



GREAT BEGINNINGS CHILD CARE CENTRE

1920 Bayly Street
Pickering, ON L1W 3R6

Parent Handbook

(revised January, 2017)

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*Committed to providing quality childcare in a stimulating
and safe learning environment.*

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Philosophy

At Great Beginnings Child Care, we believe that each child is a unique individual who deserves a secure, safe, caring and stimulating environment in which to grow and learn. Our desire as Early Childhood Educators is to help children reach their fullest potential in all areas of their development; socially, physically, emotionally, spiritually and intellectually.

The 'Early Learning for Every Child Today (ELECT): A Framework for Ontario Early Childhood Settings'

(ELF) Early Learning Framework documents provides guiding principles for Ontario's childcare and early learning settings.

The six principles are based on beliefs, values, experience and current research:

1. Early child development sets the foundation for lifelong learning, behavior and health
2. Partnerships with families and communities strengthen the ability of early childhood settings to meet the needs of young children.
3. Respect for diversity, equity and inclusion are prerequisites for honouring children's rights, optimal development and learning.
4. A planned curriculum supports early learning.
5. Play is a means to early learning that capitalizes on children's natural curiosity and exuberance.
6. Knowledgeable, responsive educators are essential.

To bring the Province of Ontario's vision of Pedagogy to life in Durham's Early Learning and childcare environments, Great Beginnings has the following objectives:

- Great Beginnings Childcare operates an inclusive environment recognizing each child as a competent and capable learner.
- Great Beginnings Childcare operates as a Christian Daycare with curriculum components that are based on Christian beliefs and values.
- We are committed to provide quality service which fosters an attitude of mutual respect, open relationship and support between staff, children and families.

- We encourage all staff to work effectively as a team, continually updating their skills, knowledge and interests through formal and informal development and mentoring.
- Great Beginnings programs and activities reflect 'belonging, well-being, engagement and expression.

Inclusion Policy.

Great Beginnings Childcare welcomes all children and is committed to providing developmentally appropriate early learning and development experiences that support the full access and participation of each and every child. We believe that each child is unique and work in partnership with families and other professionals involved with the child to provide the support every child needs to reach their full potential.

PROCEDURES

Admissions/Waiting List

At Great Beginnings Childcare, families interested in having their child attend the program will be given an equal opportunity for admission. Should a child require extra care due to special needs, an assessment meeting between the parents and the director and or supervisor will be required to discuss if Great Beginnings is able to meet the specific need of the child. A waiting list may be maintained and children will be accepted from the list on a first come first served basis.

Inclusive Environment

Early childhood educators at Great Beginnings Childcare use developmentally appropriate practices and consider the unique needs of all children when planning. Staff will make every attempt to make any adaptations or modifications necessary to meet the needs of the children. Schedules, routines and activities are flexible and early childhood educators will work with therapists, special educators and other professionals to integrate individual accommodations, modifications and strategies into classroom routines and activities. Any adaptations will be reviewed with families and other professionals supporting the child.

Confidentiality

Confidentiality applies to all verbal and written information about potential, enrolling and previously enrolled children and their families. All staff will be briefed on the need for confidentiality and will be expected to fulfill their obligation to respect the protection of privacy. Written records will be stored in a secure location with access limited to the director and the child's teacher. No information will be released about a child and the parent/legal guardian during enrolment or transition to another receiving program or school without first receiving the written permission of the parent/guardian.

Family Centered Practices

Great Beginnings acknowledges and respects the priorities each family has for their child. Families are encouraged and supported to collaborate with staff to ensure that each child has an opportunity for optimum success. Great Beginnings communicates with each family daily and has regular meetings to discuss the child's successes and challenges.

Parents are encouraged to read the program plans for daily activities that their children will be participating in. This information as well as schedules, lunch menus and resource material is available for viewing on our Parent Information Board.

Information about your child's development and our program will be shared on an ongoing basis. Parent information nights will be held in order to discuss children's progress at greater lengths.

Ages of Children

Great Beginnings Child Care Centre has the facilities to accommodate and meet the needs of children 18 months to 5 years old.

Hours of Operation

Great Beginnings Child Care Centre offers full time care available 52 weeks of the year.

Our hours of operation are 7:00AM to 6:00PM.

A late fee will be charged to parents who have not picked up their children at our 6:00PM closing time.

The late charge is \$5.00 for each 5-minute increment after 6:00PM. This fee is to be paid directly to the staff in charge.

Great Beginnings Child Care observes the following holidays:

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

Admission Requirements

Before being admitted to our childcare centre parents are required to complete the following:

- **A registration form (including emergency cards)**
- **Child health and immunization record**
- **Read the Parent Handbook and sign all necessary forms.**

A small blanket is required for the children at naptime. Every Friday we ask that you take your child's blanket home to be washed and then returned again on the following Monday.

A complete change of clothing with your child's name on them should always remain in their cubbies in case a change is necessary.

Our toddlers who are not toilet trained will require a supply of diapers and wipes.

Fees

The first two weeks of care will require a cash or cheque payment, as this will allow us time to set up your Pre-Authorized Debit.

Day care fees are taken through PAD (Pre –Authorized Debit system)
A void cheque is required from every new families enrolled to start the system

A receipt for day care fees paid will be issued for individual income tax purposes.

Our budget is based on a 52-week year therefore discounts cannot be made for holidays or any absenteeism.

We request written notice of withdrawal two weeks in advance. If notice is not received, program fees will be charged.

Great Beginnings Child Care Centre may terminate services if policies are not followed, fees are in arrears or if the program is unsuitable for the child.

Absence from Care

There will be no discounts or refunds for missed days, statutory holidays, sick days, vacations or snow closures as operating costs are based on the number of children enrolled.

Clothing/Outdoor play

All clothing both indoor and out should be labelled. A complete change of clothing should remain in your child's cubbie at all times.

Our staff will do their best to keep a close watch on personal belongings however; we are not responsible for any lost clothing or articles.

The Child Care Early Years Act (CCEYA) requires children in a full day care program to have 2 hours of outdoor play per day, (weather permitting). Therefore, we ask that you please have adequate clothing available to ensure your child/children can comfortably participate in outdoor activities.

Illness

- It is our policy that children too ill to participate in all aspects of our program **including outdoor play** should remain at home.

- In all fairness to the child himself and others, a sick child should not be at day-care.

- If a child becomes ill during the day a parent will be contacted to make arrangements for immediate pick up – if parent/guardian is not available then the emergency contact person should be called.

The following is a list of communicable diseases/illnesses, which would prevent your child from attending daycare:

- **ABNORMAL TEMPERATURES** (100°F or 37.8°C)
Children with a temperature of over 100°F or 37.7°C they must remain at home for 24hrs after their temperature has returned to normal. (Normal range between 36.1°C/97°F and 37.7 °C/100 °F).
- **CONJUNCTIVITIS** (24 hrs. after symptoms subside)
- **DIARRHEA**
Children with *diarrhea* need to ***remain at home for at least 24 hours*** and symptoms have subsided
- **VOMITING**
Children need to ***remain at home for at least 24 hrs. and symptoms have subsided***)
- **LICE** (until treated and nit free)
- **STREP THROAT**
- **DISCHARGE FROM NOSE/EYES/EARS AND SEVERE COUGHING**
Should a child have a persistent off colour nasal discharge, severe coughing or discharge from eyes and ears, the parent will be advised to get a doctor's note.

And any other contagious viruses or communicable diseases.

(These policies **MUST** be followed in order for your child to remain in daycare)

* A doctor's note must accompany the child's return if the child has suffered from a contagious disease.

The centre will administer prescription drugs to children in accordance with Provincial legislation.

PLEASE NOTE: Daycare staff cannot administer non-prescription drugs i.e. Tempra, Tylenol etc. unless accompanied by a current doctor's note .

Medication Administration forms need to be thoroughly filled out by parents.

All medication must be in its original container and clearly labelled.

Medication must be kept in a designated area **UNDER LOCK AND KEY.**

Kindly give medicine to a staff member (do not leave any medication with your child or, in his cubby area).

If your child becomes ill or has an accident while at the centre, the staff will provide immediate first aid. Parents or the emergency contact person would be notified. If required we will transport your child to the nearest medical facility. In the event of a minor injury or accident at the centre the staff will prepare an accident report requiring the parents signature.

Nutrition

We offer a nutritious, well-balanced lunch and 2 snacks daily as required by the Child Care Early Years Act (CCEYA).

If your child/children has **allergies** or other food restrictions please inform the centre Director so that accommodations can be made.

Please refrain from sending food from home for your child, as we need to be sensitive to food allergies. If you wish to bring in special treats for holidays and other occasions please speak to the Director.

Arrival and Pickup

When arriving at the centre please take your child into the classroom so the teacher can greet them and record their presence on her attendance sheets. At departure time it is equally important to be sure your child is marked out on our attendance records. Once your child is signed out please be advised that his/her safety and care is then the parents responsibility.

Your child will be released only to the persons you have authorized on their admissions form. If for any reason you would like another person to pick up your child you must provide that information to us in writing on that day. If a situation arises later in the day, we will accept telephone instructions. This person will need to show some photo ID. **WE WILL NOT RELEASE YOUR CHILD TO ANYONE WITHOUT YOUR AUTHORIZATION.**

LEGALLY, we cannot refuse a parent the right to pick up their child unless we have on file a copy of a legal custody or restraining order. It is your responsibility to provide us with this document.

NEW POLICY RE:

Standing and Recreational Bodies of Water in Licensed Private-Home Day Care and Best Practices for Water Safety in All Regulated Child Care Settings

The safety and well being of children is a priority for Great Beginnings Childcare Centre.

At **Great Beginnings Childcare**, children and staff/volunteers do not have access to the use of standing and recreational bodies of water. Our waterplay is limited to sprinkler system, spray bottles, bubble play, buckets of water for dramatic/sensory play (which is dumped every after use). We do not take our children on a swimming trip or public pool. We will not permit inflatable wading type of pools in our center.

We will use playbased learning and sensory exploration by utilizing safer alternatives under close supervision at all times, including splash pads, sprinklers, hoses or water tables during cooling or play/sensory activities.

Behaviour Management:

We believe in order to promote a safe and comfortable atmosphere children need to be disciplined in a positive manner that is age appropriate. Re-direction and time out are two methods that have proven to be successful while leaving the child's self esteem intact. Please be reassured that NO form of corporal punishment or verbal abuse will be permitted.

With regard to Behaviour Management, Great Beginnings Child Care will enforce the written policies and procedures laid out in the Day Nurseries Act, with respect to discipline. These policies will be reviewed with each employee, volunteer and student, before they begin their employment. Behaviour Management policies will be reviewed annually.

* A copy of these guidelines can be made available to you upon request.

Board of Directors

Great Beginnings Child Care Centre has a volunteer Board of Directors. The Board Members are: Terrienne Teigen-Katsumi, Cathy Hummel, Gloria Kirk, Samantha Wickham and Jonathan Kulathungam.

Insurance

Great Beginnings Child Care Centre holds Insurance with HUB International - HKMB Ltd.

Emergency Shelter

In the event of an emergency our designated place of shelter is Annandale Golf and Curling Club located on Church St. South, in Ajax.

We are always happy to answer any or all questions you may have regarding your child, the program, or any of our centre policies. We value your opinion and welcome parent feedback.

Serious Occurrence Reporting

The safety and well being of our children in licensed child care programs is the highest priority. We work diligently to provide a safe, creative and nurturing environment for each child. In spite of all the best precautions, serious occurrence can sometimes take place. A serious occurrence could include:

- Serious Injury to a child
- Fire or other disaster on site
- Complaint about a service standard

The Ontario government has introduced a new policy that requires licensed child care centre to post information about a serious occurrence that happen effective Nov.1,2011

This new policy requires child care operators to post a “Serious Occurrence Notification Form” in a visible location for 10 days.

Great Beginnings Child Care

Our Facilities



Full kitchen with certified cooking staff



Spacious Classrooms



Reading Corner



One of Two Lunchrooms



Spacious Modern Bathroom



Play Area



**Play Ground
Sandbox and slides**

PROGRAM STATEMENT

1. Ages Served 15 months to 5years
2. Hours of Operation 7:00AM – 6:00PM
3. Fee Schedule Toddler: 15 months – 2½ years
Full Time: \$229 per week
Part Time: \$53 per day

Preschool: 2 ½ years – 3.8 years
Full Time: \$219 per week
Part Time: \$50 per day

JK/SK: 3.8 years – 5 years
Full Time: \$219 per week
Part Time: \$50 per day
4. Capacity 20 Toddlers: 1 teacher per 5 children
24 Jr. Preschoolers: 1 teacher per 8 children
20 JK/SK: 1 teacher per 10 children
5. Staffing Director
Supervisor
5 Registered Early Childhood Educators
3 Assistants
1 Cook
6. Meals Full Hot Lunch
2 Snacks

(Pricing effective as of January 23, 2017 - subject to change.)

“Licensed under the Day Care Nurseries Act through Community Services”

