Parent Handbook

More Than Just Babysitting

Child Care Centre Inc.

~Since 1987~

www.mtjb.ca

Revised October 5, 2026.

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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 six 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.

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

2026 Program Statement

MTJB is committed to delivering high-quality early learning programs grounded in *How Does Learning Happen? Ontario's Pedagogy for the Early Years (2014)*. We view children as competent, capable, and full of potential. Our programs are guided by the four foundations of belonging, well-being, engagement, and expression.

All staff, students, and volunteers must read this Program Statement and sign the Policy and Procedures Sign-off binder at the start of employment, annually, and following any updates.

1. Promoting Health, Safety, Nutrition, and Well-Being

MTJB fosters secure, caring relationships and maintains open communication with families. As a licensed operator, we exceed health and safety requirements, conduct monthly inspections, and ensure daily cleaning and disinfection.

We provide nutritious meals aligned with the Canada Food Guide and accommodate dietary needs. We promote well-being through inclusive practices, partnerships with community agencies, and environments that celebrate diversity, empathy, and each child's unique strengths.

2. Supporting Positive Interactions and Self-Regulation

We promote calm, respectful environments where children learn to manage emotions and interact positively. Staff model appropriate communication and follow all requirements regarding prohibited practices.

Individualized Support Plans are developed when needed, with regular communication to families. Hygiene routines, the WITS program, and open-ended discussions support children's social and emotional development.

3. Fostering Exploration, Play, and Inquiry

Educators create open-ended, developmentally appropriate environments that reflect children's interests and ideas. Through observation and documentation, staff extend learning during indoor and outdoor play, encouraging curiosity, problem-solving, and safe risk-taking.

4. Child-Initiated and Adult-Supported Experiences

Our inclusive programs support all five domains of development: social-emotional, communication, language and literacy, cognitive, and physical. Educators model social skills, help children self-regulate, and promote empathy. Children's interests guide planning, and learning environments reflect their identities and experiences.

5. Creating Positive Learning Environments

Outdoor play supports communication, turn-taking, and gross motor development. Educators adapt activities to children's needs, bridge home and childcare experiences, and support movement breaks and emotional regulation.

Families stay connected through our Parent Communication App, social media, email, and daily conversations.

6. Considering Individual Needs

Children experience a balance of indoor/outdoor play, rest, and quiet time based on their developmental needs. Programs include supervised moderate risky play and opportunities for fine and gross motor development.

Rest routines follow our Safe Sleep Policy, and a waker's program is offered to support children preparing for kindergarten when program space and staffing allow.

7. Ongoing Communication with Families

We view families as experts on their children and welcome them into our programs. Conferences and collaborative planning with outside agencies help ensure each child's success. MTJB is supported by a volunteer Board of Directors, and we encourage family engagement in our programs.

8. Community Partnerships

MTJB collaborates with local agencies, schools, and community organizations to support inclusion and strengthen family connections. Our Educators work closely with UCLG Children's Services and other partners to meet the needs of all children.

9. Continuous Professional Learning

We value our educators as skilled professionals. Staff participate in ongoing training, mentorship from Pedagogical Leaders, and professional development aligned with individual goals. MTJB supports continued education, including ECE diploma pathways.

10. Documenting Impact

Children's learning is documented through observations and photographs, shared with families through displays and our communication app (with consent). Documentation supports smooth transitions between programs and into school.

This Program Statement is reviewed annually by the Board, Administration, Staff, and Families to ensure it remains current and meaningful.

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
  - Kindergarten until age 12
  - Hours of operation are Monday through Friday 6:30am- 5:45pm
  - **Phone number: 613-246-7755**

- **St Mark Catholic School Site:** 420 McAuley Rd, Prescott
  - Kindergarten until age 12
  - Hours of operation are Monday through Friday 6:30am- 5:45pm
  - **Phone number: 613-415-6873**

MTJB Operational Information

Days of Operation

Full-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.

2026 Christmas closures are as follows:

Closed December 24th, December 28th in lieu of the Boxing Day statutory holiday, December 29th, 30th, 31st

Professional Development Day: The United Counties of Leeds and Grenville have determined that this year's Professional Development Day will be **Friday, October 2, 2026**. All MTJB Centres will be closed for the day so that all MTJB Educators may participate.

The Maynard Main Site & Wellington Elementary School Site, Kinder and School-age Programs are prohibited from operating August 27th, August 28th, August 31st, and September 1st 2026.

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 the Parent Communication App.

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 the Parent Communication App, and post on Facebook, to have the parents/guardians 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

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.

Safe Arrival and Dismissal Policy

This policy and the procedures within help support the safe arrival and dismissal of children receiving care.

This policy will provide educators, students, and volunteers with a clear understanding of their roles and responsibilities for ensuring the safe arrival and dismissal of children receiving care, including what steps are to be taken when a child does not arrive at the child care centre as expected, as well as steps to follow to ensure the safe dismissal of children.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding the safe arrival and dismissal of children in care.

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.
- 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.

Accepting a Child into Care

1. When accepting a child into care at the time of drop-off, program educators in the room must:
- Record the child has arrived on the attendance.
- Greet the parent/guardian and child.

- Ask the parent/guardian how the child's evening/morning has been.
- It is the parent's responsibility to note if there are any changes to the child's pick-up procedure (i.e., someone other than the parent/guardian picking up).
    - Where the parent/guardian has indicated that someone other than the child's parent/guardians will be picking up, the educator must confirm that the person is listed on the database as an alternate pick up or where the individual is not listed, ask the parent/guardian to provide authorization for pick-up in writing (e.g., note or email or by phone).
    - Document the change in the pick-up procedure in the daily log book.

Where a Child has Not Arrived in Care as Expected

1. Where a child does not arrive at the child care centre and the parent/guardian has not communicated a change in drop-off (e.g., left a voice message or advised the closing educator at pick-up), the educator in the classroom must:

- Send a message through our parent communication system inquiring about the child's arrival.
- If there is no response, inform the program manager or the site supervisor, and they must commence contacting the child's parent/guardian no later than one hour past their expected arrival time.
- If contact cannot be made, the educator will leave a message.
- The educator will contact an alternate name on the database.
- Once the child's absence has been confirmed, the educator shall document the child's absence on the attendance record and any additional information about the child's absence in the log book.

Releasing a Child from Care

1. The educator who is supervising the child at the time of pick-up shall only release the child to the child's parent/guardian or individual that the parent/guardian has provided written authorization that the child care may release the child to. Where the educator does not know the individual picking up the child (i.e., parent/guardian or authorized individual),
    - confirm with another educator member that the individual picking up is the child's parent/guardian/authorized individual.
    - where the above is not possible, ask the parent/guardian/authorized individual for photo identification and confirm the individual's information against the parent/guardian/authorized individual's name on the child's file or written authorization.

Where a Child Has Not Been Picked Up Before the Centre Closes

Where a parent/guardian has previously communicated with the educator a timeframe that their child is to be picked up from care, and at the centre closing has not picked the child up, the educator shall contact the parent/guardian by phone, call, text message, etc., and advise that the child is still in care and has not been picked up.

- Where the educator cannot reach the parent/guardian, the educator must call again and leave a message for the parent/guardian.
- The educator will call an authorized individual on the database to request the child's pick-up.
- Where the staff has yet to hear back from the parent/guardian or authorized individual to pick up the child, the educator has the right to contact Family and Children's Services.

Dismissing a Child from Care Without Supervision Procedures
A child will be released without supervision where a parent/guardian has provided written authorization for their child over ten years of age.
Before dismissing the child from care, the educator shall review the written instructions for release provided by the parent/guardian and release the child at the time set out in the instructions. The educator shall document the departure time from care in the parent communication attendance record.

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 of 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

Policy

MTJB allocates spaces based on a waiting list as they become available. Prospective parents should be assured that the waitlist is administered objectively, based on guidelines established by the Board of Directors. Admission is on a first-come, first-served 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 timeline you require.

Application

Prospective users must contact the centre to apply for space. The application requires that you specify your child's birth date and the date for care needed. Tours will be offered when a space is available for your child(ren).

Families are required to submit only one waiting list application per child through the website. Duplicate applications do not improve a child's position on the waiting list and may result in duplicate entries or administrative delays. Families wishing to confirm receipt of an application, update information, or inquire about their status on the waiting list should contact the Centre directly. A new application should not be submitted unless specifically requested by the Centre.

Waitlist

Based on the child's age and when care is required, the child is assigned to the appropriate age group on the waitlist. The waiting list will be available in a manner that maintains the privacy of the children on the list. Prospective clients on the waiting list are welcome to call the Program Manager or designate occasionally to inquire about their status for enrollment. Families are welcome to make an appointment with the Program Manager or designate to view the waiting list and check their status; other family names will be protected in the waiting list book for confidentiality.

When a space becomes available, the Program Manager or designate will determine the approximate age of a child who best fits the vacancy.

Space will be offered to the first child who is highest on the waiting list and whose age is appropriate at the "date of required care."

Waitlist Maintenance and Confirmation of Interest

To maintain an accurate and current waiting list, the Program Manager or designate may periodically contact families to confirm their continued interest in child care services.

Families are responsible for ensuring that the Centre has current and accurate contact information, including telephone numbers, email addresses, and any other information required to communicate with the family regarding their waitlist application.

When contacted by the Centre regarding their waitlist application, families must respond within the timeframe specified in the communication. Failure to respond within the specified timeframe will be considered an indication that child care is no longer required or that alternate child care arrangements have been made.

If no response is received, the family's application will be removed from the waiting list. The Centre will document attempts to contact families regarding waitlist status, confirmation of interest, and available spaces.

The Centre will make reasonable efforts to contact families using the contact information provided on the waitlist application. Where available, attempts may be made using both telephone and email. It is the responsibility of families to ensure that their contact information remains current and to regularly monitor voicemail and email messages. Failure to respond to communications from the Centre within the specified timeframe may result in the family's application being removed from the waiting list.

Offer of Space

As a spot becomes available, we will offer it to the first child on the Waiting List who is of age to the group that has the space available.

The following information will be kept on file on the waiting list:

- Parent's first and last names
- Best contact telephone number(s) and or email addresses
- Your expected start month
- Your Child's Name
- Date of Birth (unborn children may be added to the list with the expected month and year of birth)

How the waiting list works:

1. Contact the centre to add your Name to the waiting list.
2. The day 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 the centre. They can be available at any time of the year or any point in the month.
5. Only once the withdrawal is confirmed in writing can we begin to find a family for the space.
6. The Program Manager or designate will contact the next family on the waiting list who is eligible to start in the program where there is an opening.
7. All parents waiting for a particular month are contacted when spaces are available.
8. Once a family is contacted from the waiting list, they must respond within the timeframe specified in the communication to confirm continued interest in child care services and/or an available space. Failure to respond within the specified timeframe will result in the family's application being removed from the waiting list.
9. The family with the highest seniority date who has confirmed continued interest and responded within the specified timeframe will have the first official refusal of the available space.
10. If you are contacted that a space has become available and do not wish to take it, you can stay on the waiting list, maintaining your seniority.
11. Priority will be given to families with children enrolled who require space for their infant/toddler.
12. Priority will be given to staff members who require space for their child.

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.

Demission 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.

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

All issues and concerns raised by parents/guardians are taken seriously by 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 and concern will be treated confidentially and every effort will be made to protect the privacy of parents/guardians, children, staff, students and volunteers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

Conduct

Our centre maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.

If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or licensee.

Concerns about the Suspected Abuse or Neglect of a child

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.

If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the local Children's Aid Society(CAS) directly.

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

For more information, visit
http://www.children.gov.on.ca/htdocs/English/childrensaid/reportingabuse/index.aspx

Procedures

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
Program Room-Related E.g.: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.	Raise the issue or concern to • the classroom staff directly or • the supervisor or licensee.	• Address the issue/concern at the time it is raised or • Arrange for a meeting with the parent/guardian within 1-2 business days. Document the issues/concerns in detail. Documentation should include: • the date and time the issue/concern was received; • the name of the person who received the issue/concern; • the name of the person reporting the issue/concern; • the details of the issue/concern; and • any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral. Provide contact information for the appropriate person if the person being notified is unable to address the matter. Ensure the investigation of the issue/concern is initiated by the appropriate party within [insert number] business days or as soon as reasonably possible thereafter. Document reasons for delays in writing. Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.
General, Centre- or Operations-Related E.g.: child care fees, hours of operation, staffing, waiting lists, menus, etc.	Raise the issue or concern to • the supervisor or licensee.	
Staff-, Duty parent-, Supervisor-, and/or Licensee-Related	Raise the issue or concern to • the individual directly or • the supervisor or licensee. All issues or concerns about the conduct of staff, duty parents, etc. that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.	
Student- /Volunteer-Related	Raise the issue or concern to • the staff responsible for supervising the volunteer or student or • the supervisor and/or licensee. - All issues or concerns about the conduct of students and/or volunteers that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.	

Escalation of Issues or Concerns

Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to 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 137/15should 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.

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 website.

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. 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 July 19, 2022, board meeting, 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.

Fee Changes Starting February 1, 2026

Beginning February 1, 2026, MTJB will update its fee structure to align with Canada-Wide Early Learning and Child Care (CWELCC) guidelines and to support long-term program sustainability. CWELCC funding applies only to children ages 0–5, and to meet funding requirements, MTJB must invoice for 261 days per year, which includes closures and statutory holidays.

Fees for children ages 0–5 will remain the same, while school-age fees (6–12 years) will increase by $1 per day to better reflect market rates.

MTJB will no longer accept new part-time arrangements, and beginning February 1, 2026, all part-time and scheduled families must book a minimum of two days per week and will also be invoiced for closures and statutory holidays. These changes help ensure strong, reliable programs and responsible use of funding for the benefit of all families.

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 parent communication app, which we use daily. We strongly encourage all families to turn on automatic Payment to guarantee your tuition is paid on time.

Before your child starts, you’ll receive an email from the parent communication app to help you set up your payment method in their app's "invoicing" section.

Fee Responsibility Policy for Separated or Divorced Parents:

3. In cases where childcare fees are subject to cost-sharing arrangements between separated or divorced parents, the following policy applies:

- **Primary Responsibility**: The parent who signs the enrollment agreement (hereafter referred to as the “custodial parent”) is solely responsible for ensuring that all child care fees are paid in full and on time. This obligation remains in effect regardless of any private financial arrangements with the other parent. MTJB will follow its established process to collect outstanding fees. In cases where the non-custodial parent is legally required to contribute toward child care costs but fails to do so, it is the custodial parent’s responsibility to resolve the matter directly with the other parent or seek legal assistance if necessary. If payment is not received, the custodial parent may be held ultimately accountable for the full balance owing.

- **Outstanding Balances**: Failure to pay fees in full may result in suspension or termination of childcare services. The custodial parent will be held accountable for any outstanding balances, and collection efforts will be directed solely to them.

Recurring online automatic payments – how they work:

You’ll receive an invoice in the parent communication app a few days before the Payment due date. If you have any questions or concerns about the amount, please get in touch with us before 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 parent communication app at the first of the month;

b. Payment in full will be required by the 15th of that month;

c. If full Payment is not received by the 15th of the month, child care services can be 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 to recover delinquent accounts when necessary.

Credit Card Fees

4. Families can pay their tuition fees with their Visa or Mastercard. Credit card fees are the parent's responsibility and will be billed for each use at the current rate.
This fee is subject to change and is determined by the parent communication app: "Using your debit card in place of your credit card will incur these fees."

Late Pick-up

5. You will be fined for late pick-up of your child. Families are expected to 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 or following invoices.

Enrollment

6. I/We understand and acknowledge that child care fees are payable for 100% of scheduled days. Therefore, there will be no credit or refund if a child is ill or cannot attend for other reasons (vacation, appointments, etc.).

7. I/We understand that fees are payable for all regularly scheduled days, including any days that fall on Public or Statutory Holidays or during closure periods such as Christmas, March Break, or Summer. MTJB will no longer accept new part-time arrangements, and beginning February 1, 2026, all part-time and scheduled families must book a minimum of two days per week and will be invoiced for closures and statutory holidays as part of their regular schedule.

8. I/We understand and acknowledge that MTJB will provide a credit for fees paid when

- MTJB cannot provide service for a child when a classroom closure is necessary due to a staff shortage; the Centre is closed due to inclement weather or other acts of God.
- Any confirmed overpayment of fees will be credited to the family's account or refunded to the payor, as appropriate.
- 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 siblings of children whose classes are closed at home as long as that sibling's classroom remains operational.

Termination/Change of Services: By the Applicant

9. I/We understand and acknowledge that I/We may withdraw my child from the program and terminate the contract upon written notice given at least two weeks before the intended withdrawal date. If written notice is not given, I/We will be billed for the fees outstanding during this period.

10. 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.

11. I/We acknowledge that the booked days cannot be changed. However, extra days may be booked if space is available.

12. Under the new Canada Wide Early Learning Child Care funding system, MTJB’s primary enrollment criteria must be to accept families who commit to a full-time care contract.

Families who enrolled on a scheduled basis prior to CWELCC are grandfathered and will continue with their existing schedule arrangement.

MTJB can no longer accept a request for a reduction in enrollment from full-time to part-time, as we have a tremendous wait list.

If I/we choose to withdraw from full-time care, MTJB cannot guarantee that a space will be available if we wish to resume full-time enrollment in the future.

13. 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 due to the lengthy waiting list. I/We acknowledge that I/We may re-register after this absence if/when space is available.

14. 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 of days you utilize in a month. For example, if you typically book 12 days each month/three days each week, you will be billed for three days per week during your vacation period.

Termination/Change of Services: By the Corporation

15. I/We understand and acknowledge that the Corporation may terminate this contract with at least 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 occur after consultation with the child's family. All decisions are made considering the best interests of all 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 property damage.

Procedure for Discharge Due to Child's Inappropriate Behaviour

- The site supervisor, the program manager, and, if necessary, the executive director and board of directors will monitor and assess each situation involving extreme behaviours and issues.
- 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 <u>may or may not</u> 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 in the Parent Handbook.

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

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

Enrollment Criteria

16. I/We understand that when my child reaches school age, their kindergarten and school-age child care service will be held at the before and after school site affiliated with their school. If my child is not enrolling in one of the affiliated schools, space may be offered at an available before-and-after school program location, contingent on space availability during non-school PA Days, March Break and Summer.

Aging Out of School Age Care Policy

17. Due to space and licensing limitations at the MTJB Clothier Street Site (CSS), children will conclude their participation in the school age program at the end of the school year in which they turn 10.

This age-based transition ensures equitable access for incoming Grade 1 children and supports predictable enrollment planning. Many children around age 10 are developmentally ready for increasing independence, and families often adjust routines accordingly.

Families will receive reminders in the year the policy applies, and staff will assist with transition preparation, including sharing community resources on home-alone readiness when appropriate.

Exceptions will **not** be granted, as they would compromise space availability and create inequity among families. This policy takes effect August 28, 2026 and will be reviewed annually. While currently specific to the CSS location, MTJB may apply the same transition approach at other sites if similar space or licensing challenges arise.

18. 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.

Income Tax Receipts

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

Account Payment

Parents with any questions can contact the Finance Officer Marlene at mtjbfinance@gmail.com or the Executive Director Ruth at 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 last day of the month will be submitted to a collection agency. The outstanding debt is subject to a 10% per annum finance charge. Please note that debt in collections can severely impact your credit score.

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

Marlene Neddo,
Finance Officer
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.

Cornwall and the United Counties of Stormont Dundas & Glengarry

The Child Care Fee Subsidy program assists eligible low- and moderate-income families with the cost of licensed child care in Cornwall and the United Counties of Stormont, Dundas, and Glengarry. It is available for children from birth to 12 years of age. To apply or for more information, families should visit www.cornwall.ca, go to "Live Here," then "Children's Services," and select "Child Care Fee Subsidy." For general inquiries, families can call 613-933-6282.

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

All families—whether attending full-time or part-time—will be invoiced for each statutory holiday. Statutory holiday billing applies regardless of whether the holiday falls on a family's regular day of care.

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 or 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 the Parent Communication App, 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 between –15°C and –20°C are manageable for children with reduced outdoor time. When the temperature drops below –20°C or colder once wind chill is included, children will remain 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."
We will not accept guns, swords, war toys or any toys that promote aggression in their use.
Should these toys be brought into the Centre you will be asked to remove them immediately.
Should these toys be left at the Centre, they will be stored in a secure space; your child will not have access to these toys under any circumstances.

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 Parent Communication App 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, nurse practitioner or pharmacist. 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, nurse practitioner or pharmacist, 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

Leeds, Grenville & Lanark District HEALTH UNIT
Your Partner in Public Health
www.healthunit.org

*** Designated Reportable Diseases - Click here for the Reportable Disease Form or call 1-800-660-5853**

Illness	How it Spreads	How to Recognize	When it is Contagious	When to Report/Exclude
Chickenpox * (varicella virus) This disease is vaccine preventable.	• contact with blister fluid or saliva of an infected person • can also spread through the air; enters the body through the nose or mouth • a pregnant woman can pass it on to her baby before birth • Incubation period *2-3 weeks	• begins with a fever, then an itchy red rash develops and quickly turns into fluid filled blisters • blisters dry and scab over usually within 5 days • headache, loss of appetite	• usually 1-2 days before the appearance of rash and until all blisters are crusted over; usually 5 days • Infectious between 8 to 21 days following exposure	• for child care and schools, report to the health unit via health unit's Chickenpox Reporting Form • 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) • pregnant and immunocompromised individuals should be informed of possible exposure and advised to consult with a health care provider
Diarrhea and Vomiting * *Gastroenteritis* (norovirus, rotavirus)	• germs are found in vomit and stool (poop) of an infected person and can spread to another person's mouth usually through unclean hands • incubation period *24-72 hours	• vomiting, diarrhea (unformed or watery stool), fever, loss of appetite, stomach pain, fatigue, headache	• while diarrhea and/or vomiting are present and up to 48 hours after symptoms stop	• exclude from child care and school for 48 hours after symptoms have stopped • report outbreaks in child care settings immediately
Influenza * (virus) This disease is vaccine preventable.	• contact with secretions from the nose or mouth of an infected person (i.e. sneezing, coughing) • contact with objects (i.e. surfaces, toys, doorknobs) exposed to droplets from an infected person • incubation period *1-4 days	• sudden fever, chills, headache, fatigue, muscle aches, cough, and sore throat • children may also have upset stomach, vomiting, diarrhea, ear aches, and red eyes	• 24 hours before and up to 7-10 days after symptoms begin (for children)	• 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
Measles * (measles virus) This disease is vaccine preventable.	• contact with secretions from the nose or mouth of an infected person • 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) • incubation period *7-21 days	• fever, runny nose, cough, drowsiness, irritability and red eyes (usually begins 7-18 days after exposure), small white spots on the inside of the mouth and throat, body aches • in a few days a blotchy red rash appears on the face and progresses down the body	• measles is highly contagious • usually 4 days before and up to 4 days after rash begins	• report to the health unit immediately • exclude from childcare and school for at least 4 days after start of rash • contacts of case with no history of immunization or measles infection should be excluded for 21 days
Meningitis * *Meningococcal Disease* (bacterial/viral) This disease is vaccine preventable and is caused by bacteria or viruses.	• direct contact with secretions from nose or throat of an infected person (sharing dishes, toothbrushes, mouth guards, kissing) • complication from a viral illness; germs in stool (poop) of an infected person can spread to another person's mouth through unclean hands	• fever, fatigue, drowsiness, reduced consciousness, irritability, fussiness, agitation, severe 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)	• 7 days before symptoms begin to 24 hours after the start of appropriate antibiotics regardless of immunization status	• report to the health unit immediately • exclude from child care and school for at least 24 hours after the start of antibiotics
Mumps * *Infectious Parotitis* (mumps virus) This disease is vaccine preventable.	• contact with secretions from the nose or mouth of an infected person • contact with objects that have been exposed to droplets or saliva from an infected person • incubation period *12-25 days	• fever, swelling and tenderness of one or more salivary glands	• 7 days before and up to 5 days after onset of swollen glands	• report to the health unit immediately • exclude from child care and school for 5 days after onset of swollen glands
Rubella * *German Measles* (rubella virus) This disease is vaccine preventable.	• contact with secretions from the nose or mouth of an infected person • a pregnant woman can pass it on to her baby before birth • incubation period *14-21 days	• mild fever, headache, fatigue, runny nose, red eyes, rash (small red spots that start on the face and cover the body in 24 hours)	• 1 week before and at least 4 days after the rash begins	• report to the health unit immediately • exclude from child care and school for 7 days after rash begins • pregnant contacts should be advised to consult with their doctor promptly
Whooping Cough * *Pertussis* (bordetella pertussis bacteria) This disease is vaccine preventable.	• sharing close airspace (less than 1 meter) • contact with secretions from the nose or mouth of an infected person (i.e. sneezing, coughing) • incubation period *6-20 days	• respiratory symptoms followed by persistent cough ending in gagging/ vomiting (may or may not have characteristic "whoop"); fever is mild or absent, runny nose	• up to 21 days after symptoms begin if not treated • Note: most contagious during the first 2 weeks when symptoms resemble a common cold	• report to the health unit immediately • 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
Ear Infection *Otitis Media* (bacterial or viral)	• usually follows a cold (viral upper respiratory infection) • sometimes germs travel from the throat to the ear through a damaged Eustachian tube (connects the ear to the throat)	• if related to a cold, may have runny nose, cough, sneezing, or fever • complaints of painful ear, tugging on the ear, irritability (especially infants), trouble sleeping, trouble hearing quiet sounds	• not usually contagious, however if fluid is draining from the ear it may contain germs • always wash hands thoroughly to prevent the spread of germs	• no exclusion required if well enough to participate in regular activities • may require antibiotic treatment
Fifth Disease (parvovirus B19)	• contact with secretions from the nose and mouth of an infected person (i.e. sneezing) • can spread from a pregnant woman to her unborn child • incubation period *4-20 days	• low grade fever, headache, cold-like symptoms, stomach upset, red rash on cheeks (commonly described as "slapped cheek" appearance) • after 1-4 days a lace-like rash appears on the body; the rash can last up to 3 weeks	• a few days before the rash starts; once the rash appears, the virus is no longer contagious	• no exclusion required if child feels well enough to participate in activities • 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
Hand, Foot & Mouth Disease (coxsackie virus)	• contact with secretions from the nose, mouth and blisters of an infected person (i.e. sneezing) • germs are also found in stool (poop) of an infected person and can spread to another person's mouth usually through unclean hands • incubation period *3-5 days	• 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	• most contagious during the first week of illness • 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	• exclude from child care and school until fever is absent for 24 hours (with no over the counter medication), blisters have dried and child feels well enough to participate in regular activities
Impetigo (staphylococcal bacteria or streptococcal bacteria)	• usually follows a scrape or an insect bite • direct contact with rash; contact with bedding, towels, or clothing that have touched an infected person's skin	• rash with a cluster of red bumps or blisters around the mouth, nose or other parts of the skin not covered by clothing • may ooze or be covered by a honey-colored crust	• from onset of rash until 24 hours after the start of antibiotic • maintain good hand washing after touching infected skin	• 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
Mononucleosis (Epstein-Barr virus)	• spreads person-to-person through saliva (i.e. kissing, sharing beverages) • incubation period *4-6 weeks	• 50% of people have no symptoms • fever, sore throat, fatigue, swollen glands, enlarged spleen	• not highly contagious; can persist for a year or more after infection	• no exclusion required; consult physician about avoiding contact sports until fully recovered
Pink Eye (Conjunctivitis) (bacterial/viral)	• contact with eye secretions through contaminated fingers or articles (i.e. wash cloths or towels) • when pink eye is caused by a cold the droplets from a sneeze or cough can also spread it • incubation period *24-48 hours	• redness in whites of eye, scratchy feeling or pain in eye, swollen eyelids • watery or yellowish discharge; eyelids often stick together	• assume contagious until diagnosed	• exclude from child care and school until child has seen a doctor, nurse practitioner or pharmacist • for bacterial causes, exclude for 24 hours after the start of appropriate antibiotic
Strep Throat/Scarlet Fever (group A streptococcus bacteria)	• contact with secretions from the nose or mouth of an infected person (i.e. sneezing, coughing) • incubation period *1-3 days	• fever, very sore throat, headache, swollen glands, trouble swallowing, nausea, sore stomach, red throat • if scarlet fever, can have sandpaper-like rash	• 10-21 days or until 24 hours after starting appropriate antibiotic treatment	• exclude from child care and school for 24 hours after the start of appropriate antibiotic

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

FACT SHEETS:
http://healthunit.org/health-information/infectious-diseases/fact-sheets/

References:
Ministry of Health and Long Term Care www.health.gov.on.ca
Canadian Pediatric Society www.caringforkids.cps.ca
MOHLTC Infectious Diseases Protocol 2022 www.health.gov.on.ca/en/pro/programs/publichealth/oph_standards/infdispro.aspx

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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 Tempra, 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 while the child requiring the medication is in attendance. 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 permitted to carry their own emergency medication in accordance with the drug and medication administration procedures and the child's Individualized Plan for a Child with Medical Needs. Where a child has written permission to carry their emergency medication (such as asthma puffers, epinephrine for anaphylaxis, seizure rescue medication for epilepsy, emergency

diabetes medication, or any other medication a prescribing medical professional determines must remain immediately accessible), precautions will be taken to ensure 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 may be administered in accordance with the child's Individualized Plan for a Child with Medical Needs and the emergency procedures for an anaphylactic allergy, provided it is clearly labelled with the child's name, the name of the medication, the dosage, the expiry date, and the instructions for storage and administration. Other emergency medications (such as those for asthma, epilepsy, or diabetes) must meet the same labelling and documentation requirements.

Drugs or medications that are expired (including epinephrine and any other emergency medications such as those used for asthma, epilepsy, or diabetes) will not be administered at any time. When drugs or medications are past their expiry date, they will be returned to the child's parent where possible, and this will be documented in accordance with MTJB's medication procedures.

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 the required puffers and specify on the Medication Information and Consent Form that the medication is to be given if the child begins to wheeze. Parents of children with other emergency medical conditions (such as epilepsy, diabetes, anaphylaxis, or any condition requiring immediately accessible emergency medication) must provide clear instructions on the Medication Information and Consent Form and the child's Individualized Plan. The exact instructions will be completed according to the child's identified emergency condition.

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.

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 to 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
- Kissing children, including on the cheeks, forehead, hands, or any other body part. *Kissing is considered an inappropriate form of physical affection in a professional childcare setting and may cause discomfort, confusion, or boundary concerns for children and families.*
- Any physical contact that is overly familiar, intimate, or not connected to caregiving or safety, including hugging that is prolonged or initiated in a way that makes a child uncomfortable.
- Physical contact used for discipline, including corporal punishment, restraint (except in imminent safety situations), or any action that causes pain, fear, or humiliation.
- Staff, students, and volunteers must not close themselves behind doors with children. *All interactions must occur in visible, open, and supervised areas.*
- Doors to playrooms, washrooms, or quiet spaces must remain open or ajar unless required to be closed for safety or licensing reasons (e.g., fire doors, sleep rooms with visibility panels).
- Sexual abuse — Any act, behaviour, or interaction of a sexual nature involving a child, including touching, communication, exposure, or exploitation, as defined under the Early Childhood Educators Act, 2007.
- Sexual misconduct — Any inappropriate, sexualized behaviour, comment, gesture, or communication toward or around a child, including behaviour that creates a sexualized environment or violates professional boundaries.
- Prescribed sexual acts — Any act listed as a prescribed sexual act under the Early Childhood Educators Act, 2007, including actions that involve sexual touching, sexualized communication, exposure, or any conduct intended to gratify sexual interest.
- Sexualized behaviour — Any behaviour that introduces sexual content, innuendo, or implications into interactions with children, including jokes, comments, or discussions of a sexual nature.
- Boundary violations — Any physical, verbal, or digital interaction that crosses professional boundaries or could reasonably be perceived as grooming, sexualized attention, or inappropriate closeness.
- Private or concealed interactions — Staff must not be alone with a child in any private, concealed, or isolated space in a manner that reduces visibility, compromises supervision or could create opportunity for sexual misconduct. Necessary caregiving routines—such as accompanying children to the washroom or assisting with dressing after toileting—must always be conducted in a supervised, professional, and respectful manner consistent with MTJB's boundary expectations.

- Sexualized digital communication — Any electronic communication with a child that includes sexual content, innuendo, or inappropriate personal disclosure.
- Possession or display of sexual content — Possessing, displaying, or accessing sexual content, pornography, or sexualized media in the childcare environment or during work hours.
- Grooming behaviours — Any pattern of behaviour intended to build secrecy, emotional dependency, or inappropriate closeness with a child.
- Staff must ensure continuous, visible supervision of children at all times.

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.

2026 Fees

2026 FEE RATES – February 1, 2026

MAYNARD MAIN SITE , WELLINGTON & ST MARK PROGRAMS	DAILY RATE 2026 BASE FEES	
Infant, 0 to 18 Months	$22.00	
Toddler 18+ to 30 Months	$18.89	
Preschool 30+ Months	$17.71	
PROGRAM	**DAILY RATE 2026 BASE FEES (FT)**	**DAILY RATE 2026 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	$21.98	$22.98
School-Aged – no school due to snow day, educator action, school closure	$31.98	$32.98
Casual Users School-Aged Summer, PA days, March Break, Christmas	$36.83	$36.83
NON-BASED FEES	**RATE**	
Late Fee – after 5:45 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	

2026 FEE RATES – February 1, 2026

KEMPTVILLE MAIN SITE: PROGRAMS	DAILY RATE 2026 BASE FEES
Infant, 0 to 18 Months	$22.00
Toddler 18+ to 30 Months	$21.61
Preschool 30+ Months	$18.54
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

HOLY CROSS & CLOTHIER STREET SITES: PROGRAMS	DAILY RATE 2026 BASE FEES (FT)	DAILY RATE 2026 BASE FEES (PT)
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	$22.83	$23.83
School-Aged – no school due to snow day, educator action, school closure	$32.83	$33.83
Casual Users School-Aged Summer, PA days, March Break, Christmas	$38.50	$38.50
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	