


STATEMENT of POLICY and PROCEDURE			
		Tab No.	5
		Passed :	20/04/2009
Subject:	Parent Policy	Implemented:	21/04/2009
		Pages:	12
Passed by:	Eden Daycare Inc. Board of Directors		

DAYS AND HOURS OF OPERATION

Full time care is provided 52 weeks per year between the hours of 7:00 a.m. and 6:00 p.m. Monday through Friday. Excluding December 24th and 31st when the hours of operation will be 7AM - 3PM.

The Daycare will observe the following statutory holidays:

- | | | | |
|----------------|------------------|---------------|------------|
| New Year's Day | Family Day | Good Friday | |
| Victoria Day | Canada Day | Civic Holiday | |
| Labour Day | Thanksgiving Day | Christmas Day | Boxing Day |

AGES OF CHILDREN

Eden Daycare Inc. has facilities to accommodate the following children:

- | | |
|-----------------|---------------------------|
| 10 Infants | (5 weeks - 18 months) |
| 30 Toddlers | (19 months - 2 1/2 years) |
| 52 Preschoolers | (2 1/2 years - 6 years) |

APPLICATION FORM

Our commitment to you is to meet your requested starting date within two weeks either before **or** after. Should we not meet this commitment, you may remain on the waiting list with the understanding that your date is open-ended. Information about children on the waitlist is readily available to their parents by calling or visiting the centre.

WAITLIST POLICY:

Eden Daycare Inc. is responsive to the shortage of child care spaces in the community it serves and of the frequent wait periods to gain access to service. Eden Daycare Inc. aims to develop a waitlist policy and practices that are transparent, fair and consistent and that information is available to prospective parents upon request.

POLICY :

Eden Daycare Inc. develops and maintains a waitlist for each age grouping. To be placed on the waitlist, clients must complete the Application form, Personal Information Protection and Electronic Documents Act (PIPEDA), Sign off sheet of the Program Statement and Sign off sheet of the Parent Policy. All four forms must be submitted to the office.

PROCEDURE:

Upon receipt of completed application forms, the date is logged in the appropriate blank under 'for Office Only.' The date the applications are received is the date the client is placed on the waitlist. The client is given a formal receipt of the Application form. If the application is not hand delivered, then the receipt is mailed to the client confirming receipt of application and dates.

There is no fee to go on the waitlist.

Clients are verbally reminded, as explained during the parent tour, to check the status of their position on the waitlist by calling, emailing or visiting the centre. Also, to update any change of information during the time they are on the waitlist.

The Application is logged into the system in the Waitlist Section. The child and parents are given client numbers from the system. This is logged on the Application form and initialed by administrative staff.

The applications are then filed in the appropriate class section of the waitlist book in the front office in order of date received/date requested.

Spaces are created when a child leaves the centre. There is no specific time, however the months of July, August and September have the most movement. At any time of the year and at any point in the month spaces may become available. We are usually able to contact families 2 weeks before any given space, as parents are only required to give us a 2 week notice of their withdrawal. Clients must be given at least two week's advance notice of available space so that they may give current caregivers a full two week's notice of their withdrawal. Only once the withdrawal is confirmed in writing can we begin to find a family for the space.

When a space becomes available in the Daycare: Access to spaces will be made available to the children on the Internal Waitlist first. If there are no eligible children, then the clients on the external waitlist are called in order of the date that their application form was received. Clients are given 24 hours to come back with their decision. Clients may be called ahead of their requested start date (First Right of Refusal).

If a client declines the spot, they are taken off our waiting list.

If the client is offered a spot but wishes to start at a later date because their circumstances have changed, they must inform the office immediately. The client remains on the list with a new start date and the date the original application was received. A client may only change the requested start date once. The age of the child must be reassessed to make sure they are on the correct class list.

If the client accepts the spot they will be requested to give us a two-week security deposit and a onetime non-refundable registration fee of \$50.00. A classroom visit is scheduled. A registration package will be given at that time to be completed and returned a week prior to the child's start date so that the direct bank withdrawal will be in place.

If multiple efforts have been made to contact the client and there is no response, client will be removed from the waitlist.

When no space is available: The client remains on our waitlist till a spot is offered.

The clients may choose to remain on our list and wait for a spot. In this case, their date is open ended. Spaces will continue to be filled according to received date on the application form. Child's age will be assessed and Application will be moved to appropriate class wait list, and listed chronologically, as necessary.

All conversations with parents are documented at the back of the application form. This allows all office personnel to see the ongoing communication with a parent and continue the conversation.

WEEKLY FEES

Fees are withdrawn on the Monday of each week from the clients' bank account through Direct Payment Service. Each parent authorizes this through an Enrolment Authorization Card.

There will be a service charge of \$20.00 (cash) to the parent on any notice of a returned payment received from the bank.

Repayment of fees due to a returned payment must be paid by noon the next day in a bank draft. A late fee of \$10.00 per day will be charged for each day payment is not received.

NOTE: If a returned payment is received on more than two occasions, for any one family, services may be terminated.

Receipts will be issued for cash payments and annual receipts for income tax purposes will be issued to all. A service charge of \$20 will be required for replacement of income tax receipts.

At the time of enrolment, there will be a onetime non-refundable registration fee of \$50.00.

A security deposit of two weeks fees (cash/cheque) per child will be paid upon admission to the Centre. This deposit acts as protection for the Daycare in the event that a child is withdrawn without notice. There will be no interest paid on this deposit. Two weeks written notice is required at the time any child is withdrawn from the program. The deposit will be used as payment for the final two weeks of care.

Adjustments to the deposit will be necessary from time to time, as in the case of a fee increase or group change. This means the security deposit on hand will reflect the current appropriate group rate for the child, i.e. if there is a fee increase the security deposit must be adjusted appropriately. If the child moves from one group to another (i.e. infants to toddler), the security deposit will be adjusted by applying a credit to the first week's fee at the new rate. (A new form for Direct Payment Service will be issued for the adjustment.)

In the event that a child reaches the age requirement for the next age grouping and an opening is unavailable, the child will continue to be accommodated in his/her present group. Every effort will be made to move the child to the next age grouping as soon as possible. Until a vacancy is available, he/she will receive age-appropriate programming, in the existing classroom, to meet his/her needs and he/she will benefit from a lower ratio environment.

CURRENT FEE SCHEDULE	INFANTS:	\$285.00/week
	TODDLERS:	\$250.00/week
	PRESCHOOLERS:	\$235.00/week

ADMISSION AND DISCHARGE POLICIES

The enrolment procedure will include an initial interview where parents and child can become familiar with the Daycare; complete admission forms and ask questions.

Two (2) weeks written notice will be required to withdraw a child permanently from the program. Where two weeks notice is not provided, the security deposit will be applied in lieu of fees. Space will not be guaranteed for a child in the program should he/she be withdrawn on a temporary basis. Services will be terminated if policies are not followed or if fees are not paid. A two week notice will be provided to the parent if a decision has been made to terminate services.

Should it be determined by Eden Daycare Inc. that the Centre couldn't meet the needs of the child/family/guardian; the parents will be notified in writing that the child must be withdrawn. If a child/family/guardian is unable to adjust to the Daycare Centre, notice may be given. If a child displays behaviour that threatens the health and/or safety of the other children/staff, notice may be given. If the family/guardian of a child enrolled at Eden Daycare Centre, fails to reasonably co-operate with the staff and fails to abide by the policies as agreed upon, notice may be given.

Children, parents and staff of the daycare have the right to work and participate in a safe and non-threatening environment. All instances of a child or an adult who compromises the safety or sense of security of others will be treated seriously and the incidents duly documented. The daycares primary considerations are the well being of the children at the Centre and the staff who care for them.

ARRIVAL AND DEPARTURE ROUTINE

Arrival and pick up are the times when parents are encouraged to communicate with staff. Parents must present themselves and their child to the staff on duty upon arrival at the Daycare. Parents must sign in, give a written expected pick-up time and sign out when they take their child home. Children will be released to persons specified only on the admission form -- if any other person will be picking up a child, the parent is required to submit written permission **prior** to pick-up.

NOTE: Parental permission must be received prior to an alternate pick-up arrangement. The emergency pick-up person will be required to provide proper ID (driver's license) upon arrival at the Centre. All persons picking-up from the Centre must be 16 years of age or over.

We encourage parents to establish a consistent arrival and departure time to help set a regular routine for the child. Parents should allow extra time when bringing their child for the first week to aid in their child's adjustment to the surroundings and routine.

There will be a late pick-up fee, based on the entrance hall Daycare clock, of \$1.00 per minute, \$10.00 minimum per child, **payable immediately to the staff person on duty**. At 6:10 p.m., the staff is authorized to contact emergency person(s) to pick up the child(ren). Emergency persons will be required to sign a form releasing Eden Daycare Inc. from responsibility for the child(ren). After 7:00 p.m., Eden Daycare Inc. is required by law to contact the Children's Aid Society. After the third time a parent has been charged a late pick up fee, each following late pick up will be charged double the

fee. The account will be reset in September.

EDEN DAYCARE Inc. does not provide a drop off or pick up service, nor does it permit it's employees to do so.

INCLEMENT WEATHER

The Centre will remain open until 6:00 p.m. during stormy conditions with the understanding that if parents are able to pick up their children early, they will do so.

PLEASE NOTE: If parents will not be here on time, an emergency contact must be notified by the **PARENT** to pick up their child before the regular time of closure.
N.B. The late pick up fee will be in effect.

This policy assures that both children and staff, particularly those living a distance from the Centre, have maximum opportunity of arriving home safely in spite of potentially deteriorating weather conditions.

In the event of a severe storm, it may be necessary for Eden Daycare Inc. to keep the Centre closed for the day. This decision will only be made if the Peel District School Board closes their schools in the area. This announcement would be communicated to the 680 NEWS AM radio station. PLEASE DO NOT CALL THE CENTRE.

BEHAVIOUR MANAGEMENT

Children appear to learn best when they are given reasonable limits and freedom to choose, with the support of adults who are loving, firm and consistent. The Centre **WILL NOT** permit the following disciplinary methods:

- A) **CORPORAL PUNISHMENT**
- B) **DEROGATORY COMMENTS**
- C) **CONFINEMENT IN LOCKED ROOM, BUILDING OR STRUCTURE AS A FORM OF PUNISHMENT**
- D) **DEPRIVATION OF FOOD, CLOTHING OR SHELTER.**
- E) **PHYSICAL RESTRAINT OF ANY KIND FOR THE PURPOSE OF DISCIPLINE OR IN LIEU OF SUPERVISION**
- F) **INFLECTING ANY BODILY HARM INCLUDING MAKING CHILDREN EAT OR DRINK AGAINST THEIR WILL**

Discipline is planned to assist the child to become self-disciplined through the use of choices and logical consequences. The child will be placed with children at his/her own development level and will proceed at his/her own individual rate of growth development.

STUDENTS/VOLUNTEERS

In cooperation with high schools, community colleges and universities in the area, Eden Daycare Inc. is frequently used as a source of practical experience for students. These students enhance the staffing. Students/volunteers work under the direct supervision of staff at all times and are never left alone with the children. All volunteers and students over the age of 18 years must have a Criminal Reference Check and are interviewed before their placement.

CCEYA Phase 2 regulations also require background screening for all individuals who provide child care or other services to a child at the child care centre who are not employees or volunteers. This includes, for example, special needs consultants employed by a third party, and speech and language pathologists hired by parents. Eden Daycare Inc. will be obtaining an offence declaration from the individual or an attestation from the individual's employer that confirms the individual has not been convicted of any offences that would prohibit them from providing child care.

NUTRITION

The Centre provides a nutritious mid-day meal, morning and afternoon snack. The menu is based on Canada's Food Guide. The menus are reviewed by a registered dietician. Menus are posted to assist the parent with their own menu planning at home. All meals are prepared on the premises by a cook. ** Eden Daycare is inspected by Peel Public Health Inspectors and displays the **Peel Health Inspection Summary.****

It is important that food is safely stored, handled, prepared and served. Young children are actually more vulnerable to food-borne illnesses that can be transmitted by improper food handling and preparation. Therefore, foods for snacks and treats for birthdays, special holidays (i.e. Halloween, Valentine Day, etc.) cannot be brought into Eden Daycare.

In the Infant Room only, each child is on an individual schedule based on the parent's written instructions. The Parent must provide food and formula for their child. Parents providing formula and/or food must label **all containers** with the child's name. Once the child is using a cup, the Centre provides homogenized milk. As long as a child requires milk from a bottle, the parent is required to provide this. When the child is capable of eating foods that are on the Daycares' menu, those foods will be provided.

ALLERGIES AND SPECIAL DIETS

Eden Daycare accommodates children with food allergies or restrictions within reason. In conjunction with the parents, the Administration will help develop a menu for that particular child. A successful, suitable alternative menu will consider food preparation time, nutritional requirements and cost.

When a food restriction, food allergy or alternate menu exists, the child's record must contain a written agreement between the parents and Eden Daycare. This agreement must be arranged with the administrative Staff.

HEALTH POLICIES

Eden Daycare's Health Policy follows the provincial Child Care and Early Years Act Regulation. The Policy also contains guidelines that ensure the smooth operation of the Centre and the well-being and the children and Staff. The main objective of the Policy is to minimize the spread of illness. It is not the responsibility of the Centre to care for sick children. Parents are expected to co-operate in full with this policy for the protection of their own child, the health of all the other children at the Centre and the Centre's Staff.

PARENTS' RESPONSIBILITIES

- a. Phone the Centre to inform the Staff that the child will be absent and the reason for the absence.
- b. Keep your child at home (or with care-giver) as long as she or he is still suffering from a fever, vomiting, diarrhea, complicated cold or flu symptoms (green mucus, heavily phlegm-congested coughing, excessive discomfort or lethargy).
- c. Return your child to the Centre only when she or he is fever-free and symptom-free without the aid of fever-reducers or other medications for one full day, and is able to fully participate in all Centre activities (indoor and outdoor).
- d. Allow the Centre's Staff to ascertain the health of your child prior to re- admission to the Centre.
- e. If notified that your child has become ill during the course of the day, it is the parent's responsibility to remove the child from the Centre within one hour from the time of the call
- f. Notify the Centre if your child has a contagious disease (such as measles, mumps, chicken pox, hepatitis, meningitis, head lice).

Group day care is not a good environment for children who are ill. Daycare staff, because of their continuous association with the children and trained observation of their performance, is quickly aware of changes in appearance or behaviour of the children. Thus staff are frequently the first to detect the earliest signs of possible communicable disease or illness.

Daycare staff are required under the Child Care and Early Years Act and the Public Health Department to exclude children who are ill in order to prevent the spread of contagious disease or illness.

Parents must be prepared to make other arrangements for their children when they are ill. As a working parent, this is not always easy; therefore we ask you to make alternate arrangements in advance with a neighbour, friend or grandparent, so that when a parent cannot be reached, the emergency substitute can pick the child up.

NOTE: Please ensure that all contact information is current. In the event of an emergency it is important that a parent be accessible.

CENTRE'S RESPONSILITIES:

- a. To assure the health of all the children and Staff of the Centre. One of the key ways to reduce the spread of infectious diseases is to confirm that a child returns to the Centre only when she or he is symptom-free. Staff have the right to refuse re-admission until the child is deemed to be symptom- free by the Staff (and notwithstanding authorization from a medical professional).
- b. To notify parents as soon as a child is exhibiting symptoms of illness and/or illness related discomfort while in the care of the Centre (e.g. fever, extreme lethargy, rash, etc).
- c. To notify the designated guardian of the child if the parent does not return the emergency call after one hour. The guardian is then expected to pick up the child immediately upon receiving the call.

SLEEPROOM PROCEDURES:

Every child in the centre will be provided with a cot (for Toddlers and Preschoolers) or a crib (for children in the Infant room) to rest /sleep on. Centre will also provide with a clean sheet and a blanket. Parents are welcome to bring a blanket from home as well. Infants who are being transitioned to the toddler room will be provided with both: a cot and a crib. Eden Daycare Inc. follows the current recommendations set out in the *Joint Statement on Safe Sleep* (Public Health Canada) for Infant Sleep room. Children up to their first birthday are placed on their backs for sleep. This has been Health Canada's recommendation since 1993, as a means to reduce the risk of Sudden Infant Death Syndrome (SIDS). Parents can also request a copy of Eden Daycare's Infant Sleep room Supervision Policy for review.

All children are supervised by adults at all times, including sleep room. Parents are consulted about the child's sleep schedule during the orientation visit, in the first two weeks of transitioning into Infants and at move ups to the older rooms. Staffs supervise children at sleep times by physically moving around the classroom periodically to check indicators of distress and unusual behavior. Children are allowed to sleep for two hours. Children are allowed quiet activities in the Preschool rooms if they are not asleep after the first hour.

If any significant changes are observed in the child's sleep patterns or behaviors during sleep, staff will communicate with you and will work with you to address it.

POLICY REGARDING ILL CHILDREN

-Any child with diarrhoea may not return to the Centre until he/she **is symptom free for 24 hours and maintaining a regular diet.**

-Any child with discharging eyes/ears may not return to the Centre until eyes/ears have been **free of discharge for 24 hours.**

-Any child with a fever over 37.8C (100F) in the morning usually develops a higher temperature by afternoon. This suggests the child already has an infection and should not come to the Daycare until he/she has had a normal morning temperature of 37C (98.6F). Parents will be called for pick up for any child with a fever of 101F or 38.3C. **The child must be fever free for 24 hours before re-admittance to the Centre without the aid of fever-reducers.**

-Any child who has vomited for reasons other than coughing or choking **may not come to the Centre until he/she has not vomited for 24 hours and is taking and retaining a regular diet.**

-A medical doctor must diagnose a child who is suffering from a contagious disease such as chicken pox, impetigo or unknown rash, before returning to the Centre.

It has been our experience that prompt treatment of any illness will facilitate the child's early return to health and the Centre and will minimize the possibility of cross infection for the other children. A child may be readmitted when:

- a) exclusion requirements of reportable communicable diseases are met; or
- b) condition of minor communicable disease has cleared; or
- c) the doctor gives permission to return, stating that the condition is no longer communicable to others

Each time your child is absent, the parent is requested to contact the Centre to inform us of the reason for the child's absence. This will facilitate the monitoring of the spread of illness among the children.

STAFF RESPONSIBILITIES

Under Public Health Regulations, staff are required to perform the daily health check on each child as they enter the Daycare. This information is documented on your child's records. Keeping track of illnesses amongst the children is a provincial requirement as the Child Care and Early Years Act states: - Every Licensee shall ensure...where a child appears to be ill, the child is separated from other children ...symptoms are noted in the child's records. Where a child is separated from other children because of a suspected illness, the licensee shall ensure that, a parent of the child takes the child home."

COMMUNICABLE DISEASE CONTROL

From time to time, and season to season, there will be a variation in the number of children who will become sick. This is expected in any group environment. If there is a concern or significant increase in the number of children, staff and volunteers that become ill, Eden Daycare will call Region of Peel Public Health and follow instructions given from Public Health. Parents can be helpful when reporting their child absent due to illness by giving symptoms, and/or confirming diagnosis from the doctor.

OUTBREAK MANAGEMENT

The definition of an outbreak depends on the type of infection, normal seasonal variations, as well as provincial/territorial public health guidelines. A list of reportable diseases can be found at www.peelregion.ca/health/professionals/. An outbreak can also be determined by the number of people at Eden Daycare that have similar symptoms. If Eden Daycare feels there is a concern because of the number of people infected they will contact Region of Peel Public Health and follow instructions given by the Public Health. A warning signal is when 10% of the children are sick with a similar illness. When required Eden Daycare Inc. will post a sign at the front entrance to the daycare indicating the disease. Keep on Track information sheets will be posted on classroom bulletin boards and/or given to parents.

IMMUNIZATION

The Child Care and Early Years Act stipulates that prior to admission, each child must be immunized as recommended by the local medical officer of health. Eden Daycare Inc. requires that medical information confirming a complete medical assessment be submitted before the child's first day. The medical form must be updated in accordance with the child's immunization schedule. Where a parent of the child objects to the immunization on the ground that the immunization conflicts with the sincerely held convictions of the parent's religion or conscience or a legally qualified medical practitioner gives medical reasons as to why the child should not be immunized, then Ministry approved Statement of Medical Exemption form for Medical Exemption to Immunization must be completed by a doctor OR Statement of Conscience or Religious Belief forms for religious/conscience objections must be completed by a "commissioner for taking affidavits" (i.e. must be notarized). In an outbreak, this child will not be allowed to attend the daycare.

ADMINISTRATION OF MEDICATION

In accordance with provincial legislation and the Child Care and Early Years Act, one staff will administer prescription medication to children and a second staff will witness the administration. Both staff will sign and initial the time and amount. Medication is only administered with parent/guardian's written authorization and directions. The first 24 hours of a new prescription must be given at home unless accompanied by a doctor's note.

1. Parents must provide written authorization, including:
 - name/type of medication
 - date of purchase and expiry
 - dosage amount to be given at Centre
 - reason for medication
 - dates and times to be given at Centre
 - number of dosages and times given at home signed and initialled by parent
 - possible side effects
 - name and phone number of prescribing physician
2. Medication must be in the original container, clearly labelled with the child's name, name of the drug, the dosage, the date of purchase and instructions for storage and administration of the drug.
3. Non-prescription or over-the-counter medications cannot be administered unless they are accompanied by written instructions from a medical doctor.

If a child sustains a minor injury while under the care and custody of the Eden Daycare Inc. and the child can remain at the centre participating in full activity e.g. bruise, small scrape/cut, sliver:

- a) The child must be given the appropriate first aid.
- b) The parent must be informed of the incident when they pick up the child. The Incident report will also be presented to the parent, a copy will be provided on request.
- c) The incident report will be written, signed and dated by the Staff on duty and the Executive Director.

IN CASE OF EMERGENCIES:

Parents' Responsibilities:

Respond immediately to the call from the Centre and join the child and Staff member at the designated location.

ALCOHOL AND PICK UP

If staff feel at pick-up that a parent/guardian is under the influence of alcohol, staff must address the concern with the parent/guardian in a respectful manner. Staff must offer to make alternate arrangements for pick-up on behalf of the parent. If the parent is not driving and staff are concerned for the safety of the child the recommendation is that CAS be contacted. If the parent/guardian is driving and insists on taking the child with them, staff must call 911 before they get into the car, inform dispatch that the parent/guardian has the intent to drive while staff suspect they are under the influence.

Police will respond on site.

SECURITY CAMERAS:

Parents should be aware that Eden United Church (our landlord) monitors their property with video cameras that are placed in the parking lot, exterior of the building, and in the hallways for security purposes.

DOOR SECURITY SYSTEM (FOB)

Eden Daycare Inc. has a secure entry system to enhance security for the children, staff, and parents. The front door, the double doors by the kitchen, and the daycare will be locked at all times; and will be accessed by key fob holders only. Parents' fobs will be programmed to access the Centre from 7:00 a.m. to 6:00 p.m. Monday to Friday. Families will be allowed up to two fobs only. If more than two fobs are required by any family, requests can be made and will be distributed depending on availability.

There will be a \$25.00 deposit for each fob. When you withdraw from Eden Daycare, you will be required to return your fob(s) and your deposit will be refunded. If you lose a fob you must immediately report this to the Executive Director, or designate, and the fob will be deactivated. A \$25.00 fee will be charged to replace the fob.

Parents' must not share fobs with anyone. Parents must not allow anyone to tailgate and enter the Centre behind them, even if you know the other party. **Please remember to put the safety of our children first.**

Please bring your fob each day, as staff will not have time to answer the door if you forget. If there is an alternate pick up plan for a day, this needs to be coordinated by the parents with the alternate pick up person in advance. In the event that there is an unplanned pick up, by someone from the emergency contact list (as in a child gets sick mid-day and someone that does not have a fob needs to pick up the child) the guardian needs to inform the daycare of the estimated time of pick up and that person will have to ring in at the intercom to gain access.

OUTDOOR ACTIVITY

The Child Care and Early Years Act requires the Centre to plan outdoor activity for all children every day and we feel this is an important part of our program. Outdoor play stimulates the appetite, helps prepare children for sound sleep and improves their general overall health. Please send adequate clothing to ensure your child's protection from the weather. Extra mitts, hats and at least one extra pair of socks should be on hand in case the child gets wet. In warm weather, we request that you provide light cotton clothes, sunhats, and comfortable closed toed shoes (i.e. runners).

FIELD TRIPS

Two weeks prior to the trip a permission form will be given to the parent/guardian explaining:

- the purpose of the trip
- where the children are going
- the time they will leave and time of return
- the type of transportation
- volunteers required (if applicable)
- the cost of the trip (if applicable)

There will be a portion at the bottom of the form where the parent/guardian must sign and return with the payment (if applicable).

The Day before the Trip

Staff will remind all parents that there is a trip the next day and what time the children are required to be at the Centre. Buses have been scheduled to leave at a specific time in order for the children to arrive at their destination on time. Any children who are not at the centre when the bus is ready to leave will be the parent's responsibility for the day.

The Day of the Trip

All teachers should be aware of the children who are absent that day and it must be recorded in the class journals as well as on the attendance. A Staff member in each group will review the rules of the bus and trip prior to leaving the centre with the children and volunteers. All staff, children and volunteers must wear nametags. Cell phones must be turned on for the duration of the trip. As with short excursions when the children go off premises, staff ensures that Administration is aware of their plans, route and expected time of return (noted on white board at entrance). Staff must take their Emergency bag containing first aid kit, attendance, emergency information, etc. and children with anaphylaxis should have the 2nd epinephrine auto-injector with the staff whenever they leave the centre.

Each staff member and volunteer will be assigned a certain number of children to look after. They will be responsible to take their children on the bus and must be accountable for them at all times. When entering and exiting the bus one staff is inside to direct children and a second staff is outside helping the children board. No children under the age of 2.5 years will be taken on bus trips. The bus companies do not have insurance to cover the children under the age of 2.5 years. When all children and adults are seated a head count will be taken for each group. When exiting the bus Staff is to make sure that they have all their children and that they wait on the ground for all children to exit the bus A head count must be

taken after exiting the bus at the destination. The same procedure must be followed on the return trip.

Integration and Inclusion

Integration and inclusion are words used to refer to a set of values and beliefs regarding the incorporation or involvement of people with varying physical or intellectual abilities. These words refer to the acceptance of all individuals and their differences, and the bringing together of people with varying developmental and physical abilities in a harmonious, supportive, and respectful consolidation.

We believe that integration and inclusion support the development of the whole person, a main component in high quality childcare experiences. We believe that these views are necessary in order to foster the full participation of our population and for our programs to promote and be faithful to a welcoming acceptance of all people. Our beliefs encourage positive attitudes towards diversity; allow opportunities for people to learn about, understand, and become comfortable with a variety of human differences; and benefit not only children with special needs, but also typically developing children, parents, siblings, teachers, other caregivers, and society in general. The exclusion of individuals based upon their physical or intellectual capabilities is discriminatory and segregating and would open our Centre to the possibility of limiting every person's experiences, exposure to, and involvement with an important portion of our society. Our beliefs regarding integration and inclusion are embedded in all of our programs and provide further opportunities for the following:

- exposure to people with a range of abilities
- acceptance and the formation of relationships and respect for others
- the participation of every child and family irrespective of current ability levels, which leads to the development of self-esteem, confidence, and capability
- peer interactions and expectations which provide social incentives to implement or use "new" skills and knowledge
- teaching Staff to become more aware and focused on the strengths and needs of all the children, their own teaching style and methods, and on the program itself, and
- the enrichment of our communities through direct experiences with people with diverse strengths and needs.

The Centre will accept "handicapped children" as defined by the Child Care and Early Years Act Ontario. The intent is to provide care for children with special needs in an integrated setting and to provide support to Staff working with these children.

PROCEDURE:

- 1) The Administration will approve the application based on the Centre's ability to meet the child's need.
- 2) The necessary infrastructure based on the child's needs will be put into place by the Administration in order to admit a child into any of the programs.
- 3) Resource Staff from an outside agency in Peel will assist, as necessary, in setting up and maintaining an appropriate program for each child with a special need.

We will individually assess the resources and facilities at our disposal such as the physical space, accessibility, and Staffing, as well as our ability to meet the specific developmental and/or physical needs of each child. We will attempt to place the exceptional child in an appropriate grouping and with his/her peers as much as possible. We will also work towards finding appropriate ways to provide our superior level of care and teaching to all families and to provide the needed support for each child to grow and flourish. If we find that our resources and/or skills are inadequate in meeting the specific needs of the child, we will work towards assisting the family in their search for a more appropriate educational or care setting for their child.

ACCIDENTS / MINOR INJURIES

All staff are trained in Standard First aid and CPR including Infant First aid and CPR. If a child sustains a minor injury while under the care and custody of Eden Daycare and the child can remain at the centre participating in full activity e.g. bruise, small scrape/cut, sliver, bite, etc.

- a) The child must be given appropriate first aid.
- b) The parent must be given a copy of the incident report when they pick up the child.
- c) The Incident Report will be signed and dated by the staff on duty and the Executive Director/designate.

SERIOUS OCCURRENCE

The safety and well-being of the children at Eden Daycare is our highest priority. Staff at Eden Daycare work diligently to provide a safe, creative and nurturing environment for each child. In spite of all the best precautions, serious occurrences

can sometimes take place.

A serious occurrence could include:

- life threatening injury or illness to a child
- Fire or other disaster on site
- neglect, allegation of abuse
- missing child
- death of a child

Licensed centers are already required to report serious occurrences to the Ministry of Education.

Effective November 1, 2011 Eden Daycare Inc. will post information about serious occurrences that happen at the centre. This posting will be beside the daycare's license on the main bulletin board in the entrance hallway. It will be posted for 10 business days.

SOCIAL MEDIA: At Eden Daycare Inc. we caution parents and staff, that if taking pictures of children on the premises or on any field trip, prior permission needs to be obtained, and pictures are not to be posted on any social networking sites.

CONFLICT RESOLUTION

POLICY: Eden Daycare Inc. believes in resolving parents/guardian concerns and conflicts related to the service provided and employee concerns and conflicts, related to their employment relationship, in a prompt and equitable manner. Parents/Guardians and Employees who express any concerns, or lodge a formal complaint under this policy, or who provide information regarding a complaint under this Statement of Policy and Procedure may do so without fear of retaliation or reprisal. Any such conduct will be subject to immediate corrective action.

PURPOSE: The purpose of this Statement of Policy and Procedure is to provide an effective problem-solving and conflict resolution process which every parents/guardian and employee can utilize without any concern. It is a vehicle by which parents/guardians and employees may lodge complaints or express concerns to management about the service provided and their relationships with Eden Daycare Inc. or on other issues.

SCOPE: This Statement of Policy and Procedure applies to all parent/guardians and employees.

RESPONSIBILITY: Executive Director/Designate is responsible for investigating and responding to parent/guardian and employees in a timely manner regarding issues or concerns raised through this procedure. Parents/guardian and employees who believe they have legitimate complaints or concerns are encouraged to use these procedures without fear of reprisal or recrimination.

PROCEDURE:

Informal problem-solving:

Parents/Guardians and Employees who believe they have legitimate concerns about any aspect of their relationship with Eden Daycare Inc. should first discuss those concerns with the immediate second party and attempt to resolve them satisfactorily.

If the problem has not been resolved between the two parties, then administrative staff should be involved.

Administrative staff are required to discuss and/or investigate any concern raised, and to respond in an appropriate manner, within **two (2) to five (5)** business days of learning of the concern or dispute. If the issue is not resolved in a manner that is satisfactory to the parents/guardians and employees, a formal complaint may be lodged by the parents/guardians and employees to the Board of Directors.

Formal problem-solving:

If a parent's/guardian's and employee's concern is not resolved in a satisfactory manner, through the informal problem-solving process, a formal complaint may be lodged, within **five (5)** business days of the facts becoming known that give rise to the concern or dispute.

A formal complaint is required to be in writing. The completed and signed complaint shall be addressed to the Executive Director/Designate and be presented in person. The employee may request the assistance of any member of Eden Daycare Inc. in preparing a formal complaint. Preparing a formal complaint will not be interpreted as criticism of any individual. The Executive Director/Designate will inform the Executive members and the HR Committee of the Board of Directors within 24 hours of a formal complaint.

Within **five (5)** business days of receiving a formal complaint, or at a time mutually agreed upon, the members of the board shall meet with the Executive Director/Designate, to investigate the complaint. A meeting may be required in an attempt to resolve the issue. The Board of Directors will respond, in writing, to the parents/guardians and employees who lodged the complaint, within **ten (10)** business days. The Board of

Director's decision shall be final and binding upon the parties.

CONFIDENTIALITY/ PROFESSIONALISM

Eden Daycare Inc. strives to operate in the most professional manner possible. Therefore, parents are reminded that issues relating to the professional operation of the Centre and its staff, students and families must remain confidential.

ALL ISSUES AND CONCERNS SHOULD BE DIRECTED TO THE ADMINISTRATION.

PARENTAL INVOLVEMENT

Individual interviews and parent meetings on request may supplement daily contact with parents and staff. Eden Daycare welcomes parents. Should you choose to visit your child's classroom, arrangements can be made through the office.

Parental involvement is also encouraged at the board level where four positions are reserved for parents on the Eden Daycare Inc. Board of Directors.

LET'S KEEP EACH OTHER INFORMED TO KEEP OUR CHILDREN HEALTHY AND HAPPY!!

NOTE: Smoking is prohibited on the daycare premises and on the daycare playground.

REVISION CONTROL

DATE	REVISION	EFFECTIVE
11/08/2015	CCEYA Implemented	12/08/2015
11/04/2016		11/04/2016
24/08/2016	Phase 2 : CCEYA	24/08/2016
30/11/2016	Added Door Lock, Waitlist, Revised rates	30/11/2016
08/05/2017	Waitlist Policy added, Application Process revised removing duplicate sentences	08/05/2017
11/09/2017	Registration fee added, Fee increase	01/01/2018

**Please sign and return to Eden Daycare Inc. office. Thank you.
I/We the undersigned acknowledge that we have read the Parent Policies of Eden Daycare Inc.
I/We understand and agree to adhere to these Parent Policies.**

Please print name

Signature

Please print name

Signature

Date: _____

Office Use: Date received - _____

Administration Signature - _____

Revised and approved by Eden Daycare Inc. Board of Directors November 30, 2016