

# Parent Handbook



## More Than Just Babysitting Child Care Centre Inc.

~Since 1987~

[www.mtjb.ca](http://www.mtjb.ca)

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## **Welcome to MTJB**

We would like to take this opportunity to welcome you and your family to our MTJB Child Care Centre. We recognize the importance of the best possible quality child care and early learning environment to meet your family's needs.

Parents are encouraged to read the Parent Handbook and any other memos and newsletters made available. We welcome any suggestions, comments, and constructive feedback to help us continue to provide the highest level of quality care to your child and family.

It is our mission to provide quality child care to the children and families through our five centres within Grenville County. Our early childhood program exists to provide infants, toddlers, preschoolers, kindergarteners, and school-age children with a warm, loving environment where they can feel safe, secure, and happy. We offer a wide range of opportunities for children to learn and grow. We provide nutritious snacks & lunches, a play-based curriculum, plenty of outdoor activities, kindergarten readiness programming and much, much more. We give your child a chance to make new friends and socialize with children their own age. MTJB also offers a wide range of exciting activities during the summer, such as guest speakers, swimming, water fun days, cooking experiences and lots more.

Our staff members are carefully screened and certified in early childhood education or diplomas and degrees related to young children.

We are licensed by the Ministry of Education and we adhere to the highest standards of early learning programming and safety.

Our classrooms reflect the spirit of children and support their developmental needs. We prepare the environment so that it offers stimulating, challenging materials and activities. Every day we work to make learning fun. We provide excellent childcare working in partnership with parents and families to provide the best early years for our children.

Our staff is dedicated to providing the most comfortable and happy environment for your children. Our program not only stimulates educational growth but most importantly, ensures love, acceptance and safety to all the children.

The parent handbook supports transparency and communication with our parents and families. It clarifies information about the services that are offered so that our expectations are the same. Information is detailed so that when you are considering whether to enroll your child/ren at MTJB, you can make informed choices among programs offered within the community.

From time to time the Parent Handbook is modified; notice of change will be posted at the Centre and a revised copy of the Parent Handbook will be available online at [www.mtjb.ca](http://www.mtjb.ca).

We hope you enjoy your time at MTJB.



## Vision

***That each child looks fondly upon their time with us with wondrous eyes and brilliant smiles knowing we have prepared them to confidently excel where life takes them.***

**For our children** this means a nurturing, safe and fulfilling environment allowing children to thrive emotionally, socially, mentally, and physically.

**For our parents** this means we add to the joy and security of the family unit. Parents can anticipate a great day for their child each and every morning and share in their children's rewards when they pick them up each day.

**For our team** this means working in an environment that encourages and supports passion and excellence allowing each team member to thrive mentally, physically, emotionally and socially.

**For our communities we serve** this means strong relationships that contribute to economic sustainability and enhancing quality of life for residents.

**For MTJB** this means a stable, financially secure organization with a reputation for providing creative programming, exceptional child care and making a real difference in the lives of families.

## Mission Statement

**We Create a World... "Where Kids Count"**

**To provide quality child care services to the families it serves. We give children the opportunity to develop their voices for the enjoyment of today and the betterment of tomorrow.**

## Motto

*I love my job for all the little reasons.*



## **Guiding Principles**

The guiding principles or core beliefs of the organization are as follows:

We believe in:

- Respect for each individual
- Nurturing of free spirit, energy and inquisitiveness
- The existing family unit and that by creating a safe, trusting, homelike environment, we are devoted to the well-being of the whole child
- Maintaining long-lasting relationships
- The strength of teamwork, that by utilizing all available resources we can best respond to the challenges and opportunities of today and tomorrow
- Supporting our communities and meeting their needs proactively
- Our children's ability to reach their potential through incidental learning
- Building partnerships within our child care network to maintain a high level of excellence in service and professionalism

## **2023 PROGRAM STATEMENT**

MTJB endeavours to provide quality programming based on research and practice from around the world that contributes to positive experiences and outcomes for children. "How Does Learning Happen? Ontario's Pedagogy for the Early Years (2014)" is a document to be used for the purpose of guiding licensed childcare programs. This professional learning resource will support early year's programs and will inspire critical reflection and discussion among the staff, the children and their families. (Minister's Policy Statement on Programming & Pedagogy, made under the Child Care and Early Years Act, subsection 55 (3), 2014)

- MTJB will use this resource to strengthen our programs' value; to ensure high quality and enriching experiences that lead to positive outcomes.
- MTJB recognizes children as competent, capable of complex thinking, curious, and rich in potential.
- We value and build on their strengths and abilities.
- MTJB sets out goals for children and expectations for programs, organized around four foundations central to children's learning and growth; belonging, well-being, engagement, and expression.

These foundations guide educators in planning and creating the kind of environment and experience meaningful for them to encourage and build on their learning. Staff, students, and volunteers will read the Program Statement and sign off on the Policy and Procedures Sign-off



binder before employment or before interacting with children; also, if and when the statement has been modified and on an annual basis.

The goals that guide the MTJB program for children at our child care centre are as follows:

1. To promote the health, safety, nutrition, and well-being of the children, family, and educators:

The first step in establishing and nurturing health, safety, and well-being for children in our programs is through the connections they make with the program staff and student placements. Educators build partnerships with the families through communication and familiarizing themselves with all information concerning medical conditions, allergies, food restrictions, medication requirements, and parental preferences in regards to nutrition, physical activity, and rest time. Thus, giving the children a sense of security, confidence to express emotions, the feeling of being included, and fully supported in their development, while fostering the value of their voice.

- **Health and safety:** As a licensed child care operator, MTJB meets and exceeds all health and safety requirements of the Ministry of Education and local government bylaws. Monthly inspections are held with the school administration at our programs housed within schools. All sites complete monthly inspections as per our Health & Safety Guidelines created with Peninsula. There are appointed health and safety committees at the Kemptville Main Site and the Maynard Main Site. At our satellite sites, the site supervisors complete the monthly inspections. Health and safety information is posted on our "Parent Communication" boards and referenced in the Parent Handbook. Staff members are available to discuss health and safety policies and protocols as questions arise. Cleaning and disinfecting of equipment and play spaces are completed daily.
- **Nutrition:** MTJB offers healthy snacks and balanced lunch for our infants, toddlers, and preschoolers (0 – 3+-year-olds). Our kindergarten and school-age children are provided morning snack choices through an open snack time before school and family-style snack time after school. For the kindergarten and school-age children, MTJB's Brown Bag Lunch Policy provides parents' guidelines to ensure the nutrition, health, and safety of all children. A hot lunch program may be offered during the summer months; parents can purchase meals through this program for their children.

Our menus align with the current Canada Food Guide. Snacks and lunches are served family style. MTJB collaborates with nutrition professionals to develop standard menus for all of our programs that are both nutritious and appealing for children. Menus are posted on the bulletin board two weeks in advance; a sample menu is posted on our website. Menu items are made from scratch and offer the children opportunities to experience various healthy meal options and new ideas.



We accommodate dietary or religious food requirements for children in our programs. Children's dietary restrictions are posted in each eating area and the kitchen. MTJB is a nut safe center; we do not cook with nuts or nut oils, or nut butter. Foods containing nuts or nut by-products are prohibited. We request that anyone who has eaten peanut butter to brush their teeth and wash their hands and face thoroughly and check clothing for peanut butter before coming to the daycare.

Birthdays are a special time for children; however, we cannot accept birthday cakes or other outside food for birthday celebrations. Please speak to your Program Manager or their designate for options to make the celebrations special. We all join together for the Happy Birthday song.

MTJB does have an Anaphylactic Policy and procedure in place, and staff members are trained in the use of Epi-pen. Staff members are informed of all dietary restrictions as part of the enrollment process; they are reviewed during staff meetings, within individual cohorts, or outside of rooms as required. Children have access to drinking water throughout the day. MTJB has several staff members, including Dietary staff that have completed the Food Handlers course offered through the local health unit.

- Well-being: MTJB supports positive and responsive interactions among the children, parents, and educators. MTJB recognizes each child has equal rights to participate in program activities and we acknowledge and respect each child's unique qualities and family environment, as well as their developmental abilities and needs. In cooperation with outside agencies such as Early Language Express and Inclusion Consultant Leeds and Grenville (Children's Services), we work diligently to establish programming strategies that foster an inclusive learning environment in which every child can participate. We view the diversity of children and families and educators as an asset and plan programs to celebrate our differences and enrich the environment while developing self-help, empathy, and social skills.
- Belonging: MTJB supports a pedagogy of care; which cultivates a sense of connection, relationships, and partnerships with children, families, educators, and supporting professionals. We acknowledge and value the wholeness of each child, seeing each as capable, competent, and curious as an individual and as a unit with their partnerships. Everyone is valued, appreciated, and celebrated for their talents and experiences, and these are embraced as they form strong relationships, partnerships, and contributions within the group and the natural world.

MTJB strives to create an environment that is "home-like" and is a true reflection of the children, families, and educators. Bridging home and MTJB together to form our "home



away from home". It is a place where all are welcome, embraced, and accepted in a judgment free, strength-based, trusting, caring and cohesive atmosphere. The MTJB family demonstrates confidence and trust as we work together to support our children and families. We are committed to continued learning, forging new partnerships within the community while we strengthen those already in place. Partnerships such as intergenerational projects with Wellington House and Mayfield retirement home, YMCA, Augusta Township etc.

- Engagement: The programs at MTJB provide environments and experiences to encourage children in fun, creative, and meaningful exploration and play. Our staff recognize each child being an active and captivated learner who explores the world through their body, mind, and senses. Staff make use of circle time, mealtimes, and one on one conversations with the children to explore ideas and hear feedback on current program activities. We ensure all our children are heard and feel included during discussions, indoor & outdoor play, and organized activities; feeling genuinely involved and invested and interested in what they are doing. Whether in a small or large group, our staff create daily routines that allow the children to participate and provide opportunities for child led activities, art projects, and play. By encouraging engagement, we can foster a true sense of "home away from home" where everyone feels heard and important. MTJB also promotes engagement with families by use of daily reports, direct messaging, and face to face conversation to support our children in every capacity we can. We work closely with families to create the best possible experience for the children in our care.
- Expression: At MTJB we know that every child is a capable communicator and expresses themselves in many ways. Our program educators foster this expression using a wide variety of strategies and approaches. By encouraging conversation, talking out problems, and demonstrating active listening, we can support expression through language. Providing time, space, and materials to promote expression through the arts and creative play also features regularly in our day-to-day activities. Our staff provide a wide variety of "loose parts" materials and open-ended topics to build on children's interest. MTJB recognizes that children have many "languages" that they use to communicate with and we strive to actively engage all our children, ensuring everyone feels that they have a "voice" and can connect positively with each other, their families, their community, and themselves.

2. To encourage the children to interact and communicate positively and support their ability to self-regulate:

Our program supports children's self-regulation, ability to deal with stress, and to remain calm, alert, and ready to learn. We believe that positive practices are an integral part of our program as it complements our goals and philosophy. This ensures a smooth-running program and teaches children to respect others, themselves, and property.



Under no circumstances will staff exhibit prohibited practices: corporal punishment of the child including spanking, hitting, and shaking; physical restraint of the child, such as confining the child to a high chair, car seat, stroller, or other devices for discipline or instead of supervision, locking the exits of the child care center to confine the child, or restrict the child in an area or room without adult supervision; use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth; deprive the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or inflict any bodily harm on children, including making children eat or drink against their will. The educator will act as a role model by demonstrating and encouraging positive verbal communication in an open, honest manner. MTJB believes that a quality program will work as a preventative measure regarding prohibited practices. An age-appropriate program has lots of toys and activities; has a balance between stimulating and quiet, conducive to learning and appropriate behavior.

A relaxing yet enriching program, has a variety of activities but is not overwhelming, is challenging; however, has the opportunity for success and will work towards this goal. Ensuring that children are active, stimulated, challenged, and have the chance for success while consistently seeing adults conduct themselves appropriately will foster happy, developing children. Positive practices to guide the children will be used consistently.

In 2023, we are still encouraging our children to maintain social distancing when feeling unwell and wearing a mask. We have classroom posters displaying proper handwashing practices and coughing into their sleeves. We create individualized plans with our children and families to promote best practices within the classroom regarding their self-regulation. The plan enables children to have self-control over their situation and emotional response when they are feeling upset. The staff member will implement the techniques as soon as possible after challenging behavior. They are at the child's developmental level, related to the challenging behaviors, and designed to assist the child in learning desired behavior. The parent or guardian will receive feedback regarding the plan. The plan will be adjusted if necessary. Current practices include "Hands off" reminders, WITS Program and encouraging open ended discussions.

3. To foster the children's exploration, play, and inquiry:

We strive to create learning environments that are open-ended and developmentally appropriate. We view children as individuals who bring their unique ideas, knowledge, and experiences about their physical and social world to the classroom. We appreciate that children have a variety of learning styles.



Staff will demonstrate flexibility in supporting children in their expansion of play and the use of play materials. We will act on teachable moments throughout the day during indoor and outdoor activities to expand children's interest and knowledge.

We observe and document the children's interests and day-to-day operations by providing children with different materials and experiences that incorporate the four foundations of learning; belonging, well-being, engagement, and expression. The environment is set up to encourage the children to challenge their abilities, expand their interests, and develop relationships. Activities and materials are provided in a safe, comforting, and inviting environment with adequate supervision that also allows for risk-taking in play.

#### 4. To provide child-initiated and adult-supported experiences:

Our center is inclusive to all children, incorporating the five domains (social, emotional, communication, language, and literacy, cognitive, and physical). Educators' role-model appropriate social skills throughout the day to support learning and growth and promote interaction with children in a way that fosters self-esteem. The children are supported as they learn to self-regulate their emotions and to recognize empathy through all areas of the classroom, both inside and outside.

Children's interests are valuable to their learning and offer a wide variety of experiences.

A visual environment created through displays that are inclusive promotes well-being. We promote a positive and supportive approach to all interactions with all children, peers, other adults in the room and parents/caregivers. Educators ensure the children are able to engage in outdoor play experiences safely. Physical play contributes to children's well-being through sport play; children learn turn taking, communication, sharing, good sportsmanship as well as gross motor skills.

#### 5. To plan for and create positive learning environments and experiences:

To support each child's learning and development, the educator will engage the children in activities based on the children's expressed interest and developmental levels. Activities can be modified according to each child's ability. We acknowledge the parent as the child's first teacher.

The role of the educators is to facilitate bridging the home and daycare experience while using the environment for children to learn through play. Educators use numerous ways to assist children in learning. These include, but are not limited to, allowing the children to have input in where they play (Outside vs. inside, interest area, etc.), recognizing when children need time for movement instead of sitting down to learn, as well as allowing the children to choose what materials and play experiences they want. Heightened learning results through the educators' knowledge, problem-solving/critical thinking, and enriched environments enhanced with loose parts. It offers the opportunity to scaffold children's learning. Children are encouraged to interact and communicate positively as they are supported in their ability to self-regulate. We recognize children's various



emotions and ensure that they are aware that the educators understand their feelings by offering guidance when needed; this may include supporting breaks or activities to calm a child.

Educators will plan for and create positive learning environments for each child, to experiment, explore, and support them in their learning and development. Enhanced support may be available to aid educators and children in the program to ensure all are successful. Our educators continue their education through workshops and learning sessions offered either in person or online. Pedagogical leaders will provide educators with ongoing support using their training with the United Counties of Leeds and Grenville.

We will ensure all parents are always welcome and feel a sense of belonging by engaging in ongoing online communication and other means, i.e., Lillio, Facebook, e-mails, and phone contact through the daycare, drop off and pick up times. We engage all families through positive interaction.

6. To consider the individual needs of the children receiving care:

MTJB provides quality indoor and outdoor play, rest, and quiet time integrated into the day that considers each child's unique needs. Children in our full day programs will spend a minimum of two hours each day outdoors, weather permitting. Our before and after school programs will spend a minimum of thirty minutes outdoors, weather permitting.

Children should come with proper clothing for outdoor learning. Rain, snow, wind, and temperature (Within certain parameters) do not prevent us from playing outdoors. Children learn, play and explore in all the elements our seasons have to offer. Children get excited about puddles and mud creations; they are learning as they play and explore. MTJB provides a seasonal newsletter to help prepare parents with the clothing requirements needed for outdoor play as temperatures change.

Supervised moderate risky play is part of our program both indoors and outdoors. Along with the educators, children are involved in the assessment and decision making of the risky play. We offer a selection of activities for the children to participate in, where natural elements are introduced into the play environment. Our educators include an equal amount of fine motor and gross motor play throughout the day.

Rest time for infants is based on their personal needs; rest for toddlers and preschoolers are based on their individual needs within two hours. All sleep is supervised at all times as per our Safe Sleep Policy. Children who are outgrowing their naps and preparing for kindergarten will be part of a waker's program. The waker's program may be held within a designated area in the room offering quiet activities.



7. To foster the engagement of ongoing communication with parents about the program and their children:

We see families as experts who know their children better than anyone else and have vital information to share. We value and engage them in a meaningful way.

Parents are welcome to enter their child's classrooms. MTJB is always ready to provide face-to-face communication with families, taking the time to discuss their children's day, providing time for them to ask any questions or share any concerns. In some cases, a conference will be held with parents and outside agencies to create a plan for success for their child. Similarly, the knowledge and experience of our educators can benefit families in their relationships with their children.

MTJB operates under the direction of a volunteer Board of Directors; we encourage parents to become involved by becoming a director on the board. By working together, we better understand the family's needs and expectations and the child's development, giving children the best learning opportunity.

8. To involve local community partners and allow those partners to support the children, their families, and staff:

We receive extraordinary support from the agencies and local businesses of our area. Community partners are a vital part of a successful business. MTJB has relationships with many outside agencies, including Early Language Express, Inclusion consultants (UCLG Children's Services), and representation on the Supervisor Network Committee.

MTJB is the third-party operator secured by UCDSB and CDSBEO to run before and after school programs for designated schools. We have a purchase of service agreement with the United Counties of Leeds and Grenville for child care fees subsidy. We have three programs located in schools; our presence provides a service to the parents and encourages student enrollment at the schools. We have established relationships with the administration and many of the teachers at the schools.

Working together, we have created a cohesive approach to early learning for all.

Through our fundraising program, the children enrolled at MTJB participate in local activities, i.e. field trips, guest speakers, and the swim program. This year we are excited to bring back in person i.e., Girls Inc., YMCA, artists, musicians. We purchase our goods and supplies from local businesses, including a summer hot lunch program for our school-age children.

MTJB is a significant employer in Grenville County. In 2023 our staff component is expected to rise corporate-wide. A number of these employees will be summer students whose goal is to attain experience working with young children to support their post-secondary studies and future



careers. We also offer onsite learning for high school co-operative placement students and college placements from the Early Childhood Education Program.

9. To support staff or others who interact with the children at a child care center concerning continuous professional learning:

Early Childhood Educators register, and maintain good standing, with the College of ECE, which governs ongoing professional development. We see MTJB educators as knowledgeable, reflective, resourceful, and rich in experience; we value the experiences and environments they create for children. We encourage self-reflection, discussion, and ongoing collaboration and learning among educators. Our Pedagogical leaders visit with each classroom offering their guidance in these areas.

In 2023 each MTJB staff member will continue their professional development as it relates to their professional goals. Staff are required to complete a specific number of workshops, webinars, and community service hours annually, encouraging growth in their programs through the knowledge gained.

Staff members are encouraged to pursue their ECE diploma through online enrollment. Staff members are permitted to request time off from their position to complete the placement expectations. MTJB supports its staff members on this learning journey to the best of their ability.

10. To document and review the impact of the strategies (1) to (9) on the children and their families: Through enriched environments, observation, planning for scaffolding learning opportunities, reflecting, and evaluation, we will create documentation to use as a tool to communicate the children's learning, progress, wellbeing, development, and interests to their families and other professionals. Displaying photos of the learning activities in our programs on bulletin boards, Facebook and Lillio (with consent), allows families with broader access to see their children in their programs. This pedagogical approach supports MTJB children as they learn along a developmental continuum. It allows for smoother transitions from one program to another – for example, from childcare and family support programs to kindergarten, elementary school, and beyond.

MTJB strives to ensure all corporation programs reflect the same framework and practices yet maintain their originality. Families can expect quality care at every MTJB site and will receive consistent messaging through our communication formats. MTJB Board of Directors, Administration, Staff, and families will review the program statement annually or at any time when the program statement is modified.



## Board of Directors

Our organization is governed by a voluntary Board of Directors of up to twelve members whose role it is to approve policies, provide strategic direction and financial stewardship on behalf of the organization, and provide support and direction to the administrative staff.

Our Board meets monthly ten times per year, more often if required. The directors are parents, local professionals and interested members of the various communities served. The board of directors is responsible for the overall management of the corporation.

The election of the directors is held at the first board meeting in September. Parents are encouraged to participate on the board to help make MTJB the best possible place for children to learn and grow.

## Facilities and Programs

The MTJB Child Care Centre, Inc. at each location is licensed to accommodate the following age group of children:

- **Maynard Main Site:** 21 Stewart Drive, R.R. #2, Prescott
  - Birth until age 12
  - Hours of operation are Monday through Friday 6:30am – 5:45pm ○
  - Phone number: 613-925-4032**
- **Kemptville Main Site:** 14 Tophmar Drive, Kemptville
  - Birth until Kindergarten
  - Hours of operation are Monday through Friday 6:45am – 6:00pm
  - **Phone number: 613-258-4710**
- **Clothier Street Site:** 5 Clothier St., E., Kemptville
  - Kindergarten until Grade 6
  - Hours of operation are Monday through Friday 6:45 am – 6:00 pm ○ **Phone number: 613-240-3150**
- **Holy Cross Catholic School Site:** 521 Clothier Street, Kemptville
  - Kindergarten until Grade 6
  - Hours of operation are Monday through Friday 6:45am – 6:00pm ○ **Phone number: 613-884-6852**
- **Wellington Elementary School Site:** 920 Boundary Street, Prescott
  - MTJB holds a kinder and school-age license at this location in partnership with the Wellington Elementary School and the St. Mark Catholic School; however, the program is currently operating at the TR Leger Site.
- **TR Leger Site:** 490 Jessup Street, Prescott
  - Kindergarten until age 12



- Hours of operation are Monday through Friday 6:30am- 5:45pm
- The TR Leger Site also serves the students with children who are enrolled at the TR Leger Alternative Learning School
- 15 children between the ages of birth up to and including 5 years of age with a maximum of 3 infants under 18 months of age
- Hours of operation are Monday through Friday 9:00am – 11:00am / 11:45am – 2:00pm
- **Phone number: 613-246-7755**

### **MTJB Operational Information**

#### **Days of Operation**

Full-time and part-time care is offered, Monday through Friday, except for Statutory Holidays, the Christmas Break, a professional learning day, and the kinder and school-age program at two locations.

2024 Christmas closures are as follows:

Closed December 24<sup>th</sup>, 27<sup>th</sup>, 30<sup>th</sup>, 31<sup>st</sup>

Professional Development Day: October 18, 2024

The Maynard Main Site & TR Leger Site, Kinder and School-age Programs are prohibited from operating from August 26<sup>th</sup> – August 30<sup>th</sup>, 2024 inclusive.

### **Observed Statutory & Public Holidays**

All programs are closed on the following Holidays:

New Year's Day  
Family Day  
Good Friday  
Victoria Day  
Canada Day

Civic Holiday  
Labour Day  
Thanksgiving Day  
Christmas Day  
Boxing Day

### **MTJB Emergency Closing Policy**

Centres will close in circumstances where there is no hydro for an extended period of time, which is necessary for heat and lights, running water and operation of toilets. We will also close as a result of Acts of God that jeopardize the health and safety of the children and the staff, i.e., the ice storm of 1998.

MTJB is committed to having our programs open on all scheduled days. We recognize that emergencies beyond our control can occur, e.g., breakdown of essential services (hydro, heat and/or water, serious occurrence, closure by landlord) or inclement weather



days. We must consider the safety of all our families and staff members when we make decisions regarding full day closures or early closures due to emergency conditions.

Centres will remain open despite most inclement weather conditions. Parents should note that if buses are cancelled due to poor weather conditions, we will make every attempt to accommodate as many children as possible; however, spaces are limited. When busses are cancelled, children who attend MTJB centres located in their home school will attend school and follow the before and after school routine. Children who are bussed to another school will remain in our care for the full day.

### **General Guidelines for Centre Closures:**

Inclement weather can include any kind of extreme weather, usually snow or ice, which might create hazardous driving conditions or significantly impair normal operations at the child care centre. It may include severe thunderstorm activity, tornadoes, flooding or other natural perils. As the weather becomes increasingly unsafe, a decision might be made to close early. If the school board determines that the schools must close early due to severe weather conditions, the Centre will advise parents to make arrangements to pick-up their child(ren) earlier than usual

### **Closure prior to the opening of the Centre:**

The decision to close will be made at the discretion of the Board of Directors and the School Principal (where applicable); we value the safety of our staff members, and families above all else. Although we do our absolute best in this process, we know that often no perfect decision exists.

Notification of closure will be given as far in advance as possible. Information will be sent through Lillio.

Should MTJB be unable to provide notice to families and cannot open our program in the morning, MTJB reserves the right to refuse to accept children. This option will be exercised only when circumstances are out of our control.

### **Closure of the Centre during normal operating hours:**

In the event that MTJB will need to close the centre due to any emergency condition and/or when the host school has decided to close, the staff e-mail through Lillio, and post on Facebook, to have the parents/guardian's pickup as soon as possible. We ask that you arrange for emergency backup to pick up your child(ren) in order to allow the staff and their children to get home safely.



### **Closure due to job action or strike:**

In the event of job action or strike involving the school personnel, every effort will be made to keep the centre open and operating at full capacity. A job action or strike causes restrictions to the hours of operation and or programs offered. If there is a complete lock out, the centre may not be able to operate.

As tenants of the UCDSB and the CDSBEO our lease states:

*7.13 The Tenant acknowledges and agrees that notwithstanding any other provision of this Agreement, the Landlord shall have the authority to close the School Site including the Leased Premises from time to time in the event of an emergency or other situation which in the opinion of the Landlord poses a health or safety risk.*

*7.14 The Tenant further acknowledges and agrees that in the event of a labour action, strike, lockout or other similar occurrence the Landlord shall be entitled to require the closing of the School Site including the Leased Premises, in the event the Landlord's Collective Agreements and/or applicable statutes, regulations, rules or decisions require such closures.*

***Unless otherwise noted, the fees will not be refunded due to centre closures resulting from circumstances beyond MTJB's control.***

### **MTJB Enrollment Information Packages**

When a child(ren) is accepted into MTJB, the parent must complete an enrollment package. It includes pertinent information regarding the child(ren), such as family information, immunization records, and allergies.

This information package must be completed and returned to the office before your child(ren)'s start date.

### **Arrival and Departure Policy**

#### **General**

- MTJB Child Care Centre Inc. will ensure that any child receiving child care at the centre is only released to the child's parent/guardian or an individual to whom the parent/guardian has provided written authorization to the child care centre may release the child.
- MTJB educators will only dismiss children into the care of their parent/guardian or another authorized individual. The centre will not release any children from care without supervision. When parents/guardians arrive at the centre, they must inform the educator they are picking up their child.
- A parent/guardian may request that a child who is ten years old or older be released from child care without supervision. Parents/Guardians must provide written and signed authorization and instructions for the child's release, including the dismissal time.



- A parent/guardian may request that a child be released from child care to an authorized individual who is a minor, i.e. older sibling, babysitter etc. Parents/Guardians must provide written and signed authorization and instructions for the child's release, including the dismissal time.
- Where a parent/guardian provides written instructions for releasing their child from care without supervision, the parent/guardian is aware that MTJB is no longer responsible for that child upon dismissal.
- When a child does not arrive in care as expected or is not picked up as expected, educators must follow the safe arrival and dismissal procedures below.

### **Arrival and Departure Procedure**

Regular attendance encourages your child(ren) to develop a sense of trust, belonging with the other children, and staff. Having developed a sense of belonging, your child(ren) will feel more secure in the childcare setting and will be able to benefit more fully from the program.

Please notify the Centres as early as possible if your child(ren) is unable to attend.

MTJB takes responsibility for your child only when he/she is placed in the Educator's care. It is vital to ensure that your child has been safely received by the Educator each day.

If your child will be leaving the program early for any reason, please inform the staff as soon as possible so they can assist in preparing the child for his or her departure. Late arrival affects your child's ability to fully participate in the daily program, and late departures can affect his/her sense of security. For these reasons, we would urge you to maintain a consistent schedule wherever possible. If an emergency should prevent you from coming for your child at closing, please notify the centre as soon as possible.

**A late fee is applicable of \$25 per half hour. Children must be picked up and have left the premises by closing time.**



### **MTJB Program Information Authorization to Pick-Up**

You may wish to have a responsible person other than yourself pick up your child either on a regular basis or on occasion. Please ensure that all persons designated by yourself are included on the Emergency Information form completed at the initial enrollment process.

Under no circumstances will a child be released to any person not designated by the parents. Until we get to know the person picking up the child, staff will ask for personal identification, e.g., driver's license.

In the event there is a Court Order in effect denying access to your child, a copy of the order must be on file at the Centre. Otherwise, we cannot comply with the order. When a court order is in place and an attempt is made to pick up a child by a non-custody parent, we will do our best to comply with the Court Order. We will attempt to contact the custody parent and/or the police. Visitation rights of a parent engaged in joint custody must be exercised outside of daycare hours.

### **Under the Influence**

With respect to alcohol and drug use, MTJB will ensure the safety of all children within our care. Should a parent or designate arrive to pick up a child(ren) with the intent to drive home; and be suspected of being under the influence of drugs or alcohol, staff will respectfully request that the parent or designate choose an alternate method of transportation. Staff can call a taxi, family member, or friend to pick up the adult and the child(ren). If the parent or designate insists on driving home, staff will contact police.

We appreciate you not placing us in this difficult position.

### **Parking**

Parking is available in the designated area. Please ensure that you do not block the entrances/exits or bus zones at any time. Please, do not leave your vehicle running while dropping off or collecting your child(ren); do not leave other children unattended in the vehicle; do not allow children to exit the building unattended.

### **Transportation of Children to and from School**

MTJB does not provide transportation to and/or from school. It is the Parents' responsibility to arrange transportation to get their child(ren) to school.

### **Confidentiality**

All staff and members of the Board of Directors have taken an oath of Confidentiality. Information about your family is held in confidence. As well, staff members are not at liberty to discuss with



you issues regarding other families at the site. Please adhere to proper channels of communication for all inquiries.

### **Privacy Statement**

MTJB is subject to the Freedom of Information and Protection of Privacy Act ("FIPPA"). As such we are sensitive to the need to collect and manage your Personal Information and that of your children and family, appropriately. Examples of Personal Information may include the names of children and parents/guardian, address, children's dates of birth, health history, developmental history, emergency contacts, and authorized persons for pick-up of children.

### **Consent to Share Information**

Additional personal information may be collected by MTJB if you have given your consent for an outside agency to work with your child(ren) regarding certain activities such as social development support, language development and speech therapy, and behavioural support. Personal Information collected by us will only be shared with third parties either with your consent or in accordance with applicable legislation. A copy of referral documentation will be provided to you.

### **No Smoking/No Vaping**

Smoking is prohibited on the premises of More Than Just Babysitting Child Care Centre, Inc. as stated by the provincial law that came into effect January 1995. This applies to visitors and parents as well as staff.

### **Safe Drinking Water**

Legislation from Water Regulation 170, January 2002, states that all establishments serving water to small children and seniors must be treated, irrespective of the quality of the water. Scheduled lead flushing, monitoring and water testing is happening on an ongoing basis.

### **Charitable Status**

MTJB also has charitable status. We can accept financial donations and in return offer a charitable receipt for income tax purposes. If you or someone you know may be interested in supporting MTJB through charitable gifts, please speak to your Program Manager or Site Supervisor.

### **Emergency Information**

General emergency information is collected during the enrollment process. Please ensure that the Corporation has an alternate person to contact in case of an emergency and you cannot be reached. It is the responsibility of the parent to ensure that the emergency information that we have on file is current. A change of workplace, residential address, a new cell or home phone number, and the contact information for alternates must be always up to date. Please let staff members know if any of your information changes.



### **Information Sharing: Registered and Non-Registered Parents / Guardians**

From time-to-time children are registered at MTJB by one parent/guardian during their custodial time. MTJB will only share information with the registered parent/guardian as documented on their child(ren)'s registration form. Should a non-registered parent/guardian have questions regarding their child(ren)'s participation in the program, permission must be provided by the registered parent/guardian to allow for full disclosure. Any communication and written information regarding the child(ren) in this instance will be cc'd to the registered parent.

### **Immunizations**

It is a requirement of the Ministry that all children planning to attend the centre are up to date on their immunizations. We will ask for proof of their immunizations prior to or on their start date. A copy will be made and placed in their files. If they are not kept up to date it will result in suspension of your child(ren) until they are updated. Exceptions will be made with the completion of the "Statement of Conscious or Religious Belief" – Affidavit.

### **Inclusion and Specialized Services**

#### **Inclusion**

At MTJB, every child belongs and is welcomed. We are committed to providing fully inclusive environments that support the health and well-being of every child in our care.

MTJB supports the inclusion of all children in all aspects of the program, regardless of abilities, race, or religion. Children are considered for graduation to the older classrooms based on available space, schedules, and eligibility for their birthdays. The oldest child in the classroom may or may not graduate first. MTJB encourages children to be enrolled with same-age children, regardless of delays or special needs. The staff at MTJB has an understanding of early childhood development, and positive social interactions foster growth within each classroom. Each classroom program provides experiences each child needs to grow to their fullest potential, and it is recognized that success becomes different for each child.

If the staff identifies any developmental concerns with a child, they will discuss them with the Inclusion Consultant and the family. Support systems may be integrated into or offered in partnership with MTJB that could further assist the child's development.

Children who require these services will be referred to the appropriate agency in conjunction with the family. Please get in touch with the Program Manager or the Site Supervisor at the main sites for information on the process to assess your child(ren)'s needs. We work in cooperation with many specialists in the fields of speech and language, autism, infant development, and occupational therapy. Children who require these services will be referred to the appropriate agency.



Individual Service Plans will be created as required for a child(ren) with identified special needs. MTJB strives for children to be enrolled at the same age, regardless of any delays or special needs.

## **Waiting List**

### **1. Policy:**

MTJB uses a waiting list to allocate spaces as they become available. Prospective parents should be assured that the waitlist is administered objectively, based on guidelines established by the Ministry of Education. Admission is on a first come, first serve basis, subject to the priorities and considerations outlined below. It is important to realize that being on the waitlist does not guarantee that you will be offered a space in the program and within the timeline you require.

### **2. Application:**

Prospective users are required to contact the centre to apply for space through our website at [mtjb.ca](http://mtjb.ca). The application requires that you specify your child(ren)'s birth date and the date for required care. Once a space is available, you will be offered an opportunity to tour the facilities.

### **3. Waitlist:**

Based on the age of the child(ren) at the time care is required, the child(ren) is assigned to the appropriate age group on the waitlist. The waiting list will be available in a manner that maintains privacy of the children on the list. Prospective clients on the waiting list are welcome to call the Program Manager or the Site Supervisor from time to time to inquire of their status for enrollment. When a space is about to become available, the Program Manager or the Site Supervisor will determine the approximate age of a child(ren) who best fits the vacancy. The space will be offered to the child(ren) who is highest on the list, whose age is appropriate at "date of required care".

### **4. Offer of Space:**

As space becomes available families will be contacted. The Program Manager or Site Supervisor will inform the family that a space is available for their child. If the family is not available a phone message and email will be left stating that there is a spot for their child, the potential start date. The family will have 24hrs to respond and if we do not hear from the individual we will move on to the next family on the list. At any time, a family can contact the centre to determine what position they are on the waitlist. There are no fees required to be placed on the wait list. With many families taking advantage of the extended maternity leave to eighteen months, we realize we cannot enroll toddlers from the waiting list. We are licensed for ten infant spaces at each of our main sites. The infants graduate to the toddler program at eighteen months. Therefore, this leaves no openings for toddlers on the waiting list. Please speak to the Program Manager at your preferred site for availability.



## **5. The following information will be kept on file on the waiting list:**

- Parents first and last names
- Best contact telephone number(s) and or e-mail addresses
- Your expected start month
- Your child(ren)'s name
- Date of Birth (unborn children may be added to the list with expected month and year of birth)
- School the child(ren) will attend

## **6. How the waiting list works:**

1. Contact the centre to add your name to the waiting list through our website, [mtjb.ca](http://mtjb.ca).
2. The day that you contact the centre will be your seniority date on the waiting list.
3. There is no specified length of time that you need to be on the list to be offered a space.
4. Spaces are created when a family or child leaves or the centre expands. Spaces can be available at any time of the year and at any point in the month.
5. Only once the withdrawal of a departing family is confirmed in writing can we begin to find a family for the space.
6. The Program Manager or the Site Supervisor will call all families that are eligible to start in the program where there is an opening.
7. All parents who are waiting for a particular month are contacted when spaces are available. Even if the month you specified has already passed, if your child(ren) is still within the age group of the program, they will be offered a space.
8. Once a family is called from the waiting list, they are given a specified time frame to return the call and express continued interest in the space available.
9. The family with the highest seniority date will have first official refusal of the available space.
10. If you are called for a space and do not wish to take it at that time, you will be given the option to stay on the waiting list.

## **Code of Behaviour**

It is the expectation at MTJB that all children follow a Code of Behaviour.



- Respect the other children and their belongings
- Respect the facility and the toys and equipment. Any damage to the facility itself or its contents is unacceptable and appropriate consequences will be applied
- Respect staff and follow their instructions
- Speak politely and keep the program area clean by putting toys and equipment away
- Never leave the group without permission
- Never behave with verbal or physical aggression; whether between children, parents, adult to child or otherwise

### **Admission & Withdrawal Policy**

An interview with the Program Manager or the Site Supervisor at the Centre will familiarize you and your child(ren) with the Centre's program, staff, and policies. Any questions you may have will be answered and you will be asked to complete the necessary admission forms prior to your child(ren)'s enrollment.

To withdraw children, written notice must be given to the Program Manager or the Site Supervisor two weeks before withdrawal. Space cannot be guaranteed for families wishing to take their child(ren) out of a program for a period of time (e.g., maternity leave, summer vacation). Parents can either continue to pay the regular fees or be placed on the waiting list. In the event that there are outstanding fees, a family may be dismissed from the program with no notice and a collections agency hired to recover outstanding fees.

You may re-register after an absence. Also, as notice of your withdrawal is received your child(ren)'s name will be added to the waiting list and cannot be guaranteed re-entry to the program.

### **Demotion Policy**

#### **Withdrawal Due to Special Circumstances:**

If an individual's behaviour is causing disruption to the program, harm to others or harm to property of the program, a family may be discharged from the program.

Demotion would only take place after communication with the child's family. All decisions that are made are made considering the best interest of all the children enrolled in the programs.

MTJB reserves the right to withdraw services for the following reasons:

- A child's behaviour is consistently causing excessive disruption to the program, harm to other children, physically or emotionally (bullying), staff members, or harm to property



- A parent's refusal or inability to abide by the policies and procedures as set out in the Parent Handbook
- A parent's conduct being harassing, belligerent, abusive, or in any other manner inappropriate
- Outstanding fees

### **Procedure for Discharge due to Child's Inappropriate Behaviour**

Each situation involving extreme behaviour and issues will be monitored and assessed by the Program Manager or the Site Supervisor and if necessary, the Executive Director, and Board of Directors.

Each family and child will be treated with respect and dignity and procedures and recommendations will be made with the best interest of all children in mind.

Two weeks notification **may or may not** be given if a family is asked to withdraw a child. In extreme cases a child may be dismissed with no notice provided. Regular fees and fees due during notice will be levied.

Contracts may be terminated by the family upon written notice given at least two weeks prior to the intended date of withdrawal of the Board of Directors of the More Than Just Babysitting Child Care Inc., according to the Policies and Procedures. A permanent space cannot be guaranteed if a parent chooses to temporarily withdraw their child.

### **Procedure for Discharge due to Parent's/Guardian's Inappropriate Behaviour**

Violence and Harassment in the Workplace Statement According to Bill 168 – Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace), 2009. MTJB must ensure that the work environment for our staff is free of violence and harassment. Bill 168 defines workplace violence as the use of physical force or threats of physical force against a worker. Workplace harassment may include threats, bullying, intimidating, offensive jokes, or offensive or intimidating phone calls. We are required to have policies and procedures in place to protect our staff from violence and harassment, whether it comes from children, staff, parents, or other community members.

Any violent behavior or behavior that creates a climate of violence, hostility, or intimidation will not be tolerated, regardless of its origin. Violations of the Policy in any form by a parent/guardian will result in discharge from the program and/or police involvement which may lead to charges.

### **Child Abuse & Neglect**

Under existing legislation, Child and Family Services Act 1990 (CFSA), Duty to Report, each person including members of the public, professionals, and MTJB staff members are required



by law to report to Family and Children's Services (FCS) when there is reasonable suspicion that a child is in need of protection. MTJB staff members are not permitted to contact the family before calling FCS. It is the responsibility of FCS to determine whether such abuse or neglect has occurred.

An educator will face legal consequences for failing to uphold this duty to report. Failure to report may result in a fine or imprisonment.

### **Parent Involvement**

Daily contact with parents and staff can be supplemented with individual interviews if requested. We encourage you to become aware of our activities and your child's daily schedule as much as possible through our notices, newsletters, and parent bulletin board. We also communicate through Lillio, e-mail, and our program Facebook pages. We discourage parents from texting staff members on their personal cell phones. Staff members are prohibited from using their cell phones during work hours.

We welcome your participation on our Board of Directors or any of the various committees. Committees often require only a short-term commitment. We appreciate all volunteers. As well, when space allows, you are always welcome to join us on field trips and swimming excursions, making the day extra special for your child. A complete Vulnerable Sector Check/Criminal Reference Check must be obtained for anyone wishing to volunteer.

### **Parent Issues and Concerns Policy**

Parents/guardians are encouraged to take an active role in our childcare centre and regularly discuss what their child(ren) is experiencing within our program. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, childcare providers, and staff, and foster the engagement of an 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 all members of the corporation 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 1-2 business day(s). The person who raised the issue/concern will be kept informed throughout the resolution process.

Investigations of issues and concerns will be fair, impartial and respectful to parties involved.



## **Confidentiality**

Every issue/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 an FCS).

## **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.

## **Parent Attendance at Board Meetings**

All parents meeting the requirements for general membership as per the MTJB Bylaws are welcome to attend the MTJB Board of Directors' meetings. These meetings are time constrained; provide any specific requests, questions, or concerns to the Board of Directors in writing at least one week before the meeting. Providing this notice will allow for adequate time to gather the information requested or any other background material required addressing the issue in question. The board then can appropriately allocate time during the meeting to allow for meaningful discussion, ensure timely resolution of any concerns, and allow for respectful regard of everyone's time.

For access to the MTJB bylaws, visit our [www.mtjb.ca](http://www.mtjb.ca) website.

## **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/concern verbally or in writing to the MTJB 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.



## **MTJB Financial Information**

### **Financial Viability of the Corporation**

As a non-profit charitable organization, the financial viability of this Corporation is based on all child care spaces generating fees for service.

**Up-to-date fees for each site are posted on our website at [mtjb.ca](http://mtjb.ca). Upon enrollment families have signed the following enrollment agreement.**

### **Enrollment Agreement**

#### **Acknowledgment, Understanding, and Agreement:**

I/We being the parents or guardians of the child/children named in the registration form, understand, acknowledge, and agree with the following clauses to this document.

#### **Canada Wide Early Learning and Child Care System (CWELCC)**

The Government of Canada has identified child care as a national priority to enhance early learning and childhood development, support workforce participation and contribute to economic recovery.

Funding under the Canada-Wide Early Learning and Child Care Agreement (CWELCC) will be used to build and leverage the success of Ontario's existing early learning and child care system by increasing quality, accessibility, affordability and inclusivity in early learning and child care, towards achieving the objectives of:

All licensed Operators with programs serving children under the age of six (or turning six before June 30 in that calendar year) within Leeds and Grenville were eligible to apply to participate in the CWELCC System.

At the board meeting on July 19 2022, the MTJB Board of Directors voted unanimously to apply to the Canada Wide Early Learning Child Care (CWELCC) system.

Our application to enroll in the Canada-Wide Early Learning and Child Care System (CWELCC) was accepted.

Therefore, as of November 1, 2022 MTJB rates are governed by the UCLG for infants, toddlers, preschoolers, and kinders.

#### **Base Fees / Non-Base Fees:**

The fees are broken down into two categories: base fees and non-base fees. The base fee is the daily fee for service. Non-base fees are the additional charges for programs such as "hot



lunch,” field trips (kinder and school-age programs), sunscreen, and late pick-up fees (all programs).

### **Payment of Fees:**

1. I/We will be responsible for the payment of fees.
2. MTJB processes tuition payments via credit card or direct withdrawal from a bank account. Payment is collected in the Lillio app, which we also use for daily communication. We strongly encourage all families to turn on automatic payment to guarantee your tuition is paid on time.

Before your child starts, you will receive an email from Lillio to help you set up your payment method in the “invoicing” section of their app.

### **Recurring online automatic payments – how they work:**

You will receive an invoice in Lillio a few days prior to the payment due date. If you have any questions or concerns about the amount, please contact us prior to the payment due date so we can make any necessary adjustments.

Your tuition fee will automatically be charged to your preferred payment option (credit card or bank account) within 1-2 business days of your payment coming due. Please make sure you have sufficient funds before your payment is due.

Insufficient funds will incur a \$25 NSF charge that will be added to your next invoice.

- a. Monthly statements/invoices will be sent out via the Lillio app at the first of the month;
- b. Payment in full will be required by the 15th of that month;
- c. Non-payment of fees in full gives rise to an automatic two-week notice to pay the account in total by the last day of the month. If payment is not received by the last business day of the month in which the debt was incurred, childcare services are automatically terminated as of that date. However, every effort will be made to assist families in meeting their payment obligations;
- d. Should termination of services occur, children can return once payment in full has been received and provided that the child care space is still available.
- e. MTJB contracts with a collection agency for the recovery of delinquent accounts when necessary.

### **Credit Card Fees:**

3. Families have the option to pay their tuition fees with their Visa or Mastercard. If you choose to use a credit card, parents will be invoiced for the credit card recovery fee at the current rate, determined by Lillio.



**Late Pick-up:**

4. There will be a fine for the late pick-up of your child. It is expected that families will be out of the Centre by closing time. A rate of \$25.00 per half hour will apply to late pick-ups. Late fees will be added to the current month's invoice or the next invoice.

**Enrollment:**

5. I/We understand and acknowledge that child care fees are payable for 100% of scheduled days. Therefore, if a child is ill or cannot attend for other reasons (vacation, appointments, etc.), there will be no credit or refund.
6. I/We understand that fees are payable based on all regularly scheduled days (for example, every M/W/F) even when said days fall on a Public or Statutory Holiday or other holidays taken, for example, at Christmas, March Break, Summer, etc.
7. I/We understand and acknowledge that MTJB will provide a credit for fees paid when
  - MTJB is unable to provide service for a child, for example, when a classroom closure is necessary due to staff shortage, or the centre is closed due to inclement weather, or other acts of God.
  - I/We understand that credit **will not** be provided if I/we are required to pick up our child/ren before the usual closing time.
  - I/We understand that credit **will not** be provided if I/we choose to keep home siblings of children whose classes are closed, as long as that sibling's classroom remains operational.

**Termination/Change of Services: By the Applicant:**

8. I/We understand and acknowledge that I/We may withdraw my child from the program and terminate the contract upon written notice giving at least two weeks before the intended date of withdrawal. If written notice is not given, I/We will be billed for the fees outstanding during this period.
9. I/We acknowledge that I/We may re-register after an absence. Also, as notice of my withdrawal is received, my child's name will be added to the waiting list, and I/We cannot be guaranteed re-entry to the program.
10. I/We acknowledge that once days are booked, they cannot be changed. Extra days may be booked if available.



11. If I/we choose to reduce our days from full time to part time, MTJB cannot guarantee space will be available in the event that I/we wish to resume full time care.
12. MTJB requires a month's notice for families who wish to withdraw their children for the summer. Also, as notice of my withdrawal is received, my child's name will be added to the waiting list, and I/We cannot be guaranteed re-entry to the program. I/We acknowledge that I/We may re-register after this absence, if space is available.
13. For families on a contracted schedule, as determined at the time of enrollment, there is no allowance for non-payment of fees during vacation periods. You will be billed for the average number days you utilize in a month.

**Termination/Change of Services: By the Corporation:**

14. I/We understand and acknowledge that this contract may be terminated by the Corporation with a minimum of two weeks' written notice.

**Withdrawal Due to Special Circumstances**

If an individual's behaviour is disrupting the program, harming others, or damaging the program's property, a family may be withdrawn from the program. This extreme measure would only take place after consultation with the child's family. All decisions made are made considering the best interest of all of the children enrolled in the programs. MTJB reserves the right to withdraw services for the following reasons:

- I. A child's behaviour is consistently causing excessive disruption to the program, harming other children, staff members, or damage to property.

**Procedure for Discharge Due to Child's Inappropriate Behaviour**

- Each situation involving extreme behaviours and issues will be monitored and assessed by the Site Supervisor, the Program Manager and, if necessary, the Executive Director and Board of Directors.
- Each family and child will be treated with respect, and dignity with procedures and recommendation being made with the best interest of all children in mind.
- Two weeks' notification may or may not be given if a family is asked to withdraw a child.
- Regular fees and fees due during notice will be levied.

- II. A parent's refusal or inability to abide by the policies and procedures as set out in the Parent Handbook.



III. A parent's conduct being harassing, belligerent, abusive, or in any other manner, inappropriate.

IV. Outstanding fees. Please refer to Payment of Fees.

### **Enrollment Criteria:**

16. As a non-profit charitable organization, the financial viability of this Corporation is based on all childcare spaces generating fees for service. As a result, the Corporation will consider the following enrollment criteria.

MTJB will:

- a) Fill child care spaces with clients who commit to a full-time enrollment contract.
- b) Enroll clients on a part-time basis where a contract can be put in place committing the family to pay for a minimum number of days of service (for example, three days per week or a set rotation)
- c) Enroll clients for full-time summer care if child care spaces are available.
- d) Enroll clients for part-time summer care if child care spaces are available.
- e) Enroll clients on a fee-for-use basis if child care spaces are available. If there is no child care space open at this time or should you require a space at a later date, you must place your child on our waiting list to receive consideration.

### **Income Tax Receipts:**

Digital income tax receipts are available on the Lillio app. These receipts will include amounts for all services rendered and will be available on Lillio. It is solely the applicant and co-applicant's responsibility to print the receipt.

### **Account Payment**

Parents with any questions can contact the Finance Officer Marlene, via email at [mtjbfinance@gmail.com](mailto:mtjbfinance@gmail.com) or the Executive Director Ruth, at [rshay@xplornet.ca](mailto:rshay@xplornet.ca). All family accounts must be paid on time so that MTJB can meet its commitments to staff, landlords, and suppliers.

Accounts not paid by the month's last day will be submitted to a collection agency. The outstanding debt is subject to a 10% per annum finance charge. Please note, debt in collections can have a severe impact on your credit score.

Every effort will be made to assist families in meeting their payment commitments.



Marlene Neddo,  
Finance Officer  
[mtjbfinance@gmail.com](mailto:mtjbfinance@gmail.com)

### **Canada-Wide Early Learning and Child Care System**

The Canada-Wide Early Learning and Child Care funding (CWELCC) is intended to be used to build and leverage the existing early learning and child care system by increasing quality, accessibility, affordability and inclusivity in early learning and child care. MTJB has subscribed to CWELCC.

### **FEE REDUCTION PROGRAM**

Fee reduction funding is to be used to support parents, families and communities by reducing base fees for eligible children in licensed child care.

### **Objectives**

A graduated approach to fee reductions began in Spring 2022 as follows:

- A fee reduction of up to 25% (to a minimum of \$12 per day) for eligible children retroactive to April 1, 2022.
- A 50% fee reduction on average for eligible children by the end of the calendar year 2022.
- \$10 per day average child care fees for eligible children by the end of the fiscal year 2025- 26.

### **Eligibility**

Eligible children for whom fees must be reduced are defined as:

- Any child under 6 years old; and
- up-until June 30 in a calendar year, any child who,
- Turns six years old between January 1 and June 30 in that calendar year; and
- is enrolled in a licensed infant, toddler, preschool, or kindergarten group, a licensed family age group, or home child care.

\*Note – this includes eligible children receiving fee subsidy and whose parent pays a parental contribution to the CCSP.

### **Subsidy**

#### **United Counties of Leeds and Grenville**

Families are encouraged to apply for fees subsidies through the Social Services Department at the Leeds and Grenville County Office in Brockville. A brief assessment will determine financial



eligibility. The contact phone number for the subsidy office is 613-342-3840 or 1-800- 267-8146. Brochures are available at the Child Care Centres of MTJB.

Subsidized rates can only be implemented upon official notification from the Leeds and Grenville County Office workers.

Parents are reminded that they must abide by the policies of the United Counties of Leeds and Grenville, to avoid interruption in service or loss of childcare, i.e., notification of changes in circumstances, requirement for annual renewal, attending appointments and returning phone calls, low absenteeism, etc.

### **Other Sources**

(Ontario Works, HRDC, Family and Children's Services etc.)

In cases where fees subsidy is received from other sources, the method of payment to the centre must be clarified at the time of enrollment. It should be noted that in most cases the parents are expected to pay the fees and apply for reimbursement from the funding agency. It is not to be assumed that the funding agency will be paying the centre directly.

### **Payment of fees for Statutory Holidays**

If a Statutory holiday should fall on your regularly scheduled day of care, fees for that day are payable i.e., if a family is scheduled to attend every Monday and Wednesday, and a stat occurs on a Monday, fees will be billed for that day.

Parents will not be billed for the regular business days between Christmas Day and New Year's Day when the centres are closed. Statutory holidays will be billed during this time as noted above.

As an employer in Ontario, MTJB is required to pay all staff their regularly scheduled hours even though we are not able to operate. Therefore, our overhead expenses remain the same as on a regular operating day; it is not reduced for mandatory closure.

### **Holidays and Days Missed Due to Illness**

The operational budget for MTJB is based on the use of all spaces 100% of the time. Therefore, no credit or refund will be given for days missed due to illness and holidays (including statutory holidays, Christmas, Family Day, etc.) - fees are still payable to MTJB.

MTJB cannot offer alternate days of child care in the event a child has missed their scheduled day due to illness or vacation.

### **Extra Hygiene Measures and Procedures**

We will be implementing whatever current enhanced environmental cleaning and disinfecting is mandated by the Lanark, Leeds & Grenville Health Unit or the Ministry of Health and Education. Hand washing will happen often throughout the day.



## **Visitors**

Visitors to the centre are, at this time, allowed in the centre as long as they comply with all of the rules put in place by the local public health unit, or the MTJB Board of Directors. We still ask all visitors to the centre to self-screen for symptoms before arriving, and to avoid coming to the centre if they show any signs or symptoms of illness.

## **Field Trips/Special Events**

Children learn through hands-on experiences and play. Field trips and community outings are used to extend the curriculum of the program and compliment the hands-on learning philosophy.

Trips and outings are just one small piece of an overall program plan for the group, and are planned to compliment and expand the learning goals and objectives of the program.

Parents will be notified of a field trip including their children in advance of the trip. This notification will be given both through speaking directly to the parents at drop off and pick up times, as well as the field trip permission sign off sheet. The permission sign off sheet will inform you of the destination, time, and date. A notice will also be posted on the entrance door as a reminder before the trip. The permission sign off slip is to be signed by the parent prior to the onset of the trip.

On each field trip requiring transportation by a school bus, the ratio is followed in adherence with the Child Care and Early Years Act. Please the bus companies only allow kinder and school-age children to travel on their busses.

A Field Trip Procedure will be completed by the supervising staff member and the Program Manager or their designate, outlining detailed information about the field trip, including transportation details, the itinerary for the day, duties of the Field Trip Supervisor, and Safety Person.

At this time field trips and special events are allowed if they follow any and all guidelines currently recommended by the local PHU and the Ministry of Education.

The field trip is offered only to the children that are scheduled for the day of the trip. Unfortunately, we are unable to invited non-scheduled children to participate due to limited spaces and staff – child ratios.

**If you do not want your child to participate your child will remain at the centre with a staff member.**

## **Nutrition**

### **Regarding Breakfast:**

**We are a nut safe centre;** please consider the following when you are serving breakfast from home:



Please refrain from serving peanut butter, Nutella, granola bars, or other foods containing nut products. The minutest quantities of allergens can trigger a deadly reaction. Peanut Butter on a child's hand or clothing could be transferred to the toys in the classroom. We understand that some children have to get up early and don't have time to eat breakfast. Snacks are served at a different time for each centre in the morning before school. Please speak to one of the childcare staff to find out their morning snack time.

Good nutrition is important to your child's health. Menus are prepared following the Canada's Food Guide and Ministry Guidelines and posted on the bulletin board in the entrance way. The menus for the current and following week are posted with any substitutions noted on the menus.

We accept infant formula and infant food. As well as food that is required to be brought in due to extreme dietary restrictions. If a child requires outside food for specific nutritional reasons, you must contact the centre ahead of time to see about making special arrangements.

### **For infants under one year of age**

It is the responsibility of parents to supply written instructions to the Educator and to update the instructions as necessary.

Alternate foods supplied by the parent must be labelled with the child's name, and if possible be kept in the original container.

As per our Anaphylaxis Policy, should you bring food into the centre there are key points to remember when a child with life threatening allergies is enrolled at the centre, including that every food brought in should be nut-free.

In any event where food is brought from home, it is a requirement that children receive a meal or snack that includes a variety of food groups in accordance with the following Health Canada documents: Canada's Food Guide, Canada's Food Guide – First Nations, Inuit, and Metis, or Nutrition for Healthy Term Infants.

Nutritious snacks are provided mid-morning and mid-afternoon for infants, toddlers, and preschoolers. Hot lunches are served daily as well. Drinking water is always available.

### **Brown Bag Lunch Policy**

The Kinder and School Age children will be provided with morning and afternoon snacks. However, brown bag lunches are provided by the parent.

Brown Bag Lunches must be in a bag or container. All lunch bags must be labelled with the child's name. Refrigeration space is limited so we ask that you include an ice pack for your items that must remain cold.

When packing lunches for Kinder and School-Aged children, we encourage your food choices to be nutritious. Too many sweet treats, pop, sports drinks, (e.g., Gatorade, Prime, and BioSteele – which state on the container they are not for children) and chips do not



provide the nutritious value needed by growing bodies. Plus, "Kids feel yucky" eating these products when the weather is hot. Crunchy vegetables, cold fruits, sandwiches, salads, pudding, and juice boxes are preferred.

***Please advise us of any allergies or food restrictions your child may have.***

### **Birthdays**

Birthdays are a special time for children. We cannot accept birthday cakes or other outside food for birthday celebrations. Please speak to your Program Manager or Site Supervisor for options to make the celebrations special. We all join together for the Happy Birthday song.

### **Fire Safety and Emergency Evacuation Procedure**

Fire drills and emergency evacuation procedures have been written in conjunction with the local fire authority. A fire drill is performed each month to practice our evacuation techniques. Children must have **proper footwear** at all times. In cases where shoes are forgotten, they will be asked to wear their boots.

MTJB has Emergency Management Policies and Procedures; should an emergency occur, we will reach you either through Lillio, by phone, e-mail or Facebook.

### **Hand-Washing and Personal Hygiene**

Children will be taught, and routinely practice proper hand-washing and good habits of personal hygiene to limit exposure to germs and communicable illnesses, which children can be exposed to in a childcare setting.

### **Extra Set of Clothing**

Please send extra sets of clothing to be kept at the program for emergencies, sometimes drinks are spilled or we have an exceptionally good time at the water table (children do wear rubber smocks) or we are so busy playing we do not make it to the washroom on time.

### **Diapers and Wipes**

Parents must provide adequate diapers and wipes for children who are not yet toilet trained. An area/bin with your child's name on it will be placed near the change table to store their supplies. A staff member will let you know when your child is getting low on supplies through Hi-Mama. Diapering creams must be recorded on a medication form and labelled with your child's name.



## **Toilet Training**

Toilet training is a major learning experience that occurs while children are in child care. MTJB staff are in a unique position to assist with children's toilet training skills. At daycare, your Toddler/Preschooler sees other children visiting the bathroom as part of our daily routine. This can create a powerful incentive and example. Shared experience with peers can benefit the child by helping boost the child's interest and desire to learn this skill. We encourage peer observation/participation of toilet training practices (i.e., sitting on the potties as a group) while remaining sensitive at all times to the privacy needs of the children. Toddler/Preschool sized toilets and sinks also make the process much less intimidating.

## **Winter/Summer Protection Playground Safety**

We are required by the CCEY Act 2014 to have children in our full-day programs spend a minimum of 2 hours outdoors each day, weather permitting. The children enrolled in our b/a programs must spend at least 30 minutes outdoors each day. Please ensure adequate and suitable clothing and footwear are provided year-round for your child.

### **Fall/Winter**

Winter temperatures of -15 to -20 degrees Celsius are tolerable for children at a reduced amount of time spent outdoors. When the temperature outdoors is - 20 degrees Celsius or colder considering wind chill we will keep children indoors.

There are some safety factors relating to your child playing outdoors in the fall and winter. Certain play areas will be closed in the playground as the ground becomes frozen when the temperature drops. However, enhancements such as wagons, sleds, and other "sand-type toys" will be offered. In winter, your child should be dressed in warm, comfortable clothing that will allow them the freedom to enjoy the snow e.g., a snowsuit, hat mittens and boots.

The drawstrings or cords on hoods, hats, jackets, or mittens should be taken off if possible, or tied-up or tucked-in. Your child's jacket should be zipped securely, and scarves should be tucked inside their coat. Neck warmers are recommended rather than scarves. Winter boots should fit securely.

### **Spring/Summer**

In cases where there is excessive heat or humidity, i.e., 35 degrees Celsius, the children will remain indoors. The centre is air temperature controlled.

There are some safety factors relating to your child playing outdoors in the spring and summer. We strongly recommend your child be protected from the sun by wearing a sun hat, cool cotton clothing, and sunscreen. Water bottles labelled with the child's name are provided to keep children hydrated. From time-to-time areas of the playground will be closed, i.e., with excessive heat we will seek other fenced areas that offer shade from the sun. Running shoes have more flexibility and provide a better grip on the climbers (where applicable), and when using the riding toys. If sandals are worn, they should be buckled securely in place. We discourage you from



sending your child in vinyl dress shoes or flip-flops, as they can be quite slippery. If you have any questions or comments in regard to our rules for outdoor play, please speak with the Program Manager, Site Supervisor, or the teaching staff.

### **Sun Screen**

The summer sun is always welcome after many months of winter. However, protecting children from getting too much sun is important. The hot summer sun can be dangerous for children. A child can sunburn easily, even on a cloudy day. Bad sunburns and too much time spent in the sun without skin protection have been linked to a higher risk of skin cancer later in life.

At MTJB we provide numerous ways to protect the children from the sun.

- Avoid being in the sun for long periods. When the temperature including the humidex exceeds 35 degrees Celsius, we stay indoors
- Spend time in shaded areas and limit sun exposure, especially during peak hours
- With parent consent, properly apply a small amount of sunscreen/sunblock on exposed areas, at least 30 minutes prior to heading outside
- Encourage families to bring a sun hat with a wide brim and back flap to protect the back of the neck; sunglasses if desired and loose cotton clothing to protect skin from the sun's rays
- Encourage children to drink plenty of fluids, especially water as children don't necessarily feel thirsty while at play
- Programs are temperature controlled so children will feel relief from the heat while indoors which prevents heat exhaustion.

MTJB is under no legislative obligation to offer a sunscreen program; however, as a service to our families we have been offering a sunscreen sharing program for years now. MTJB purchases sunscreen in bulk and recovers the cost with a per-family fee. Applying sunscreen to children in a childcare program requires thought and careful planning. Sunscreen is considered a non-prescription medication and will be administered only when the parents give written consent.

As of summer 2022, the sunscreen and sunblock being offered have been researched by a medical professional with consideration for our commitment to maintaining a "nut safe" environment.

Sunscreen is applied to the children at least twice a day from April/May to August/September depending on the weather.

If you do not wish to use the sunscreen offered, you must provide documentation from a medical professional if there is a medical issue prohibiting the use of the sunscreen offered. You must complete a Medical Information and Consent Form to provide an alternate brand of sunscreen. MTJB will not accept other brands of sunscreen without this documentation.



We cannot allow school-age children to bring their own sunscreen as an option even if they typically apply their own. If you do not wish to use our sunscreen program you have the option to sunscreen your children at home with your own sunscreen prior to coming to daycare.

### **Program Transitions**

Transitions through the MTJB programs occur numerous times. When space allows MTJB staff members will work collaboratively with the families regarding the child's graduation to the next program. Three things are taken into consideration for transition to occur; the developmental readiness of the child, their age and the availability of space based on family schedules.

### **Rest/Nap Time**

Each child in a licensed infant, toddler or preschool group who receives child care for six hours or more in a day is permitted to sleep, rest, or engage in quiet activities based on the child's needs.

Your child is welcome to bring a favourite blanket, pillow, or sleep toy for rest/nap time. We will provide bedding for each child and we will be responsible for laundering the bedding on a weekly basis or as otherwise needed.

MTJB shall ensure that a child who is younger than 12 months in our care is placed for sleep in a manner consistent with the recommendations set out in the document entitled "Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada", published by the Public Health Agency of Canada, as amended from time to time, unless the child's physician recommends otherwise in writing.

Direct visual and physical checks are performed on all infant and toddler groups, or for children aged 24 months or younger in a family age group. Monitoring is documented by MTJB staff members. Any significant changes in the child's sleep patterns or behaviours will be communicated to parents as per the Safe Sleep Policy.

Rest time is a maximum of two hours daily for children 18 months – 5 years. For children who do not sleep, the children will have a quiet time with books, puzzles and other relaxing quiet activities.

### **Toys from Home**

MTJB will not be accepting toys from home unless there is an invitation for "Show and Share."

### **Nut Safe Centres**

We are nut-safe centres. Information will be posted regarding nut allergies in order to ensure the safety of the child who has the nut allergy. In some cases, this allergy can be life threatening. We ask that everyone, staff, children, and visitors, ***refrain from eating peanut***



***products prior to coming to the centre and while on the site.*** Children will not be allowed to eat items that are not nut-free if they are brought in lunches.

### **Anaphylaxis/Life Threatening Allergies**

MTJB will enroll children with life threatening allergies and create an environment that minimizes the risk of exposure to allergens. This policy recognizes that the risk of accidental exposure can be reduced but not eliminated.

Anaphylaxis (anaphylactic shock) is a severe reaction to an allergen. Symptoms include one or more of the following:

- swelling of the eyes and face
- hives all over the body
- difficulty breathing
- vomiting
- diarrhea
- loss of consciousness

Anaphylactic symptoms can all happen at the same time and they often occur in less than ten minutes. If the child is not given adrenalin (epinephrine) immediately they could die. Severe reactions can occur immediately. Even if the child has had no signs or symptoms of a reaction in the past. In this case, call 911 for emergency treatment.

Anaphylaxis can be caused by certain foods, insect bites/stings, latex rubber, medication and sometimes, but rarely, vigorous exercise. Exposure to these allergens can trigger a severe or anaphylactic reaction. Because an anaphylactic reaction can lead to rapid death, these allergies are life threatening. A life-threatening allergy, or anaphylaxis, is diagnosed by a doctor, and can be treated with adrenaline/epinephrine.

Foods that commonly produce allergic problems are peanuts, nuts, eggs, soy, shellfish, fish and sometimes wheat. When a child enrolled could have a life-threatening reaction, the specific allergen will be eliminated from the child's diet and substitutions (provided by the parent) will be made to the menu. At the time of registration, parents are asked about medical conditions, including whether children are at risk of anaphylaxis and asthma.

It is the responsibility of the parent to:

- Advise the centre of the child's medical condition. Inform the Program Manager or the Site Supervisor of their child's allergy (and asthma)
- Provide a list of foods and ingredients the child must avoid



- Provide a list of symptoms for staff to look for that may be unique or specific to the child if he/she is having an anaphylactic reaction
- Provide any information/resources that parents may have regarding their child's allergy
- Fill out an Anaphylaxis Emergency Plan form
- This information is to be updated a minimum of once a year or when information changes
- Provide the appropriate number of up to date auto-injectors (Epi-pen) as advised by the doctor
- ***Children will not be accepted for attendance without their auto-injector***
- ***Parents of school aged children must provide a fanny pack to house the auto injector; the fanny pack MUST be worn by the child at all times while in the care of MTJB staff.*** Please note: it is not the responsibility of the MTJB staff members to keep the auto-injectors on their person
- Ensure that updated medications are provided to the centre before existing medications reach their expiry date
- Provide time to meet with the staff in a mini-meeting to inform them of their child's allergies, signs and symptoms, and to answer any relevant questions
- Provide information to the centre if their child's condition changes
- Provide information to the Emergency Medical Services regarding the child's medical situation as well as the name and address of the child care centre they attend. This will shorten the response time by limited questions needing to be asked by the dispatcher and by ensuring that a paramedic is available in the ambulance
- Advise the centre in writing if their child has outgrown an allergy or no longer requires an epinephrine auto-injector

Emergency medical identification is recommended. The identification should identify the child's allergies and indicate that the child needs or carries an epinephrine auto-injector. Strict avoidance of the food allergen is the only way to prevent a potentially fatal allergic reaction. For some children, allergic reactions can be triggered not only by eating foods but also by their touch and smell. This has implications for the whole childcare centre, not just a particular area or room. The Anaphylaxis Emergency Plan will be posted in key areas such as in the child's classroom, the office, and the kitchen and a copy attached to the child's database.

### **Communication with other parents:**

When a child with a life-threatening allergy enrolls in the childcare centre or is diagnosed with one, it is important to gain the cooperation of other parents, especially in school-aged programs where lunches and snacks are brought from home. The following are some strategies to assist with communication with other parents in the program.



- Introduce the policy on life threatening allergies during the intake procedure in centres where an anaphylactic child is enrolled
- Send home a parent letter regarding anaphylaxis, what foods should not be sent to the child care centre
- Inform parents that restricted foods will be isolated in a zip lock bag and returned with a Lillio message stating the concern. A substituted lunch or snacks will be provided if possible. Follow up with a phone call to a parent who continued to send restricted food
- Parents of other children in the program should discuss any concerns about controlling the contents of lunches and snacks with the Program Manager or the Site Supervisor and not with parents of the anaphylactic child
- Please refer to MTJB's Brown Bag Lunch Policy if children are bringing food from home.

## Illness & Exclusion

At MTJB, operators, staff and families each have an important role to play in protecting children and one another from infections and illness.

There are measures individuals can take to prevent infections and outbreaks, including immunization, hand hygiene, respiratory etiquette, and cleaning and disinfection practices. Developing and following the comprehensive infection prevention and control monitored by the Ministry of Education and the Leeds and Grenville Public Health Department, and ensuring that all staff receive training, can help to limit the spread of illness in childcare centres.

Since the onset of the COVID pandemic, we are required to follow the mandate of the Ministry of Education and the Public Health Unit regarding child illness. As we move away from the COVID restrictions, the screening tool remains the best tool to determine if your child is well enough to attend daycare.

We ask that you keep sick children at home, especially children in the communicable stages of Illness and those who are not feeling well enough to participate in the program. **Please let us know as soon as your child contracts an infectious disease.**

**Any incidents fever, vomiting, or diarrhea at home must be reported to the centre. Each centre is mandated to report these to the Health Unit.**

**Please support the recovery of children who are unwell by providing them with appropriate rest and care needed to ensure a full recovery from their illness.**

### Symptoms indicating a child is not well enough to attend:

The following are examples of symptoms indicating a child is not well enough to attend the daycare:

- The inability to participate comfortably in the center's activities.
- Requiring more care than caregivers can provide; wants to be held or lay on the educator's lap, beyond reasonable comfort/snuggles.



- Abnormal breathing.
- Persistent cough
- Severe pain or discomfort.
- Red eyes with discharge.
- Weeping or bleeding skin lesions that a health care provider has not treated.
- Lethargy
- Behavior changes or other signs that the child may be severely ill; refuse food at lunch - when they typically eat well, or the food is something they like, refuses to drink, crying without cause
- Rising temperature (outlined below)
- More than one instance of diarrhea during the day
- Vomiting
- Rash with fever.
- Mouth sores with drooling.
- Eye, ear or nose discharge that exceeds intermittent drainage.
- Any illness that results in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the program.
- Children too ill to go outside (as part of our legislated outdoor playtime)

#### **Onset of illness while at daycare:**

The staff at MTJB are committed to the health and safety of all children in the program. If a child is showing symptoms of being unwell, the Program Staff will make the determination if the child is well enough to participate in the program. The following steps will be taken in the event that a child is noticeably unwell:

- If a child presents a fever. At the onset of a fever, 37.7 Celsius / 100 Fahrenheit parents will be called as a "heads-up." Should their temperature continue to rise, or their temperature is 38 Celsius / 100.4 Fahrenheit or higher, parents or their emergency contact must come to the centre asap to pick up the child. We understand that some parents work a distance from the centre; however, we expect a pick-up no later than one hour from the time of the phone call. The below exclusion policy timelines will apply.
- Child has one bout of diarrhea and/or vomiting. The Leeds and Grenville Public Health Unit, requires children to be removed from the program after one incident. The below exclusion policy timelines will apply.
- Oozing from an open wound on the skin from a scrape or chickenpox; ear, nose, or eye discharge becomes excessive (more than intermittent) can contaminate the classroom. In these cases, a child is not well enough to remain in the program will be required to be picked up within one hour and will be able to return when their symptoms are improving, without over-the-counter medication masking symptoms.
- Children presenting the above examples of symptoms indicating a child is not well in the program will be required to be picked up within one hour and will be able to return when their symptoms are improving, without over-the-counter medication masking symptoms.
- Where an infant is in teething stages, please speak with staff about the Parental Authorization to Administer Medication to mitigate pain. Note that the child must still be well enough to participate in the program.
- Please refer to the following link to the Childhood Disease Poster for additional exclusion requirements following diagnosis by a family doctor or nurse practitioner.  
[https://healthunit.org/wp-content/uploads/Childhood\\_Diseases\\_Poster.pdf](https://healthunit.org/wp-content/uploads/Childhood_Diseases_Poster.pdf)



We are legislated to incorporate outdoor play in our daily program; children too ill to go outside or are not well enough to participate in the program should be kept at home.

### **Exclusion Policy:**

MTJB has adopted the following exclusion parameters. Children must be excluded from childcare until the fever is absent for at least **24 hours** (with no over-the-counter medications) and the child feels well enough to participate in regular activities.

Where a child is ill from diarrhea and/or vomiting, children must be excluded from childcare for **48 hours** after symptoms have stopped (with no over-the-counter medications).

Families not adhering to the Exclusion Policy will not be permitted entrance into the program until the exclusion period has passed.

If diarrhea is a known side-effect of an antibiotic or medication, parents are asked to notify staff of the side-effect. More than one instance of diarrhea during the day resulting from an antibiotic or medication will require the child to be picked up and will be able to return when their symptoms are improving, meaning that the child no longer has diarrhea.

If the Leeds, Grenville & Lanark Health Unit declares an outbreak or requires additional exclusion requirements on a centre, the updated exclusion requirements will take effect at the notified center. Staff will post these updated exclusion requirements on the doors and notice boards for parents. When the Health Unit assigns additional exclusion requirements on a centre, these new requirements will be in effect, even if a child has a known ongoing condition.

A note from a **physician** stating the child can attend does not supersede our exclusion policy.

All families **MUST** have an emergency contact, an adult friend or family member, that can come to the centre to remove the child from the centre. Please do not use an emergency contact that is unable to come to the centre. All emergency contacts must be able to pick up the children from then centre within one hour of a call from staff.

Please do not put Tylenol/Advil/Claritin or other medications in your child's bag "just in case." This is a safety hazard for the children in the program. Staff cannot administer medication without a signed medication form and as such, any medication in the bag without consent will be disposed of for the safety of all the children in the centres. See the Parental Authorization to Administer Medication section for more details.

MTJB shall use the Childhood Disease Poster (below) as additional exclusion timelines from the programs. These guidelines are to be used when a child is diagnosed by a doctor or nurse practitioners, with any of the stated illnesses.





This is intended as a general guide. Consult a health care provider for diagnosis and for recommendations or advice. Notify the Leeds, Grenville and Lanark District Health Unit if there is a higher than usual number of cases of any disease.

## CHILDHOOD DISEASES



**★ Designated Reportable Diseases** - Click here for the [Reportable Disease Form](#) or call 1-800-880-5853

Illness	How It Spreads	How to Recognize	When it is Contagious	When to Report/Exclude
<b>Chickengpox *</b> (varicella virus) This disease is vaccine preventable.	<ul style="list-style-type: none"> <li>contact with blister fluid or saliva of an infected person</li> <li>can also spread through the air; enters the body through the nose or mouth</li> <li>a pregnant woman can pass it on to her baby before birth</li> <li>incubation period 12-21 weeks</li> </ul>	<ul style="list-style-type: none"> <li>begins with a fever, then an itchy red rash develops and quickly turns into fluid filled blisters</li> <li>blisters dry and scab over usually within 5 days</li> <li>headache, loss of appetite</li> </ul>	<ul style="list-style-type: none"> <li>usually 1-2 days before the appearance of rash and until all blisters are crusted over, usually 5 days</li> <li>infectious between 8 to 21 days following exposure</li> </ul>	<ul style="list-style-type: none"> <li>for child care and school, report to the health unit via health units <a href="#">Chickengpox Reporting Form</a></li> <li>child can return to child care or school when fever is gone and child feels well enough to participate in normal activities (regardless of the state of rash)</li> <li>pregnant and immunocompromised individuals should be informed of possible exposure and advised to consult with a health care provider</li> </ul>
<b>Diarrhea and Vomiting *</b> <i>Gastroenteritis</i> (norovirus, rotavirus)	<ul style="list-style-type: none"> <li>germs are found in vomit and stool (poop) of an infected person and can spread to another person's mouth usually through unclean hands</li> <li>incubation period 12-72 hours</li> </ul>	<ul style="list-style-type: none"> <li>vomiting, diarrhea (unformed or watery stool), fever, loss of appetite, stomach pain, fatigue, headache</li> </ul>	<ul style="list-style-type: none"> <li>while diarrhea and/or vomiting are present and up to 48 hours after symptoms stop</li> </ul>	<ul style="list-style-type: none"> <li>exclude from child care and school for 48 hours after symptoms have stopped</li> <li>report outbreaks in child care settings immediately</li> </ul>
<b>Influenza *</b> (virus) This disease is vaccine preventable.	<ul style="list-style-type: none"> <li>contact with secretions from the nose or mouth of an infected person (i.e. sneezing, coughing)</li> <li>contact with objects (i.e. surfaces, toys, doorknobs), exposed to droplets from an infected person</li> <li>incubation period 1-4 days</li> </ul>	<ul style="list-style-type: none"> <li>sudden fever, chills, headache, fatigue, muscle aches, cough, and sore throat</li> <li>children may also have upset stomach, vomiting, diarrhea, ear aches, and red eyes</li> </ul>	<ul style="list-style-type: none"> <li>24 hours before and up to 7-10 days after symptoms begin (for children)</li> </ul>	<ul style="list-style-type: none"> <li>exclude from child care and school until fever is absent for at least 24 hours (with no over the counter medications) and the child feels well enough to participate in regular activities</li> </ul>
<b>Measles *</b> (measles virus) This disease is vaccine preventable.	<ul style="list-style-type: none"> <li>contact with secretions from the nose or mouth of an infected person</li> <li>spreads easily through the air (i.e. coughing, sneezing, talking, being in the same room) or through the contamination of surfaces (as the virus can remain active in the air and surfaces for at least 2 hours)</li> <li>incubation period 7-21 days</li> </ul>	<ul style="list-style-type: none"> <li>fever, runny nose, cough, diarrhoea, irritability and red eyes usually begins 7-16 days after exposure), small white spots on the inside of the mouth and throat, body aches</li> <li>in a few days a blotchy red rash appears on the face and progresses down the body</li> </ul>	<ul style="list-style-type: none"> <li>measles is highly contagious</li> <li>usually 4 days before and up to 4 days after rash begins</li> </ul>	<ul style="list-style-type: none"> <li>report to the health unit immediately</li> <li>exclude from childcare and school for at least 4 days after start of rash</li> <li>contacts of case with no history of immunization or measles infection should be excluded for 21 days</li> </ul>
<b>Meningitis *</b> <i>Meningococcal Disease</i> (bacteria/virus) This disease is vaccine preventable and is caused by bacteria or viruses.	<ul style="list-style-type: none"> <li>direct contact with secretions from nose or throat of an infected person (sharing clothes, sniffing, kissing, being in the same room) or through the contamination of surfaces (as the virus can remain active in the air and surfaces for at least 2 hours)</li> <li>incubation period 1-10 days</li> </ul>	<ul style="list-style-type: none"> <li>fever, fatigue, drowsiness, reduced consciousness, irritability, headache, vomiting, stiff neck, pain when moving head or neck, joint pain, seizures, loss of appetite, skin rash (red dots that do not disappear when pressed)</li> </ul>	<ul style="list-style-type: none"> <li>7 days before symptoms begin to 24 hours after the start of appropriate antibiotics regardless of immunization status</li> </ul>	<ul style="list-style-type: none"> <li>report to the health unit immediately</li> <li>exclude from child care and school for at least 24 hours after the start of antibiotics</li> </ul>
<b>Mumps *</b> <i>Infectious Parotitis</i> (mumps virus) This disease is vaccine preventable.	<ul style="list-style-type: none"> <li>contact with secretions from the nose or mouth of an infected person</li> <li>contact with objects that have been exposed to droplets or saliva from an infected person</li> <li>incubation period 12-25 days</li> </ul>	<ul style="list-style-type: none"> <li>fever, swelling and tenderness of one or more salivary glands</li> </ul>	<ul style="list-style-type: none"> <li>7 days before and up to 5 days after onset of swollen glands</li> </ul>	<ul style="list-style-type: none"> <li>report to the health unit immediately</li> <li>exclude from child care and school for 5 days after onset of swollen glands</li> </ul>
<b>Rubella *</b> <i>German Measles</i> (rubella virus) This disease is vaccine preventable.	<ul style="list-style-type: none"> <li>contact with secretions from the nose or mouth of an infected person</li> <li>a pregnant woman can pass it on to her baby before birth</li> <li>incubation period 14-21 days</li> </ul>	<ul style="list-style-type: none"> <li>mild fever, headache, fatigue, runny nose, red eyes, rash (small red spots that start on the face and cover the body in 24 hours)</li> </ul>	<ul style="list-style-type: none"> <li>1 week before and at least 4 days after the rash begins</li> </ul>	<ul style="list-style-type: none"> <li>report to the health unit immediately</li> <li>exclude from child care and school for 7 days after rash begins</li> <li>pregnant contacts should be advised to consult with their doctor promptly</li> </ul>
<b>Whooping Cough *</b> <i>Pertussis</i> (bordetella pertussis bacteria) This disease is vaccine preventable.	<ul style="list-style-type: none"> <li>sharing close airspace (less than 1 meter)</li> <li>contact with secretions from the nose or mouth of an infected person (i.e. sneezing, coughing)</li> <li>incubation period 7-20 days</li> </ul>	<ul style="list-style-type: none"> <li>respiratory symptoms followed by persistent cough ending in gagging/vomiting (may or may not have characteristic "whoop"); fever is mild or absent, runny nose</li> </ul>	<ul style="list-style-type: none"> <li>up to 21 days after symptoms begin if not treated</li> <li>Note: most contagious during the first 2 weeks when symptoms resemble a common cold</li> </ul>	<ul style="list-style-type: none"> <li>report to the health unit immediately</li> <li>exclude from childcare or school until infected person has had 5 full days of antibiotic treatment - If no antibiotic treatment is used exclude for 3 weeks after the onset of cough</li> </ul>
<b>Ear Infection</b> <i>Otitis Media</i> (bacterial or viral)	<ul style="list-style-type: none"> <li>usually follows a cold (viral upper respiratory infection)</li> <li>sometimes germs travel from the throat to the ear through a damaged Eustachian tube (connects the ear to the throat)</li> </ul>	<ul style="list-style-type: none"> <li>if related to a cold, may have runny nose, cough, sneezing, or fever</li> <li>complaints of painful ear, tugging on the ear, irritability (especially infants), trouble sleeping/trouble hearing quiet sounds</li> </ul>	<ul style="list-style-type: none"> <li>not usually contagious, however if fluid is draining from the ear it may contain germs</li> <li>always wash hands thoroughly to prevent the spread of germs</li> </ul>	<ul style="list-style-type: none"> <li>no exclusion required if well enough to participate in regular activities</li> <li>may require antibiotic treatment</li> </ul>
<b>Fifth Disease</b> (parvovirus B19)	<ul style="list-style-type: none"> <li>contact with secretions from the nose and mouth of an infected person (i.e. sneezing)</li> <li>can spread from a pregnant woman to her unborn child</li> <li>incubation period 14-20 days</li> </ul>	<ul style="list-style-type: none"> <li>low grade fever, headache, cold-like symptoms, stomach upset, red rash on cheeks (commonly described as "slapped cheek" appearance)</li> <li>after 1-4 days a lace-like rash appears on the body; the rash can last up to 3 weeks</li> </ul>	<ul style="list-style-type: none"> <li>a few days before the rash starts; once the rash appears, the virus is no longer contagious</li> </ul>	<ul style="list-style-type: none"> <li>no exclusion required if child feels well enough to participate in activities</li> <li>if you are pregnant and your child becomes ill with fifth disease or you have had an exposure to someone with fifth disease, call your health care provider</li> </ul>
<b>Hand, Foot &amp; Mouth Disease</b> (coxsackievirus)	<ul style="list-style-type: none"> <li>contact with secretions from the nose, mouth and blisters of an infected person (i.e. sneezing)</li> <li>germs are also found in stool (poop) of an infected person and can spread to another person's mouth usually through unclean hands</li> <li>incubation period 3-5 days</li> </ul>	<ul style="list-style-type: none"> <li>fever, headache, sore throat, loss of appetite, lack of energy, vomiting and/or diarrhea, small painful ulcers in the mouth, skin rash with small blisters on hands, feet, and buttocks lasting 7-10 days</li> </ul>	<ul style="list-style-type: none"> <li>most contagious during the first week of illness</li> <li>virus can be present in stool for up to 4 weeks after start of illness; always wash hands thoroughly to prevent the spread of germs</li> </ul>	<ul style="list-style-type: none"> <li>exclude from child care and school until fever is absent for 24 hours (with no over the counter medications), blisters have dried and child feels well enough to participate in regular activities</li> </ul>
<b>Impetigo</b> (staphylococcal bacteria or streptococcal bacteria)	<ul style="list-style-type: none"> <li>usually follows a scrape or an insect bite</li> <li>direct contact with resin, contact with bedding, towels, or clothing that have touched an infected person's skin</li> </ul>	<ul style="list-style-type: none"> <li>rash with a cluster of red bumps or blisters around the mouth, nose or other parts of the skin not covered by clothing</li> <li>may ooze or be covered by a honey-colored crust</li> </ul>	<ul style="list-style-type: none"> <li>from onset of rash until 24 hours after the start of antibiotic</li> <li>maintain good hand washing after touching infected skin</li> </ul>	<ul style="list-style-type: none"> <li>exclude from child care and school for 24 hours after the start of antibiotics - If no antibiotic treatment is used exclude until rash is healed</li> </ul>
<b>Mononucleosis</b> (Epstein-Barr virus)	<ul style="list-style-type: none"> <li>spreads person-to-person through saliva (i.e. kissing, sharing beverages)</li> <li>incubation period 14-6 weeks</li> </ul>	<ul style="list-style-type: none"> <li>50% of people have no symptoms</li> <li>fever, sore throat, fatigue, swollen glands, enlarged spleen</li> </ul>	<ul style="list-style-type: none"> <li>not highly contagious; can persist for a year or more after infection</li> </ul>	<ul style="list-style-type: none"> <li>no exclusion required; consult physician about avoiding contact sports until fully recovered</li> </ul>
<b>Pink Eye (Conjunctivitis)</b> (bacteria/virus)	<ul style="list-style-type: none"> <li>contact with eye secretions through contaminated fingers or articles (i.e. wash clothes or towels)</li> <li>when pink eye is caused by a cold the droplets from a sneeze or cough can also spread it</li> <li>incubation period 24-48 hours</li> </ul>	<ul style="list-style-type: none"> <li>redness in whites of eye, sore/itchy feeling or pain in eye, swollen eyelids</li> <li>watery or yellowish discharge; eyelids often stick together</li> </ul>	<ul style="list-style-type: none"> <li>assume contagious until diagnosed</li> </ul>	<ul style="list-style-type: none"> <li>exclude from child care and school until child has been a doctor</li> <li>for bacterial causes, exclude for 24 hours after the start of appropriate antibiotic</li> </ul>
<b>Strep Throat/Scarlet Fever</b> (group A streptococcus bacteria)	<ul style="list-style-type: none"> <li>contact with secretions from the nose or mouth of an infected person (i.e. sneezing, coughing)</li> <li>incubation period 1-3 days</li> </ul>	<ul style="list-style-type: none"> <li>fever, very sore throat, headache, swollen glands, trouble swallowing, nose sore, stomach, red throat</li> <li>if scarlet fever, can have sandpaper-like rash</li> </ul>	<ul style="list-style-type: none"> <li>10-21 days or until 24 hours after starting appropriate antibiotic treatment</li> </ul>	<ul style="list-style-type: none"> <li>exclude from child care and school for 24 hours after the start of appropriate antibiotic</li></ul>

\* Incubation period = Time between contact with disease and start of symptoms

**FACT SHEETS:**

<http://healthunit.org/health-information/infectious-diseases/fact-sheets/>

Ministry of Health and Long-Term Care [www.health.gov.on.ca](http://www.health.gov.on.ca)  
Canadian Pediatric Society [www.caringforlife.spe.ca](http://www.caringforlife.spe.ca)  
Canadian Paediatric Society [www.cps.ca](http://www.cps.ca)

1999-10-26-0000

**INSERT**



### **Parental Authorization to Administer Medication:**

Medication, variation in diet, or any special medical procedures will only be administered upon the written order of a physician or parent or guardian of the child.

***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 treatment will only be administered to a child where a parent of the child has given written authorization to do so by completing the Medication Information and Consent Form. "Medication Information Consent Forms" are available from Centre staff or on our website.

The Medication Information and Consent Form must include a schedule that sets out the times the drug/medication is to be given and the amounts to be administered. A drug/medication will only be administered using the appropriate dispenser (e.g., syringe, measuring spoon/cup, etc.). Centre staff will not administer medications, which are considered intrusive to the child; medications involving excessive demands, which would interfere with supervision duties of staff. Intrusive medications are defined as, but not limited to suppositories, (e.g., Gravol, or those that correct constipation). Intrusive procedures are defined as but not limited to taking a child's temperature rectally.

The Medication Information and Consent Form must be accompanied by a doctor's note for all over-the-counter medications, unless they are one of the following exceptions: Tylenol Temptra, Motrin, Advil, and Anbesol for infants & toddlers who are teething; Polysporin drops for eye irritations; and/or Benadryl for insect bites. If symptoms being treated by any of the aforementioned over-the-counter medications persist for more than three days, you are asked to provide a note from your doctor to continue with that nonprescription medication. Doctors can determine the cause of high fever and prescribe proper treatment or medication depending on the cause.

Where a drug/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/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 Medication Information and Consent 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 degrees Celsius'; 'when the child has a persistent cough and/or difficulty breathing'; and 'when red hives appear on the skin', etc.

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.



Medication Information and Consent Forms will be reviewed with parents each time the staff portion of the current med form is complete or annually in the case where the “as needed” medication was not administered to ensure the dosage continues to be accurate (e.g., based on the child’s age or weight).

As long as lotion, lip balm, bug spray, hand sanitizer, and diaper cream that are non-prescription and/or are not for acute (symptomatic) treatment, and due to their longer term daily usage, these products have a blanket authorization from a parent on the enrolment form; and can be administered without a Medication Information and Consent Form.

We appreciate the need for parents to go to work, however, keep in mind that your child must be well enough to participate in the daily activities of the centre. If they are not, alternate arrangements for care must be made. If too, staff find that the child is not able to function, parents will be called to take the child home.

### **Drug/Medication Requirements**

***All drugs/medications must be received 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/medication containers must be clearly labelled with:*** the child’s full name; the name of the drug/medication; the dosage of the drug/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. All drugs/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.

***The information provided on the written Medication Information Consent Form authorized by the parent/guardian must match with all the requirements listed above. Where information is missing on a drug/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.***

Drugs/medications purchased by staff, students, or volunteers for their own use will be kept inaccessible (e.g., stored in locker versus left in a bag 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).



## Emergency Medications

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 childcare centre. 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 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, off-premises activities and evacuations.

School-Aged children are allowed to carry their own asthma or emergency medication in accordance with the drug and medication administration procedures, and the child's individualized plan. 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).

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 clearly labelled 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 that are expired (including epinephrine) will not be administered at any time.*** Where drugs/medications are past their expiry date, they will be returned to the parent of the child, where possible, and will be documented.

Any drugs or medications remaining after the treatment period will be returned to a parent of the child. 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 will be returned to a pharmacist for proper disposal.

## Confidentiality of Medical Needs

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).

## Ongoing Illness

In the case of an ongoing illness such as asthma where wheezing may develop without notice and the child may require the administration of bronchodilators, the parent may bring in the required puffers and specify on the Medication Information and Consent Forms that the



medication is to be given if the child begins to wheeze. The exact instructions will be completed in case of an asthma attack.

In the case where an illness develops while the child is at the centre, staff will call the parent immediately. Centre staff will not take direction from a parent or guardian over the telephone to administer medication from another source.

In the case where a fever develops and no medication form has been completed by the parent or guardian, centre staff will take measures to reduce the fever until the parent arrives i.e., the child's excessive clothing will be removed, we will encourage the child to drink fluids liberally and we will sponge the child with tepid water.

ASA (e.g., Aspirin) will not be administered unless written consent has been given by a physician. Children under the age of 19 who have fever and are given ASA may develop Reye's syndrome. This includes all over the counter meds that contain ASA e.g., Pepto-Bismol.

### Incident/Injury Reports

Every effort is made to ensure that your child is protected and safe. However, accidents may occur. If your child gets hurt while attending the program, the staff member on duty will complete an incident injury report giving details of how the injury happened and what first aid was given. Parents are asked to read and sign the form acknowledging that they know of the child's injury. The form will then be read and signed by the Program Manager/Site Supervisor and placed in the child's file for future reference. A copy will be provided to the parent in person or via email. If there is any injury to the head/face of the child, program staff will immediately call the parent/guardian to make them aware of the situation. If it is a serious emergency, your child will be immediately taken to the hospital by ambulance, and you will be notified. **MTJB must be able to contact you at all times. Please remember to keep all emergency information up-to-date.**

### Serious Occurrence

The Child Care and Early Years Act requires that any serious occurrence involving a child be reported to the Ministry of Education. Serious Occurrence includes

- The death of a child, who received childcare at a home childcare premises or childcare centre, whether it occurs on or off the premises
- Abuse, neglect or an allegation of abuse or neglect of a child while receiving childcare at a home childcare premises or childcare centre
- A life-threatening injury to or a life-threatening illness of a child, who receives childcare at a home childcare premises or childcare centre
- An incident where a child who is receiving childcare at a home childcare premises or childcare centre goes missing or is temporarily unsupervised



- An unplanned disruption of the normal operations of a home childcare premises or childcare centre that poses a risk to the health, safety or well-being of children receiving child care at the home child care premises or child care centre

The report is submitted to the licensing advisor through the CCLS (Child Care Licensing System) by the licensee within 24 hours. A summary of the report provided under clause and of any action taken as a result is posted for at least 10 business days in a conspicuous place at the child care centre or home child care premises.

## **MTJB Staff Information**

### **Staff**

Our staff of professionals are trained in the field of Early Childhood Education, Child and Youth Worker, Developmental Services Work, Social Services Worker or a high school graduate. All staff members are Standard First Aid, and Infant, Child Adult CPR trained. The staff members receive ongoing professional development to keep them informed of the changing trends in this field.

### **RECE**

All staff members that have their Early Childhood Education Diploma must be a registered member of the college of Early Childhood Educators. For more information on this visit the web site [www.collegeofece.on.ca](http://www.collegeofece.on.ca).

## **Volunteers and Placement Personnel**

The Corporation promotes the involvement of volunteers and placement personnel. We provide practical experience and training for such persons under various agreements. These individuals are under constant supervision by qualified staff. Volunteers and placement personnel are not permitted to be alone with a child at any given time; they are also never counted in ratios. MTJB has policies and procedures regarding the supervision of volunteers and students.

### **Supervision**

An employee must always be present with children to meet ratio requirements and respond in case of emergency. Therefore, the student/volunteer:

- Is supervised by an employee at all times
- Is not permitted to be left alone with any child at any given time
- And is not counted in the staffing ratios of the centre



Each child in our care is supervised by an Educator at all times with the exception of some older children (10+) who may escort themselves to school. For these children, an agreement is worked out and put in writing between the parent, and MTJB.

### **Criminal Reference and Vulnerable Sector Checks**

It is the policy at MTJB that all staff, students, and volunteers (including parents offering to volunteer) have a criminal reference check as well as a pardoned sexual offender search completed before commencing employment to ensure they have no criminal record involving children.

### **Positive Practices**

We believe that positive practices are an integral part of our program as it complements our goals and philosophy. It ensures the smooth running of our programs and teaches children to learn to respect others, themselves, and property. The policies have been compiled according to the CCEYA, 2014. Written policies and procedures have been developed and signed off by staff, volunteers, and students; they must be adhered to.

Positive practices are the process by which adult's help children develop the skills necessary to function as members of a group in a co-operative and amicable manner. The educator will act as a role model for the children as well as help the children develop their own skills by encouraging the use of verbal communication in an open, honest manner.

It is the belief of MTJB that a quality program will work as a preventative measure in regard to prohibited practices. A program that is age appropriate has lots of toys and activities and has a balance between stimulating and quiet, is conducive to learning and appropriate behaviour. A program that is relaxing yet enriching, has a variety of activities but is not overwhelming, is challenging yet has opportunity for success will work towards this goal.

Ensuring that children are active, stimulated, challenged and have opportunity for success while consistently seeing adults conduct themselves appropriately will foster happy developing children.

#### ***Positive practices used in guiding the children will be:***

- Used in a positive and consistent manner
- Implemented as soon as possible after troublesome behaviour
- Appropriate to the developmental level of the child
- Related to the inappropriate behaviour
- Designed to assist the child in learning appropriate behaviour
- Discussed with a parent or guardian if the behaviour becomes problematic

Should the troublesome behaviour continue in a manner that is disruptive to the point where the child care program's integrity is in jeopardy; and/or in situations where the health and/or safety



of your child, the other children and/or the caregiver are compromised, the parents will be called to a meeting with the Program Manager or the Site Supervisor and the caregiver to seek a resolution.

The following options will be discussed:

- A referral will be made to a behaviour management specialist to assist in remedying the troublesome behaviour
- A referral will be made to the Inclusive Child Care Program. Should the child meet the mandate of the ICC an individual plan will be completed as per our Inclusive Early Childhood Education Policy

Should the parents choose to not accept the options above, we will accept their refusal as their two weeks' notice to withdraw from the program; parents must then find alternate care.

### **Prohibited Practices**

The following behaviour management practices will not be permitted by anyone, including staff, volunteers, and students CCEYA, O. Reg., 137/15, s. 48

As legislated by the Child Care and Early Years Act of Ontario (CCEY Act), the following methods of managing behaviour of children are not permitted while performing the duties of caregiver:

- Corporal punishment of the child
- Physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the 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
- 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
- Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth
- Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding
- Inflicting any bodily harm on children including making children eat or drink against their will



**We hope you find this handbook helpful. If you have any questions, please feel free to contact the Program Manager, the Site Supervisor, or the Executive Director.**



**2024 Fees**  
**2024 FEE RATES – January 1, 2024**

MAYNARD MAIN SITE & TR SITE PROGRAM	DAILY RATE 2024 BASE FEES	
Infant, 0 to 18 Months	\$22.08	
Toddler 18+ to 30 Months	\$18.89	
Preschool 30+ Months	\$17.71	
PROGRAM	DAILY RATE 2024 BASE FEES (FT)	DAILY RATE 2024 BASE FEES (PT)
Kindergarten – B/A & Full-day (< 6 yrs.)	\$12.00	N/A
Kindergarten – no school due to snow day, educator action, school closure	\$16.06	N/A
Casual Users Kinder (under 6 yrs.) Summer, PA Days, March Break, Christmas	\$16.41	N/A
School-Aged – as of 6 years of age Blended Rate includes year-round care for contracted users	\$20.98	\$21.98
School-Aged – no school due to snow day, educator action, school closure	\$30.98	\$31.98
Casual Users School-Aged Summer, PA days, March Break, Christmas	\$35.83	\$35.83
NON-BASED FEES	RATE	
Late Fee – after 6 pm	\$25 per half hour	
Sunscreen	Cost To Be Determined	
Field Trips (Kinder & School-age)	Cost To Be Determined	
Summer Hot Lunch Program (Kinder & School-age)	Cost To Be Determined	



**2024 FEE RATES – January 1, 2024**

<b>KEMPTVILLE MAIN SITE: PROGRAMS</b>	<b>DAILY RATE 2024 BASE FEES</b>
Infant, 0 to 18 Months	\$25.86
Toddler 18+ to 30 Months	\$21.61
Preschool 30+ Months	\$18.54
<b>NON-BASED FEES</b>	<b>RATE</b>
Late Fee – after 6 pm	\$25 per half hour
Sunscreen	Cost To Be Determined
Field Trips (Kinder & School-age)	Cost To Be Determined
Summer Hot Lunch Program (Kinder & School-age)	Cost To Be Determined

<b>HOLY CROSS &amp; CLOTHIER STREET SITES: PROGRAMS</b>	<b>DAILY RATE 2024 BASE FEES (FT)</b>	<b>DAILY RATE 2024 BASE FEES (PT)</b>
Kindergarten – B/A & Full-day (< 6 yrs.)	\$12.51	N/A
Kindergarten – no school due to snow day, educator action, school closure	\$17.24	N/A
Casual Users Kinder (under 6 yrs.) Summer, PA Days, March Break, Christmas	\$17.35	N/A
School-Aged – as of 6 years of age Blended Rate includes year-round care for contracted users	\$21.83	\$22.83
School-Aged – no school due to snow day, educator action, school closure	\$31.83	\$32.83
Casual Users School-Aged Summer, PA days, March Break, Christmas	\$37.50	\$37.50
<b>NON-BASED FEES</b>	<b>RATE</b>	
Late Fee – after 6 pm	\$25 per half hour	
Sunscreen	Cost To Be Determined	
Field Trips (Kinder & School-age)	Cost To Be Determined	
Summer Hot Lunch Program (Kinder & School-age)	Cost To Be Determined	