMENT IMPLEMENTATION POLICY

Discovery's Program Statement Implementation Policy requires that all individuals involved in caring for the children are aware of the expectations set out by Discovery. The following are the staff expectations based on how staff, students, and volunteers are to implement the approaches in the program statement, what the prohibited practices are and how Discovery will deal with a contravention of the program statement and/ or a commission of a Prohibited Practice.

1. Staff will serve lunches Homestyle, assisting those children when needed, while monitoring the children's safety.
2. Staff will welcome Parents/ Guardians entering their classroom with a daily greeting.
3. Staff will provide information with Parents/ Guardians through various forms of communication.

4. Staff will show children how to acknowledge their peers with kindness, empathy, and respect by setting a positive example of these behaviours.
5. Staff will supports the exploration in the children’s indoor and outdoor play experiences by providing activities, such as sensory play, science experiences, fine and gross motor activities, art and music, language and literacy, and so on, for the children to choose from.
6. Staff will engage with the children to further scaffold the children’s interest in an activity.
7. Staff will provide a safe welcoming environment, where children feel a sense of belonging through warm, supportive relationships with staff.
8. Staff will intertwine the children’s learning environments, by bringing the outdoors into the classroom, and indoor activities, which means making every possible attempt to go outside each and every day for the Ministry required length of time.
9. Staff will attend all staff meetings, a parent night for their classroom, one fall parent social, and one parade per year, according to the CUPE Collective Agreement.
10. All staff will hold valid First Aid, CPR, and WHMIS training certificates to promote high quality care and safety within our program.

The primary purpose of the measures Discovery will use to deal with a contravention is to assist the employee, volunteer or student to understand that the requirements have not been met and an opportunity for improvement may exist. An employee shall be disciplined with just cause in an attempt to correct attitudes or conduct that interferes with the proper, efficient operation of the program, and for not following the Program Statement expectations. The following are disciplinary actions, which may be used in the event that a Staff member is not following proper Policies and Procedures:

- Verbal Reprimand
A verbal reprimand may be given by the supervisor or Executive Director in private, for a minor offense. A first verbal reprimand need not become part of an employee’s file and the matter should be closed when a two-way discussion has been completed.
- Letter of Reprimand
When a continued or serious infraction occurs, the supervisor or Executive Director shall write a letter in consultation with the Board of Directors, to the employee stating the infraction and warning him/her against further misbehavior. A copy of this letter must be placed in the employee’s file.
- Suspension
An employee may be suspended without pay, for a specific length of time depending on the seriousness of the offense while the case is being investigated. An employee must be given written notice of such suspension. Any employee may grieve any disciplinary action according to the grievance procedure.
- Discharge
Discharge will be used when other corrective actions have failed or are not applicable. No notice is required where an employee is dismissed for **gross misconduct** (physical, sexual, verbal or inappropriate abuse of power).

PROHIBITED PRACTICES

WHEN DEALING WITH CHILDREN

The Discovery School Based Child Care Program respects and supports children’s confident self-image. The promotion of children’s positive self-esteem is taught through proper behaviour management techniques that are appropriate for the age and development level of the child and deal with the direct issues at hand. Effective behaviour management sets and reinforces limits and promotes cooperation and supports autonomy.

Discovery adheres to the CCEYA, 2014 Prohibited Practices, which will include all of the following Prohibited practices:

Section 48. No licensee shall permit, with respect to a child receiving child care at a child care centre it operates or at a premises where it oversees the provision of child care,

- (a) Corporal punishment of the child;

- (b) physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
- (c) locking the exits of the child care centre or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;
- (d) use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;
- (e) depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
- (f) Inflicting any bodily harm on children including making children eat or drink against their will. O. Reg. 126/16, s. 34.

In the event that a Staff is found in violation of the fore mentioned Prohibited Practices, the measures that the Discovery will use to deal with contraventions of the policies and procedures and with the commission of a prohibited practice, will be immediate suspension from the Program, until it is determined if the Staff will be terminated or sent for additional training and professional development, peer mentoring, and/ or direct review of the policies and procedures with the Supervisor or Executive Director. A report will be made to the College of Early Childhood Educators if the staff is a Registered Early Childhood Educator.

SERVICES OFFERED & AGE CATEGORIES SERVED

HOURS OF OPERATION	ACCOUNTS MUST BE IN GOOD STANDINGS TO GUARANTEE YOUR CHILD'S SCHEDULED DAYS.					
6:30 a.m. – 6:00 p.m. (Half days 6:30-12:30 or 12:00-6:00)	Full day	Half day With lunch	Half day No lunch	Drop-in Full day	Drop-in Half day with lunch	Drop-in Half day No lunch
Infant Program 3 months – 18 months	\$42.00	Not available (2 day minimum)		Not available (2 day minimum)		
Toddler Program 16 months - 2.6 years	\$38.00	\$28.00	\$26.00	\$39.00	\$29.00	\$27.00
Preschool Program 2.6 - 3.8 years	\$35.00	\$25.00	\$23.00	\$36.00	\$26.00	\$24.00
The Above programs are only at the St. John’s de Brebeuf site. All other sites have all of the Below programs available.						
Before School Program 3.8 yrs. – 12.8 years	\$9.00 flat rate per morning			\$10.00 flat rate per morning		
After School Program 3.8 yrs. – 12.8 years	\$10.00 flat rate per afternoon			\$11.00 flat rate per afternoon		
Kindergarten (JK and SK) (PA Days, March Break, Summer) 3.8 yrs. – 5.8 years	\$34.00	\$24.00	\$22.00	\$35.00	\$25.00	\$23.00
School Age (Gr.1 and up) (PA Days, March Break, Summer) 5.8-12 years	\$32.00	\$22.00	\$20.00	\$33.00	\$23.00	\$21.00

- Discovery will open at 6:00 AM as per special request.
Discovery is closed the last week of summer break before school starts.
- Discovery will assess through use of a survey, the need for childcare during Christmas break before deciding which, if any, sites are to be open.
- **Family Rates** are available for Before and After School, as well as the Full day programs. The fees are: Before & After - \$1.00 less/ day for each additional child enrolled; and Full day – full fees for the first two children, and half off for the third child.
- In order to be classified a regular attendee, and take advantage of our regular rates, you must guarantee two days per week, every week, and submit a regular schedule or monthly calendar.
- **Drop-In Service** is available on an “as needed” basis provided space is available by calling into your site Supervisor or the Main Office. The fee is \$1.00 more per day than the regular rate. Drop-In schedules are not guaranteed. (Please notify the school that your child will be attending Discovery as a drop-in once you have confirmed with your site Supervisor or the Main Office.)
- Discovery observes the following Statutory Holidays: New Year’s Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving, Christmas Day, & Boxing Day.
- Field trips may require an additional activity fee, which would be noted on the field trip flyer. Fees will be charged directly to your account.

REGISTRATION & ATTENDANCE GUIDELINES

In order to have your child attend the Discovery Program you must fill out a registration package and pay a yearly \$25.00 registration fee per child that is payable at the time of registration. A calendar is provided monthly to accommodate you with your monthly schedule needs. Calendars must be submitted by the 15th of the previous month in order for us to accommodate your childcare scheduling needs. If a calendar is not received, then your original schedule indicated on your registration form would be the schedule reflected on your invoice. All days that a child is registered for must be paid for, even if the child does not attend. If your needs change then it is your

obligation to inform the Supervisor at your site and he/she will make the necessary change on your registration form. To validate the parental notice, the Supervisor will document the date and time of the change. If written notification of vacation time, or days needed off, is given two weeks in advance, payment of fees is not required. Withdrawal from the program also requires the two week notice.

It is the responsibility of the parent or guardian to inform Discovery of any schedule changes, such as absence due to illness, early pickups, or school event. It is also important to notify Discovery staff of any persons picking up your child from the program, who is not on the child's Registration form. Please also inform your child's school teacher in regards to his/ her Discovery schedule.

In the event that a child is picked up after the closing time of 6:00 p.m. Discovery will be compensated by the parent/guardian at the rate of **\$1.00 per minute**, which will be charged directly to your account. There will be a Late Pick Up form to be filled out and signed by staff and parent/ guardian. Our staff will be responsible for a child only until 6:30 p.m. After that point, if we have not received a call and are unable to reach the parent or an emergency contact, we will contact the appropriate Children's Aid Society to report a child in need of care. Every effort will be made to contact the parent.

ADMISSION PROCEDURES

- 1) Immunization form (*for children not already enrolled in school*)
- 2) Registration forms and Financial Agreement signed and submitted to program.
- 3) Registration fee paid.
- 4) Enrollment schedule submitted.
- 5) Family orientation with supervisor.

FINANCIAL INFORMATION

A) METHODS OF PAYMENT

The acceptable forms of payment at Discovery are cash, debit, credit card, or E transfer. An INTERAC machine is available at all Discovery sites and at the Main Office. In order to use our convenient automatic credit card system you may choose to fill out the Credit Card Authorization form and submit it with your Registration package. Discovery is also set up to take E Transfers through your online banking by using the email account discoveryal@bellnet.ca and the word [Discovery](#) as your answer to your security question. If you need further assistance setting up the E Transfer please contact our Financial Assistant (Paula Krahn) at the main office. Monthly invoices will be issued via email or picked up at your site. Payments paid by cash, debit, or credit card must be paid by the first of the month in order for us to guarantee your childcare space. If other suitable payment schedules need to be made you must do this through the Executive Director at 519-733-8202 (Karen Loeppgy). Please be aware that staff at the sites are not aware of account balances and if you have any inquiries then please contact the Main Office, 519-733-8202.

B) WAITING LIST

Discovery shall not charge or collect a fee or deposit for the placement of a child on a waiting list for admission into our childcare centre. The Discovery Program requires a yearly \$25.00 registration fee per child, which is charged for a secured spot in the child care centre. Discovery's waiting list is monitored by current enrollment status, the age of the child being enrolled, and the earliest date on the applications being received by the Administrative Staff. The waiting list will be made available in a manner that maintains the privacy and confidentiality of the children listed on it, but that allows the position of a child on the list to be ascertained by the affected persons or families via a phone call to the Site Supervisor, who would be more than happy to provide this information in a confidentiality maintained manner on the phone.

C) OVERDUE ACCOUNTS

If parents are experiencing financial difficulties, the Executive Director will be happy to sit down with them and try to work out a viable solution, in order to avoid paying a 2% interest charge for late payments, which will be applied to your account after 30 days. If accounts are not paid, you run the risk of your child not being able to attend the program until payments are received or a payment plan has been arranged.

D) RECEIPT OF PAYMENT & TAX RECEIPTS

Parents will be given a copy of a hand written receipt for cash payments, debit receipt for debit, MasterCard/Visa payments or emailed a receipt showing what was paid through authorized payment or E-transfer. Receipts will be issued by the end of February for income tax purposes. Fees are non-refundable. Tax Receipts will be issued for the amount paid during that year.

E) FINANCIAL ASSISTANCE

Financial assistance is available through the City of Windsor Family and Social Services department for those families that qualify. Please go to the Internet home page @ www.citywindsor.ca select “E-Services” from the “Welcome” Menu. Then choose the first option “Child Care Assistance” from the side menu. Clients must use the “Fee subsidy calculator” to access the application instructions and forms. For assistance or if unable to complete the on-line application process, call Children’s Services @ 519-255-5312

F) INCLEMENT WEATHER

If your child’s school is closed, Discovery will also be closed. CHYR Radio carries up-to-date broadcasts regarding school closings. In the event that school is cancelled because of poor weather, you will be given a credit for that day. If the buses are not running but schools are open, Discovery will be open and you will be required to pay for this day.

Arrival and Departure

We remind parents that we are not responsible for your children until they have entered and checked in to our supervised area. In the morning, children will be released from our care as soon as supervision of school teaching staff is observed. School-aged children may go home unattended provided that they are 9 years of age and a signed permission form is on file (*signed by parent or guardian*) and a designated person is at home waiting for the child.

A child will not be released to any person other than those named by the registering parent on the form provided (*identification will be required*). If a registering parent requests our staff to release their child (*via telephone*) to an unlisted person, it will be done providing the identity can be confirmed through a driver’s license or other form of identification.

A child will not be released to any person who, in the opinion of the staff on duty, is under the influence of drugs or alcohol, or poses some potential threat to the safety of the child. If the parent is unable to pick up their child and wishes to have their child picked up by cab, we will release the child provided the parent is at home, waiting for him/her. Parents are responsible to pay the cab fare. Discovery School Based Child Care Program will assume no responsibility for a child once he/she is checked out.

HEALTH, SAFETY AND NUTRITION

A. HEALTH

Children who are not yet attending school will be required to submit an immunization form noting that all immunizations are currently up to date **BEFORE** they are allowed to start attending Discovery. Any child who is acutely ill is to be kept at home. If your child is too sick to participate in all activities, including outdoor play, your child is too sick to be at our program. Children cannot attend if illness prevents them from participating in the regular routines, if attending is harmful to themselves or others, or if the attention needed to care for them takes significant time away from the other children. These provisions will be made if any of the following are witnessed:

- Unexplained or undiagnosed pain
- Acute cold with fever, runny nose and eyes, coughing and sore throat
- Difficulty breathing
- Fever over 38°C (100.4°F) and accompanying symptoms such as listlessness, sore throat/difficulty swallowing
- Undiagnosed skin or eye rash
- Headache and stiff neck

- Unexplained diarrhea or loose stool combined with vomiting and abdominal cramps
- Severe itching of body or scalp
- Known or suspected communicable diseases

Should your child's illness be of a communicable type, all parents will be advised that their child has been exposed, and informed of the symptoms to watch for in their child/ren. Should your child contract a communicable disease such as measles, mumps, strep throat, flu, impetigo or head lice, you must follow the public health rules regarding treatment and isolation period. In some cases, a doctor's certificate is required before your child may return to our program.

If your child becomes ill during the day, the parent will be advised and must make arrangements to pick up the child as soon as possible. If the parents cannot be reached, the alternate contacts will be called.

Parents should have alternate arrangements for their child/ren in case of illness when our program cannot accommodate the child. These arrangements should be in place when a child is registered with our program.

B. Drug & Medication Administration Policy and Procedures

Purpose

The purpose of this policy and the procedures outlined within is to provide clear direction for staff, students and volunteers to follow for administering drugs or medication to children at the child care centre and for appropriate record-keeping.

Where the term drugs and/or medications is used in this policy, the term refers to any product with a drug identification number (DIN), with the exception of sunscreen, lotion, lip balm, bug spray, hand sanitizer and diaper cream that is not used for acute, symptomatic treatment. For the purpose of this policy, drugs and medications fall into the following two categories, unless otherwise specified:

- Prescription, intended for acute, symptomatic treatment; and
- Over-the-counter, intended for acute, symptomatic treatment.

The policy and procedures support children's health, safety and well-being by setting out measures to:

- ensure children receive only those drugs or medications deemed necessary and appropriate by their parents;
- reduce the potential for errors;
- ensure medications do not spoil due to improper storage;
- prevent accidental ingestion;
- administer emergency allergy and asthma drugs or medications quickly when needed; and
- safely administer drugs and medications according to established routines.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for the administration of drugs and medication in a child care centre.

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

Policy

Parental Authorization to Administer Medication:

Whenever possible, parents will be encouraged to administer drugs or medications to their children at home if this can be done without affecting the child's treatment schedule.

Prescription and over-the-counter medications for acute, symptomatic treatment will only be administered to a child where a parent of the child has given written authorization to do so by completing the child care centre's Authorization for Medication Administration (the form in Appendix A may be used). The Authorization for Medication Administration form must be accompanied by a doctor's note for over-the-counter medications.

The authorization must include a schedule that sets out the times the drug or medication is to be given and the amounts to be administered.

Where a drug or medication is to be administered to a child on an "as needed" basis (i.e. there is no specific schedule or time of the day for administration), the drug or medication must be accompanied with a doctor's note outlining signs and symptoms for administering the drug or medication and the appropriate dosage. In addition, the Authorization for Medication Administration Form must clearly indicate the situations under which the medication is to be given as outlined in the doctor's note, including observable symptoms. Examples may include:

- 'when the child has a fever of 39.5/103.1 degrees Celsius/Fahrenheit;
- 'when the child has a persistent cough and/or difficulty breathing'; and
- 'when red hives appear on the skin', etc.

Prescription/over-the-counter skin products (with a DIN) that need to be administered for acute or symptomatic treatment will only be administered to a child where a parent of the child has given written authorization to do so by completing the child care centre's Authorization for Medication Administration.

Authorization for Medical Administration Forms will be reviewed with parents every 3-6 months to ensure the dosage continues to be accurate (e.g. based on the child's age or weight).

Along with sunscreen, lotion, lip balm, bug spray, hand sanitizer and diaper cream are non-prescription and/or are not for acute (symptomatic) treatment, and due to their longer-term daily usage, these products:

must have a blanket authorization from a parent on the enrolment form;

can be administered without an Authorization for Medication Administration form; and

do not require record-keeping

Vitamins are considered a drug; therefore it is required to have the same procedure completed.

Drug and Medication Requirements

All drugs and medications to be administered to children must meet the following requirements:

All drugs and medications must be stored in their original containers as supplied by a pharmacist, or their original packages. Medications that have been removed from their original package or transferred into a different container will not be accepted or administered to children.

All drug or medication containers must be clearly labelled with:

The child's full name;

The name of the drug or medication;

The dosage of the drug or medication;
Instructions for storage;
Instructions for administration;
The date of purchase of the medication for prescription medications; and
The expiry date of the medication, if applicable.

The information provided on the written parental authorization must match with all the requirements listed above.

Where information is missing on a drug or medication label and/or the written parental authorization does not match the label on the labelled container, the child care centre will not accept or administer the medication until the label and/or written parental authorization accurately contains all the required information.

Over-the-counter epinephrine purchased for a specific child can be administered to a child with an individualized plan and emergency procedures for an anaphylactic allergy as long as it is accompanied by a doctor's note and is clearly labeled with the child's name, the name of the drug or medication, the dosage, the date of expiration and the instructions for storage and administration.

Drugs or medications purchased by staff, students or volunteers for their own use will be kept inaccessible (e.g. stored in locker versus left in a purse in the classroom) to children and will not be administered to children at any time, except where written parental authorization to administer has been obtained (e.g. hand sanitizer).

Drug and Medication Handling and Storage:

All drugs or medications will be kept inaccessible to children at all times in a locked container or area (e.g. in a refrigerator, cabinet, cupboard or drawer). There are exceptions for emergency medications as outlined below:

Emergency medications will never be locked up and will be made easily accessible to all staff while being kept out of the reach of children, including during outdoor play periods and off-premises activities.

Where a child has written permission to carry their emergency allergy or asthma medication, precautions will be taken to ensure that these medications are not accessible to other children (e.g., in cubbies or backpacks that are unattended).

In case of an emergency, all staff, students and volunteers will be made aware of the location of children's emergency medications at all times.

Emergency medications will be brought on all field trips, evacuations and off-site activities.

Any topical products or drugs/medication in the first aid kit will not be used on children to clean or treat wounds. Children's cuts and wounds will be disinfected in accordance with local public health recommendations.

All drugs and medications for children will be stored in accordance with the instructions for storage on the label. Medication requiring refrigeration will be stored in the refrigerator in a locked container.

Where drugs or medications are past their expiry date, they will be returned to the parent of the child, where possible, and this will be documented on the Authorization for Medication Administration Form.

Any drugs or medications remaining after the treatment period will be returned to a parent of the child, where possible, and this will be documented on the Authorization for Medication Administration Form.

Where attempts have been made to return a drug or medication to a parent and the parent has not taken the medication home, the person in charge of drugs and medications will ensure that the efforts made to return the drug or medication have been documented in the appropriate staff communication book (e.g. daily written record), and the drug or medication may be returned to a pharmacist for proper disposal.

Drug and Medication Administration:

- Drugs or medications will be administered according to the instructions on the label and only with written parental authorization.

Designated person(s) in charge of medications will deal with all drugs and medications to reduce the potential for errors, whether on or off the premises. Where the person(s) is absent, they will delegate this responsibility to another individual. The name of the individual who has been delegated and the duration of the delegation will be documented in the appropriate staff communication book (e.g. daily written record).

A drug or medication will only be administered from its original container as supplied by a pharmacist or its original package, and where the container is clearly labelled as outlined under the Drug and Medication Requirements section of this policy.

A drug or medication will only be administered using the appropriate dispenser (e.g. syringe, measuring spoon/cup, etc.).

To support the prompt administration of emergency medication:

Emergency medications may be administered to a child by any person trained on the child's individualized plan at the child care centre; and

Children will be allowed to carry their own asthma or emergency medication in accordance with this policy, the drug and medication administration procedures, and the child's individualized plan, where applicable.

Drugs or medications that are expired (including epinephrine) will not be administered at any time.

Record-Keeping:

Records of medication administration will be completed using the Records of Medication Administration every time drugs or medications are administered. Completed records will be kept in the child's file.

Where a child's medication administration form includes a schedule setting out specific times to administer the medication and the child is absent on a day medication would have been administered, the child's absence will be documented on the medication administration record to account for all days during the treatment period (excluding weekends, holidays and planned closures).

If a dose is missed or given late, reasons will be documented on the record of medication administration and a parent will be notified as soon as possible as it may impact the treatment schedule or the child's health.

Where a drug or medication is administered 'as needed' to treat specific symptoms outlined in a child's medication administration form or individualized plan and emergency procedures for an anaphylactic allergy (e.g. asthma,

fever, allergic reaction), the administration and the reason for administering will be documented in the appropriate staff communication book (e.g. daily written record) and in the child's symptoms of illness record. A parent of the child will be notified.

Confidentiality

Information about a child's medical needs will be treated confidentially and every effort will be made to protect the privacy of the child, except when information must be disclosed for the purpose of implementing the procedures in this policy and for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

Additional Policy Statements

If a child were to arrive to the child care without their medication, parents would be contact by telephone to have the medication brought into the centre as soon as possible, as to not miss a dosage. In the event, that a dose is missed it will documented on the Drug Administration Form and in the comment section it would be noted that the medication was not on site to be administered. Once medication is completed, or no longer required, then the Head Classroom teacher or designate would make the note on the Drug Administration form that the medication has been completed and will no longer be administered.

Discovery is not responsible for administering medication during regular school hours, as the child is not in our care. Medication, that is not Emergency Life Saving Medication, will be kept in the Medication Lock Box located above the refrigerator at all Discovery locations. The Lock Box key is located in the front pocket of the Medication Lock Box. If medication needs to be refrigerated, then the Medication Lock Box is moved into the refrigerator.

Children who are no longer receiving child care from Discovery will have their medication sent home on their last day of attendance. In the event, that the medication is not sent home, it will be kept in the site Supervisor's locked filing cabinet, until which time the Supervisor can get a hold of the parent/ guardian via a telephone call to come and pick up the medication as soon as possible; the parent will be contacted on a daily basis if necessary until the medication is picked up. In the event that medication is not picked up within one week after the first contact attempt, the expired medication will be returned to the local pharmacy for proper disposal.

Head classroom teachers will be required to verify expiration dates for medication on a monthly basis, while conducting their First Aid Bag checklist for needed supplies.

Communicable Disease

When a child is diagnosed with a communicable disease; (ex. Chicken Pox) Discovery will advise the families of the other children in the program. If a child is diagnosed with a reportable disease, the supervisor will report it to the Windsor-Essex County Health Unit, Outbreak Management Team, along with the Supervisor filing a Serious Occurrence on the Child Care Licensing System (CCLS). If two or more children from one centre become ill with a reportable disease, the centre is in 'Outbreak' and must follow Discovery's Outbreak Policy in Infection and Outbreak Control and A Guide to Common Infections manual (found in this policy manual).

Biting Incidents - are considered serious and should be looked at individually. Establish a running log of biting occurrences, so we can help prevent this behaviour from happening again. Keep in mind that biting is age appropriate behaviour and to handle the situation calmly. Focus your attention on the child that is injured, and not the biter. Sometimes drawing more attention to the negative behaviour does not stop the child from acting again. All incidents should be dealt with in a confidential manner.

Animal Care

Any animals coming into the program for any reason must be approved by the Executive Director.

Reptiles, particularly turtles can carry salmonella and are not permitted to be kept in the program as pets. Wild animals such as ferrets, skunks, foxes, raccoons, etc. are not permitted at Discovery as they cannot be vaccinated for rabies and have a tendency to bite individuals.

Guinea pigs, hamsters, gold fish and gerbils may be good choices to have as pets, as long as it is Director approved and responsibility is appropriately taken for them.

1. All animals that are kept by the program must be purchased from a reputable pet store.
2. Animals that are to remain in the program must have an examination by a veterinarian to ensure they are free from diseases that can be transmitted to humans and have an annual checkup to ensure immunizations are kept up to date.
3. Dogs and cats must be vaccinated against rabies.
4. A staff must be designated to keep the animal's cage and or environment clean.
5. Animal equipment cannot be cleaned in the food prep area (use custodial laundry tub)
6. Make sure that the children that have handled the animals, pet food, cages or animal's bedding are well supervised and wash their hands thoroughly before playing with any toys or eating.
7. No animals except for Seeing Eye dogs are allowed in the food prep area or where food is being served.
8. In the event of an animal bite, the Ministry of Health must be contacted immediately as the animal will have to be assessed for the possibility of rabies.

Smog, Heat and UV

While the importance of physical outdoor activity is widely recognized, Childcare Centres need to be mindful of harmful effects of air pollutants and UV rays. Children are more vulnerable than adults. Discovery will make every attempt to keep children and staff at low risk for developing heat illnesses. Discovery will insist that all children have wide-brimmed hats and labeled water bottles sent in from home. Water is always available to children and staff. During warmer months and during smog advisories, Discovery will go outside during the cooler hours-before 10:00 a.m. and after 4:00 p.m. to minimize sun exposure. Supervisors will determine whether or not it is safe for children and staff to be outside, and if outdoor times will be restricted by contacting www.airqualityontario.ca

Smoke Free Environment

Smoking is prohibited under the CCEYA and child care centers must comply with the Smoke Free Ontario Act under the Tobacco Control Act. Discovery will;

- a. Ensure and verify that everyone is aware that smoking is prohibited.
- b. Remove ashtrays and any object that serves as one.
- c. Ensure that no one smokes on the premises including parking lots.
- d. Post NO SMOKING signs at all entrances, exits, washrooms and other appropriate locations.

Weather Appropriate Attire

Children must wear weather appropriate attire when going outside. During the colder months, children must wear hats, gloves, coats, snow pants, and snow boots. During the warmer months, children must wear cool comfortable clothing and wide-brimmed hats. Staff will ensure that parents are informed of any extra clothing they need to bring for their child.

Sunscreen Policy

Discovery requires that parents give permission for the use of sunscreen on any child and will provide sunscreen for each child once written parental consent has been obtained. Parents may provide their own sunscreen for their child, in the original container, labeled with the child's name. Staff will apply sunscreen to children before going outdoors, in the morning and afternoon, each day.

All sunscreen must be inaccessible to children. SUNSCREEN IS POISONOUS IF INGESTED CALL THE POISON CONTROL CENTER IF A CHILD INGESTS SUNSCREEN. (Number for poison control is always posted with emergency phone numbers by telephone)

Holistic and Homeopathic Medications and/or Non-Prescription Medication

Staff should be aware of all information regarding homeopathic remedies used by a child. Any child using homeopathic products should have the information recorded on their Drug Administration form. Staff should seek advice from the child GP or a pharmacist if they are unclear about possible contraindications regarding the use of homeopathic remedies. Home remedies should be administered at the discretion of the Head classroom teacher on duty and can be delegated by them. All medications should only be administered according to the instructions on the container. Any home remedy given to a child must be recorded on an individual Drug Administration Medication Record form.

Discovery asks parents to sign off on a General Permission form, which states Discovery School-Based Childcare Program of Kingsville Inc. has my permission to apply non-prescription medication that I have supplied for my child/ren on an as needed basis. This includes, but is not limited to, ointments and creams for diaper rash, Vaseline, lip balm, Polysporin, etc. for the purpose of skin care and protection when required. (Please circle or list any additional or other non-prescription medications, if necessary.)

Parent’s signature: _____

Drug and Medication Administration Procedures

Scenarios	Roles and Responsibilities
<p>A) A parent requests that a drug or medication (prescription or over-the-counter) be administered to their child and provides the drug or medication.</p>	<p>Staff must:</p> <ul style="list-style-type: none"> i. provide the parent with the appropriate form to complete to obtain written authorization to administer the medication from Appendix A as applicable; ii. verify that drug or medication: <ul style="list-style-type: none"> is accompanied by a doctor’s note (for over-the-counter medications); is in its original container as prescribed by the pharmacist or in the case of over-the counter medications is in its original package; and is not expired. iii. obtain the appropriate dispenser, where applicable; iv. review the medication administration form and (and doctor’s note, where applicable), and the label to verify that all sections are complete and accurate, and that the information in the authorization matches the medication label. <ul style="list-style-type: none"> Where errors are found on the form or the label is incomplete, the form/medication must be returned to the parent to make and initial corrections; v. sign the form once it is complete and accurate; vi. take the drug or medication and dispenser and store it in the designated locked storage space in accordance with the instructions for storage on the label; and vii. log the receipt of the authorization form and the drug or medication for the child in the appropriate staff communication book (e.g. daily

Scenarios	Roles and Responsibilities
<p>B) A child is authorized to carry their own emergency allergy medication.</p>	<p>written record).</p> <ol style="list-style-type: none"> 1. Staff must: <ol style="list-style-type: none"> i. ensure that written parental authorization is obtained to allow the child to carry their own emergency medication; ii. ensure that the medication remains on the child (e.g., fanny pack, holster) and is not kept or left unattended anywhere at the child care centre (e.g. in the child’s cubby or backpack); iii. ensure that appropriate supervision is maintained of the child while they are carrying their medication and children in their proximity so that other children do not have access to the medication; and <p>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 appropriate staff communication book (e.g. daily written record).</p>
<p>C) A prescription or over-the-counter drug or medication must be administered to a child.</p>	<ol style="list-style-type: none"> 1. Where a non-emergency medication must be administered, the person in charge must: <ul style="list-style-type: none"> prepare the medication dosage in a well-lit area in the appropriate measuring device, where applicable (e.g. do not use a household spoon for liquid medications); where possible, remove the child from the activity area to a quiet area with the least possible interruption; administer the medication to the child in accordance with the instructions on the label and the written parental authorization; document the administration of the drug or medication and any comments/observations on the medication administration record after it has been administered (see Appendix B); store the medication in the designated storage space in accordance with the instructions on the label and the parental authorization received on the medication administration form; and where applicable, document any symptoms of ill health in the child’s records. <p>Where a medication is administered on an “as needed” basis, notify a parent of the child.</p> <p>Where a child is absent, document the absence on the Record of Drug/Medication Administration (Appendix B).</p> <p>Where an emergency allergy medication must be administered due to a severe allergic reaction, the staff who becomes aware of the emergency situation must immediately:</p> <ol style="list-style-type: none"> i. administer the emergency medication to the child in accordance with the emergency procedures on the child’s individualized plan; <p>administer first aid to the child, where appropriate;</p>

Scenarios	Roles and Responsibilities
	<p>contact, or have another person contact emergency services, where appropriate; and contact, or have the supervisor/designate contact a parent of the child.</p> <p>After the emergency situation has ended:</p> <p>i. document the administration of the drug or medication on the medication administration record (see Appendix B); document the incident in the appropriate staff communication book (e.g. daily written record).; and document any symptoms of ill health in the child’s records, where applicable.</p> <p>Where a child is authorized to self-administer their own drug or medication, the person in charge must:</p> <p>i. supervise and observe the child self-administer the drug or medication to ensure that the proper dosage and procedure for administration is being followed; where the child asks for help, assist the child in accordance with the parent’s written authorization; document the administration of the drug or medication and any comments/observations on the medication administration record after it has been administered (see Appendix B); store the medication in the designated storage space in accordance with the instructions on the label and the parental authorization received on the medication administration form, unless the child is authorized to carry his/her own emergency allergy medication (in such cases, follow the steps outlined in Scenario C [a child is authorized to carry their own emergency allergy medication]); where applicable, document any symptoms of ill health in the child’s records; and where there are safety concerns relating to the child’s self-administration of drugs or medications, 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 appropriate staff communication book (e.g. daily written record).</p>
D) A child has a reaction to an administered drug or medication.	<p>1. Where adverse symptoms appear upon medication administration, the person in charge must immediately:</p> <p>i. administer first aid to the child, where appropriate; contact emergency services, where appropriate and send the drug/medication and administration information with the child if they are leaving the premises to seek medical attention; notify a parent of the child; notify the supervisor/designate;</p>

Scenarios	Roles and Responsibilities
	<p>document the incident in the appropriate staff communication book (e.g. daily written record); and</p> <p>document any symptoms of ill health in the child's records, where applicable.</p> <p>Where the reaction results in a life-threatening situation for the child, call emergency services and follow the serious occurrence policy and procedures.</p>
<p>E) A drug or medication is administered incorrectly (e.g. at the wrong time, wrong dosage given).</p>	<ol style="list-style-type: none"> 1. The person in charge must immediately: <ol style="list-style-type: none"> i. where applicable, follow the steps outlined in Scenario D (a child has a reaction to administered medication); and <p>contact the parent of the child to report the error;</p> <p>report the error to the supervisor/designate;</p> <p>document the actual administration of the drug or medication on the medication administration record (see Appendix B); and</p> <p>document the incident in the appropriate staff communication book (e.g. daily written record).</p> <p>Where any reaction to a drug or medication results in a life-threatening situation for the child, call emergency services and follow the serious occurrence policy and procedures.</p>
<p>F) A drug or medication is administered to the wrong child.</p>	<ol style="list-style-type: none"> 1. The person in charge must immediately: <ol style="list-style-type: none"> i. where applicable, follow the steps outlined in Scenario D (a child has a reaction to administered medication); and <p>contact the parents of the children affected to report the error;</p> <p>report the error to the supervisor/designate;</p> <p>document the incident in the appropriate staff communication book (e.g. daily written record); and</p> <p>administer the medication to the correct child per Scenario B (a drug or medication must be administered to a child).</p> <p>Where any reaction to a drug or medication results in a life-threatening situation for the child, call emergency services and follow the serious occurrence policy and procedures.</p>
<p>G) Surplus or expired medication is on site.</p>	<ol style="list-style-type: none"> 1. Where possible, the surplus or expired medication must be returned to a parent of the child. <p>Where attempts have been made to return a drug or medication to a parent and the parent has not taken the medication home, the person in charge of drugs and medications will attempt to return unused drugs or medications to a local pharmacist for proper disposal.</p> <p>Do not flush any drugs or medications down the toilet or sink or throw them in</p>

Scenarios	Roles and Responsibilities
	the garbage.

Additional Procedures

A child exhibiting symptoms of ill health, will be separated from the rest of the child’s age group, and kept with the Site Supervisor in her office until which time a parent, can be reached by telephone, by the supervisor, to come and pick up their child. The child will be under constant supervision.

Record of Illness

Employees will ensure that a daily written record is maintained which includes a summary of any incident affecting the health, safety or well-being of the staff or any child enrolled in our centre. Any staff taking the information that a child is away due to illness will document the appropriate information on the record of illness form. The Record of Illness forms will be hung in the classrooms for one month at a time, with a new one posted each month. Completed Record of Illness forms will be kept by the Site Supervisor on site for three (3) years in the Supervisor’s Tracking Binder.

Immunization Record

All children enrolled in a licensed child care must be immunized against infectious diseases as recommended by the local Medical Officer of Health. If children are enrolled in school, the school will have a record of this. Children can be exempt from this requirement if a parent/guardian objects to the immunization for religious, medical or conscience reasons and a signed legal consent is provided. Immunization Records are kept in the Registration Binder with the rest of the child’s registration forms. A copy is also provided to the Main Office Administration to be mailed to the Windsor Essex County Health Unit.

Ouch Reports

If an incident occurs at the program it will be the employee’s responsibility to record this information on an ‘Ouch Report’ and the parent will be informed and expected to date and sign the report to confirm that they have been notified of such incident. Parents will be provided a copy after signing the report, through their choice of email or hard copy. Staff will also document in the daily log that an injury took place. Completed Ouch Reports (Accident/ Incident) forms will be kept by the Site Supervisor on site for three (3) years in the Supervisor’s Tracking Binder.

Reducing Infections and Diseases

Hygienic practices including hand washing and cleaning toys and furnishings is the first line of defense against transmission of communicable disease. These practices must be established as part of the daily routine. The most effective method of preventing the spread of infectious diseases in child care settings is hand washing by children and adults. Frequent hand washing routines should include the following steps;

- a. Wash hands upon arrival
- b. Wash hands before preparing food, feeding a child or eating.
- c. Wash hands immediately after toileting and handling of body secretions.
- d. Post signs in the bathroom, kitchen and diaper change areas reminding staff and children to wash their hands.

Sun Protection Guidelines for Child Care Providers

Sun exposure can be hazardous to your health. People of all skin colours, from dark to light can burn and therefore need protection from the sun’s harmful rays. Keep yourself and the children you care for safe by following these steps:

PROCEDURE:

To help protect the children from sunburns we need to follow these steps;

- Use a broad spectrum (UVA, UVB) sunscreen of SPF (sun protective factor) 30 or higher, and apply 15 to 30 minutes before going outside. (Discovery uses Croc-Bloc SPF 30).
- Apply liberally, and re-apply every 2 hrs while outdoors. Apply sunscreen even on cloudy days as the sun's rays can penetrate the clouds.
- Reduce exposure to the sun between 10 am and 4 pm as this is time the rays are most intense.
- We encourage the use of a wide brimmed hat anytime outdoors during the summer months.
- Wear UV protective sunglasses.

NOTE: Some children are sensitive to certain sunscreens, please refer to Allergy lists posted for verification of who can or cannot have sunscreen. All sunscreen must be kept out of children's reach. Sunscreen can be poisonous if ingested. Call the poison control centre if this happens. POISON CONTROL 1-800-268-9017

C. CLOTHING

Parents should make sure their child has appropriate clothing. Staff will not be responsible for lost or misplaced articles of clothing. If your child is prone to accidents (*of any kind*), it will be helpful to have an extra set of clothes labeled with his/her name. Please remember to change the extra clothes seasonally.

It is an embarrassment to the children when they require a change of clothing and this is not available to them. In the colder weather, the children will be going outside as usual. Parents should ensure that their children have warm winter clothing in good condition. Snow pants, boots, mitts and hats are a must for all ages of children in the program. Please send a pair of indoor shoes with your child. Discovery often uses the school gym. In order to participate, children must have clean indoor shoes. Discovery also participates regularly in fire drills to maintain safety and consistency with the school; therefore the children always need to have shoes on their feet.

D. NUTRITION

To make our Discovery School Based Child Care Program a safe environment for all children, parents should be aware that there may be children attending the centre with severe life threatening food allergies (*anaphylaxis*). Some children are severely allergic to peanut products, including peanut butter, nuts, shellfish, eggs and milk, known to cause severe reactions. We want to inform you that exposure to a tiny amount of these items could be potentially serious and life threatening to a child with the allergy.

The key to preventing an emergency situation is diligent avoidance of the allergen. All food items served to the children will be purchased and prepared by the centre staff and/or centre Caterer. We apologize for any inconvenience, but Discovery does not allow homemade baked goods into our sites due to allergies, for example birthday cupcakes will not be allowed if baked at home. (Once-a-month Discovery celebrates the periodic birthdays for the children at the sites, and prepare some form of baked treats for all of the children to enjoy.) Our concern is that some foods may contain hidden ingredients that may pose a serious risk for the children with the allergen. Some parents prefer for their child/ren to have additional snacks during the after school program, if this is the case please consult with the centre Supervisor and we will make arrangements to meet your needs. All food brought from home must have your child's name on it in order for us to allow them to eat it (name on lunch bag). All foods brought out must be shown to the teacher for approval to keep everyone safe.

Discovery is intent on fulfilling the needs of the children in our care. With this in mind we offer a nutritious breakfast, lunch, a.m. and p.m. snack. We strive to meet the requirements of the C.C.E.Y.A. and the guidelines set out by Health Canada.

Children are encouraged to try all foods served. If your child has food allergies please make sure that the centre staff are informed and kept up to date about their allergies. Special food requirement arrangements can be made with the Supervisor of your child's program. Special diets may require parents bringing in lunch for their child.

Sample Menu:

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
Continental Breakfast Served with fresh fruit, water or milk.	Oatmeal and Whole wheat toast	Multi-grain cheerios with milk & fresh fruit	Pancakes topped with fresh fruit	Bagels with butter	Whole wheat English muffins
A.M. Snack served with milk or water	Triscuit crackers with cheese cubes	Greek yogurt with fresh fruit	Whole wheat banana muffins and cucumber slices	Seasonal fruit platter/thin crisp crackers	Hummus dip and fresh veggies
Lunch served with water or milk Fresh fruit daily	Beef Pasta Bake Local grass-fed beef, brown rice noodles, local cheddar cheese with marinara Steam veggies	Veggie Ranch Tortilla Wraps Cucumbers, tomatoes, peppers and GH ranch in a whole grain tortilla dressed with local cheddar Quinoa and chick pea side	Chicken Noodle Soup Brown rice noodles, fresh local veggies with organic chicken, and broth Whole grain bun/roll	Meatball Wraps Whole grain wraps, local grass-fed beef & cheddar, meatballs in marinara Coleslaw Organic Apple Sauce	Mac & Cheese Brown rice noodles, local cheddar, organic milk & butter Garden salad Fruit cocktail
P.M. Snack served with water	Rice cakes with fruit	Whole grain wraps with cheese or hummus spread & carrot sticks	Homemade Brownies and apples	Fish crackers & veggie sticks	Digestive cookies & Fresh fruit

B. FIELD TRIP SAFETY

The Discovery Program obtains permission for field trips at the time of enrollment, however parents will be notified of upcoming field trips. If any further permission slips are needed Discovery will see to it that these are obtained. Information containing destination address, phone numbers, transportation times and needs for field trip will be posted on the Parent Information Board for all parents/ guardians to be thoroughly informed of where we are going. Discovery takes great pride in taking safety precautions seriously, and in doing so increases the number of adults to child ratio while on field trips.

C. SUNSCREEN & BUG SPRAY

The Discovery Program offers the application of **Croc Block Sunscreen** (this product is PABA free and for use on sensitive skin) to the children on an as need basis during program hours. This is included as one of the general permission form sign-offs; should you prefer that your child does not receive the sunscreen, you may provide your own.

The Discovery Program offers the application of **Skintastic for Kids Bug Spray** to the children on an as need basis during program hours. This is included as one of the general permission form sign-offs; should you prefer that your child does not receive the bug spray, you may provide your own.

DIAPERING POLICY & TOILET TRAINING

Diapering and Toileting are basic necessities that will not be denied. Routine times are set up to allow for consistency, however children can access the toilet any time they feel it is necessary. All diapering and toileting for children will be carried out in a sanitary, safe manner to prevent the spread of germs and diseases that can occur during the changing process.

A) DIAPER CHANGING PROCEDURE

The procedure for diapering will be posted at every location where diapering is to take place.

1. Place gloves on first before putting child on the change table.
2. Place child's individual change pad on the change table before diapering the child.
3. The change table should be a comfortable height for staff, with a safety ledge and a washable pad held in place.
4. Make sure you are organized and have all items needed on the change table. Never leave a child unattended on the change table.
5. Remove the child's diaper and wipe their bottom with their own wet wipes.
6. Apply any creams as needed and put on a fresh new diaper.
7. Follow up with child washing hands as per guidelines.
8. Wash and disinfect child's change pad (making sure it is dry before putting away).
9. Put away child's belongings and disinfect the change table.
10. Wash and dry your hands thoroughly.
11. Children will be diapered at least every 2 hours and of course more if needed.
12. A record of diapering will be kept for each child outlining if they have a bowel movement (BM) or they were wet (W) and if they tried the toilet (TP) and if they urinated on the potty (V). This will be available to the parents for review.

B) TOILET TRAINING PROCEDURE

Learning to use the toilet is a big event in a young child's life. Because toilet training is a complex process, there are many issues caregivers and families must consider before and during the process of toilet training for it to be a successful experience for everyone. When a parent and caregiver believe a child is ready for toilet training (generally between 2–4 years of age) both the parent and caregiver will agree to support each other in being consistent both at daycare and at home, as consistency is key toward successfully potty training.

How to tell if a child is ready?

- Follows simple directions
- Remains dry for at least 2 hours at a time during the day.
- Dry after nap time.
- Regular and predictable bowel movements.
- Walks to and from the bathroom, pulls down own pants and pulls them up again.
- Announces when they are wet or have a BM and are uncomfortable with soiled or wet diapers
- Seems interested in the toilet.
- Asks to wear underwear.

If the child has most of these skills, then they are probably ready to start toilet training. If they do not have most of skills or have a negative reaction to toilet training, wait a few weeks or months until most of the skills are checked off. Starting too soon can actually delay the process and cause tears and frustration. Toilet training is much easier when the child is ready.

SLEEP POLICY AND SUPERVISION

The Discovery Program will follow the guidelines set out in the "Joint Statement on Safe Sleep" and the regulations set by the CCEYA. The regulations are put in place to reduce the risk of harm and injury, including death when children are sleeping. Children are monitored at sleep time, so staff can look for signs of distress (skin colour, change in breathing, overheating) and react as required. All children having quiet time at Discovery will be assigned a label cot with a fitted sheet. Staff will create a detailed map of where the children are regularly placed at rest time. Along with the map will be a list of requirements for each child's sleep preference so that supply staff can know who might require a diaper/pull-up or who is not a regular sleeper etc. At the time of registration the supervisor will have a conversation with parents about rest time so individualized accommodation can occur. At

any time a parent can re-evaluate what their child's needs might be. The supervisor/staff will update the sleep requirements when notified. Staff will be shown where these documents are located at the time of orientation.

During the rest period the lighting is adequate for proper visual checks being conducted. Staff will walk around the room completing a direct visual check on each child. This will be done approximately each ½ hour, but not exceeding. Staff that completed the check will sign the Children's Daily Record Log, which also includes what time they fell asleep and what time they woke from their nap. Parents have the opportunity to review this log at pick up/drop off time.

Staff should recognize that children do not have a set rest schedule and will sleep based on their individual needs. If a child chooses not to sleep other quiet activities will be set out for those children. If staff are required to follow a sleep plan and it involves a child being woken up after a certain time it will be done in a gentle, calm manner.

DEVELOPMENTAL ASSESSMENTS

Staff will at all times aim to work in partnership with parents and other caregivers and take into account their wishes and aspirations for their children. Staff will aim to involve parents and caregivers in decisions made about their children and to develop positive strategies to encourage children's development and appropriate behaviour (in the context of group care offered by the Discovery program). Where deemed appropriate, Discovery may recommend to parents that a professional assess a child, in order to better meet their developmental needs.

INTEGRATED SERVICES FOR CHILDREN WITH SPECIAL NEEDS

Our goal is to meet the needs of all children. Professional services including specialized Resource Teachers may be required in order to meet the needs of your child. Discovery will explore every option available in order to include your child in our program.

CONFIDENTIALLY AND RELEASE OF INFORMATION POLICY

All information contained in a child's record is considered privileged and confidential. In our program, the only information contained in locked files (located on our premises) is that regarding your child's personal history, his/her present family situation, overall health assessment, and any other information required by the Regulation of our Authority. The above information is only accessible to our staff and child's parents, under normal conditions.

All financial information which refers to tuition charges are kept in confidential files, with those having normal access being the Executive Director, Financial Assistant, Supervisors, Treasurer and Accountant.

The written consent of a parent, using a special consent form, should be obtained before:

- A child's personal identifiable information is released to an outside researcher.
- A child participates in any research project concluded while he/she is in attendance at our program.
- Access to a child's record, without parental consent, may be given **only** to officials designated by law.
- A child's records are the property of DISCOVERY SCHOOL-BASED CHILD CARE PROGRAM, and it is the Operator's responsibility to secure the information contained therein against loss, fire, theft, defacement, tampering and copying, or use by unauthorized person.

SUPERVISION of VOLUNTEERS/ STUDENTS & VISITORS POLICY

Purpose:

It is well established in common law that organizations providing programs and services to the vulnerable persons have an obligation to take reasonable steps to ensure their safety and well-being. The Discovery Program will ensure that appropriate screening measures are taken before allowing any persons to engage with children entrusted in our care. Organizations governed by the Act (*under vulnerable sector*) have a duty to protect children and carry out effective screening.

POLICY:

The Discovery Program holds the responsibility for ensuring the safety and well-being of every child who walks through its doors, while complying with the **Child and Family Services Act (RSO 1990 chapter c.11)**. This information is collected under the **Freedom of Information and Protection of Privacy Act**.

1. Any parents/guardians/students showing an interest in volunteering at the Discovery School Based Childcare Program will be expected to have a **Vulnerable Sector Check**, before being able to take part in any activities associated with the children in our care. The applicant must show proof of a **V.S.C.** with negative results before engaging with any child/ren entrusted to the Discovery Program.
2. A volunteer/applicant **V.S.C.** form will be provided by the Discovery Program and signed off by the authorized personnel.
3. Any of the above persons will also be required to complete a **Health Assessment and Immunization Record Form** by their physician showing negative results of a Tuberculosis Test.
4. The applicant must also sign a **Confidentiality Agreement**, to assure the discretion of information he/she may be privy to. The Discovery School Based Childcare Program will be mutually respectful in maintaining volunteer confidentiality.
5. It is observed that volunteers and students are supervised by an employee at all times, and will never be left alone with the children or counted as part of ratio with the children.
6. Discovery Staff is expected to demonstrate our Program's daily routine to our visitors, volunteers and students, to show for them how to properly conduct themselves in a childcare setting. Visitors, volunteers, and students are expected to support staff in the daily operations of the child care in a professional manner.
7. The Policy Manual will be read before starting placement to inform students and volunteers of the policies and procedures that need to be adhered to at all times while at Discovery. Please refer to the **Student and Volunteer Expectations Orientation** form for further details. (A Policy Manual is available at each site for your convenience.)
8. The Student/Volunteer will be monitored by the Supervisor of the site, as well as by the Discovery Staff whom they have been placed with. Each Student and Volunteer will go through a full orientation with a designated managerial staff member, just like all other hired staff at Discovery.
9. Staff, Volunteers, and Students are made aware of who is responsible of the implementation of the policies and supervision of volunteers and students at the time of orientation by the designated managerial staff member.

NOTE

Outside agencies such as Children's First and Thames Valley staff (3rd party organizations) will have their own VSC as per their agencies requirements. A Third Party Offence Declaration/ Attestation will be signed for Discovery by anyone entering the Child Care Program for the purpose of providing a service to the children.

PHOTOGRAPHY & MEDIA VIEWING

The use of photography for the purpose of documentation is used on a daily basis at the Discovery program. Occasionally, for special events, we invite the local newspaper out to write, and article on the activities taking place and a photograph may be taken to accompany the write up. Should you desire to not have your children partake in the use of photographs, then you may choose to not sign-off on this portion of the general permission form.

During special events, such as P.D./P.A. Days or throughout the summer, Discovery may choose to show a Supervisor-Approved, Child-Friendly video as per curriculum or inclement weather. Should you desire to not have your children partake in the media viewing experience, then you may choose to not sign-off on this portion of the general permission form. Discovery will find an alternative and fun activity for your child/ren to do in exchange for not watching the film.

COURT ORDERS

If there is a court order outlining custody conditions, a copy must be provided to the childcare program. Especially when the other parent is not allowed to come in contact with the child in question. It is vital that the parent/guardian keeps us informed of any changes to this and that all-contact information is up to date.

CHILD ABUSE POLICY

The Discovery Program shall immediately report, or cause to be reported, to the appropriate Children's Aid Society, any case of suspected child abuse to a child attending our program. Abuse is defined as (a) physical injury or neglect of the child, (b) an act or omission resulting in emotional disability of a permanent nature, (c) sexual exploitation of the child with or without the child's consent.

INJURIES

Parents will be notified immediately when a child receives an injury, such as head or facial injuries, suspected sprains, severe lacerations etc. Minor injuries such as bumps, bruises and scratches will be reported at pick-up time through a minor incident reporting form which parents / guardian will be required to sign off on, acknowledging that they have been informed of the incident. A copy of this form will be sent home to the parent / guardians either through a paper copy or email copy based on the preferred choice of the parent / guardian.

A Serious Occurrence Notification Form will be posted at the centre on the Parent Information Board identifying any issues or concerns that parents need to be made aware of in compliance with the Child Care and Early Years Act 2014 (CCEYA). Child care operators are responsible to the public and to the Ministry to demonstrate that their services are consistent with relevant legislations, regulations and policies.

FIRE SAFETY & EMERGENCY EVACUATION PLAN

In the event of an Emergency situation, Discovery has an Emergency Evacuation Policy and Procedure in place. The Discovery Program has established practices that remove children and staff from danger in the event of fire or other emergency situations. Having an emergency evacuation plan is essential for child care centers, where safety of staff and children is paramount. All staff should be well aware of procedures, including emergency numbers and emergency exits, which is discussed and demonstrated during site orientations and is reviewed annually by Staff when reading the Policy Manual. Moreover, Staff practice Emergency Evacuation procedures beforehand to prepare them for a real emergency situation. Monthly drills are done with the children to review the procedures. In the event of a real Emergency Evacuation, a Supervisor or Lead Staff member will contact parents / guardians promptly after the children have been removed from the situation and brought to the designated evacuation site. Parents/Guardians will be contacted by phone, email or through the REMIND app. If a parent cannot be reached staff will continue to call or contact the other people on the emergency pick up list. Staff will bring the Emergency First Aid Back Pack with them during an evacuation, which contains all of the children's Contact information and Emergency medication.

A COPY OF THE FULL POLICY IS AVAILABLE FOR MORE INFORMATION IN THE DISCOVERY POLICY MANUAL IF YOU WOULD LIKE TO REVIEW THIS TOPIC FURTHER.

COMPLAINT RESOLUTION & PROCEDURES

Parents or guardians who may have any questions, comments, or concerns are welcome to use our Open Door policy, and voice their needs to the Executive Director or Supervisors. The Discovery Director and Supervisors can also be reach by calling the sites directly or by using the email addresses provided at registration.

Parent Issues and Concerns Policy and Procedures

Date Policy and Procedures Established: June 28, 2017

Purpose

The purpose of this policy is to provide a transparent process for parents/guardians, Discovery Child Care Program and staff to use when parents/guardians bring forward issues/concerns.

Policy - General

Parents/guardians are encouraged to take an active role in our child care centre and regularly discuss what their child(ren) are experiencing with our program. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, child care providers and staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Our staff are available to engage parents/guardians in conversations and support a positive experience during every interaction.

All issues and concerns raised by parents/guardians are taken seriously by the staff, Site Supervisors, and the Executive Director 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 two (2) business days. 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, 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 centre 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, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or licensee.

Concerns about the 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/childremsaid/reportingabuse/index.aspx>

Procedures

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
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Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
<p>Program Room-Related E.g: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the classroom staff directly or - The supervisor or licensee. 	<ul style="list-style-type: none"> - Address the issue/concern at the time it is raised or - Arrange for a meeting with the parent/guardian within two (2) business days. <p>Document the issues/concerns in detail. Documentation should include:</p> <ul style="list-style-type: none"> - the date and time the issue/concern was received; - the name of the person who received the issue/concern; - the name of the person reporting the issue/concern; - the details of the issue/concern; and - Any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.
<p>General, Centre- or Operations-Related E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - The supervisor or licensee. 	<p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p> <p>Ensure the investigation of the issue/concern is initiated by the appropriate party within [insert number] business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.</p>
<p>Staff-, Duty parent-, Supervisor-, and/or Licensee-Related</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the individual directly or - The supervisor or licensee. <p>All issues or concerns about the conduct of staff, duty parents, etc. that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	<p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>
<p>Student- / Volunteer-Related</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the staff responsible for supervising the volunteer or student or - The supervisor and/or licensee. - All issues or concerns about the conduct of students and/or volunteers that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation. 	

Escalation of Issues or Concerns: Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to the Executive Director and/ or Board of Directors.

Issues/concerns related to compliance with requirements set out in the *Child Care and Early Years Act., 2014* and Ontario Regulation 137/15 should be reported to the Ministry of Education's Child Care Quality Assurance and Licensing Branch.

Issues/concerns may also be reported to other relevant regulatory bodies (e.g. local public health department, police department, Ministry of Environment, Ministry of Labour, fire department, College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers etc.) where appropriate.

Contacts:

Discovery Main Office 46 Division Street North Kingsville, ON, N9Y 1C9 Phone: 519-733-8202 Fax: 519-733-2988 Email: discovery1@bellnet.ca	Discovery Kingsville Public Site 36 Water Street Kingsville, ON, N9Y 1J3 Phone: 519-733-0105 Fax: 519-733-2988 Email: discoverymel@bellnet.ca	Discovery Jack Miner Site 79 Road 3 East Kingsville, ON, N9Y 2E4 Phone: 519-733-8875 Fax: 519-733-2988 Email: discoverymel@bellnet.ca
Discovery St. John de Brebeuf 43 Spruce Street East Kingsville, ON, N9Y 1T8 Phone: 519-733-6203 Fax: 519-733-2988 Email: discoverysjb@gmail.com	Discovery Queen Elizabeth Site 4 Maxon Street Leamington, ON, N8H 2E2 Phone: 519-322-5532 Fax: 519-733-2988 Email: discoveryqe@gmail.com	Gosfield North Public Site 302 County Road 27 Cotton, ON N0R 1B0 Phone: 519 733-8202 Fax: 519 733-2988 Email: discoverygnp@gmail.com

Ministry of Education

Licensed Child Care Help Desk
1-877-510-5333 or childcare_ontario@ontario.ca

Regulatory Requirements: Ontario Regulation 137/15**Individual Support Plans Policy and Procedures****Policy**

The Discovery Program will ensure that an up-to-date individualized support plan is in place for each child with special needs who receives childcare with us. The plan will detail the support for the child and how they will function and participate in a meaningful and purposeful manner while in our care. This report will include but not limited to a description of support aids, adaptations or modifications to the physical, social and learning environment so the child is successful. This plan will be developed with the childcare staff and the child's parent(s). Other professionals might be included to share information to conduct the plan. Our program will accommodate, set appropriate developmental levels and be inclusive to all children. Examples that might be included in the plan are additional staff, modifications to the environment, and any daily routine needs that happen during their day with us.

Procedure

1. Staff will complete the individualized plan by setting goals and approaches for the child that support their day. HDLH can help consider ways for the child to participate fully and engage with their peers.
2. Share the plan with parents for them to have the opportunity to add or change any of the language stated in the document.
3. Parents will sign off that they agree with the plan.
4. All staff involved at the centre will also sign the completed document, including but not limited to students and volunteers.

Next Steps

1. Staff and support staff will make observations and document the child's unique abilities and growth. The information collected will help in updating the child's individualized plan.
2. Staff and parents will review the document on an ongoing basis to adjust the child's abilities and needs in the program.
3. If staff need further information to complete the plan they can use these resources:
Early Years Portal
How Does Learning Happen
Think, Feel, Act: Lessons from Research about Young Children

INCLUSION, ACCESS & EQUITY POLICY

PURPOSE:

The Discovery Program certifies its commitment to eliminate attitudes and behaviour directed at an individual or group based on race, ancestry, place of origin, colour, ethnic, background, citizenship, religious belief, or non-belief, creed, gender, sexual orientation, age, physical challenges, education, and marital, economic or family status. To provide an opportunity for staff, board members, children, and families to be free from bias, racism and discriminatory behaviour by taking a proactive approach to indifference by teaching and modeling positive interactions and conflict resolution skills.

The Discovery Program is committed to the inclusion of all children in our childcare program, regardless of their diverse strengths and needs. Inclusion considers that all children will learn together in environments that provide services, supports and supplements for all children as needed. The principle of inclusion goes beyond physical integration and fully incorporates values that promote equity, participation and a celebration of diversity.

POLICY:

Discovery believes that it is essential to have a positive, and responsive, learning environment based on each child's developmental level, strengths, needs, interests, experience, and values. We will create inclusive quality programming, where parents are an integral part, working with staff to create Individualized Plans for their children when required. We will work with community partners, such as Children's First and the City of Windsor, to enhance our abilities to support children with special needs through training and consultation. Discovery staff will access specialize advice and appropriate training in developing and implementing an inclusive program, building on existing strengths and accessing additional resources when required. We offer encouragement and support, cherishing each child's creativity and expression, and promote the well-being of the child in all developmental areas. Discovery will encourage staff to work together to accomplish shared, identified goals. Curriculum and classroom modifications and implementation of individual program plans are decisions that are made through collaboration between Discovery staff, the parents and the special needs delivery agent.

General steps involved in reaching a resolution

While the actions of staff, children, parents, board or managers and others may vary according to who is involved, the following outlines some of the general steps involved in reaching a resolution. Each incident will be different. The intent is to bring about a positive resolution, while ensuring that discriminatory incidents are eliminated.

- a) Once an incident occurs, it needs to be reported to the supervisor or designate. The supervisor has primary responsibility for ensuring that the incident is investigated. If the allegations involve the Supervisor, the board/operator, another manager should assume this responsibility. Depending on the severity of the incident, Children's Aid or the police may also need to get involved in the investigation.
- b) In the case of incidents between children, staff must respond immediately to the children. Something must be done to re-establish the targeted child's self-esteem, as well as to change, not punish, the offending child's behaviour.
- c) Treat all incidents in a manner similar to other serious occurrences, and report the incident within 24 hours. In some cases, joint meetings with the individuals may be appropriate. Thorough documentation is an essential component of the resolution process.
- d) The process should conclude with a general assessment of the incident and response that includes identifying potential measures for prevention and any necessary follow-up actions.

Welcoming and Transitioning Policy (Children and Staff)

Purpose: to make all children and staff welcome in their environment promoting respect for all.

This policy is developed to ensure good communication regarding expectations between the Discovery School Based Childcare Program and its staff.

In acknowledging the importance of welcoming and transition of children the Discovery School Based Childcare Program will incorporate the following policy;

1. All new children and their parents/caregivers will be orientated to the Discovery School Based childcare program by having a site orientation prior to starting with the program. If need be the parents will book set visits for the child to become familiar with the program.
2. Communication is the key to building successful relationship between parents/caregivers and children. Upon the child's first day at the program and thereafter, the teacher will be welcoming to both the child and the parent with a daily greeting and brief update of the day's events this allows the children to feel welcome and to reassure the parents are leaving their child in the best of care.
3. If the child has not had an orientation to the program the teacher will follow through with showing the child around the classroom to make them feel comfortable in their new surroundings and the Supervisor will be informed.

The same principals apply for when a child is in the transition process to another room (*moving up*) expectations;

1. Be prepared in advance for the child coming to your room. Have their cubby ready for their belongings (labeled). Have a welcome certificate or moving on up welcome card to make the child feel welcome. It says to parents that you care about their child, setting the tone to build on this new relationship.
2. Prior to the big move allow for the child to have timed visits in their new room, as this will prepare them for when they will be spending the full day.
3. Spend some time with the child to make them feel reassured in comfortable in their new surroundings.
4. Show the child around the classroom noting some very simple rules so the child is aware of what the expectations are.
5. Introduce the child to the other children as this promotes relationships, pair them up with a buddy if need be to get them building on new friendships.
6. Read through the child's information before hand to have a good understanding of the child's needs and crucial information such as allergies. Sign anaphylactic policy if they have one.
7. Explain classroom routines and let the child know what will be happening next. Don't assume that the child will know this as every classroom is different. Especially if the child has not been in a structured setting.
8. Call the parent/caregiver of a child mid-morning (if necessary) to let the parent know that their child is o.k. This reassures the parent that their child is in good care, and let them know that they are welcome to call anytime as well.
9. If you will not be around for pick-up time and want to touch base with the parent/caregiver to give them an update on how their child's day went, feel free to give them a courtesy call or leave them a note. This will solidify the trust placed in you by parent/caregiver.
10. ***Many of these tips have an underlying common theme- COMMUNICATION. A child's first experience in the classroom can be frightening and traumatic, or it can be relatively seamless, calm and fun. With a great deal of communication and some effort and sensitivity we can make transitions positive experiences for children and their families relieving some of the stress we associate with new enrollments.***

STAFF WELCOMING

Staff is the backbone to any organization's quality and service and it is all staff's responsibility to be respectful and cordial to one another building on fundamental relationships to be able to work together to meet the needs and goals of the organization. The following are things we can all do to make each other feel welcome and part of the organizational family.

1. Say ***“good morning”*** to one another as this initiates the tone for the day ahead.
2. Offer assistance when you see it is needed. We can help each other to ease the stress of day to day dealings.
3. Be respectful of individuality.
4. Let staff know when you are leaving for the day ***“have a good night, see you in the morning.”***
5. *If we all work together we can make Discovery the best place to work and play.*

Field Trip Policy and Procedure

Field trips expand children’s learning through hands-on experiences with the rich resources of the local community. Field trips increase children’s knowledge and understanding and add realism to the topics they are learning about. The local library or a nature walk in your neighborhood are great field trips and create a change of scenery for the children.

POLICY

The Discovery School Based Childcare Program will implement a policy to ensure good practices in planning for field trips. Good planning is a must for field trips especially when transporting children is required, a little advanced planning can help make your trip a successful occasion that the children will remember and alleviate potential stressful situations for staff. Field trips are very task-intensive but they provide an opportunity for children to learn hands on and for staff to guide them while taking the necessary precautions so that everyone is safe, happy and taking the full benefit of the field trip experience.

PROCEDURE

The Discovery School Based Child Care Program is responsible to keep all children and staff safe when planning for excursions. The following will outline the necessary steps when preparing for a field trip.

Planning the trip

1. The Discovery Program obtains permission for field trips at the time of enrollment, however parents will be notified of upcoming field trips prior to and if any further permission slips are needed Discovery will see to it that these are obtained.
2. When planning for field trips special consideration will be given to;
 - o Children’s age (Toddler children DO NOT participate in Bus trips)
 - o Curriculum needs
 - o Budget constraints
 - o Relevance to programming
 - o Geographical considerations
3. Information containing destination address, phone numbers, transportation times and needs for field trip will be posted on the front door for all parents to be thoroughly informed of where we are going.
4. Prior to the field trip, staff will be given the itinerary outlining a timeline for activities, when a timeline is unnecessary staff needs to be prepared with activities to involve the children as needed.
5. Discovery takes great pride in taking safety precautions and in doing so increases the number of adults to child ratio while on field trips (doubling adult to child ratio per group). Teachers are responsible for small groups and they need to make the children aware that they are with that group.
6. Encourage all children to use the washroom before departing on the trip. If washroom is needed at destination, children will be monitored at all times by designated Discovery staff.
7. In taking safety precautions the staff will position themselves on the bus in the following fashion;
 - o 1 staff always sits on the back of the bus
 - o 1 staff sits at the front of the bus
 - o 1 staff sits in the middle of the bus
 - o Other staff sits sparingly to monitor children appropriately.
 - o No 2 staff should be sitting together or side-by-side in adjacent seats
8. Teach children the steps they need to take if they get separated from the group.
 - o Go to the lost “child area” designated by the Supervisor or teacher
 - o NEVER leave with someone you don’t know
 - o Reassure the children that you will be looking for them if they get separated from the group.

9. Staff is NOT permitted to use cell phones unless directed by their supervisor. The Supervisor in charge will have a cell phone for emergency purposes.
10. Staff will share the responsibility with other staff on the bus with regard to leading in songs, games and chatting with the children. **Remember You Are Still Working.**
11. A designated Supervisor will always be in charge of the field trip following the bus to and from trip destination and have an accurate list of children and staff on the bus in the event of an emergency. A list of all staff and students will be sent to the Main Discovery office prior to the trip.
12. On field trip days staff is required to have a working lunch; unless otherwise noted. A working lunch entails;
 - o Staff is paid in full for their work day
 - o Staff have lunch with the children which is provided by Discovery
 - o Supervisor on duty relieves washroom breaks
13. Walking trips around the community require **Safety Street Rules.**
 - o Always wait to make sure it is safe to cross the street looking both ways
 - o Always cross at a cross-walk or street light
 - o Always cross with the teacher and whole group
 - o One teacher always leads the group and the other teacher always follows at the end.
 - o Children are paired up, noting that some children may need to be paired up with the teacher.

Field Trip Checklist

- ✓ Classroom teacher will ensure that all children have a tag with Discovery's name and phone number.
- ✓ Make sure to familiarize yourself with each child in your group
- ✓ Plan and bring activities that may be needed to keep children occupied during transitions
- ✓ Pair children with a buddy, children requiring additional support are pair up with the teacher if they do not require a CYW/DSW/PSW.
- ✓ Apply sunscreen if needed before the trip, (take allergies into consideration)
- ✓ Make sure to bring your **First Aid Back Pack** and any medications that are needed.
- ✓ Destination address in First Aid Back Pack in case of a **911 Emergency**
- ✓ Make sure children have appropriate attire for the trip (i.e. boots, hats) bring any extra clothing that is needed for the child/ren
- ✓ Have your attendance list with you at all times.
- ✓ Bring lunch, bottled water or snacks as needed

Teachers Need To Count The Children After Each Transition.

Media Viewing, Photos and Screening Policy

POLICY

Our staff provides a high quality program for children based on individual needs and interests, there is no requirement for the regular use of television in our program however from time to time media can be used as an extension of the curriculum as an educational tool or as a social event. The Discovery Program has strict provisions for this and will follow the guidelines contained herein making sure all media is carefully screened before viewing. A respectful approach to media viewing, photographs and listening will be inclusive of all families.

Media Classification:

Television, radio, cell phones, CDS, DVDS, computers, electronic games, magazines, photos and behind the news topics etc, may be used by the Centre to enhance children's learning. Media classification used at Discovery will be; G for General viewing. PG with approval of Executive Director. Any materials containing violence, guns, offensive language or sexual references will not be displayed. Books or other forms of media that show violence in a graphic frightening way or that glorify violence will not be permitted in the classrooms.

Note: listening to radio stations is not an acceptable form of media listening in a classroom setting.

Photographs

Photos are a great way to document a child's day at play and Discovery encourages picture documentation whenever possible. It must be taken into account that some children may have special circumstances that prevents them from taking part in this experience.

Upon registration parents are asked to sign off on a photo permission consent, if this is not signed then we do not have permission to take photos of their child. The Supervisor will take note of this and advise accordingly. A list of children whose photo is not permissible should be posted in each individual classroom where the staff can clearly take note.

TRANSPORTING CHILDREN POLICY

Purpose

The Discovery School Based Child Care Program does not support staff transporting children from the program in their personal vehicles during working hours.

To support children's and staff's safety and well-being while entrusting the viability of the organization as per insurance requirements lay out.

Policy

1. Staffs are not permitted to transport children in their personal vehicles during working hours.
2. If such a request is made by a colleague, personal friend or parent the following will apply;
 - a. Transporting a child can only be done during the staff's non-working hours.
 - b. Both the child's parent/guardian and employee must sign a '**Transporting Children Release Form**'.
 - c. The form is subject to approval by the Executive Director.
 - d. Upon approval and not before, the agreement made between the parent/guardian and employee may commence.
 - e. By signing this document both parties understand that the Discovery Program is not legally responsible for any accidents that may arise.

CONFIDENTIALITY AND RELEASE OF INFORMATION

Ontario Regulations 137/15: No licensee shall require as a condition of providing care for a child at a childcare centre it operates a prior consent from a parent of the child for the release of information with respect to the child.

Intent: This provision is intend to ensure that no child is refused services because a parent of the child has refused prior consent to release information as a condition of enrollment.

The Discovery Program confirms that the parents are not require to provide consent to the release of personal information concerning their child as a condition of enrollment.

PURPOSE

The Discovery Program is responsible to keep all information about enrolled child (ren) confidential. The purpose of this policy is to ensure that all information pertaining to the child and the child's situation is kept confidential.

Access to this information by Children's Service staff will be on a "need to know" basis. This policy is to ensure that all information is treated in a respectful and trusting manner, with the expectation that pertinent information will not be disclosed to anyone that does not have a signed release of information.

The consent to release/exchange information is reviewed with the parent at the time of registration and, if applicable, parent consent is required if there is child/parent agency involvement.

During the course of enrollment it may be assessed that the child may need outside services to assist in behaviours.

At this time parents/guardians will be made aware of such findings and the same procedure as noted above will apply.

POLICY

It is the responsibility of the Discovery Child Care Program Supervisor or Designate to have **informed consent** prior to referring any child for services. The following forms are to be used for consent and disclosure of information.

- a) **Children First Form** – Informed consent for disclosing or accessing personal health consent
 - b) **Classroom Program Support Application** - Consent for release of information for Classroom Program Support
 - c) **Discovery Consent of Information Disclosure** – Informed consent for disclosing or transmitting information or examining a record.
- 1) Ensure every reasonable effort will be made to keep the information confidential and to secure the child’s records against loss, theft, vandalism, fire, etc.
 - 2) Have the “**Children First Form**” signed by the parent or guardian that allows the exchange of information with internal and outside agencies and schools (i.e. Caseworker) or
 - 3) Have the “**Classroom Program Support Application**” signed by the parent or guardian that allows the exchange of information with internal and outside agencies and schools (i.e. Caseworker) or
 - 4) Have the **Discovery Consent of Information Disclosure** signed by the parent or guardian that allows the exchange of information for transmitting or examining a record.
 - 5) Staffs that are working in direct contact with the child will have access to these records for a better understanding and approach for effectively working with the child.
 - 6) Release of information about a child to an Early Childhood Education student should only be made within reasonable limits. Only information that is necessary for the student to work more effectively with the child should be released.

Release without Consent

Access to a child’s records without parental consent may only be given to officials of the following jurisdictions:

- a) Coroner’s office
- b) Courts, in response to a court order or warrant
- c) Ombudsman
- d) Authorities vested in provincial or federal statutes
- e) Minister and officials to whom he/she has delegated the authority.

GOVERNING RULES AND REGULATIONS

The *Municipal Freedom of Information and the Protection of Privacy Act* is an act of the provincial government and is designed to balance the privacy rights of individuals with the right of the public to access information from municipal institutions, such as the City of Windsor. In order to achieve this, the Act regulates the manner in which municipalities collect, retain, use, disclose and dispose of personal information in its custody or control, while at the same time provides members of the public with a system to access records of information from municipalities.

PROCEDURE

- I. Staff, students or volunteers who have behavioural concerns about a child will inform the Supervisor and the Supervisor along with the Director will discuss the options available to better assist the child in question.
- II. The Supervisor will discuss with the child’s parents/guardians the concerns and the options that are best suited for the behaviour exhibited. The proper forms will be filled out and consent will be signed before contacting any agency.
- III. Discovery staff, students and volunteers are not permitted to discuss any information with outside agencies without parental consent in regards to child’s personal information.
- IV. The only time that signed consent is not needed is as per ‘**Release without Consent**’ noted above and as per our ‘**Child Maltreatment Policy**’.
- V. The information collected includes, but is not limited to, written records, photographs, and videos. Parents/ Guardians will have access to this information at any time, as well as staff, volunteers, and bookkeeper.

Privacy is a right for staff and children alike and must be protected. A confidentiality form must be signed at the time of orientation of a new staff. All children’s records will be kept on file for three (3) years at the office and all financial information will be kept for seven (7) years.

Staff Qualifications & Vulnerable Sector Check

Staff Immunization and Record of Health Assessment

Prior to commencing employment, each employee must provide Discovery with a health assessment and record of immunization as recommended by the local medical officer of health, unless exempted based on the person's objections or physician's medical reasons submitted in a form approved by the Minister. Exemptions made before Aug 29, 2016 shall expire on Sept. 1, 2017 unless a new objection or medical reasons are submitted in a form approved by the Minister.

Staff Training and Development

The Discovery Program strives to acquire new information so that employees can upgrade or continue to improve their skills/qualifications. Staff training and development commences before the employee begins work with the children. See orientation list for details. All employees that have had orientation with the supervisors will have an opportunity to ask questions or concerns. Staff will also be given the Union contract stating how contraventions will be dealt with. Staff will read the following policies and procedures to know what is expected going forward with professional learning and qualification upgrades. The management team will record when these upgrades have been completed as well send/post information of workshops, first aid dates etc. are available.

Beginning September 1st, 2017, members of the College of Early Childhood Educators are required to start the Continuous Professional Learning (CPL) portfolio cycle after their renewal date and complete it over a period of two years. CPL program requirements apply to all members of the College, regardless of whether or not they are currently employed as Registered Early Childhood Educators (RECE). CPL program requirements are:

1. Expectations for Practice Module (2016 Edition)
2. Self-Assessment Tool (2017 Edition)
3. Professional Learning Plan (2017 Edition)
4. Engaging in and Complete the Activities Set Out in the Professional Learning Plan
5. Record of Professional of Learning (2017 Edition)

Note: for more information visit the College of ECE Website at <https://www.college-ece.ca/en>

Professional development is key to staying current on what is going on in the Early Childhood field and we encourage all our staff to take part when they are able to do so. Discovery will from time to time be in a position to assist from our **professional development fund**, we will inform staff as needed. There is certain professional development that is the staff's responsibility to maintain,

- a. Registered Early Childhood Educator status (we reimburse after staff have been with us for 1 full year)
- b. First Aid and CPR (certified through City of Windsor) or staff pay out of pocket
- c. WHMIS Training (reviewed yearly)
- d. Epi-pen Training (reviewed yearly)
- e. 2 PD events to maintain registration status, as well as 2 PD events for Non-RECE staff
- f. Register Early Years Staff will follow the guidelines and obligations set out by the college (Ontario Regulation 359/15:continuous Professional Learning made under the Early Childhood Educators Act, 2007)
- g. Non-RECE Staff will also be expected to maintain the minimum standards set out by the College of E.C.E. as it pertains to PD Events, and will be advised of this standard by the administrative staff.

STANDARD FIRST AID & CPR

ONTARIO REGULATION 137/15 58(2) Every licensee shall ensure that every employee working at a child care centre and every provider of home child care or in-home services has a valid certification in standard first aid, including infant and child CPR, issued by a training agency recognized by the Workplace Safety and Insurance Board or otherwise approved by a director.

Policy

The Discovery Program will ensure that every employee working at the child care centre has a valid certification in standard first aid, including infant and child CPR (C and/or B) issued by a training course approved by WSIB. The Corporation of the City of Windsor has selected **SECOND CHANCE CPR** as the training provider for the Standard First Aid/ CPR Full and Re-certification training opportunity for Early Learning Professionals working in Child Care and Ontario Early Years Centres in Windsor and Essex County, which includes all staff who are hired by Discovery School-Based Childcare of Kingsville Inc. At no time an employee can work without a valid certificate. Discovery personnel shall also watch a training video from the WSIB. Certificates of Standard First Aid and Infant/Child CPR will be kept in the staff's file for confirmation.

Vulnerable Sector Check Policy

Purpose

To ensure that the Discovery Program is a safe and secure environment for all children, employees, volunteers, visitors, special guests, and students, etc. must have a Vulnerable Sector Check completed, or an attestation or letter from their employer certifying that they have a valid VSC. The purpose of this policy is to promote the best interests, protection and well-being of children in our care and the staff we employ. The Discovery Program is responsible to support children's well-being while complying with the **Child Care Early Years Act, 2014**. Vulnerable Sector Checks are intended to screen out individuals who are not suited to work with children and to protect children from the risk of abuse or neglect.

Policy

The Discovery Program will ensure that appropriate screening measures are taken **before** allowing any of the above to engage with children/vulnerable persons entrusted in our care. New employees can start employment with the Discovery Program while they are waiting for the VSC to return. They will be scheduled with an additional employee and the schedule shows they are not working alone. New employees will sign off on an Offence Declaration. It will be placed in their file until the VSC report returns.

Ontario Regulations requires all persons will complete a vulnerable sector check every 5 years and signing an Offence Declaration each year in between. The VSC forms part of the hiring procedure, and all hiring decisions are the complete responsibility of the agency.

Procedure

1. Upon the successful recruitment of any person to the Discovery Program they will be required to follow through with a Criminal record check and Vulnerable Sector Check.
2. The person must show proof of negative results for the search of;
 - a. Sexual Interference
 - b. Child Pornography
 - c. Duty of Persons to Provide Necessaries
 - d. Murder
 - e. Infanticide
 - f. Convictions under the Criminal Code of Canada
3. Discovery will keep all documents and information in the strictest of confidence. **Vulnerable Sector Check/ Offence Declaration** information provided by the police to agencies for employment screening can be used only for hiring/ termination purposes and will not be addressed with other agencies or references. The Administrative team for Discovery Child Care will review the Use of Information found on the VSC to determine if a staff will be allowed to continue working or will be terminated. When or if a criminal offence has taken place a meeting will be held with the employee and Board Members to discuss the severity of the offense. Upon that meeting a decision will be decided to further employment or to termination. When submitting a VSC or Offence Declaration that has an offence stated the document will be placed in a sealed envelope with the Executive Director's signature across the seal. It will stay sealed at that employee's site location until the Program Advisor opens it.
4. The cost of the criminal reference check is the responsibility of the applicant or volunteer. For the successful applicant upon completing their 90 day probationary period will be granted a reimbursement as long as a receipt is provided as proof of payment.

5. A successful applicant having a *VSC* within a 6 month time frame may be approved upon the Director's discretion.
6. Subsequent *VSC*'s will be done prior to every 5th anniversary date *before the VSC expires*.
7. Offence declarations will be signed off each year except when the criminal sector check has been obtained. This must be completed within **15 days after** the anniversary date of the declaration or *VSC*.
8. The applicant must also sign a *Confidentiality Agreement*, to assure the discretion of information he/she may be privy to.

Human Rights Issues: The use of information obtained through the Canadian Police information system regarding outstanding criminal code charges and criminal code convictions for which a pardon has not been granted does not contravene the *Ontario Human Rights Code*.

RESOURCES FOR PARENTS/ GUARDIANS

How Does Learning Happen	http://www.edu.gov.on.ca/childcare/HowLearningHappens.pdf
Think, Feel, Act	http://www.edu.gov.on.ca/childcare/ResearchBriefs.pdf
C.C.E.Y.A.	https://www.ontario.ca/laws/statute/14c11
Canadian Food Guide	http://www.hc-sc.gc.ca/fn-an/food-guide-aliment/index-eng.php
Making Learning Visible through Pedagogical Documentation	http://www.edu.gov.on.ca/childcare/Wien.pdf
Ontario Ministry of Education	https://www.earlyyears.edu.gov.on.ca/EYPortal/en/index.htm