



## **PART-TIME/CASUAL PROGRAM**

# **PARENT HANDBOOK**

475 Evered Avenue  
Ottawa, ON K1Z 5K9  
Phone 613-728-1839  
Fax 613-728-0097  
Email: [parttime\\_casual@mothercraft.com](mailto:parttime_casual@mothercraft.com)  
Website: [www.mothercraft.com](http://www.mothercraft.com)

**JANUARY 2017**



## TABLE OF CONTENTS

	<u>Page</u>
1. Licensing: Standards, Legislation and Inspections	1
2. Philosophy	2
3. Program Statement	2
4. Board Composition	6
5. Hours of Service/Holidays	7
6. Waiting List Policy	7
7. Registration	8
8. Integration to Casual/Part time Program	8
9. Fee Payment	9
10. Withdrawal and Discharge	9
11. Late Policy	9
12. End of Day Late Pick-up Policy	10
13. No Show Policy	11
14. Reporting Child Abuse is the Law	11
15. Behaviour Management	12
16. Immunization	12
17. Children's Health	13
18. Medication Policy	14
19. No Nut Policy	15
20. Nutrition	15
21. Food Requirements for Children	15
22. Children with Allergies	16
23. Children's Activities	18
24. Outdoor Play	18
25. Clothing and Footwear	19
26. Rest Times	19
27. Accident Reports	19
28. Fire Drills	19
29. Medical Treatment	20
30. Serious Occurrence Posting	20
31. Photography	20
32. Volunteers	21
33. Students	21
34. Supervision	21
35. Proof of Identity	21
 Income Tax Receipts	 22



## **PART-TIME/CASUAL PROGRAM** **Parent Handbook**

Established in 1944, Mothercraft Ottawa is a well-respected family service and early learning centre in the Ottawa community. Our mission is to enhance the well-being of families through responsive, quality services. We achieve this by responding to the needs and concerns of families in the Ottawa community with the development of innovative programs and support services which include variety of licensed child care services, an Early Years Centre, prenatal and parent education courses, infant and the child CPR instruction and our creative Birth and Parent Companion Program.

Our qualified early childhood Educators helps ensure quality care and programming for the children.

Mothercraft Ottawa is a non-profit, charitable organization, operating under the direction of an elected, volunteer Board of Directors. Members of the Board include parents with current or previous experience in using Mothercraft services; parents and non-parents; and professionals from the community.

Mothercraft Ottawa provides this handbook to all parents at the time of registration. The handbook will be reviewed with parents who will return a signed copy acknowledging their receipt and acceptance of the procedures outlined within which will then be placed in their child's file. It is also available on the Mothercraft Ottawa website. Parents may request a copy of the handbook at anytime.

### **1. Licensing: Standards, Legislation and Inspections**

In Ontario, anyone who cares for six or more unrelated children under the age of 10 must be licensed by the Ministry of Education. This includes home-based child care and centre-based child care.

Licensed child care programs must meet and maintain specific provincial standards set out in the *Child Care and Early Years Act, 2014 (CCEYA)*. These standards provide for the health, safety and developmental needs of the children.

At least once a year, staff of the Ministry of Education make unannounced inspections of all licensed child care programs to:

- make sure that provincial standards are being met
- issue and renew licenses
- investigate complaints
- monitor operators who are having difficulty meeting licensing standards.

Licensing reports for all home-based and centre based licensed child care programs are available on the [licensed child care finder](#).

Please refer to the Ministry of Education website for detailed licensing information:  
<http://www.earlyyears.edu.gov.on.ca/EYPortal/en/ChildCareLicensing/CCEYALicensingStandards/index.htm>

## 2. Philosophy

The goal of Canadian Mothercraft of Ottawa (hereinafter known as Mothercraft Ottawa) is to provide quality care for children in a day care environment. This care is a shared responsibility between Parents and the Agency. The program should promote and enhance all components of the child's development. It is the right of all children to have the opportunity to develop in a safe, secure and nurturing environment.

## 3. Program Statement

*Established in conjunction with the Child Care and Early Years Act, 2014*

Mothercraft Ottawa (Mothercraft), believes that all children are competent, capable, curious and rich in potential. Our Child Care Programs offer safe, secure and supportive environments within which children can grow and thrive. Mothercraft actively seeks out and supports collaboration with community partners for the benefit of all children, families and staff.

In alignment with the Minister of Education's Policy Statement on Programming and Pedagogy, Mothercraft's Programs are guided by "How Does Learning Happen", Ontario's Pedagogy for the Early Years and by "Early Learning for Every Child Today (ELECT).

"How Does Learning Happen" is based on [four key foundations](#):

[Belonging: a sense of connectedness to others, an individual's experiences of being valued, of forming relationships with others and making contributions as part of a group, a community, the natural world.](#)

Our Evered Avenue location is home to a variety of programs that support families in many ways. From the moment a family walks into the building, they are welcomed with a warm smile and a helping hand (and maybe some stickers on special occasions).

Mothercraft is a close-knit community and we are often the extended family. It is a partnership of two families raising a child together. We encourage everyone to share their special celebrations and events with us as we like to share ours. Our families get to know each other through the children's friendships and special events.

We believe that each family is unique and establishing strong partnerships with them enhances our ability to meet the needs of their children in our care. We welcome families into our environments and value their perspective, ensuring that communication is an important part of each day. Sharing information through posted program plans, message boards, learning stories, email, and daily conversations supports this critical partnership between families and Educators/Home Child Care Providers. All strategies set out to meet individualized goals and activities as characterized above will be thoughtfully established, documented and their impact reviewed and communicated on a regular and ongoing basis with families.

### 3. **Program Statement (Cont'd)**

What you might see....

- Informative “Welcome to the Program” packages given out to parents as they inquire about the program or upon registration
- Integration to the program is planned with the parents to meet the needs of each child and family.
- Parents calling in to see how their child’s day is going
- Educators welcome families and children with a personal greeting; seeking information about the child’s health, mood, or special events in the child’s life – supporting the child and family in this transition
- Educators ensuring that a child’s favourite toy or activity is ready for the child upon arrival to help ease transition into the program.
- Every child has their own special place for their belongings
- Families are encouraged to come and participate in the program
- Walls proudly filled with the children’s work (art, photographs, comments etc.)
- Celebrations of special holidays and traditions

*Well-being: the importance of physical and mental health and wellness incorporating capacities such as self-care, sense of self, and self-regulation.*

Our curriculum is built from child generated ideas. We teach and model the acceptance of diversity in all aspects of daily life, thoughts, feelings, social skills and learning styles.

We encourage the children to interact with their peers and teachers in a positive and respectful manner. We offer an academic play-based learning environment for the children to retain new information and to explore. A positive learning environment is essential to the success of each child. We value every child as an individual and treat them with respect. Our environment and teaching tools help aid the children in their personal development, express their emotions, support autonomy and foster self-regulatory skills.

Our menus follow the Canada Food Guide and provide the children with nutritious meals and snacks which also contribute to their overall wellbeing. The menus within our Centre Based Group Care Programs are dietician approved.

### 3. Program Statement (Cont'd)

What you might see....

- Lots of hugs, laughter and smiles
- Educators and children working together to accomplish daily tasks and activities- giving the children a sense of confidence and pride.
- Children using proper handwashing techniques
- Visual cues to help guide the children through a task or routine (step-by-step pictures)
- Children dressing and undressing independently.
- Children choosing the activities they want to explore
- Children making choices at meal times
- Children serving their own lunch or snack
- Children listening to the cues of their own bodies (deciding whether to eat snack or not)
- Children having flexible rest times
- Children practising deep breathing techniques and other self-regulating strategies
- Children playing outside twice a day – in the playground and neighbourhood parks and on community walks
- Daily schedules that are built to follow the children’s natural rhythm
- Time is allowed for unstructured play as well as teacher guided play
- Children are free to show their individuality
- Intrinsic rewards are encouraged
- Supporting the children in expressing their thoughts and feelings appropriately
- Teaching children to recognize feelings and emotions – their own and others
- Demonstrating and encouraging respect for others (bodies, possessions and ideas)
- Providing outlets to express needs (small quiet spaces, jumping jacks in the hall)
- Educators provide clear and consistent expectations

**Engagement:** suggests a state of being involved and focused. When children are able to explore the world around them with their natural curiosity and exuberance, they are fully engaged. Through this type of play and inquiry, they develop skills such as problem solving, creative thinking and innovating which are essential for learning and success in school and beyond.

The Mothercraft Team is dedicated to creating an exciting learning environment and curriculum inspired by the children, their families and our community. This allows us to be supportive and responsive to each child’s individual journey along the developmental continuum socially, emotionally, cognitively and physically.

Our environment is designed to encourage and support the development of positive social interactions allowing children to develop problem solving and self-regulation skills as they learn about themselves and the world around them. Activities and experiences are children inspired and adult supported while our play based learning approach, programs, and schedules offer a balance of rest, active and quiet play both indoors and outside allowing the children to be active and engaged learners. We believe children are capable of informed risk taking and increasing independence within appropriate environments.



### 3. Program Statement (Cont'd)

What you might see....

- Activities that engage all the senses
- Small, individual and large group play
- Children interacting with their peers
- Parents and community partners sharing their knowledge
- Educators and children expressing their sense of wonder and excitement through inquiry
- Children helping children
- Educators and children using technology for learning and documentation
- Responsive curriculums based on the interests and needs of the children
- Real artifacts (dishes, glass jars, wasp nests etc.) for exploration
- Children learning beyond the doors of Mothercraft as we explore the parks, museums, forests, stores and the resources of our neighbourhood.

Expression: Communication (expressing and listening) takes many different forms. Children use their bodies, words and materials to develop capacities for increasingly complex communication. Opportunities to explore materials support creativity, problem solving, and mathematical behaviours. Language rich environments support growing communication skills which are foundation for literacy.

What you might see and hear.....

- Children identifying and expressing their feelings through the use of many different *materials* (books, felt boards, music and songs, costumes, dramatic play etc.)
- Educators modelling patience as they allow the children time to formulate their thoughts and responses
- Open-ended thought provoking questions
- Use of sign language
- Healthy physical expression such as dancing and yoga
- Educators modelling appropriate language and body language
- Children being offered choices and support as they work through the outcomes and consequences of their choice.
- Day-to-day conversation and chats about their interests, feelings and experiences
- Educators responding to the children's efforts to communicate through words, gestures or expression of emotions.
- Educators supporting the parents to share their stories, questions and concerns
- Visual cues/pictograms and charts to help the children identify feelings.
- Walls filled with documentation of the children's work
- Introduction to new languages
- Educators learning key words/expression in the language used at home

### 3. **Program Statement (Cont'd)**

Continuous professional learning is an integral part of Mothercraft Ottawa's commitment to children and families and we seek out, encourage and support all of our staff and Home Child Care Providers to engage in opportunities as they arise.

This program statement is considered a living document and may change as we learn and grow with our children and our community. The Mothercraft Team will continue to contribute to the development of this statement. Mothercraft will support all employees (permanent and temporary) with the implementation of the statement through on-going discussion and critical reflection opportunities on-going during their career/placement with Mothercraft. All employees (permanent and temporary) formally review the statement annually and as changes arise.

### 4. **Board Composition**

Our Board is comprised of a team of volunteer directors and the Past-President, who is an ex-officio, non-voting member, who are responsible for providing direction to the organization and are accountable for all affairs of the organization. The Executive Director is the staff person hired by and directly accountable to the Board;

We believe a diverse mix of skills, experience and interests strengthens the Board and benefits Mothercraft Ottawa. To that end, we seek to recruit board members from a range of disciplines and experience:

Family & corporate law	Accounting
Marketing & fundraising	Labour force development
Personnel	Health
Business management/board experience	
Other (parents & former caregivers)	

The sectors we aim to draw from are:

- Parents with current or previous experience in using Mothercraft Ottawa services
- The community at large:
- Individuals and community/business association representatives from the Westboro and broader Ottawa area
- Parents & non-parents
- Qualified adults of any age

## 5. Hours of Service/Holidays

The Mothercraft Ottawa, Part-time/Casual Program is open year round from 7:30am to 5:30pm, Monday to Friday with the exception of the following days:

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

When Christmas Eve and New Year's Eve fall on a working day, the center closes at 3:00pm.

## 6. Waiting List Policy

Mothercraft Ottawa's Home Child Care and Centre based programs work with the **City of Ottawa Child Care Registry and Waitlist (CCRAW)**.

Families looking to register a child in a Mothercraft Ottawa child care program must register on the CCRAW. Each of Mothercraft Ottawa's child care programs manages its own waiting list. Families can search for us using the following program titles:

Mothercraft Ottawa – Daycare Evered

Mothercraft Ottawa – Part time/Casual

Mothercraft Ottawa – Home Child Care

Canadian Mothercraft of Ottawa Carleton – Elmdale Kindergarten and School Age Program (subsidy only)

Mothercraft Ottawa – Waterbridge Program (for preschool and subsidy)

To register for the Elmdale and Waterbridge Before and After School Program please contact the program office for an application form

[elmdale@mothercraft.com](mailto:elmdale@mothercraft.com) or

[waterbridge@mothercraft.com](mailto:waterbridge@mothercraft.com)

We do have some priorities that we consider when inviting new families to join us. In order of priority:

- \* meet the needs of the children currently enrolled;
- \* children of Mothercraft Ottawa Staff
- \* siblings of children currently enrolled;
- \* children of staff at our partner schools;
- \* Mothercraft service users

## 6. **Waiting List Policy (Cont'd)**

Children registered on CCRAW will be offered a space based in order of application date wherever possible. Other factors the programs must consider for enrolment are the needs of the child, program capacity, and the age of the child.

Families inquiring about their position on the CCRAW can contact the specific Mothercraft program for details. In order to maintain the privacy of the registrants, access to the CCRAW is limited to administrators.

## 7. **Registration**

Parents must complete all forms required by the *Child Care and Early Years Act, 2014 (CCEYA)* prior to the child's first visit to the program. These forms will be kept in the child's file. It is important that parents keep the program informed of any changes to phone, address, emergency contacts, immunizations, and child's state of health. Here is a list of the forms you will be required to read and complete:

- a) Application Form
- b) Part-time/Casual Program Contract
- c) Part-time/Casual Parent Handbook
- d) Child Care Facility Immunization & Tuberculosis Assessment
- e) Diet and Sleep Information (under 30 months)
- f) Client & Participant Privacy Policy

## 8. **Integration to Casual/Part time Program**

It is very important that your child's early experiences at daycare are positive. Some children settle in a couple of days, others need more time. With this in mind, we ask that parents follow this schedule for their child's first few visits.

1<sup>st</sup> Integration- Parent and child visit for one hour.

2<sup>nd</sup> Integration- Parent and child visit for two hours. Parent may stay for one hour and can leave room for one hour.

3<sup>rd</sup> Integration- Parent and child visit for two hours and parents can leave room for those two hours.

The Educators will discuss your child's integration and will recommend any alterations that suit your child's individual needs.

## **9. Fee Payment**

Fees may be paid by, VISA, MasterCard, Automatic Debit, cheque or cash. When paying by cash please make sure you have the exact amount. Cheques should be made payable to Mothercraft Ottawa. On each cheque please include the name of your child, the program in which your child is enrolled and the period covered by that cheque. Cash and cheque payments can be made at the Front office or the Accounting office. Credit card or debit payments can only be made in the Accounting office. Credit or debit payments will be processed on the fifth (5<sup>th</sup>) business day of the month. Monthly statements are issued. There will be a twenty-five dollar (\$25.00) charge for each cheque returned to us from the bank due to insufficient funds.

There is no discount for siblings enrolled in other programs at Mothercraft Ottawa.

## **10. Withdrawal and Discharge**

Two (2) weeks (ten (10) business days) written notice will be provided to Mothercraft Ottawa before the Child is withdrawn from the Program. If such notice period is not provided the parent agrees to provide Mothercraft Ottawa with payment in lieu of notice for this same period of time. The parent would forfeit any paid time and pay the remaining balance equal to two weeks.

If a child is withdrawn temporarily, he/she will be put on the waiting list on the day of withdrawal. Every effort will be made to re-enter the child on the requested date, but no guarantee can be given.

Mothercraft Ottawa reserves the right to discharge a child if:

- i) in the absolute discretion of the Director, the Child is not adjusting to the setting after a reasonable period of time;
- ii) after exhausting all teaching resources at Mothercraft Ottawa's disposal, Mothercraft Ottawa is unable to address the needs of the Child:
- iii) Child continues to display behaviour which endangers the health, safety and security of other children or staff; or
- iv) the policies, as outlined in this agreement are not being followed.

## **11. Late Policy**

Canadian Mothercraft of Ottawa-Carleton (hereinafter Mothercraft Ottawa) Child Care Program is open from 7:30am to 5:30pm.

Mothercraft Ottawa understands that sometimes emergencies arise and lateness is unavoidable however it is Mothercraft Ottawa's policy that lateness is not acceptable.

## **11. Late Policy (Cont'd)**

The Parent will:

- Prior to commencing care, provide Mothercraft Ottawa with the names and telephone numbers of three emergency contacts who may be called upon to pick up the child if the Parent is unable to pick up the child at the scheduled pick up time; and advise the Program Manager immediately when such telephone numbers or emergency contacts change.

Mothercraft Ottawa will:

- Ask parents to update and verify the contact information at least twice a year and every time a child moves to a new program.

The children's attendance in the Part-time/Casual Program is scheduled by the administration staff in order to ensure we maintain our ratios. When a parent is late for the scheduled pick up time it can result in preventing us from providing service to another client or it could result in the need for an educator to work beyond his/her scheduled shift in order to maintain ratios.

1. It is expected that parents will be ready to leave the child care centre building with their child(ren) by the scheduled pick up time.
2. The first and second time that a Parent is late, the Educator in the program will speak with the Parent, clarify the reason for the lateness and review the policy with the Parent. The Parent will sign the Late Parent Record to acknowledge the situation. The Educator will notify the Manager.
3. If the Parent is late a third time, the Educator will again speak to the Parent. The Parent will sign the Late Parent Record to acknowledge the situation. The Manager will contact the Parent by phone/or in writing to address the difficulties and arrive at a solution and may result in termination of services

## **12. End of Day Late Pick-up Policy**

- a) It is expected that parents will be ready to leave the child care centre building with their child(ren) no later than the end of scheduled hours of operation.
- b) The first and second time that a Parent is late, the Educator in the program will speak with the Parent, clarify the reason for the lateness and review the policy with the Parent. The Parent will sign a Late Parent Record form to acknowledge the situation. The Educator will notify the Manager.
- c) If the Parent is late a third time, the Educator will again speak to the Parent. The Parent will sign a form to acknowledge the situation. The Manager will contact the Parent by phone/or in writing to address the difficulties and to arrive at a solution and may result in termination of services.

### 13. **No Show Policy**

A Parent is considered a *no-show* when she/he does not appear on-site at Mothercraft Ottawa thirty (30) minutes after her/his scheduled pick-up time without contact with family or any of the emergency contact people.

In the event of a no-show:

The Educator and child(ren) will remain on the premises. The Educator may not take a child(ren) off the premises.

The Educator will contact, in order, one of the following:

- a) Program Manager
- b) Director of Childcare
- c) Executive Director
- d) President of the Board of Directors or designated Board Member

In the event that this is necessary management will make alternative arrangements for the child.

If we have not heard from the parent/guardian/emergency contact 1 ½ hours after closing or scheduled pick up time, the CAS will be contacted and the child will be released to their custody.

### 14. **Reporting Child Abuse is the Law**

From time to time we are faced with some very difficult situations in the child care centre. We may see a mark on a child in an unusual place, witness an abusive situation or observe a type of behaviour or play that is not consistent with a child's normal range of experience. In these circumstances, we are legally bound to report these situations to the Children's Aid Society (CAS). We cannot judge or decide what child abuse is, we must leave that to a CAS worker. We are not allowed to contact parents first. We must emphasize that in our experience at Mothercraft Ottawa, we have rarely had reason to call CAS. When we have, the worker has always been a warm, caring person able to deal with the child at his/her own level. They are very willing to spend time, give explanations and to reassure the child, parents and Educators. A paramount objective of Ontario's Child and Family Services Act "is to promote the best interest, protection and well-being of children".

In the unlikely event a CAS worker calls you; we can assure you that utmost confidentiality would be maintained by staff. Only those persons directly involved would know of the call and once CAS had investigated and closed the case, the matter would be ended as far as we are concerned. We would not refer to it again and we hope it would make no difference in the close, supportive relationship we have with all our parents.

## 15. Behaviour Management

Our expectations for the children are developmentally appropriate and respond to the needs of the child and of the program. Expectations are consistently enforced so that the children know what is or isn't acceptable. The employees (permanent and/or temporary) are expected to comply with the Agency's stated policies and procedures and the requirements of the *Child Care and Early Years Act, 2014 (CCEYA)* with respect to Behaviour Management. Failure to comply could result in a verbal warning, or disassociation with the Agency. This policy applies to all staff, students, and volunteers. The following disciplinary measures are prohibited in accordance with the *Child Care and Early Years Act, 2014 (CCEYA)*.

- 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 children from hurting themselves 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 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 Mothercraft Ottawa'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 their self-respect, dignity or self-worth;
- depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
- inflicting any bodily harm on children including making children eat or drink against their will.

## 16. Immunization

We are required by the *Child Care and Early Years Act, 2014 (CCEYA)* to have up-to-date records of immunization on file for the children in our care. Parents are required to complete the immunization form prior to the child's first visit in the program. The child will not be accepted into the program until this form is complete.

If you choose not to immunize your child for any reason you will need to contact the Public Health Immunization Program at 613-580-6744, ext. 24108. They will give you a form and you must provide us with the completed form for your child's file.



## 17. Children's Health

### **Health Conditions requiring Exclusion from the Full-time Daycare Program**

When is a child too sick or contagious to attend the Full-time Daycare Program? This is a question which may present itself during your child's stay at the centre. In order to protect all of the children, the following procedures must be followed. Your Child cannot attend the Full-time Daycare Program if he/she:

- a) Has a temperature of 101 degrees Fahrenheit (38.4 degrees Centigrade) or over. *Children must be fever free for 24 hours, without using fever reducing medications, before returning to the program.*
- b) Has not been fever free for 24 hours.
- c) Has vomited while at daycare or within the last 24 hours (vomiting is more severe than an infant's "spit up"). *Children must be symptom free for 24 hours before returning to the program.*
- d) Has diarrhea (abnormally loose, watery bowel movements that are much more frequent than usual). Children will be sent home from the program upon the third incident of diarrhea during the day. *Children must be symptom free for 24 hours before returning to the program.*
- e) Has been on a prescribed medication for less than 24 hours for a condition requiring exclusion from the program according to the City of Ottawa *Guidelines for Communicable Disease and Other Childhood Health Issues for Schools and Child Care Facilities (CCF)*. Your child must be able to cope with all aspects of the program. This document may be found on-line at:  
<http://ottawa.ca/en/residents/public-health/resources-teachers-and-employers/guidelines-communicable-disease-and-other>
- f) Has a rash that has not been identified by parent or physician or that seems to be worsening.
- g) Has a severe cold with fever, sneezing and heavy nasal drainage.
- h) Seems really sick without any obvious symptoms. In this case, the child may act and look different; may be unusually tired, listless or irritable.
- i) Is requiring one-to-one attention from a staff member in order to allow the child to cope and be reasonably comfortable.
- j) Has any disease/illness/condition listed in the City of Ottawa *Guidelines for Communicable Disease and Other Childhood Health Issues for Schools and Child Care Facilities (CCF)* requiring exclusion. These guidelines are posted in every program.
- k) Is unable to participate in all activities – indoor and outdoor. If a child is too sick to go outside, then he/she cannot attend the program.
- l) Has chickenpox. Your child will be excluded from the onset of symptoms for 5 days until the majority of the pox are scabbed over. Your child must be able to fully participate in the program upon his/her return.

## **17. Children's Health (Cont'd)**

If at any time the staff feel that a child is too sick to be in the program, the child will not be allowed to attend. It is important to try to have alternate child care arrangements in case you cannot stay at home with your child.

If your child is going to be absent from the program at his/her regularly scheduled time or is going to be late, please notify the staff as soon as possible.

## **18. Medication Policy**

There are strict procedures in place concerning the administration of medication to children at the daycare. In order to ensure the health of your child, the steps listed below must be followed:

- a) Medications: prescription or over the counter must be in the original bottle and packaging. The child's name must be clearly labelled on the bottle and packaging.
- b) Medication will only be administered once the parent or guardian has completed a Medication Authorization Form. These forms must be filled out with specific instructions as to time and dosage. We are required to follow the guidelines on the medication packaging. We cannot administer medication under instructions such as "if you feel it is necessary". Exception: Medications to ease asthma and /or allergic reactions will be administered, as necessary, once the parent or guardian has outlined clearly the conditions required to make the medicine necessary and has completed a Medication Authorization Form.
- c) Medication to control pain must be given at a specific time or temperature. If a low-grade fever persists for longer than 24 hours, your child will need to stay at home until they are fever free (without the use of fever reducing medications) or a note from your doctor is provided. At no time can the children stay in the program with a fever of 101 degrees Fahrenheit (38.4 degrees centigrade) or over.
- d) Medications will be stored in a container in the refrigerator or designated cupboard in the playroom, as required. It is the parent's responsibility to take the medication home at night. Epi-pens and puffers will be kept close at hand, as required by the child's condition.
- e) Please do not leave any medication – Tylenol, decongestant, vitamins or any prescription medication in your child's personal bag in their cubby.
- f) We cannot keep Tylenol, etc. on the premises in case your child develops a fever unless we have a note from the doctor stating that it is medically necessary.
- g) If your child becomes ill while in care, you will be notified immediately. If we cannot reach a parent within a reasonable amount of time we may call the emergency contacts. You will be required to pick up your child from care within 1 hour of notification of illness. The staff will keep sick children isolated from the other children when required until the parent arrives.

## 19. No Nut Policy

The Mothercraft Ottawa building and grounds have been designated as no nut zones due to children and staff having life threatening allergies to nuts. This means that no nuts and food containing nuts are allowed on the premises at any time. We cannot serve foods that are labelled as “may contain traces of nuts” and/or “Manufactured in a facility that processes nuts” so please check labels carefully if bringing food to the program.

## 20. Nutrition

Our program will provide a morning snack where applicable. The snacks are prepared by our day care Cook and Program Manager. Menus are posted in the rooms. Parents are required to provide a lunch and afternoon snack if their child is in the program during these times. Lunches and snacks should be nutritious and meet the requirements set out in the Canada Food Guide. Changes to the daily menu will be noted on the menus posted in each room and on the kitchen door.

## 21. Food Requirements for Children

### **For Infants (6 weeks to 18 months)**

Parents will supply all of the child’s food. Infants under the age of one will be fed in accordance with written instructions from the parents and updated according to the changing needs of the child. All babies staying longer than 2 hours must be able to drink from a bottle or cup offered by Educators.

The Ministry of Education requires that all children under the age of 3.8 years attending a school or daycare for six or more hours a day must receive nourishment in accordance with the Ministry’s guidelines. These guidelines apply to the brown bag lunches supplied by parents in the Part- Time/Casual Program at Mothercraft Ottawa. If these guidelines have not been met, the daycare will supplement the child’s lunch, at an additional cost of \$3.00 to the parent.

Food Group	Range of Serving Size (1 year to 6 years of age)	Recommended Number of Servings for Lunch
Milk/Milk Products	125-175 millilitres	at least 1 serving
Meat/Alternates	30-60 grams	at least 1 serving
Bread & Cereal	1/2- 1 slice 50-125 millilitres	at least 1 serving
Fruits& Vegetables	1/4 to 1 whole fruit 80-125 millilitres	at least 2 servings

## 21. Food Requirements for Children (Cont'd)

- The lunch bag/box, all food and containers must be labelled with child's name.
- Food should be brought to school in an insulated lunch bag with a small ice pack. A frozen juice box or water bottle can substitute for an ice pack.
- Meals and snacks should provide nutritional value as well as refreshment.
- If a child arrives at the center without the proper nutritional requirements, the parent will be expected to bring the lunch and snacks back to the center in time for the child to eat.
- In an emergency a lunch may be provided by the daycare center for a nominal cost
- All foods and beverages must not contain nuts or nut products. We cannot serve foods that are labelled as “may contain traces of nuts” and/or “Manufactured in a facility that processes nuts” so please check labels carefully if bringing food to the program. If we are in doubt that a food/beverage is not nut-free then we will err on the side of caution and not serve the food. An appropriate substitution will be found if necessary.
- The above information is taken from the Canada Food Guide and The *Child Care and Early Years Act, 2014 (CCEYA)* (section 8.1.84-89).

## 22. Children with Allergies

Mothercraft Ottawa will enroll children with allergies and to the best of their abilities, create an environment that minimizes the risk of exposure to allergies. This policy recognizes that the risk of accidental exposure can be reduced but not eliminated.

Each child need's will be assessed individually to determine if the centre can manage the allergy safely.

The centre reserves the right to refuse registration if it is determined by the program manager that the allergy is not safely manageable.

Parents wishing to enroll their child(ren) in our program must discuss the child's allergies with the program manager in advance of registration to determine if the centre can manage the child's allergies.

## 22. Children with Allergies (Cont'd)

To determine manageability we look at the following factors:

- Type of allergy
- Number of allergies
- Level of severity of allergy
- Can exposure to allergen be managed safely and reasonably?
- Are staff and parents comfortable with level of risk that is inherent?

Once it is determined that the allergy is manageable, then the following procedures must be followed BEFORE the child can be admitted into the program:

- The parent will provide an Allergy Information sheet that is signed by the child's physician.
- The parent will complete the allergy form that has been prepared by the centre. The parent will be able to meet and discuss this information with the centre's cook.
- The parent will give written consent to advise other parents in the centre about their child's allergies and to allow us to post the child's Allergy Alert form in the playroom.
- The parent will provide all necessary medications and epi-pens. Twinject auto-injectors will not be accepted.
- The parent will demonstrate the administration of the epi-pen to the program staff.
- CHILDREN WILL NOT BE ACCEPTED FOR ATTENDANCE WITHOUT THEIR MEDICATION AND AUTO-INJECTOR (hereinafter referred to as EPI-PEN).
- The Program Manager and the parent will prepare a plan that outlines who will provide the food for the child (the centre or the parent or a combination of the two)
- The parent and Program Manager will review the plan and the child's needs on a regular basis.
- All staff, students and volunteers will review the treatment plans on an annual basis.
- It is the parent's responsibility to notify the Program Manager, staff and cook of any changes to the child's allergy
- Any changes to the child's allergies must be noted and signed by the child's physician.

### **23. Children's Activities**

Just as the children's attendance in our program is flexible, so is our approach to programming activities for the children. Developmentally appropriate, safe and fun activities are provided for all children based on their interests and developmental needs. The Mothercraft Educators use the ELECT document and Ontario's Full Day Learning curriculum for planning activities. Children are encouraged to participate in all activities and may get very messy so please don't send your child to daycare in clothes that can't get dirty! Information on the children's daily activities is posted outside your child's program.

### **24. Outdoor Play**

Outdoor play is very important for the children and is a big part of our program. The children will enjoy our lovely, secure play yards twice a day as long as the weather allows and our outdoor ratios can be maintained. (The Ministry of Education requires that 100% ratio is maintained while in the playgrounds.)

When determining the suitability of outdoor activities, humidity, wind chill and base temperatures are to be considered and as such Educators will check Environment Canada postings prior to going outside.

Children will remain inside if summer temperatures and/or humidex is 33°C or higher and if winter temperatures and/or wind chill is -25°C or lower. When a heat or cold warning is issued by Environment Canada, children will remain indoors.

On warm days, water bottles will be filled prior to going outside and Educators will ensure that the children are drinking regularly, and that the play is appropriate for the temperature. On cold days prior to going outside Educators will ensure that the children are dressed appropriately for the weather.

For days when a field trip has been planned and a heat or wind chill warning has been issued, Educators will consult with the Program Manager, or her designate who will determine if the field trip will proceed or be cancelled. The nature of the trip, the venue and mode of transportation will be considered when making this decision.

Under certain circumstances permission may be granted by the Program Manager and/or the Executive Director (or their designates) for brief periods of outdoor play outside of the above parameters which may include water play in the summer and/or other mitigating factors.

Parents are required to ensure that their child is properly dressed for the weather. Children are allowed to play in puddles and dig in the sand and the mud. Neighbourhood walks may occur spontaneously.

**25. Clothing and Footwear**

Children should have an extra set of clothing on site.

For the health and safety of your child appropriate closed toe footwear should be worn to keep them safe and reduce the risk of loss of balance/slipping/tripping. Footwear should be appropriate for the setting and not be at risk of falling off.

**26. Rest Times**

While not all children need a mid-day nap, young children benefit from periods of quiet relaxation to balance their active play.

The need for rest and sleep varies greatly at different ages, and even among children of the same age; however, rest is an important part of the day for all children.

The Educators work with the families to prevent the disruption of normal sleep patterns at home.

Infants under the age of 18 months will sleep according to their developmental needs and as outlined by the parents.

Children over 18 months who attend the program for more than 6 hours per day, will have a rest period after the mid-day meal. Children are not required to sleep but are encouraged to rest quietly. Comfort toys from home are welcome. The rest period will not exceed 2 hours in length. The children are permitted to sleep, rest or engage in quiet activities based on the child's needs.

**27. Accident Reports**

If your child has an accident while in our care, the Educators will fill out an accident report for you to read and sign when you arrive to pick up your child. The accident report will be scanned and sent to you via email. Parents may request a hard copy of the accident report. The original reports are kept in the child's file.

**28. Fire Drills**

Fire evacuation plans are posted in each room and at every exit. Fire drills are practiced monthly. The children are only expected to leave the building for a fire drill if the weather is good. If you arrive with your child during a fire drill, please stay with your child until the drill is completed and the children return to their programs.

## 29. **Medical Treatment**

In case of emergency, every effort will be made to contact the parents or their alternates. Sometimes this is not possible, and immediate treatment is necessary. If your child is hurt or becomes seriously ill while in care at Mothercraft Ottawa, he/she may be treated at the emergency room of the hospital as required.

## 30. **Serious Occurrence Posting**

On November 1, 2011, the Ontario government introduced a new policy that requires licensed child care centres and private-home day care agencies to post information about serious occurrences that happen at a centre or a home location. To support increased transparency and access to information, when a serious occurrence happens, a “Serious Occurrence Notification Form” must be posted at the centre location in a visible area for ten days.

A serious occurrence could include:

- Serious injury to a child;
- Fire or other disaster on site;
- Complaint about service standard.

Many factors may lead to a serious occurrence report. A serious occurrence does not necessarily mean that an operator is out of compliance with licensing requirements or that children are at risk in the child care program.

Child care licensing inspection findings may be accessed through the Licensed Child Care Website which is available at

<http://www.earlyyears.edu.gov.on.ca/EYPortal/en/ChildCareLicensing/CCEYALicensingStandards/index.htm>.

## 31. **Photography**

Photos and movies are sometimes taken for use within the child care centre with the children. Occasionally these, or other pictures, may be used in the media or for educational purposes. Whenever possible, this will be cleared with parents, but this is sometimes difficult or impossible in cases where pictures contain large groups of children or are used several years after they are taken. Names of the children are never used with their photos. (If you do not wish your child’s picture to be used for publications or newspaper/television stories about the child care centre or for educational purposes, please notify the office staff at the time of registration.) We will then ensure that your child’s picture is not taken.



### 32. **Volunteers**

Anyone (including parents and family members of children registered in a Mothercraft Program and who is over the age of 16 years) who wishes to volunteer in a Mothercraft Ottawa program is required to submit a Police Records Check - Vulnerable Sector prior to volunteering. Only volunteers with a clear Police Records Check will be permitted to volunteer. A volunteer letter may be obtained by the Program Manager in order to have the Police Records Check processed by the Ottawa Police Department, at no cost. A clear Police Records Check must be provided to Mothercraft Ottawa on an annual basis.

### 33. **Students**

In cooperation with high schools, community colleges and universities in the area, the child care centre is frequently used as a source of practical experience for students in early childhood education, child care family daycare. These students enhance the staffing and permit individualized care and special activities which might otherwise not be possible. These students work under the direct supervision of the staff at all times.

### 34. **Supervision**

Child /staff ratios will be maintained according to the *Child Care and Early Years Act, 2014 (CCEYA)* at all times. The children are never left unsupervised.

#### **Ratios**

	<b>Indoors</b>	<b>Outdoors</b>
Infants	3:10 at all times	3:10
Toddlers	1:5 between 9 am and 3:30 pm 1:7 before 9 am and after 3:30 pm	1:5
Preschoolers	1:8 between 9 am and 3:30 pm 1:12 before 9 am and after 3:30 pm	1:8

Parents are responsible for their children before and after their scheduled times. Example: If your child is scheduled to be in the room between 9:00am and 5:00pm and you arrive at 8:50am you will need to stay with your child until 9:00am.

### 35. **Proof of Identity**

The staff may not release the children in care to anyone other than the parent/legal guardian without the parent/legal guardian's written authorization. In the event that someone else is picking up the child then the staff must be notified by the parent prior to the child leaving the program. Anyone picking up the child may be asked to provide photographic identification if the staff is not familiar with the individual; this includes parents, please come prepared with identification.

## Income Tax Receipts

Receipts for income tax purpose will be issued at the end of the year. Please indicate to whom the receipt should be made out to: \_\_\_\_\_

This is to verify that I, \_\_\_\_\_ have read, and fully understand, and agree to comply with the attached Part-time/Casual Parent Handbook.

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Parent's Name (please print) \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Per Mothercraft Ottawa \_\_\_\_\_ Date \_\_\_\_\_