

Parent Handbook



More Than Just Babysitting Child Care Centre Inc.

~Since 1987~

www.mtjb.ca

Revised July 4th, 2022

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Welcome to MTJB

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

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

It is our mission to provide quality child care to the children and families through our five centres within Grenville County. Our early childhood program exists to provide infants, toddlers, preschoolers, kindergarteners, and school-age children with a warm, loving environment where he or she 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 his or her 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

PROGRAM STATEMENT 2022

MTJB endeavours to provide quality programming based on research and practice from around the world that contributes to positive experiences and outcomes for children.

“How Does Learning Happen? Ontario’s Pedagogy for the Early Years (2014)” is a document to be used for the purpose of guiding licensed childcare programs. This professional learning resource will support early year’s programs and will inspire critical reflection and discussion among the staff, the children and their families. (Minister’s Policy Statement on Programming & Pedagogy, made under the Child Care and Early Years Act, subsection 55 (3), 2014)

MTJB will use this resource to strengthen our programs' value; to ensure high quality and enriching experiences that lead to positive outcomes. MTJB recognizes children as competent, capable of complex thinking, curious, and rich in potential. We value and build on their strengths and abilities.

MTJB sets out goals for children and expectations for programs, organized around four foundations central to children's learning and growth; belonging, well-being, engagement, and expression. These foundations guide educators in planning and creating the kind of environment and experience meaningful for them to encourage and build on their learning.

Staff, students, and volunteers will read the Program Statement and sign off on the Policy and Procedures Sign-off binder before employment or before interacting with children; also, if and when the statement has been modified and on an annual basis. The goals that guide the MTJB program for children at our child care centre are as follows:

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

The first step in establishing and nurturing health, safety, and well-being for children in our programs is through the connections they make with the program staff and student placements. Upon enrollment, educators will familiarize themselves with all information concerning medical conditions, allergies, food restrictions, medication requirements, and parental preferences in response to diet, exercise, and rest time. Educators build partnerships with the families, which gives the children a sense of security, confidence to express emotions, the feeling of being equally included, and the sense of "I have a voice."

● **Health and safety:**

As a licensed child care operator, MTJB meets and exceeds all health and safety requirements of the Ministry of Education and local government bylaws. Monthly inspections are held with the school administration at our programs housed within schools. All sites complete monthly inspections as per our Health & Safety Guidelines created with Peninsula. There are appointed health and safety committees at the Kemptville Main Site and the Maynard Main Site. At our satellite sites, the site supervisors complete the monthly inspections. Health and safety information is posted on our "Parent Communication" boards and referenced in the Parent Handbook. Staff members are available to discuss health and safety policies and protocols as questions arise. Cleaning and disinfecting equipment and play spaces are completed weekly or as required.

● **Nutrition:**

MTJB offers healthy snacks and balanced lunch for our infants, toddlers, and preschoolers (0 – 3+-year-olds). Our kindergarten and school-age children are provided morning snack choices through an open snack time before school and family-style snack time after school. For the kindergarten and school-age children, MTJB's Brown Bag Lunch Policy provides parents' guidelines to ensure the nutrition, health, and safety of all children. A hot lunch program may be offered during the summer months; parents can purchase meals through this program for their children.

Our menus align with the current Canada Food Guide. Snacks and lunches are served family-style. MTJB collaborates with nutrition professionals to develop standard menus for all of our programs that are both nutritious and appealing for children. Menus are posted on

the bulletin board two weeks in advance; a sample menu is posted on our website. Menu items are made from scratch and offer the children opportunities to experience various healthy meal options and new ideas. We accommodate dietary or religious food requirements for children in our programs. Children's dietary restrictions are posted in each eating area and the kitchen.

MTJB is a nut safe centre; we do not cook with nuts or nut oils, or nut butter. Foods containing nuts or nut by-products are prohibited. We request that anyone who has eaten peanut butter to brush their teeth and wash their hands and face thoroughly before coming to the daycare.

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 their designate for options to make the celebrations special. We all join together for the Happy Birthday song.

MTJB does have an Anaphylactic Policy and procedure in place, and staff members are trained in the use of Epi-pen. Staff members are informed of all dietary restrictions as part of the enrollment process; they are reviewed during staff meetings, within individual cohorts, or outside of rooms as required.

Children have access to drinking water throughout the day.

MTJB has several staff members, including Dietary staff that have completed the Food Handlers course offered through the local health unit.

During the pandemic, staff members will not eat with the children during snack and lunchtimes as they must be in their full PPE at all times in the classroom. Staff members have designated times for nutrition breaks.

- **Well-being:**

To support positive and responsive interactions among the children, parents, and staff; MTJB recognizes each child as having equal rights to participate in program activities. We acknowledge and respect each child's unique qualities and family environment, as well as the developmental abilities and needs of each child. In cooperation with outside agencies such as Early Language Express, Developmental Services of Leeds & Grenville, we work diligently to establish programming strategies to foster an inclusive learning environment in which every child can participate. We view the diversity of children and families as an asset. We plan programs to reflect differences and enrich the environment while developing self-help, empathy, and social skills.

- **Belonging:**

MTJB supports a sense of connectedness to others, individual experiences being valued, forming relationships with others, and making contributions as part of a group, a family, and the natural world. MTJB strives to create a "home-like" environment to bridge home with daycare. A place where everyone feels welcome, a real sense of belonging. MTJB feels like "home away from home." All children and their families are valued and respected as individuals in a non-judgmental, caring atmosphere. Our MTJB family exhibits confidence and trust while working together as a cohesive team supporting our children and families. MTJB continues to connect and form relationships within the community by learning more about other organizations and supporting them through involvement, when they resume.

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

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

Under no circumstances will staff exhibit prohibited practices: corporal punishment of the child including spanking, hitting, and shaking; physical restraint of the child, such as confining the child to a high chair, car seat, stroller, or other devices for discipline or instead of supervision, locking the exits of the child care centre to confine the child, or restrict the child in an area or room without adult supervision; use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine their self-respect, dignity or self-worth; deprive the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or inflict any bodily harm on children including making children eat or drink against their will.

The educator will act as a role model by demonstrating and encouraging positive verbal communication in an open, honest manner. MTJB believes that a quality program will work as a preventative measure regarding prohibited practices. An age-appropriate program has lots of toys and activities; has a balance between stimulating and quiet, conducive to learning and appropriate behaviour. A relaxing yet enriching program, has a variety of activities but is not overwhelming, is challenging; however, has the opportunity for success and will work towards this goal. Ensuring that children are active, stimulated, challenged, and have the chance for success while consistently seeing adults conduct themselves appropriately will foster happy, developing children.

Positive practices used in guiding the children will be used and consistently. In 2022, we are encouraging our children to interact in alternate ways to maintain social distancing. We have classroom posters displaying options such as elbow bumps, foot bumps, air hugs, and spirit fingers.

We create individualized plans with our children and families to promote best practices within the classroom regarding their self-regulation. The plan enables children to have self-control over their situation and emotional response during these uncertain times.

The staff member will implement the techniques as soon as possible after troublesome behaviour. They are at the child's developmental level, related to the challenging behaviours, and designed to assist the child in learning desired behaviour. The parent or guardian will receive feedback regarding the plan. The plan will be adjusted if necessary.

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

We strive to create learning environments that are open-ended and developmentally appropriate. We view children as individuals who bring their unique ideas, knowledge, and experiences about their physical and social world to the classroom while maintaining pandemic parameters.

We appreciate that children have a variety of learning styles. Staff will demonstrate flexibility in supporting children in their expansion of play and the use of play materials. We will act on teachable moments throughout the day during indoor and outdoor activities to expand children's interest and knowledge. We observe and document the children's interests and day-to-day operations by providing children with different materials and experiences that incorporate the four foundations of learning; belonging, well-being, engagement, and expression. The environment is set up to encourage the children to challenge their abilities, expand their interests, and develop relationships. Activities and materials are provided in a safe, comforting, and inviting environment with adequate supervision that also allows for risk-taking in play.

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

Children's interests are valuable to their learning and offer a wide variety of experiences. The type of activities we offer may include but are not limited to: drama, music, dance, and visual arts; language and literacy; nature, science, and technology; construction and design. Educators offer new play and exploration experiences for the children while enhancing/encouraging them to use problem-solving and critical thinking skills. Classroom technology supports research and further investigates children's interests.

Educators often take the curriculum outside.

Our centre is inclusive to all children, incorporating the five domains (social, emotional, cognitive, physical, and language/literacy). Separate cohorts on the playground have changed our vision for outdoor play. Staff members are now able to focus on their group and offer more individualized time with the children. We will form stronger bonds and more profound connections, which is very important during this pandemic.

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

To support each child's learning and development, the educator will engage the children in activities based on the children's expressed interest and developmental levels.

We acknowledge the parent as the child's first teacher. The role of the educator is to facilitate bridging the home and daycare experiences. The environment is the third teacher. Children learn through play.

This year we will have to stretch our imagination regarding our classroom environment and activities. In adapting to new health protocols, we have created ways to modify our classrooms. These adaptations allow us to promote our children's exploration and safety, i.e., plastic covering over bulletin boards to showcase artwork, laminate board games, and card games, and using only non-porous materials and toys. These changes allow for ease of disinfection while maintaining the former learning environment.

We support children in directing their learning, have input to where they learn (outside, interest area, etc.), decide when they want to learn and choose their own play experiences and materials. Heightened learning results through the educators' knowledge, problem-solving/critical thinking, and enriched environments enhanced with loose parts. It offers the opportunity to scaffold children's learning. Educators "listen to hear" the point of view of the children regarding their knowledge and environment. Children are encouraged to interact and communicate positively and support their ability to self-regulate. We recognize children's various emotions and offer guidance when needed; this may include supporting breaks or activities to calm a child. Educators will plan for and create positive learning environments for each child, including all children, including children with individualized plans, to experiment, explore, and support them in

their learning and development. Enhanced staff members may be available to help educators/children in the program.

Our educators continue their education through workshops and learning sessions offered either in person or online. Pedagogical leaders will provide educators with ongoing support

from their training with the United Counties of Leeds and Grenville. We engage all families through positive interaction.

During the pandemic, educators are unable to meet and greet the parents. We will ensure all parents are always welcome and feel a sense of belonging by engaging in ongoing online communication and other means, i.e. HiMama, Facebook, e-mails, and phone contact through the daycare.

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

MTJB provides indoor and outdoor play, rest, and quiet time integrated into the day and considers the children's unique needs.

Children in our program will spend a minimum of two hours each day outdoors weather permitting; before and after school programs will spend a minimum of thirty minutes outdoors weather permitting; rain or shine; snow and shine! Children must dress for outdoor learning. Children get excited about puddles and mud creations; they are learning as they play and explore.

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

Rest time for infants is based on their personal needs; rest for toddlers and preschoolers are based on their individual needs within two hours. All sleep is supervised at all times as per our Safe Sleep Policy.

Children who are outgrowing their naps and preparing for kindergarten will be part of a waker's program. The waker's program may be held within a designated area in the room offering quiet activities.

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

We see families as experts who know their children better than anyone else and have vital information to share. We value and engage them in a meaningful way. At this time, parents cannot visit their child's classroom. Due to the pandemic restrictions, face-to-face communication with families is limited to our screeners and runners.

Parents receive daily communications in many forms, as noted earlier in this document. Teleconferences and virtual meetings become a new option for vocal and face to face interaction between program staff and families when other communication methods are not sufficient.

In some cases, a virtual case conference will be held with parents and outside agencies to create a plan for success for their child.

Similarly, the knowledge and experience of our educators can benefit families in their relationships with their children.

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

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

We receive extraordinary support from the agencies and local businesses of our area. Community partners are a vital part of a successful business and meet the needs of all members of MTJB.

Early Childhood Educators register with the College of ECE, which governs ongoing professional development. MTJB has relationships with many outside agencies, including Early Language Express, Developmental Services of Leeds & Grenville, and representation on the Supervisor Network Committee and the Best Start Network. We offer onsite learning for college placements, apprenticeship students from the Early Childhood Education Program, and the St. Lawrence College Practical Nursing Program.

MTJB is the third-party operator secured by UCDSB and CDSBEO to operate before and after school programs for designated schools. We have a purchase of service agreement with the United Counties of Leeds and Grenville for child care fees subsidy.

We have three programs located in schools; our presence provides a service to the parents and encourages student enrollment at the school. We have established relationships with the administration and many of the teachers at the school. Working together, we have created a cohesive approach to early learning for all.

Through our fundraising program, the children enrolled at MTJB pre-pandemic participated in local activities, i.e., guest speakers and the swim program. This year we will invite virtual guest speakers to visit, i.e., Girls Inc., museums, zoos, artists, musicians, and Library Sue. We purchase our goods and supplies from local businesses, including a summer hot lunch program for our school-age children. MTJB is a significant employer in Greenville County. In 2022 our staff component is expected to rise corporate-wide. A number of these employees will be summer students whose goal is to attain experience working with young children to support their post-secondary studies and future careers.

We were honored to be recognized in the calendar directory 2021 of Steve Clark, MPP, in our area. The calendar this year “highlights some of the COVID heroes whose remarkable efforts kept us and those we love safe.” A photo taken the Friday before our reopening on July 6 of the MTJB Maynard and TR staff members was featured for August.

The caption under the photo reads, “As parents return to work, the staff in our area’s daycares, such as More Than Just Babysitting Maynard location, were there ensuring their children were well cared for and safe.”

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

We see MTJB educators as knowledgeable, reflective, resourceful, and rich in experience; we value the experiences and environments they create for children. We encourage self-reflection, discussion, and ongoing collaboration and learning among educators.

In 2022 each MTJB staff member will continue their professional development as it relates to their professional goals.

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

10. To document and review the impact of the strategies (1) to (10) on the children and their families:

Through enriched environments, observation, planning for scaffolding learning opportunities, reflecting, and evaluation, we will create documentation to use as a tool to communicate the children's learning, progress, wellbeing, and development to their families and other professionals.

Photos of bulletin board displays and other forms of communication are shared with families, as mentioned earlier in this document.

This pedagogical approach supports MTJB children as they learn along a developmental continuum. It allows for smoother transitions from one program to another – for example, from childcare and family support programs to kindergarten, elementary school, and beyond.

MTJB strives to ensure all corporation programs reflect the same framework and practices yet maintain their originality. Families can expect quality care at every MTJB site and will receive consistent messaging through our communication formats.

MTJB Board of Directors, Administration, Staff, and Families will review the program statement annually or at any time when the program statement is modified.

You can see a separate copy of the [Program Statement for 2022 here](#).

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.

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.

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.
- **Kemptville Main Site: 14 Tophmar Drive, Kemptville** - Birth until Kindergarten. Hours of operation are Monday through Friday 6:45am – 6:00pm
- **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.
- **Holy Cross Catholic School Site: 521 Clothier Street, Kemptville** - Kindergarten until Grade 6; Hours of operation are Monday through Friday 6:45am – 6:00pm
- **Wellington Elementary School Site: 920 Boundary Street, Prescott** –MTJB holds a kinder and school-age license at this location in partnership with the Wellington Elementary School and the St. Mark Catholic School; however, the program is currently operating at the TR Leger Site.
- **TR Leger Site: 490 Jessup Street, Prescott** - Kindergarten until age 12; Hours of operation are Monday through Friday 6:30am – 9:00am / 3:00pm - 5:45pm. Also, 15 children between the ages of birth up to and including 5 years of age with a maximum of 3 infants under 18 months of age. Hours of operation are Monday through Friday 9:00am – 11:00am / 11:45am – 2:00pm.

MTJB Operational Information

Days of Operation

Full-time and part-time care is offered, Monday through Friday, except for Statutory Holidays and the Christmas Break closure which will allow staff to spend time with their families.

2022/2023 Christmas closures are as follows:

Closed December 28th – 30th 2022

Observed & 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		

Inclement Weather

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.

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 Emergency Closing Policy

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) 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.

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.

Closure prior to the opening of the Centre:

The decision to close will be made at the discretion of the Program Directors, 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 perfection decision exists.

Notification of closure will be given as far in advance as possible. Information will be sent through HiMama, and Facebook.

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 will call, e-mail through HiMama, 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 weather conditions:

MTJB will try to remain open during severe weather whenever possible, but as the weather worsens or 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 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.

Attendance

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.

To ensure everyone's safety, we ask that you please keep your children in your care until they are screened into the centre. We assume responsibility for the care and safety of your child(ren) after he or she is delivered to the caregiver.

At this time, parents are not required to wear a mask or face covering when entering the building. However, MTJB reserves the right to reinstate a masking policy when changes are made to ministry regulations or from health unit suggestions.

When picking up your child(ren), make sure the caregiver knows you are leaving with your child.

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 arrivals affect 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.

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 you come to collect 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.

MTJB Enrollment Information

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.

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.

Specialized Services

Where possible, MTJB will attempt to integrate into our program children with special needs. Specialized services are available through MTJB. In conjunction with the family, children who require these services will be referred to the appropriate agency. Please contact 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, occupational therapy and Inclusive Child Care. Children who require these services will be referred to the appropriate agency. Individual Program Plans will be provided as required in the case of a child(ren) with identified special needs.

Socialization for School Readiness

MTJB offers part time care to enhance the children's success in meeting their developmental milestones. These include physical, cognitive, emotional and socialization skills which will prepare them for Kindergarten. Children are most successful learning these skills in a group setting that offers play and exploration. However, in the beginning, a child(ren) entering a group setting where they are presented with many new experiences, sensations, and activity will tire easily. They can become overwhelmed. We find that children who are new to the group experience get over-tired when their day is too long for them. At this point they are ready for home; a familiar, and calm environment. With the child(ren)'s best interest in mind we suggest a gradual entry in order for children to adapt to the program. Therefore, MTJB reserves the right to regulate the number of hours per day a child(ren) may attend our programs.

The New School Readiness

Getting ready for kindergarten is an exciting time for parents. You must be asking yourself, "Where did the time go?" It's also a time for wonder, "I wonder if my child is ready? Do they need to know their ABC's, their numbers, how to count to 100?" Many years ago, parents would

receive a list of “What your child should know before they come to Kindergarten.” Those days are gone!

In 2007, the Ontario government published Early Learning for Every Child Today (ELECT): A Framework for Ontario Early Childhood Settings. This document is shared by child care programming and the full-day kindergarten curriculum. No longer do we refer to “school readiness.” In keeping with the ELECT document, early years programs in child care and kindergarten are child-centre, developmentally appropriate; to establish a strong foundation for learning in a safe and caring, play-based environment that promotes the physical, social, emotional, and cognitive development of all children.

MTJB in partnership with the kindergarten programs aims to support the child’s learning based on their strengths. Educators are knowledgeable in child development; they observe the children at play; they make a note of their interests and create incidental learning by offering a variety of experiences and materials to make learning fun! Every child is competent, capable of complex thinking, curious, and rich in potential and experience; our goal is to capture their natural interest and desire to explore, play and inquire. This approach, we believe, is the recipe for life-long learning!

What can you do to help your child(ren) prepare for their next milestone?

- Know their first and last name
- Manage bathroom needs – there are no scheduled bathroom times at school. Children are expected to know when it’s time to go to the bathroom and manage their needs on their own. Kindergarten teachers are likely not going to be able to accompany their students to the bathroom. The students must be able to handle their pants (no overalls or onesies!), wipe themselves, and wash their own hands
- Dress themselves – give your child(ren) the opportunity to do things for themselves, such as zipping their jacket or putting on their shoes. Give them the chance to show you what they can do, you might be in for a few surprises! Kindergartners need to be able to put on their coats, snow pants, boots, hat, shoes, and button their pants. If your child(ren) hasn’t mastered shoe tying at the beginning of the year, don’t panic! Keep practicing, but be sure to send them to school in Velcro shoes (or something similar) that they can do themselves
- Follow one- or two-step directions (e.g., “Take your book out of your backpack and bring it to your desk.”) Example from home – bring your plate and cup to the counter and push in your chair
- Clean up after themselves at home – they’ve had lots of practice at daycare

On top of making sure your little one enters the classroom with those essential skills, you’ll want to emotionally prepare them for what can be a big transition for kids (and parents!). Ease those first-day-of kindergarten jitters with these fun reads:

- First Day Jitters by Julie Danneberg

- Kindergarten Rocks! by Katie Davis
- Pete the Cat: Rocking in My School Shoes by James Dean
- On the Way to Kindergarten by Virginia Kroll
- The Kissing Hand by Audrey Penn
- The Night Before Kindergarten by Natasha Wing
- Adventure Annie goes to Kindergarten by Toni Buzzeo
- Kindergarten Here I Come by DJ Steinburg
- Dad's First Day by Mike Wohnoutka
- David Goes to School by David Shannon

What does MTJB do to help prepare the children for Kindergarten?

Through engagement with Educators and play experiences children will discover counting, the alphabet, name recognition, how to hold a pencil, colours, use crayons, paint and glue, how to cut with scissors, sit to listen to stories, interactive songs, and turn-taking games.

As an example, a child may discover there are a number of pinecones on the ground. An educator may ask, "How many pinecones do you have?" Together they may count the pinecones; they may talk about the texture or the colour of the pinecone. Depending on the developmental level of the child, an educator may explain that the pinecone is a "seed" that will grow a new pine tree! Back in the classroom, the child may wish to put their pine cones on display. The educator may write the letter "P," "P" is for pinecone, paper and crayons may be offered to draw pine cones or paint to create a painting using the pinecone as the paintbrush. The inquiry is based on the child's interest in pinecones! The educator will prompt the children to see where their inquiry goes. Educators can be highly creative in scaffolding the learning until the interest wanes.

In summary, our focus at MTJB is to spark the children's learning. Children need plenty of time to explore their environment; structured large group activities, where all children must sit and listen, do not meet the needs of every child. Small group activities are more engaging focusing on individual interests and developmental levels. Staff members will keep you informed through HiMama and Facebook.

The feedback from our school partners indicates that they are pleased with the readiness skills that MTJB "graduates" have when they enter school. So, rest assured that all our MTJB children will be ready for Kindergarten!

Waiting List

1. Policy:

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

2. Application:

Prospective users are required to contact the centre to apply for space. The application requires that you specify your child(ren)'s birth date and the date for required care. If you would like to tour the facilities, one will be arranged.

3. Waitlist:

Based on the age of the child(ren) at the time care is required, the child(ren) is assigned to the appropriate age group on the waitlist. The waiting list will be available in a manner that maintains privacy of the children on the list. Prospective clients on the waiting list are welcome to call the Program Manager or the Site Supervisor from time to time to inquire of their status for enrollment. Families are welcome to make an appointment with the Program Manager or the Site Supervisor to view the waiting list and check their status; other family names will be protected in the waiting list book for the purpose of confidentiality.

When a space is about to become available, the Program Manager or the Site Supervisor will determine the approximate age of a child(ren) who best fits the vacancy. The space will be offered to the child(ren) who is highest on the list, whose age is appropriate at "date of required care". In the case of siblings entering the centre, consideration will also be given to the date of enrollment of the first child(ren) enrolled at MTJB.

4. Offer of Space:

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

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

- Parents first and last names
- Best contact telephone number(s) and or e-mail addresses
- Your expected start month

- Your child(ren)'s name
- Date of Birth (unborn children may be added to the list with expected month and year of birth)

6. How the waiting list works:

1. Contact the centre to add your name to the waiting list.
2. The day that you contact the centre will be your seniority date on the waiting list.
3. There is no specified length of time that you need to be on the list to be offered a space.
4. Spaces are created when a family or child leaves the centre. Spaces can be available at any time of the year and at 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 the Site Supervisor will call all families that are eligible to start in the program where there is an opening.
7. All parents who are waiting for a particular month are contacted when spaces are available. Even if the month you specified has already passed, if your child(ren) is still within the age group of the program, they will be offered a space.
8. Once a family is called from the waiting list, they are given a specified time frame to return the call and express continued interest in the space available.
9. The family with the highest seniority date will have first official refusal of the available space.
10. For all children that are accepted into MTJB, families are required to pay a registration fee.
11. If you are called for a space and do not wish to take it at that time, you will be given the option to stay on the waiting list.

Code of Behaviour

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

- Respect the other children and their belongings
- Respect the facility and the toys and equipment. Any damage to the facility itself or its contents is unacceptable and appropriate consequences will be applied

- Respect staff and follow their instructions
- Speak politely and keep the program area clean by putting toys and equipment away
- Never leave the group without permission
- Never behave with verbal or physical aggression; whether between children, parents, adult to child or otherwise

Admission & Withdrawal Policy

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

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

You may re-register after an absence. However, the registration fee will apply. 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 withdrawn from the program. This extreme measure would only take place after consultation 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, 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, Finance Officer 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. 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.

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, everyone 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 HiMama, e-mail, and our program Facebook pages. We discourage parents from texting staff members on their personal cell phones. Staff members are prohibited from using their cell phones during work hours.

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

Parent Issues and Concerns Policy

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

All issues and concerns raised by parents/guardians are taken seriously by all members of the corporation and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents/guardians within 1-2 business day(s). The person who raised the issue/concern will be kept informed throughout the resolution process.

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

Confidentiality

Every issue/concern will be treated confidentially, and every effort will be made to protect the privacy of parents/guardians, children, staff, students, and volunteers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities, or 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/childrensaaid/reportingabuse/index.aspx>

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.

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:
<p>Program Room-Related</p> <p>E.g.: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the classroom staff directly <p>or</p> <ul style="list-style-type: none"> -the supervisor or licensee. 	<p>-Address the issue/concern at the time it is raised</p> <p>or</p> <p>-Arrange for a meeting with the parent/guardian within 1-2 business days.</p> <p>Document the issues/concerns in detail. Documentation should include:</p> <ul style="list-style-type: none"> - the date and time the issue/concern was received; - the name of the person who received the issue/concern; - the name of the person reporting the issue/concern; - the details of the issue/concern; and - any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.
<p>General, Centre- or Operations-Related</p> <p>E.g.: child care fees, hours of operation, staffing, waiting lists, menus, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> -the supervisor or licensee. 	<p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p> <p>Ensure the investigation of the issue/concern is initiated by the appropriate party within [insert number] business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.</p>
<p>Staff-, Duty parent-, Supervisor-, and/or Licensee-Related</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> -The individual directly or -The supervisor or licensee. <p>All issues or concerns about the conduct of staff, duty parents, etc. that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	<p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>
<p>Student- Volunteer-Related</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> -The staff responsible for supervising the volunteer or student <p>or</p>	<p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>

	<p>-the supervisor and/or licensee.</p> <p>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.</p>	
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Escalation of Issues or Concerns

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

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

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

Contacts:

Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or childcare_ontario@ontario.ca

Program Manager Maynard – Laurie Arsenault, Program Manager Kemptville – Julie Jordan, Executive Director – Ruth Shay, Finance Officer – Marlene Neddo, Board of Directors President – Emily Wood

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.

The following specifications therefore apply:

1. Enrollment:

The Corporate Operational Budget is based on child fees being payable for 100% of scheduled days. Therefore, if a child is ill or cannot attend for other reasons (vacation, appointments, etc.), there will be no credit or refund for those days.

Fees are payable based on all regularly scheduled days (for example, every M/W/F) even when said days fall on statutory or other holidays (Christmas, March Break).

2. Future Enrollment:

If there is no child care space available at this time or should you require a space at a later date, you must place your child on our waiting list in order to receive consideration.

3. Future Enrollment Continued:

In certain circumstances, parents can request that a child care space be reserved for a future date (maximum six months). A non-refundable holding fee of \$150.00 will be required. This holding fee will be credited to your first month's fees.

4. Change of Service:

Should I/We require a reduction in the number of days originally contracted per week, MTJB requires two weeks written notice; I/We understand that full-time (5 days per week) clients take precedence over part-time clients. Should a new client request a full-time space you will be given an offer to resume full-time care.

I/We acknowledge that full-time families who wish to reduce their services in the summer will continue to pay a minimum of two days per week in order to maintain their child care space. Should a new client request a full-time space you will be given an offer to resume full-time care.

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. Therefore, there will be no lapse in schedules i.e. Families that typically contract two days per week will be billed for each week accordingly.

Canada-Wide Early Learning and Child Care System

Funding Guidelines PURPOSE

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.

APPLICATION PROCESS

Participation in the CWELCC system is optional; however, child care service providers (CCSPs) are encouraged to participate so that families can benefit from reduced fees.

CCSPs wanting to apply for CWELCC funding may request an application through The United Counties of Leeds and Grenville (UCLG). In 2022, applications must be received by August 31 to be eligible for funding in 2022. In subsequent years applications may be submitted annually within prescribed timelines and approval is subject to the submission of a complete application, eligibility, established priorities and availability of funding.

Eligibility

All applicants must meet the following applicable Provincial Guidelines to be considered for funding:

- Must provide service with UCLG
- Be a licensed child care service provider (centre-based or home-based) by the Ministry of Education and subject to the requirements of all pertinent legislation including the Child Care and Early Years Act (CCEYA)
- Must maintain their license in good standing in accordance with the CCEYA.
- Must demonstrate financial viability to the UCLG
- Operate in accordance with the requirements outlined in this service schedule
- Must maintain existing (pre-CWELCC System announcement on March 28, 2022) licensed spaces for eligible children. The CCSP may not convert any existing spaces for eligible children to other age groups (e.g., converting infant spaces to toddler, or infant spaces to kindergarten) in 2022.
- Must communicate their CWELCC System enrolment status to all parents and staff within 14 days of the CCSP's being notified by the UCLG the results of their application
- Must complete the annual Licensed Child Care Operations Survey, in accordance with the CCEYA to continue to receive CWELCC funding
- Must reduce and refund base fees in accordance with O. Reg.137/15.

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 will begin 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.

Cap on Fees

A cap on all base fees and non-base fees in child care for eligible children must be maintained by the CCSP at a child care centre it operates or at a home child care premises that it oversees.

The cap on fees does not apply to fees charged to parents of children who are not eligible (i.e., school-age children over 6 years).

If a CCSP was licensed on or before March 27, 2022, the cap on the base fee and on non-base fees for child care for eligible children is the amount charged on March 27, 2022, and they must not charge a parent a higher base fee or non-base fees after that day unless a specific fee increase had already been communicated to parents/families on or before that day. Where a CCSP chooses to participate the City of Peterborough will review the fee increase for reasonability.

CCSP’s are required to ensure that the base fee includes expenses for anything required under O.Reg. 137/15 that is expected to be provided and anything that parents must pay in order to receive child care. While not an exhaustive list, here are some common items that would be expected to be part of or excluded from the parent base fee:

Included in Parent Base Fee at MTJB	Excluded from Parent Base Fee at MTJB
Play materials, equipment and furnishings: cot, crib, bedding, play materials	Late pick up fees for child care provided beyond operational hours outlined in the parent handbook.

Supervision by adult during operational hours	NSF fines Late fees
Development and implementation of individualized plans (Medical, special needs, anaphylaxis)	Field Trips
Registration fee, deposits, administration fees, fundraising fees – any fees that are mandatory for a parent to pay in order to receive child care	
Food*	Diapers, wipes, sunscreen

*Food is considered a base fee where it is required under the CCEYA. However, if not required under the CCEYA (i.e., Kindergarten and School-age) and it is an optional service, this would be a non-base fee. If the program is providing food as a mandatory service, it would be a base fee.

The UCLG will work with the CCSP to determine an initial base fee, in the case where the fee charged to parents does not include all required elements (e.g., parents are charged separately for meals, which is a requirement under regulation), or to exclude elements that should not be included in a base fee.

CCSPs will continue to be subject to the capped fee until they receive notice from the UCLG of the results of its CWELCC application.

Reduction in Base Fees Charged by Child Care Operators

Participating CCSPs must ensure that parents of an eligible child are charged a base fee determined as follows:

If the cap on a base fee, based on the section above, is more than \$11.99 per day, the CCSPs new base fee once in the CWELCC System will be the greater of:

- \$12 per day; and,
- the amount of the capped base fee, less 25 percent

If the capped base fee is less than \$12 per day, the fee should be maintained.

CCSPs are also required to reduce the cost of a full-fee space that is occupied by an eligible child receiving fee subsidy.

The following will be considered when determining Fee Reduction funding:

- Base fees will be determined in accordance with the requirements set out in

O. Reg. 137/15 under the CCEYA. *“Base fee” means any fee or part of a fee that is charged in respect of a child for child care, including anything a licensee is required to provide under the Child Care and Early Years Act, 2014 (CCEYA), or anything a licensee requires the parent to purchase from the licensee, but does not include a non-base fee*

- Base fees are reduced for eligible children only. *“Eligible children” means any child under six years old; and up until June 30 in a calendar year, any child who (a) turns six years old between January 1 and June 30 in that calendar year, and (b) is enrolled in a licensed infant, toddler, preschool or kindergarten group, a licensed family age group, or home child care, as defined in the CCEYA*
- Refunds must be provided to parents where a base fee higher than the reduced base fee is charged for an eligible child, retroactive to the CWELCC enrolment date and for any period after the enrolment date where excess base fees have been prepaid
- CCSPs must ensure that non-base fees are not included as a component of base fees. *“Non-base fee” means any fees charged for optional items or optional services, such as transportation or field trips, or any fees charged pursuant to an agreement between the parent and the licensee in respect of circumstances where the parent fails to meet the terms of the agreement (e.g. fees for picking up a child late, fees to obtain items that the parent agreed to provide for their child but failed to provide), as defined in the CCEYA.*
- CCSPs are required to maintain the reduced base fees until they are either required to reduce them again or if they are no longer participating in the CWELCC System.

Eligible Expenses

Funding will be provided to support eligible expenditures to achieve the required fee reduction to base fees for eligible children. The Provincial Guideline sets out the following allowable expenses and are subject to change:

- Wages and benefits
- Administration costs up to a maximum of 10% of CWELCC funding received per centre (which includes administration staffing costs directly related to the operation of child care and costs for audited financial statements)
- Accommodation costs (i.e., rent, utilities, maintenance, insurance)
- Program (resources, supplies, play-based toys and equipment, professional development)
- Nutrition

Funding will not be provided to reduce fees for children who are not eligible.

Ineligible Expenses

Expenses that do not directly support the CWELCC system goals and initiatives (i.e., expenses that are not related to the provision of child care for eligible children and mandated compensation increases for eligible staff), are ineligible and include the following:

- Child care management compensation (outside of regular salaries and benefits received in a calendar year) including but not limited to transportation, meals, management bonuses, retirement packages, deferred compensation
- Debt costs including principal and interest payments related to capital loans, mortgage financing, and operating loans.
- Professional organization fees paid on behalf of staff for membership in professional organizations
- Bonuses (including retiring bonuses), gifts and honoraria paid to staff are ineligible expenses except in the case that they are provided as a retroactive wage increase that will be maintained in the following year
- Donations to charitable institutions or organizations
- Property taxes
- Personal expenses (i.e., vehicles, assets, or services for personal use only)
- Expenditures arising from transactions not conducted at arms-length, unless conducted at fair market value; and

Retroactive Fee Refunds

Where a base fee that is higher than the base fee determined as per the previous section is charged in respect of an eligible child, the CCSP will be required to issue a retroactive refund to the parent of the difference for:

- child care provided to eligible children during the period starting on the CCSP's enrollment date and ending on the 31st day after they are notified by the UCLG of the enrolment date; and
- any period of time after the 31st day referred to in the point for which daily base fees for child care to be provided has been prepaid.

Refunds must be provided to the parent within 60 days after the day the CCSP is notified by the UCLG of the enrolment date and is required for all parents of eligible children who paid higher fees on or after the enrolment date, regardless of whether their child currently receives care from the Licensee.

In the case where refunds are paid out to parents after December 31, 2022, CCSPs must notify parents prior to December 31, 2022, that a refund will be provided.

Any programs that enroll after December 31, 2022, will not be eligible for retroactive enrolment and will only be expected to reduce fees on a go-forward basis.

Child Care Fee Subsidy

As the CWELCC System is implemented, the fee subsidy model will continue to be an option for families who require financial assistance that enables parents and caregivers to participate in the workforce or pursue education or training. To ensure an equivalent fee reduction is applied to families receiving fee subsidy, legislative amendments have been made which require the CMSM to reduce the parent contribution for eligible children by 25%, with no minimum of \$12 for families receiving subsidy.

WORKFORCE COMPENSATION

Wage Floor

CCSP’s are required to bring the wage of all eligible staff up to the wage floor identified in the table below, plus benefits. All eligible staff hired during the identified years must earn at least the wage floor identified for that year, plus benefits as defined below.

The wage floor for 2022 will come into effect on April 1, 2022. For all following years, the wage floor will come into effect on January 1 of each year.

Hourly Wage Floor 2022 to 2026*

	2022	2023	2024	2025	2026
RECE Program Staff	\$18	\$19	\$20	\$21	\$22

*In addition to the hourly wage, staff are required to receive benefits.

Eligible Positions

To be eligible to have their wage raised to the wage floor, staff must be employed by a CCSP that is participating in the CWELCC system and be in a position categorized as:

- RECE Program Staff
- RECE Child Care Supervisor

In addition, to be eligible for the wage floor, staff must be receiving Wage Enhancement funding, and their hourly wage including wage enhancement funding must be below the wage floor. Benefits should not be included when determining the hourly wage (i.e., benefits are in addition to the hourly wages).

Ineligible Positions

- Non-RECE Program Staff
- Non-program staff
- Director approved staff
 - Qualified staff, or child care supervisors that are director-approved to be employed in these positions but do not have an RECE designation, are not eligible for the wage floor or annual wage increase supported by workforce compensation funding.

The wage floor and annual increase will not apply to non-program staff such as:

- Cook, custodial and other non-program staff positions.
- SNR-funded resource teachers/consultants and supplemental staff.
- Staff hired through a third party (i.e., temp agency).

The only exception to the first two positions noted above is if the staff is an RECE and the position spends at least 25% of their time to support ratio requirements as outlined in the CCEYA, in which case the staff would be eligible for the wage floor and annual wage increase for the hours that they are supporting the ratio requirements.

Alignment with Child Care Wage Enhancement Grant

CCSP's are required to apply for the Wage Enhancement Grant to be eligible for the wage floor or annual wage increase under the CWELCC system. Wage enhancement funding will be added to the base wage of staff when considering eligibility for the wage floor and annual wage increase plus benefits.

Wage floor examples: Wage floor of \$18 per hour and wage enhancement funding of \$2 per hour.

Example 1: RECE program staff with a base wage of \$15 per hour would qualify to have their wage increase to \$18 per hour ($\$15 + \$2 = \17 per hour which is below \$18 per hour). Workforce compensation funding of \$1 per hour must be provided.

Example 2: RECE program staff with a base wage of \$16 per hour or higher would not qualify to have their wage increase ($\$16 + \$2 = \$18$ per hour which is equivalent to the wage floor). Workforce compensation funding is not required.

Payments to Staff

Workforce compensation payments must be included in each pay cheque or payment made. Workforce compensation may not be paid at the end of the year as a lump sum payment.

Where staff were paid lower wages than specified by the wage floor, the CCSP is required to issue a retroactive payment to the eligible staff of the difference retroactive to the later of the following dates:

- April 1, 2022, if the CCSP was licensed as of April 1, 2022; or
- the date the license was issued in any other case.

If there was an increase to wages during this period, workforce compensation should be decreased to reflect the change. Retroactive payments must be paid to eligible staff for the hours worked, regardless of whether they are employed by the Licensee at the time that their participation in the CWELCC system is confirmed.

Any CCSP participating in the CWELCC system after December 31, 2022, will not be eligible for a retroactive payment for wage compensation and will only be expected to implement the wage floor and annual wage increase on a go-forward basis.

Annual Wage Increase

CCSP's are required to increase the hourly wage of eligible staff by \$1 per hour plus benefits (as described below), on January 1st of each year from 2023 to 2026, inclusive, up to the \$25 per hour wage cap.

To be eligible for an annual wage \$1 per hour increase:

- staff must be employed by a CCSP that is participating in the CWELCC system and be in an eligible position as identified above
- staff must be receiving wage enhancement funding, and their hourly wage including wage enhancement funding must be below the wage cap of \$25 per hour on January 1st of each eligible year (i.e., base wage plus wage enhancement funding plus annual increase must be below \$25 per hour).
Benefits should not be included when determining the base wage

Staff making \$24.00 to \$24.99 per hour are to have their wages increased to \$25 per hour.

Staff earning at or above \$25 per hour are not eligible for the annual \$1 per hour increase.

Benefits Funding and Flexibility

Workforce compensation funding includes up to 17.5% in benefits. Benefits of up to 17.5% must support the statutory benefit requirements.

Once all statutory benefit requirements are met (including up to 2 weeks of vacation and 9 statutory days), any remaining funding within 17.5% can be used to fund other benefit expenses paid by the employer on behalf of the employee.

UNDUE PROFIT AND RESERVES

As part of the CWELCC system accountability framework, controls are in place to ensure that the CCSP's ability to generate reserves and undue profit is limited based on CWELCC guidelines. As such the UCLG has the discretion to determine a maximum reserve or profit level that CCSP can generate for the provision of child care to eligible children each calendar year.

- This maximum reserve level determined by the UCLG has been established at an amount not greater than three (3) months of operating expenses for non-profit CCSP's

APPROVAL OF APPLICATION

The following will be considered when approving CWELCC funding applications:

- Funding amounts will be determined at the discretion of the UCLG based on actual costs
- The UCLG has the right to follow up on any expenditure reported to determine the reasonability of variances and/or eligibility of expenditure
- CCSP's are required to report to the UCLG any revisions to capacity or use of the alternate capacity for child care spaces currently licensed for ages 0-5
- CCSP's may not close for more than 2 consecutive weeks and may not close for more than 20 days within a calendar year while receiving full CWELCC funding. Full base fees cannot be charged for any closure beyond these timelines.

CALCULATION OF FUNDING

Funding is allocated equitably and in a transparent manner to meet CWELCC objectives and guidelines. Funding calculations in the CWELCC application and reconciliation are adapted based on the Provincial Guidelines.

REPORTING REQUIREMENTS

CCSP's are required to demonstrate maintained eligibility and use of funding by reporting annually in accordance with the terms and conditions set out in the Service Schedule and Agreement.

Fee Reduction

Expenditure and service data required for Fee Reduction funding includes the following:

- Expenditures to support fee reduction (exclude expenditures related to mandated reductions to parental contributions)

- Expenditures to support refunds to parents
- Number of children served through fee reductions (exclude fee subsidy children)
- Average monthly number of children served through fee reductions provided by age group (exclude fee subsidy children)
- Number of licensed child care spaces supported with fee reduction by age group, including full fee spaces occupied by children receiving subsidies
- Number of children in receipt of required refunds.

Workforce Compensation

Expenditure and service data required for Wage Compensation funding includes the following:

- Number of RECE program staff, number of RECE supervisors and number of RECE home child care visitors supported by the wage floor.
- Number of RECE program staff, number of RECE supervisors and number of RECE home child care visitors supported by the annual wage increase (starting 2023).

Total expenditure on the wage floor paid out to RECE program staff, RECE supervisors, and RECE home child care visitors. Each staff category reported separately.

- Total expenditure on the annual wage increase (starting 2023) paid out to RECE program staff, RECE supervisors, and RECE home child care visitors. Each staff category reported separately.
- Total expenditure on benefits paid out to RECE program staff, RECE supervisors, and RECE home child care visitors. Each staff category reported separately.

Additional reporting will include, but not limited to:

- Submission of a detailed Operating Budget each year
- Reconciliation of Funds (by January 31st of the following year)
- Audited Financial Statements (by July 31 of the following year) that verifies funding was used for its intended purpose
- A valid Certificate of Insurance identifying the UCLG as an additional insured of the certificate holder.

AUTHORITY AND STANDARDS

- *Child Care and Early Years Act, 2014*
- Ontario Child Care and EarlyON Child and Family Centres Service Management and Funding Guideline (the “Provincial Guideline”)
- Children’s Services Early Years and Child Care Service Plan 2019-2024

Timeline:

MTJB board of directors passed a motion to apply to the Canada Wide Early Learning and Child Care (CWELCC) system on July 19, 2022.

MTJB notified families of the intent to submit an application to the CWELCC system August 15, 2022 via mass communication through the HiMama app. Simultaneously, all staff members received the same communication.

The application was completed and submitted on September 6, 2022.

MTJB received notification that the application was approved October 11, 2022.

Refund template was received on October 18, 2022

MTJB notified families of the approval to the CWELCC system October 24, 2022 via mass communication through the HiMama app. Simultaneously, all staff members received the same communication.

MTJB notified families of fees as per CWELCC system November 1, 2022 via mass communication through the HiMama app. Simultaneously, all staff members received the same communication.

The new fees were posted on the MTJB website.

MTJB's completed template submitted November 11, 2022

Account Payment

MTJB processes tuition payments via credit card or direct withdrawal from a bank account. Payment is collected in the HiMama app, which we also use for daily communication. We strongly encourage all families to turn on automatic payment to guarantee your tuition is paid on time.

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

Recurring online automatic payments – how they work:

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

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

Further details about the process for account payment are outlined in your MTJB enrollment agreement.

Marlene Neddo,
Finance Officer

mtjbfinance@gmail.com

Subsidy United counties of Leeds and Grenville

Families are encouraged to apply for 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 1-800-770-2170. Brochures are available at the Child Care Centres of MTJB.

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

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

Other Sources

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

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

Payment of fees for Statutory Holidays

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

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

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

Fundraising Fees

MTJB has a Fundraising Fee policy in place in order to continue to finance special items and reduce the overall investments in time and effort for both our families and staff (running fundraising campaigns, etc.) All families will be invoiced \$10.00 per month for part time children and 15\$ full time. This Fundraising Fee will be included on the monthly Statements/Invoices. Please note: Fundraising Fees are considered part of regular child care fees and will be included in the totals for the annual child care income tax receipts.

Income Tax Receipts

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

COVID-19 Policy

1.0 Policy Statement

MTJB is committed to the health, safety, and wellbeing of its workers and all individuals who enter its workplace.

COVID-19 is a respiratory viral infection that has infected individuals across the globe, including Canada.

MTJB aims to dispel fears and misconceptions regarding COVID-19 through this COVID-19 Prevention and Control Policy by educating its workers on the symptoms, infection prevention and control, and compliance with hand hygiene guidelines. In addition, this Policy sets out MTJB's legal obligations under applicable legislation, as well as steps MTJB will take to limit the risk of infection by COVID-19 in the workplace.

2.0 Purpose

This Policy intends to:

Educate workers on the symptoms of a potential COVID-19 infection consistent with the guidelines from federal and provincial public health agencies;

Provide clear direction to workers concerning the prevention and control of COVID-19;

Provide tips on effective hand hygiene techniques; and

Set out MTJB’s legal responsibilities.

3.0 Definitions

COVID-19	The novel coronavirus was discovered in late 2019 which has become a global pandemic as of early 2020.
“Alcohol Based Hand Rub (ABHR)”	Waterless hand hygiene product that is available as a rinse, gel, or foam and consists of 60 - 90% alcohol base. The effectiveness of alcohol is inhibited by the presence of organic matter.
“Hand Hygiene”	A general term referring to any action of hand cleaning. Hand hygiene relates to the removal of visible soil and removal or killing of transient microorganisms from the hands. Hand hygiene is best accomplished by washing hands with soap and warm water for at least 20 seconds.
“Hand Hygiene Station”	A dispensing location for waterless, ABHR products that is applied to reduce the number of microorganisms present on the hands.
“PPE”	Personal protective equipment, such as plastic gloves and masks.

4.0 Education

4.1 Symptoms

Symptoms of COVID-19 range from mild (like the flu and other common respiratory infections) to severe, and can include the following:

MILD	SERIOUS	SEVERE
Fever	Pneumonia	Death
Cough	Kidney failure	
Difficulty breathing		

COVID-19 is mainly spread from person to person through close contact, such as in a household, workplace, hospitals, or health care facilities.

4.2 Combating Misinformation

The risk of COVID-19 infection and its symptoms may be higher for individuals with a weakened immune system. This may be the case for:

- Older people
- People who are immunocompromised due to underlying health conditions (diabetes, cancer, HIV)

Although people with weakened immune systems may be more susceptible to symptoms and effects of COVID-19, all individuals are at risk of contracting COVID-19, and all individuals are potentially at risk of suffering severe symptoms from COVID-19 if contracted.

The most reliable sources of updated information regarding COVID-19 are federal and provincial websites, such as:

- Federal: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>
- Alberta: <https://www.alberta.ca/coronavirus-info-for-albertans.aspx>
- British Columbia: <http://www.bccdc.ca/about/news-stories/stories/2020/information-on-novel-coronavirus>
- Ontario: <https://www.ontario.ca/page/2019-novel-coronavirus-2019-ncov>

5.0 Legal Responsibilities

Health and safety at work is everyone's responsibility. MTJB is responsible for making sure that the workplace is safe and that the workers' health and safety are not put at risk. On the other hand, workers are responsible for looking after their own health and safety and making sure that they do not put themselves or their co-workers at risk.

MTJB will take reasonable precautions to protect workers in the workplace, and workers are required to adhere to MTJB'S policies around health and safety in the workplace. MTJB will provide training to all workers regarding the practices and procedures it has adopted to keep its workers safe and prevent the transmission of COVID-19 in the workplace.

5.1 Emergency and Public Health Orders

MTJB will comply with all emergency orders made by government or public health officials, including implementing physical distancing and other measures designed to prevent the transmission of COVID-19 in the workplace and concerning any business closures ordered by the government or public health officials.

Employees subject to any emergency or public health order, including any order to quarantine or self-isolate as a result of symptoms, recently returning from international travel, or having

close contact with the individual(s) confirmed or suspected to have COVID-19 must comply with the order and immediately inform the MTJB that they are subject to such order.

In these circumstances, MTJB will consider whether it is possible and practical for the employee to work from home while subject to the order. MTJB should determine in its sole opinion that it is either not possible or not suitable for the employee to work from home. In that case, MTJB will place the employee on a leave of absence subject to applicable employment standards legislation.

5.2 Leave of Absence

MTJB will provide employees with an unpaid leave of absence for reasons relating to COVID-19, including leaves of absence due to mandatory quarantine, illness, and caring for dependent family members due to their illness or the closure of schools and daycares, as required by applicable employment standards legislation.

MTJB will not require a medical certificate for COVID-19 related leaves of absence; however, the business reserves the right to require other reasonably sufficient proof of the stated reason for taking the COVID-19 related leave of absence.

Please consult the applicable employment standards legislation for more information on COVID-19 related leaves of absence.

5.3 Health and Safety

5.3.1 Physical Distancing, Sanitization and Personal Protective Equipment

MTJB will make reasonable efforts to ensure the sanitation of workplace surfaces that are commonly used or touched by employees, customers, or other individuals and which might transmit COVID-19.

MTJB will observe all public health orders and guidelines regarding physical distance.

Where necessary to protect a worker from the risk of contracting COVID-19, MTJB will provide personal protective equipment (PPE), including rubber gloves, medical or N95 masks, eye protection, or gowns as appropriate.

If feasible, given the nature of MTJB and certain workers' duties, and individual circumstances, MTJB will consider, in its sole discretion, requiring or permitting employees to work from home.

MTJB will conduct on-going risk assessments as needed and adjust its practices and procedures as required to adhere to public health official orders, guidelines, and recommendations for best practices to prevent the spread of COVID-19 in the workplace.

5.3.2 Symptomatic or Exposed Employees

Employees must inform MTJB of the following facts immediately, and must remain at home if:

- They develop symptoms of Covid-19

MTJB will consider whether it is possible and practical for the employee to work from home. In contrast, if MTJB determines in its sole opinion that it is either not possible or not suitable for the employee to work from home, MTJB will place the employee on a COVID-19 related leave of absence under applicable employment standards legislation.

MTJB has an obligation to protect its workers from the risk of COVID-19 infection, including prohibiting workers who may be at high risk of spreading COVID-19 from entering the workplace. Accordingly, all workers must report if they are experiencing any symptoms of COVID-19 to MTJB immediately. Employees who fail to disclose facts relevant to an assessment of their risk as outlined above may be subject to discipline, up to and including termination of employment.

5.3.4 Refusing Unsafe Work

Health and safety legislation gives workers the right to refuse work they have reasonable grounds to believe is unsafe to themselves or another worker.

If an employee has a good faith and reasonable basis to believe that work is unsafe, including due to exposure to COVID-19, the employee must report it to the Program Manager or the Site Supervisor immediately who will report to the Executive Director.

MTJB will follow these steps:

1. Speak to the refusing employee to understand the nature of their concern. If the situation cannot be resolved with this discussion, then proceed to step 2.
2. Conduct an internal investigation, with the participation of the worker and any health and safety representatives required by applicable legislation, to determine the validity of the work refusal.
3. If it is determined that there is no objective risk, but the refusing employee maintains his or her refusal, MTJB must contact the applicable workplace health and safety agency/ministry to perform its own official investigation.
4. If the applicable workplace health and safety agency/ministry confirms the absence of risk and the refusing employee continues to refuse to return to work, then he or she may be disciplined.

In determining whether the risk from COVID-19 poses danger to an employee, MTJB will consider all relevant circumstances, including whether the employee or a member of their household is at particular risk of COVID-19 due to an underlying health condition; the nature of the employee's work; and whether any risk can be reasonably attenuated through sanitation and/or use of PPE.

5.4 Practical Consideration

Both employees and employers are advised to be vigilant in monitoring themselves to ensure that the objectives of this Policy are upheld.

Some logical and practical recommendations include:

- If an employee exhibits COVID-19-like symptoms (e.g., fever, sore throat, coughing), he or she is advised to go to a COVID-19 testing centre and get assessed. MTJB will implement leave entitlements according to employment standards requirements
- Adhere to this Policy's hand hygiene techniques and procedures
- Only access and rely on official federal and provincial government websites for information

6.0 Prevention and Control

6.1 Prevention Practice

To prevent and control the spread of COVID-19, health officials recommend all individuals to practice good hygiene and/or observe commonly advised precautionary measures.

To prevent exposure to a range of diseases, including COVID-19, workers are encouraged to perform the following inside and outside the workplace:

- Wash hands often with soap and water or use an alcohol-based hand sanitizer
- Avoid touching eyes, nose, and mouth with unwashed hands
- Avoid close contact with people who are ill
- Stay home when ill
- Cover coughs or sneezes with a tissue, and then immediately throw the tissue in the garbage and wash hands
- If a tissue is not available, sneeze or cough into a sleeve or arm, not a hand; and

Follow these steps to maintain proper hand hygiene.

MTJB will ensure that there is an adequate supply of liquid soap in the bathroom and kitchen areas and post signage reminding employees to regularly wash their hands with warm water and soap for a minimum of 15-20 seconds. MTJB will also ensure there is an adequate supply of hand sanitizer for employees to use as well as cleaning products to sanitize surfaces.

7.0 Hand Hygiene Procedures

Follow these steps to maintain proper hand hygiene.

7.1 Soap and Water

- Wet your hands
- Apply the cleaner
- Vigorously clean or rub all aspects of your hands, including the palms and backs of your hands, thumbs, fingers, nails and wrists, for a minimum of 20-30 seconds (sing “Happy Birthday” twice)
- Rinse and dry your hands properly with single-use paper, a cloth towel, or a blow air dryer
- Turn off the tap with a paper towel after you dry your hands

7.2 ABHR (Hand Sanitizer)

- Apply 1 or 2 pumps of product (about the size of a loonie) into your hands
- If the ABHR dries before 15 seconds of rubbing, apply more product
- Rub vigorously, applying friction to all skin surfaces and paying particular attention to fingertips, webbing between fingers, palms, back of hands, nail beds, and each finger
- Rub for a minimum of 15 seconds until the product is dry before touching anything. This ensures that the ABHR is effective and eliminates the extremely rare risk of flammability in the presence of an oxygen rich environment

8.0 Review

This Policy is intended to be temporary, and shall be monitored, reviewed, and amended as necessary, in MTJB’S sole discretion, in accordance with official federal and provincial government announcements, information, and orders.

Arrival and Departure

It is recommended that childcare centre staff, visitors, and placement students complete a daily Ministry of Education **COVID-19 school and child care screening** procedure.

Any childcare centre staff, visitor, or student that does not pass the screening procedures will be asked to return home and self-isolate until they meet the criteria for return.

At this time, parents who enter the building are not being asked to wear a mask or face covering while inside our centres.

It is recommended that parents complete the Ministry of Education's **COVID-19 school and child care screening** procedure for their children prior to coming to daycare each day.

Non-medical masks or face coverings are, at this time, optional for all children in the centre.

Children and parents may be asked to use hand sanitizer when entering the building. Hand sanitizer with at least 60 - 90% alcohol base will be provided. Always supervise children when they use hand sanitizer to prevent ingestion.

At this time, parents are to bring their child(ren) to their program area. The parents will be responsible for helping their children remove their outerwear and place their belongings in their designated cubby spaces. Once the child is in the room staff will ask the children to wash their hands under running water and soap prior to engaging in play. Children will be monitored for signs and symptoms of COVID-19 and other illnesses throughout the day.

Parents are allowed to enter the building at any time to pick-up their child.

Exclusion due to symptoms of illness

You can no longer keep your child home with symptoms of illness and then return to school or daycare. Children who are ill with fever (100 F or 37.8 C), vomiting, diarrhea, runny nose, cough, sore throat, shortness of breath, and/or sneezing during the screening process will not be admitted to the program.

If a child becomes ill during the day a parent will be contacted to come and get the ill child immediately. According to Lanark, Leeds, and Grenville district Health Unit, any child(ren) that does not pass screening, or shows signs of illness during the day in one of our programs, must be picked up from the centre and the parent must:

- Speak with a doctor/health care practitioner
- Visit a COVID-19 testing centre for an assessment
- Complete two days of COVID-19 Rapid testing (1 every 24 hours)

If a COVID-19 test is suggested by the COVID-19 assessment centre and a parent chooses NOT to get their child(ren) tested, the ill child will be expected to be away from the child care centre for a minimum of 5 days.

If your child tests negative on both rapid tests after 48 hrs, and the child has been symptom-free for 24hrs, your child can return to childcare.

You must isolate your child from **both** daycare and school if they show symptoms and are being tested/assessed.

If a child is showing COVID-19 symptoms (fever, cough, shortness of breath etc.) we ask that you do not come to the centre, the parent must:

- Speak with a doctor/health care practitioner
- Visit a COVID-19 testing centre for an assessment
- Complete two days of COVID-19 Rapid testing (1 every 24 hours)

Please make sure that you notify us of their symptoms and condition.

As per MTJB Policy, we will require any new or worsening symptoms of COVID-19, as indicated in the COVID-19 School and Child Care Screening Tool, even those with only one symptom, must stay home until we receive:

- Notification of a negative COVID-19 test result
- A note from your Family Physician to be placed in your child's file if these are symptoms from a previous medical condition or a note from your Family Physician stating that the symptoms are not related to COVID 19
- It has been a minimum of 5 days since their symptom onset, and they are feeling better

If a school-aged child in a family has been sent home from school due to illness we ask that you make sure to inform the before and after program that they will not be attending in the afternoon, and that you speak with a doctor/health care practitioner or visit that you go to a COVID-19 assessment centre and notify us of their symptoms and condition.

If there is a positive case of COVID-19 in a child or an adult who has been present in the childcare centre, we will inform the Lanark, Leeds, & Grenville Health Unit, and our parents, and follow whatever Ministry of Education COVID-19 outbreak policy is most current. Parents/Guardians of children exposed to a “confirmed positive” case of COVID-19 will be notified through HiMama.

Medication

The following medications will still be permitted: Tylenol/Advil/Motrin for Febrile Seizures, Antibiotics, Benadryl or allergy medication that are included in an Individualized Plan for a Child with Medical Needs, and Puffers.

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. 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

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

Food

The Kinder and School Age children may be provided with afternoon snacks and water. You can refer to our Brown Bag Lunch Policy found on our website under the Parent Corner - Policies section for further information about packing snacks and lunches for your child(ren). Snacks and lunches will continue as per usual for our infant, toddler, and preschool programs.

At this time, outside food is not permitted into the centre for anyone in our infant, toddler, and preschool programs, excepting infant formula or extreme dietary restrictions. If a child requires outside food for specific nutritional reasons, you can contact the centre ahead of time to see about making special arrangements. 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.

Nutrition

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.

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

An afternoon snack will be served in our kinder and school-age program during the school year.

Both a morning and afternoon snack will be provided during summer months as well as P.A. days and March break. Please refer to the Brown Bag Lunch Policy regarding lunches on these days.

Parents are asked to supply their children with alternate foods in the case of an allergy for which we cannot adjust our menu, i.e. a wheat allergy, lactose free milk, soy milk. The container for the food or drink must be labeled with the child's name, and if possible be kept in the original container.

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.

Brown Bag Lunch Policy

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

Regarding Breakfast:

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.

Regarding Lunches:

When packing lunches for Kinder and School-Aged children, we encourage your food choices to be nutritious. Too many sweet treats, pop, 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.

Personal Belongings

Due to pandemic protocol, currently we are not accepting cloth diapers and cloth wipes.

No toys or personal belongings are permitted at the centre during the pandemic. Baby bottles and soothers must remain at the centre. We will provide milk for the children; if you are using formula, please bring us a supply to use at the centre. We require written instructions for feeding. We will not be accepting water bottles from home for children for outdoor use. Water will be provided by a staff member as needed throughout the day with the use of disposable cups. Water bottles/juice boxes will be allowed in the kinder and school age lunches.

Outside time

We will still be spending as much time outside as possible weather permitting.

More than 1 cohort is allowed in the same outdoor space at a time as long as 2 meters of distancing is encouraged between cohorts.

Hand washing and proper hand hygiene will still be widely encouraged outdoors.

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. The person picking up the child must be 18 years of age or older. 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.

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 HiMama, 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

For the children who are not yet toilet trained, parents must provide an adequate supply of diapers and wipes. 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.

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 are required to spend a minimum of 30 minutes outdoors each day.

Fall/Winter

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

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

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

Spring/Summer

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

There are some safety factors relating to your child playing outdoors in the spring and summer. We strongly recommend your child be protected from the sun by wearing a sun hat, cool cotton clothing, and sunscreen. Water bottles labelled with the child's name are provided to keep children hydrated. From time-to-time areas of the playground will be closed, i.e. with excessive heat we will seek other fenced areas that offer shade from the sun. Running shoes have more flexibility and provide a better grip on the climbers (where applicable), and when using the riding toys. If sandals are worn, they should be buckled securely in place. We discourage you from sending your child in vinyl dress shoes or flip-flops, as they can be quite slippery. If you have any questions or comments in regard to our rules for outdoor play, please speak with the Program Manager, Site Supervisor, or the teaching staff.

Sun Screen

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

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

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

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

As of summer 2022, the sunscreen and sunblock being offered have been researched by a medical professional with consideration for our commitment to maintaining a "nut safe" environment. This year our chosen brand will be Croc Bloc SPF 30 Sunscreen.

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 Croc Bloc sunscreen, 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.

Toys from Home

MTJB will not be accepting toys from home at this time.

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. 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 HiMama 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

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 take part in the program. Please let us know as soon as your child contracts an infectious disease. If the staff find that a child is sick during the day, parents will be asked to take the child home as soon as possible. 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. Please refer to www.healthunit.or/infectious/id_factsheets/id_factsheet.html a reference sheet as a "Summary of Exclusion Recommendations" compiled by the Leeds and Grenville Health Unit.

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 over-the-counter medications with the exceptions of Tylenol, Tempra, Motrin, Advil, and Anbesol for infants & toddlers who are teething; Polysporin drops for eye irritations and Benadryl for insect bites. If symptoms continue longer than three days, you are asked to provide a note from your doctor to continue with non-prescription medications. Doctors can determine the cause of high fever and prescribe proper treatment or medication depending on the cause.

Where a drug/medication is to be administered to a child on an "as needed" basis (i.e. there is no specific schedule or time of the day for administration), the drug/medication must be accompanied with a doctor's note outlining signs and symptoms for administering the drug or medication and the appropriate dosage. In addition, the Medication Information and Consent Form must clearly indicate the situations under which the medication is to be given as outlined in the doctor's note, including observable symptoms. Examples may include: 'when the child has a fever of 39.5 degrees Celsius'; 'when the child has a persistent cough and/or difficulty breathing'; and 'when red hives appear on the skin', etc.

Where a drug or medication is administered 'as needed' to treat specific symptoms outlined in a child's medication administration form or individualized plan and emergency procedures for an anaphylactic allergy (e.g. asthma, fever, allergic reaction), the administration and the reason for administering will be documented in the appropriate staff communication book (e.g. daily written record) and in the child's symptoms of illness record. A parent of the child will be notified.

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

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

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

Drug/Medication Requirements

All drugs/medications must be received in their original containers as supplied by a pharmacist, or their original packages.

Medications that have been removed from their original package or transferred into a different container will not be accepted or administered to children.

All drug/medication containers must be clearly labelled with: the child's full name; the name of the drug/medication; the dosage of the drug/medication; instructions for storage; instructions for administration; the date of purchase of the medication for prescription medications; and the expiry date of the medication, if applicable. All drugs/medications for children will be stored in accordance with the instructions for storage on the label. Medication requiring refrigeration will be stored in the refrigerator in a locked container.

The information provided on the written Medication Information Consent Form authorized by the parent/guardian must match with all the requirements listed above. Where information is missing on a drug/medication label and/or the written parental authorization does not match the label on the labelled container, the child care centre will not accept or administer the medication until the label and/or written parental authorization accurately contains all the required information.

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

Emergency Medications

To support the prompt administration of emergency medication; emergency medications may be administered to a child by any person trained on the child's individualized plan at the childcare centre. In case of an emergency, all staff, students and volunteers will be made aware of the location of children's emergency medications at all times.

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

School-Aged children are allowed to carry their own asthma or emergency medication in accordance with the drug and medication administration procedures, and the child's individualized plan. Where a child has written permission to carry their emergency allergy or asthma medication, precautions will be taken to ensure that these medications are not accessible to other children (e.g., in cubbies or backpacks that are unattended).

Over-the-counter epinephrine purchased for a specific child can be administered to a child with an individualized plan and emergency procedures for an anaphylactic allergy as long as it is

clearly labelled with the child's name, the name of the drug or medication, the dosage, the date of expiration and the instructions for storage and administration.

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

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

Confidentiality of Medical Needs

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

Health Check

We will not accept children for care should they have any symptoms found on the daily recommended daily screening form. Parents will need to pick up their children immediately when they develop any signs or symptoms of illness during the day.

Young children are very susceptible to Chickenpox, Pink Eye, Strep Throat, Fifth Disease, Hand Foot and Mouth Disease, Influenza, and the Common Cold.

Ongoing Illness

In the case of an ongoing illness such as asthma where wheezing may develop without notice and the child may require the administration of bronchodilators, the parent may bring in the required puffers and specify on the Medication Information and Consent Forms that the medication is to be given if the child begins to wheeze. The exact instructions will be completed in case of an asthma attack.

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

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

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

Head lice

If head lice are detected, parents will be notified and will receive information by staff as to what they need to do to clear up the situation. You must remove all of the nits from the child's head after treatment. Upon return to the childcare centre the child will be checked by a staff member to ensure that they are nit-free. Please ask staff if you have any questions or concerns in this regard.

Incident/Injury Reports

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. 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.

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 or Social Services Work, Standard First Aid, and Infant, Child Adult C.P.R. 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.

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

Sanitary Policy

In our programs we follow very specific Sanitary Policies each day. All staff are required to use sanitary procedures at all times while at work. It is very important that these procedures are followed when preparing food, keeping toys/tables/hands etc. clean. This is our most effective method of dealing with germs and disease, and it is extremely useful in cutting down on the number of sick children.

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

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LL&G Health Unit
613-345-5685 ext. 2222
www.healthunit.org

Related Resources



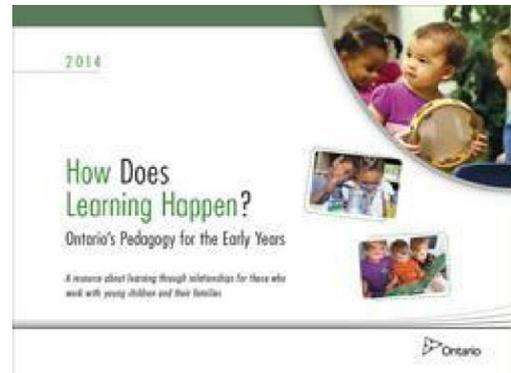
Child Care and Early Years Act
<https://www.ontario.ca/laws/statute/14c11>



Ministry of Education
<http://www.edu.gov.on.ca/childcare>



Leeds, Grenville and Lanark District Health Unit



Pedagogy for the Early Years
<http://www.edu.gov.on.ca/childcare/>
HowLearningHappens.pdf



United Counties of Leeds and Grenville

<https://www.leedsgrenville.com>

<https://healthunit.org/>



**Developmental Services of Leeds and Grenville
Inclusive Child Care Resource Program**
<https://developmentalservices.com>