

PARENT HANDBOOK

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Licensed Childcare for Infants to School-Age

KINGSTON, FRONTENAC, LENNOX-ADDINGTON, LEEDS & GRENVILLE

- Website: <http://sscc.care/>



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WELCOME TO SOMETHING SPECIAL!

Young people are little scientists with brilliant little minds.

Our work at Something Special Children's Centre (SSCC) is to nurture children's naturally curious minds and to encourage the growth of their kind hearts. We practice the play-based learning curriculum, keeping them safe as they explore their world. Play provides complex learning and the care we provide fosters and honours the learning framework that play develops. As loving Registered Early Childhood Educators, we also recognize and respect the unique interests of your child.

We watch, we listen, and we talk with your child during the early years.

Children should be allowed to be children, to enjoy such a fleeting time without being rushed. Everything they do -- from building blocks to building relationships -- lays a foundation for their future. We are here to help them, and you, through these years, and believe that the care your family receives at Something Special will span a lifetime.



Established in 2000, SSCC is conveniently located close to Kingston's downtown core. The heritage building that houses the centre boasts a long and distinguished history of educational operations since its construction in 1854. The organization was founded by a board of directors comprised of caring parents who wanted quality care for their children and the children in their community.

We believe in transparency, social responsibility and in supplying safe and secure quality childcare services. At SSCC a dedicated team of professionals support your child, and your family. Our centre welcomes your family into a learning community that extends beyond the classroom.

OUR CORE VALUES

Lifelong Learning * Family Values * The Pursuit of Excellence * Communication * Sense of Wellbeing

BOARD OF DIRECTORS

SSCC is a parent run center managed by a Board of Directors. The Board of Directors administers the affairs of the Daycare on behalf of the general membership, which includes all parents or guardians of children in full time or part time attendance at the Centre. The by-laws governing SSCC provides for the election of members to positions on the Board of Directors at the Annual General Meeting held each fall. Five positions may be held by election of a parent group and community members may hold two positions. The Director is an advisor to the Board, as are two staff representatives.

By-laws governing daycare operations can be viewed upon request. Please contact the Director.

ANNUAL GENERAL MEETING

The Annual General Meeting (AGM) takes place each fall at which time a new Board of Directors is elected. If you are interested in becoming involved, please contact the Board at president@sscc.care for information regarding positions and responsibilities.

CONFLICT OF INTEREST

Staff/Board members who have a conflict of interest regarding any item of business must declare the situation. Staff/Board members must not use their position to advance their personal interests.

What constitutes a conflict of interest is a legal question and its definition may vary; however, the perception of conflict of interest is just as important. In general, conflict of interest means that a staff/board member has two opposing obligations. If it may be perceived by the public that staff/board member has a conflict of interest, then this should also be declared.

COMMITTEES

There are varieties of committees that become active within the center as the need arises. Parents are encouraged and welcome to join. Notices will be posted at the center regarding active committees. If you are interested in volunteering, contact the director at ssdaycare@cogeco.net or the President at president@sscc.care

OUR MISSION

Our RECE's celebrate life by encouraging all children to explore, discover, and share the wonders of life in a safe, inclusive, engaging, and multicultural environment.

OUR VISION

Something Special builds a future by offering a stimulating environment in which all children can explore in a safe family-oriented facility. We strive to cultivate an atmosphere of caring, nurturing and stability in which all children may thrive in all areas of development.

CENTRE POLICIES

All policies are reviewed annually and as changes arise.

THE UNIQUE WAY WE WORK TO ACHIEVE THAT VISION

Our belief about children

We view every child as being competent and full of potential. All children have a natural desire to learn and make meaning of their world through play, music, and creativity. We believe children have the right to a vibrant childhood and make meaningful connections that will build a foundation for a successful and healthy future.



Our History

OUR PROGRAM & PEDAGOGY

(re. Program Statement, CCEYA (2014) O. Reg. 137/15 s 46)

OUR CURRICULUM AND APPROACH

Every child has the right to be included in quality early learning in a setting enriched with engaging activities and opportunities for natural play. The benefits of peer-related experiences are essential for growth and development. Our programming follows Ontario's emergent curriculum guidelines such as the ELECT document and "How Does Learning Happen" which focus on the interests and natural inquiry of the child. (Link on pg.15)

Every employee plays an important role in upholding the following "Image of the Child" statement, whether custodian, administrator, cook, educator, or director:

We view every child as being competent and full of potential. All children have a natural desire to learn and make meaning of their world through play, music, and creativity. We believe children have the right to a vibrant childhood and make meaningful connections that will build a foundation for a successful and healthy future.

WE PROMOTE A CHILD'S WELL-BEING.

We stay current on Early Years best practices to balance the diverse holistic needs of each child in our care. Our decisions are influenced by a child's age, temperament, ability, and individual family situations. We understand that adult modeling is how

children learn how to regulate their feelings, behaviours and emotions. Registered Early Childhood Educators acknowledge children's powerful feelings and encourage them to identify their feelings and recognize the impacts of their choices

WE SUPPORT POSITIVE AND RESPONSIVE INTERACTIONS

Building relationships and confidence are at the core of everything we do. Families know their child best and through regular communication they provide us with valuable insights. By working together with the best interest of the child in focus, we build a community that honours our children.

WE FOSTER PLAY, EXPLORATION, AND INQUIRY

Children are little scientists who flourish in an environment rich with loose parts and open-ended inquiries. Play accompanied with the foundation of Jolly Phonics provide the building blocks of literacy by naming and recognizing items and their associated letters.

LOCAL PARTNERS ARE WELCOMED INTO OUR CENTRE TO OFFER SUPPORT AND GUIDANCE

We work in partnership with local resources such as Community Living and Kingston, Frontenac, Lennox & Addington (KFL&A) Public Health to better support the development of the whole child regarding speech, language, and other special needs.

STAFF ARE CONTINUOUS, REFLECTIVE PROFESSIONAL LEARNERS

Growth is important for grownups as well as for children, and our children deserve Registered Early Childhood Educators who will grow with them. We keep staff informed of professional learning opportunities through the city of Kingston. Monthly staff newsletters are provided with information that foster innovation and deepen the understanding of the practice.

COMMUNICATION AND ENGAGEMENT WITH FAMILIES IS ONGOING AND CRUCIAL

It takes a village to raise a child, thus our centre puts great value on the relationship that we build with our families. Communication is both collaborative and cooperative and helps us to understand diverse perspectives and come to shared understandings about what is best for each individual child.

CAREGIVERS WHO NURTURE YOUR CHILD

(RE: Student and Volunteer Policy, CCEYA (2014) O. Reg. 137/15 s 11.1)

You will feel the love and see the learning inside our centre, and that is no coincidence, who we hire and how we continue to grow as educators (includes all of our staff), are fundamental components in offering you quality care.

WHO WE MENTOR

We mentor students and volunteers at Something Special Children's Centre

Local post-secondary students studying Early Childhood Education are welcomed inside of our classrooms and linked with a mentor. We believe that supporting them aides in strengthening and supporting our profession.

Students and volunteers are responsible for supervising children in SSCC's care and no one under the age of 18 years old is permitted to supervise a child. We ensure that our students and volunteers are never left alone with the children under any circumstance and that they are supervised by an employee during their time in the centre.

OUR QUALIFICATIONS AND TRAINING

Keeping our children safe as they play and learn is of paramount importance. As such, in keeping the best interest and health of the child in mind SSCC insists on the following:

Up to Date Immunization for all staff, volunteers, students

Criminal Reference Check and Vulnerable Sector Screening (all SSCC staff: Ministry of Education Declarations completed yearly, renewal every 3 years)

Current Standard First Aid, CPR, and WHMIS training (all SSCC staff)

Anaphylactic Allergy training (all SSCC staff)

Safe Food Handlers Certification (all cooks, all floor coordinators, all administration)



HOW CHILDREN ARE GUIDED



RELATIONSHIPS

We strive to build relationships with a foundation of honesty, compassion, respect, trust, and kindness. We do this by having realistic expectations of the children and accepting them for their unique personalities and individual strengths drawing from knowledge of child development.

SEEKING TO UNDERSTAND

Behaviour is language and communicates what is going on in a child's mind and body. We guide our own responses to a child's behaviour by modeling gentle and compassionate responses, which plant the roots of self-awareness, self-confidence, and self-regulation.

TIME AND SPACE

The physical environment plays a huge role in experiences and development. We design our rooms and programs with thoughtful routines that help a child to feel safe and capable.

COMMUNITY

Children thrive when they form meaningful relationships and have a sense of belonging. Children who have pride in their community have a brighter overall outcome.

CODE OF ETHICS IN PRACTICE CECE

Rather than setting out practices to be used to manage children's behavior, Registered Early Childhood Educators (RECE) and other childcare center staff are instead required to examine and set out in their program statement how they will support positive interactions between children, families, staff and the community.

Research from diverse fields of study shows that children who attend programs where they experience warm, supportive relationships are happier, less anxious, and more motivated to learn than those who do not. Experiencing positive relationships in early childhood also has significant long-term impacts on physical and mental health, and success in school and beyond.

How Does Learning Happen (HDLH) provides information on ways adults can engage in positive, responsive interactions and why this is critical for children's overall learning, development, health, and well-being. For more information, please refer to the following resources:

EARLY YEARS PORTAL HOW DOES LEARNING HAPPEN?

Think, Feel, Act: Lessons from Research about Young Children Therefore, guidance should always be:

- Consistent and used in a positive manner.
- Appropriate to the developmental level of the child; language used is simple and direct
- Designed to meet the needs of individuals and the dynamics of the group
- Implemented as soon as possible after misbehavior
- Designed to assist the child in learning appropriate behavior
- Discussed with the parent if persistent, new, or unusual for the child or if concerning



A WELCOMING PLACE

TALK TO US

We embrace the opportunities we have throughout the day to listen and learn alongside our amazing families. We believe that the best care evolves when both parties are actively communicating.

We are open to conversations that are always open and courteous, even in cases where families approach us with concerns. We promise to actively listen and recognize that there may be times when concerns are complex, and we will work to find a solution.

(Policy re. Parent Issues and Concerns, CCEYA (2014) O. Reg. 137/15 s 45.1)

In the case that a family has concerns, we ask parents to first address any questions they may have with their child's Educator as they are the ones to have an understanding of what takes place in the classrooms each day.

The Educator will provide parents with a Parental Concern Form to document their concerns (sample included in handbook). The Educator will submit the completed form to the Director when it will be discussed. The Educator will then contact the family to remedy the issue.

In the case that the parent is not satisfied with the outcome, they are welcome to make an appointment with the Director (contact information on pg.19).

We aim to respond within 72 business hours if concerns are unresolved and require Director involvement.



HELLOS & GOODBYES

Daily arrivals and departures

Upon arrival, we ask that your child is taken directly to their room where the parent will sign their child in. Communication is appreciated; please let us know how your child's night was, their morning, their health. Parking for drop off is in front of the building and has a 15-minute time limit. The end of the day can be a busy time and our Educators look forward to filling you in on all the observations and activities of the day. Drop-offs and pick-ups are important points of the day, and we hope you are able to linger with us before signing your child out, inquiring as to what has been going on in the classroom and asking questions about your child's learning. It can be stressful the first few days in a new environment. To help ease you into the new routines, here are a few suggestions to help you along.

What to bring

INFANTS

- closed toe shoes
- 2-3 changes of clothes
- seasonal outerwear
- diapers
- baby wipes
- any special creams/lotions
- formula or breast milk
- blanket and/or cuddly toy

TODDLERS

- closed toe shoes
- 1-2 changes of clothes
- seasonal outerwear
- diapers/underwear
- baby wipes
- any special creams/lotions
- blanket and/or cuddly toy

PRESCHOOLERS

- closed toe shoes
- change of clothes
- seasonal outerwear
- blanket and/or cuddly toy

BEFORE & AFTER SCHOOL

- indoor shoes or slippers
- **talk to staff about items needed for summer programs and PA days
- Please ensure that all items are labelled. Please note that we discourage bringing toys and games from home due to possible breakage or loss

SEASONAL OUTERWEAR

WINTER

Snow suit, winter boots, 2 pairs of mittens, hat (without strings)

SPRING/FALL

Lined jacket with hood or hat (without strings), splash pants, rubber boots

SUMMER

Sun hat, closed toe running shoes, or sandals with a heel strap

- Sunscreen (labelled)

TRIP POLICY

From time to time throughout the year, educators take the children on Field Trips. To manage these trips in a safe and successful manner, the following steps will continue to be used by our Centre:

Field Trips are posted in the classroom at least one day before the trip. Outings usually take place in the morning and are generally no more than 20-30 minutes from the centre.

No child will attend any trip without a signed permission form allowing the child to attend the specific trip and thus acknowledging the timeframes away from the centre that were established when the form was signed.

Children are to be dropped off and picked up at the centre. The rationale for this is that children may become confused if they do not have consistent rules to follow and may bolt across a street if they see their parent(s). Secondly, it is too hard to manage the coming and going of children while on a trip.

Children who arrive late for a trip will not join the trip group. Their late arrival may mean that there is no space for the child until the group returns, or the child may be placed in another program until the group arrives back in the centre.

On non-attending days, parents are welcome to join the group at their destination and are solely responsible for their child at all times.

If the parent joins the group at the trip destination, and wants their child to attend the daycare after the trip, only the parent will transport the child to the centre and sign in their child into the centre before leaving their child in S.S.C.C.'s custody.

HIMAMA



Our RECE's use a very exciting software program called HiMama <https://www.himama.com/> for daily interactions with the children. This program is very childcare friendly and will provide lots of information and communication for you about your child's day at SSCC. Your consent is required to add your child. All of the information we submit is stored in the "Cloud".

- Terms of Service <https://www.himama.com/terms>
- Internet Safety <https://www.himama.com/internet-safety>
- Privacy Policy <https://www.himama.com/privacy>

As always, if you have any questions about the program, we would be pleased to discuss it with you.

ADJUSTING TO A NEW SPACE

Transitioning into a new centre or into daycare for the first time can be very stressful for child and parent. As such, we encourage parents to attend as many classroom visits as they deem necessary for the comfort level of their family. We restrict visits between the hours of 11:30-2:30 due to naptime transitions and routines.

BELONGING

Developing a strong sense of belonging is paramount to healthy development. When children see themselves as a valued and important member of a group, it builds self-esteem and confidence. The development of a sense of belonging fosters an appreciation of the self and others.

ENGAGEMENT

Children learn best through engaging play that holds their interests. The roots of literacy are planted and through play, children learn to make sense of and communicate their understanding of their world. Engagement in meaningful play cultivates skills such as problem solving, creative thinking, language and literacy skills, self-control, empathy, and friendship.

EXPRESSION

Creative expression through art, music, dramatic play and social games enable children to express ideas and are powerful forms of communication. These mediums of expression develop a child's understanding of their world and allows them to continue to build on that foundation.

WELL-BEING

Well-being is a holistic term that encompasses the physical, emotional, and mental health of the child. As solid roots of stability and security are planted the sprouts of self-confidence, identity, and autonomy being to blossom. Children are unique, and as such, they all blossom in their own time, at their own pace.



WAITLIST ADMISSION

(Policy re: Waitlist Procedure, CCEYA (2014) O. Reg. 137/15 s 75.1)

A space cannot be offered to a family without the family first registering on the childcare waitlist at www.kingstonchildcare.ca. Once registered parents may call SSCC to schedule a tour of the centre, however a tour is not a prerequisite for placement. If the space is offered and declined or the contact information is invalid, the waitlist entry will be removed from the waitlist. Spaces are offered in this order, staff children, board children, siblings attending SSCC, waitlist registry by application date and age.

A family who is expecting a child (birth or adoption) may request a waitlist entry up to nine months before the arrival of the child into the family.

CHILDCARE FEES

INFANT

Full day \$66.00
Hourly \$13.00
Half day N/A

B/A SCHOOL

Full day \$23.00
AM OR PM \$13.00

TODDLER

Full day \$54.50
Hourly \$13.00
Half day \$39.50

KINDERGARTEN/PA

Full day \$46.50
Hourly \$13.00

PRESCHOOL

Full day \$46.50
Hourly \$13.00
Half day \$34.50

**Extended Hours of care: over 10 hours offered at \$13.00 per hour
in addition to the daily rate**

***A late fee is charged after 5:30pm** and is logged by the Educator and billed by the Director as follows:

- up to 30 min \$20
- over 30 min < 60 min \$30
- over 60 min < 90 min \$40

Payment of fees are required on the first day of each month, however bi-weekly arrangements can be made with the Director but must be kept up to date and not carry over to the next month. Parents are required to pay daily fees if the child is sick or on vacation, we do not offer sick or vacation credit.

HOLIDAY CLOSURES

The daycare will be closed on the following holidays:

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

HOURS OF CARE

Monday to Friday 6:30am – 5:30pm

Eligible hours of care are determined based on the parent's hours of employment or hours of attendance at an educational facility and are established at the time of enrolment. We accommodate one half hour for drop off and one half hour for pick up within operational hours.

E.g. employment 9:00am – 5:00pm = hours of care 8:30am – 5:30pm

SAFE ARRIVAL ATTENDANCE POLICY

Classroom attendance is completed the moment a child arrives at the Centre, and it is updated immediately after a child leaves Centre care. Office attendance will be recorded every morning by 10:00 a.m. to ensure a correct head-count can be done in the event of an evacuation or emergency. Should a child who is scheduled for the day not be present at this time without cause or notice, parents/guardians will be contacted by the Director/Floor Coordinator/Administrative Assistant by way of phone, email or through HiMama for clarification of the potential absence. This is to promote the safety of all children, and ensure their safe arrival to the Centre.



HEALTH AND SAFETY

REST TIME/NAP TIME/ OUTDOOR PLAY:

As per Childcare and Early Years Act 2014, Regulation 0810-08:
<https://www.canada.ca/en/public-health/services/health-promotion/childhood-adolescence/stages-childhood/infancy-birth-two-years/safe-sleep/joint-statement-on-safe-sleep.html>

SLEEP SUPERVISION

Parents will be advised that the centre has policies and procedures regarding sleep and sleep supervision. Parents will be consulted about their child's sleeping arrangement at the time of enrollment and at any other appropriate time or when requested by the parent. Parents of children under 12 months are informed at the time of enrollment that their child will be placed for sleep in a manner consistent with the recommendations set out in the Joint Statement on Safe Sleep, i.e. placed on their backs, unless a **child's physician recommends otherwise in writing** <http://www.phac-aspc.gc.ca/hp-ps/dca-dea/stages-etapes/childhood-enfance-0-2/sids/jss-ecss-eng.php>.

Children 6 months or younger must not be alone in a sleep room, rather a staff member must be present in the room. Infants should not have warm blankets or toys, etc. in their cribs. A sleep sack or one light cover is all that children should have on over their clothing.

Staff working with children under 18 months are to perform checks every 15 minutes that includes touching the infant to ensure they are breathing and that they are not overheated. These checks are to be documented by the staff who performs the check and noted on the child's sleep chart.

Children over 18 months will be offered the opportunity to rest, sleep, or engage in quiet activities according to their needs and the wishes of their family.

A Staff member must be physically present in the sleep room throughout the sleep time and must circulate through the sleep room every 30 minutes to perform a direct visual check of all sleeping children, checking for indicators of overheating, distress or unusual behavior. Any observed concerns or significant changes will result in adjustments to the manner in which the child is supervised during sleep i.e. children who are experiencing any distress, i.e. acute coughing must be supervised more closely; all symptom of ill health are to be noted and communicated to parents. Parents will be consulted when there is a concern (see illness policy).

THE DAILY PLAN IS SO ARRANGED THAT:

- a) Each child from infancy through five years of age that is in attendance for six hours or more in a day;
 - Has a rest period not exceeding two hours in length following the mid-day meal. A child unable to sleep during the rest period is not kept in bed for longer than one hour and is permitted to engage in quiet activities. Rest should not be of such duration that normal sleep patterns at home are disrupted. More mature children do not sleep in the afternoon. An hour-long rest is sufficient to provide quiet relaxation. Beyond this length of time, children who remain awake are provided with quiet, supervised activity.
 - Is outdoors for sleep, play, or both for a period of up to two hours each day, weather permitting, unless a physician or parent of a child advises otherwise in writing. Written instructions are signed by the parent/guardian.
 - Outdoor play is determined by the weather, heat or cold warnings from the Ministry of Health. During the summer, children are offered water play, water tables, spray bottles, water to drink, shade, and are outside when the day is coolest. During the winter, the cut off for outside play is -25 degrees C including wind chill. Careful attention is paid to the children's skin and possibility of sunburn/frostbite.
- b) Infants require:
 - A baby monitor and night-light in sleep room. Each infant is also provided with an approved crib with individualized bedding (no blankets for infants) as approved by the Ministry of Education. Infants are supervised at all times and the sleep rooms are designed to accomplish this.
 - Outdoor activities two hours in duration per day (weather permitting)

NOTE: Exceptions to sleep or outdoor play routines will be documented in the daily log. The log entry will identify the alternate planned activity.

PARENT/GUARDIAN ISSUES AND CONCERNS POLICY

We at Something Special Children's Centre value the feedback from our parents and are always open to suggestions on how we can better serve our children and their families. If you have a concern with the facility, programming, or anything else at our Centre, we welcome your comments on how we can improve, and will work towards a positive outcome for all affected.

Should you wish to bring forward an issue or concern, please follow this procedure:

Speak with the educator involved with your child about the issue and/or your concern.

Allow time for follow up from the educator (1-3 business days; dependent on the severity/immediacy of the issue) and provide them with details of the follow up you will require (phone call, email, meeting).

THE EDUCATOR WILL:

- Provide the parent with a Concerns Form template to document their concerns.
- Present the completed parent and educator portion of the Concerns Form (if completed) for the Director/Floor Coordinator to the Director and/or Floor Coordinator as soon as reasonably possible.
- Will discuss the issue with the Director/Floor Coordinator and provide a proposal for correcting the issue to the Director/Floor Coordinator for approval/guidance.
- The educator will then contact you through your preferred method in order to rectify the situation.
- If you are still not satisfied with the outcome, please make an appointment to talk to the Director/Floor Coordinator. You can do so by calling 613-544-8367 or emailing: Director: ssdaycare@cogeco.net Floor Coordinator: Jpeters_sccc@cogeco.net
- All parental concerns are investigated, documented, and reviewed by the Director/Floor Coordinator.

The Director/Floor Coordinator will contact parents to review the results of the investigation and discuss the steps forward.

Parents can always escalate their concerns by emailing to the Board of Directors president@sscc.care if they are not satisfied with the outcome of the internal investigation. The Board would acknowledge receipt of the parent's concern by email. They would begin the investigation within 1-3 days of receiving the complaint. They would meet with those involved, then meet with the parent if requested and then respond with an outcome to the parent in writing by email. An outcome would be provided as soon as possible, within 30 calendar days. Should there be a delay, the reason will be documented, and the parent would be informed around that issue.

Parents can always escalate to the Ministry of Education at any time with concerns.

Maintaining open communication with staff and parents is extremely important to us. All comments made to staff members are relayed to the Director, so that the Director is aware of any issues or concerns. If a complaint is made, the Director, educator and/or Floor Coordinator will listen carefully to the issue that the parent/guardian has and will attempt to work with them to resolve the problem.



FORM FOR PARENTAL CONCERN

(This form is available in the office, or by email request)

Where? (please circle): Infant Classroom/Yard; Toddler Classroom/Yard; Preschool Classroom/Yard; School Age Classroom/Yard
When?: Date: _____ Time: _____
Who was present?
What happened?
Would you like to speak to the director or floor coordinator about your concern?
What resolution do you request?
Would you like to communicate with the Board of Directors? Yes/No
Would you like to communicate with the Ministry of Education or the Health Unit? Yes/No

EDUCATOR'S FORM OF PARENTAL CONCERN

(This form is available in the office, or by email request)

Date:
Name of parent(s):
Where? (please circle): Infant Classroom/Yard; Toddler Classroom/Yard; Preschool Classroom/Yard; School Age Classroom/Yard
When was the incident? Date: _____ Time: _____
What is the concern?
What happened?
Who was involved?
Would the parent like to speak to the director or floor coordinator about this concern?
What resolution did the parent request?
What solution do you think will rectify this issue?

EMERGENCY MANAGEMENT POLICY AND PROCEDURES

Name of Child Care Centre: Something Special Children's Centre

Date Policy and Procedures Established: 2017

Date Policy and Procedures Reviewed: May 2020

POLICY

Evacuation/Closure/Power Outage/Heating Issue/Tornado/Ice Storm/Fire/Other
Emergency

THE FOLLOWING IS OUR OFF-SITE MEETING PLACE IN CASE OF EVACUATION:

Providence Manor, Continuing Care Centre 275 Sydenham Street, Kingston ON 613-549-4164
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ROLES AND RESPONSIBILITIES OF STAFF DURING AN EMERGENCY

FIRE/EMERGENCY SAFETY PLAN:

The established fire procedures are used to evacuate the building for all emergencies with the exception of a tornado or hurricane.

FIRE/EMERGENCY DRILLS:

The purpose of the drills is to ensure that everyone is familiar with the Centre's emergency evacuation procedures and to ensure that a calm, orderly evacuation will occur should a real emergency occur. Fire drill procedures are to be rehearsed monthly by each program and the date and time of rehearsal are to be recorded in the logbook. It is the responsibility of each program (full time staff) to point out to visitors and students the fire exits and pull stations. The date of the fire rehearsal recorded for the Centre will be posted in the office.

IF THE FIRE ALARM SOUNDS:

If the fire alarm sounds the office staff (upstairs/downstairs) will call the fire department immediately. If the fire alarm sounds and the office staff are not in the building

CALL THE FIRE DEPARTMENT IMMEDIATELY.

The above procedure does not take precedence over staff and child safety and is only to be followed where risk is not involved. Also:

- All electrical equipment in the kitchen is to be turned off.
- Cook is to leave kitchen, closing door behind him/her and proceed to (Infant) program (if possible to get there) to assist with the evacuation. If outdoor fire escape must be used, cook will meet infants at their main back exit.
- Director to contact Fire Department. Director to remove registration/emergency cards and computer disks and proceed to toddler room, if possible.

- Admin Assistant is to go directly to front hallway or Toddler room if front hallway is blocked to assist staff with the evacuation of children from the building.
- Once children have been assembled staff is to depart with the children via appropriate exits.
- In/sign out sheets are to accompany each group upon their departure. Each room is to take their emergency bags and emergency travel bag in Toddler room.
- All individuals departing the building are to do so as quickly and orderly as possible and remain in their designated areas.
- The total group number is to precisely match the sign in/sign out sheet for each program.
- Do no re-enter the building until notified by an individual of authority that it is safe to do so.
- If it is impossible to re-enter the building proceed to our emergency shelter (Providence Manor/Continuing Care Centre) at 275 Sydenham Street, Kingston. (Corner of Sydenham & Ordinance Streets). Supervisor calls 613-549-4164 to announce our anticipated arrival and upon arrival, proceed to auditorium (first floor).
- Director, Supervisor, Administrative Assistant will call parents to advise of the location of children and staff and arrange for pickup.

WHAT TO DO IF A FIRE STARTS – ALL STAFF

If you discover a fire remain calm and:

- Gather all the children together. Notify other staff that there is a fire while you immediately leave the building with the children.
- Activate the fire alarm at the nearest pull station on your way out of the building.
- Notify the office of the location of the fire on the way out of the building.
- Only return to your program – if possible to do so safely, after the fire department has given the all clear.
- Consider the use of fire extinguishing equipment ONLY if you can do so without risk to yourself or others.

TORNADO/HURRICANE

Children and staff are to proceed to the first floor (with sign in/sign out sheets) and then to the back storage room if necessary. The first staff to arrive is to clear the immediate area and lift the trap/entrance door to the cellar. Each room shall have one staff ensure that they bring their “outing knapsacks” from the room during their room evacuation procedure. Confirmation of numbers of children is to be completed as each group enters the cellar and again when all are assembled. When leaving the cellar total group is checked to ensure all are accounted for.

COVID-19 PANDEMIC POLICY

The following policy will be in place for Covid-19:

- Staff will screen children for temperature when they arrive at the daycare.
- Following the Health Board’s guidelines the staff will ask you questions regarding your child’s health (i.e, high fever, diarrhea, symptoms of illness, and if anyone in the family experiencing symptoms). If yes to any of these questions, the daycare will

refuse admittance to your child and will notify the health board.

- All protocol guidelines set forth by the health board will be followed for screening, risk assessment and advanced hygiene and cleaning.
- All parents will be notified if there is a potential exposure in the daycare.
- Emergency Protocols will be ensued. See below page 22-23.

EMERGENCY PROTOCOLS

INCIDENT REPORTING

In the event of an accident (child/employee), the injury must be reported to a supervisor.

An incident log, available in the Toddler Program, is to record the child's accident detailing the particulars. It is designed to document information pertaining to incidents involving children that occur on day care property. Supervisors will document accidents to employees and may follow through with Worker Insurance Safety Board (WISB) procedures.

All employees are to be familiar with Serious Occurrence (S/O) procedures. If the accident is a serious occurrence, the serious occurrence procedures will be followed.

PROVIDING ADDITIONAL SUPPORT FOR ANY CHILD OR ADULT WHO NEEDS IT IN CASE OF AN EMERGENCY (including the consideration of special medical needs)

Cook, Administrative Assistant, Enhanced Support Staff

ENSURING CHILDREN'S SAFETY AND MAINTAINING APPROPRIATE LEVELS OF SUPERVISION DURING AN EMERGENCY

All staff on breaks return to floor; staff who are on break away from the building will be called to return. Shifts will be extended, if necessary. Cook, Administrative Assistant will join children/staff.

COMMUNICATION WITH PARENTS

Phone calls, notices posted, memo to each parent on Hi Mama.

CONTACTING APPROPRIATE EMERGENCY RESPONSE AGENCIES

Director/Supervisor contacts 911 to request assistance from Police/Fire/Ambulance.

ADDRESSING RECOVERY FROM AN EMERGENCY

Based on S/O clean up teams, new equipment, etc. could be acquired. Other centres contacted as back up care until Centre re-opens.

DEBRIEFING STAFF, CHILDREN AND PARENTS AFTER AN EMERGENCY

Based on S/O appropriate individuals will be contacted to provide services. EAP PROGRAM for staff and Parents EAP through their employer.

RESUMING NORMAL OPERATIONS OF THE CHILD CARE CENTRE

Staff work to set up Centre. Licensing agent to inspect/fire contact to inspect. Contact families.

SUPPORTING CHILDREN AND STAFF WHO MAY HAVE EXPERIENCED DISTRESS DURING AN EMERGENCY

Based on S/O appropriate individuals would attend the Centre or other venues.

ADDITIONAL PROCEDURES FOR EMERGENCY MANAGEMENT

Regulatory Requirements: Ontario Regulation 137/15 Emergency management

**68.1 (1)
(b)**

DISCHARGE FROM THE PROGRAM

Discharge of a child from the SSCC program could occur under the following conditions:

- If a parent voluntarily withdraws their child from the program
- Non-payment of fees
- Where the child presents a health or safety risk to the Educators or the other children in the centre

In the event of a health and safety risk the Educator will report the concerns to the Director. The Director will assess the situation and may contact the parents to arrange a meeting to strategize solutions. If deemed necessary, third party supports may be suggested such as Maltby Centre or KidsInclusive for the child to remain in the care of SSCC.

CHILD GUIDANCE POLICY

'Registered Early Childhood Educators make the well-being and learning of all children who are under their professional supervision their foremost responsibility. They value the rights of the child, respecting the uniqueness, dignity, and potential of each child, and strive to create learning environments in which children experience a sense of belonging. Registered Early Childhood Educators are caring, empathetic, fair and act with integrity'.

PROHIBITED PRACTICES POLICY

All staff and children have the right to work and play in an environment in which they feel safe, secure, and comfortable. All people involved in Something Special Children's Centre (staff, caregivers, children, employees, volunteers, community agents, parents, guardians, members of children's families) are expected to adhere to our Prohibited Practices Policy. Everyone is expected to speak in a polite tone of voice and to use appropriate words to convey messages in a positive and respectful manner. Loud voices, physical confrontations and demeaning comments are not acceptable.

Consequences for inappropriate interactions are outlined in our Prohibited Practices Policy. Steps will be taken by the Executive Director and/or Board of Directors to ensure that the Prohibited Practices Policy is followed by all. The Childcare and Early Years Act 2014 requires that Child Care agencies develop policies and procedures for Prohibited Practices. Below are the policies of our center.

GENERAL INFORMATION

Interactions used by educators with children are:

- Portrayed in a positive and consistent manner
- Implemented as soon as possible after the inappropriate interactions
- Appropriate to the developmental level of the child
- Related to the inappropriate interactions
- Designed to assist the child to learn appropriate interactions
- Discussed with a parent(s) if a difficult situation arises with the child

PREFERRED PRACTICES

Staff, caregivers/employees, students, and volunteers are expected to use the following Preferred Practices when necessary:

- Channeling the child's energy to another area – diversion
- Ignoring inappropriate interactions (where appropriate)
- Positive verbal reminders regarding the inappropriate interactions
- Redirection to a closely supervised activity
- Positive reinforcement of desired interactions – both verbal and non-verbal
- A discussion and explanation between the child and educator will occur as soon as (and where) appropriate.

PROHIBITED PRACTICES

The following forms of Prohibited Practices **will not** be tolerated on the premises for any reason. If anyone (by anyone we mean: staff, caregivers, employees, students, volunteers, children enrolled at the SSCC, children not enrolled at the SSCC, parents, guardians, friends or family members of the children enrolled at SSCC) is observed to perform such an act, the consequences described under Contravention of Prohibited Practices and/or Discharge Policy will be implemented.

48. No licensee shall permit, with respect to a child receiving child care at a child care centre it operates or at a premises where it oversees the provision of child care,
 - a) corporal punishment of the child;

- b) 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;
- c) 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;
- d) 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.
- e) depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing, or bedding; or
- f) inflicting any bodily harm on children including making children eat or drink against their will.

CONTRAVENTION OF PROHIBITED PRACTICES

Everyone including staff, caregivers, employees, students, volunteers, parents, guardians, temporary guardians, people who pick up and drop off the children and family members of the children enrolled at the SSCC are expected to comply with the program's stated policies and procedures and the requirements of the Childcare and Early Years Act 2014.

When determining which disciplinary measure will be taken, the following criteria will be considered by the Supervisor/Board:

- The seriousness of the offense
- The actual or potential risk, or harm to the child
- The frequency of occurrence
- The past and recent performance of the employee
- Previous disciplinary action taken

FOR STUDENTS AND VOLUNTEERS

- Verbal warning
- Termination of placement

For others, including parents, guardians, temporary guardians, people who pick up and drop off the children, and family members of the children enrolled at the SSCC.

Any or all of the following actions may be required depending on the severity of the incident.

VERBAL WARNING

- Verbal warning and the requirement that the person responsible leave the premises immediately.
- Requirement that help be sought by the parent from an appropriate community

agency in order to continue the child's enrollment at the Centre.

- Other action as deemed appropriate by the Executive Director including but not limited to the person not being permitted on the premises.

Where action is necessary for a contravention of Prohibited Practices by staff, caregivers, employees, students, volunteers, parents, guardians, temporary guardians and family members of the children enrolled at the SSCC, it will be taken IMMEDIATELY by the Executive Director or Designate of SSCC and the situation will be explained to the Board of Directors at the next regularly scheduled meeting.

Where action is necessary for a contravention of Prohibited Practices by the Executive Director, it will be taken by the Board of Directors.

DISCHARGE POLICY

CRITERIA

Discharge of a child from the SSCC Program could result if any of the following conditions exist:

- A parent voluntarily withdraws child from the program.
- Non-payment of fees.

Where the child presents a safety and/or health risk to the care provider and/or other children in care, the following procedure will be implemented.

PROCEDURE

The Centre promotes a collaborative approach to problem solving that is supportive and fair to the parent and the caregiver. The caregiver will begin documenting the child's interactions in the Prohibited Practices Log when the interaction is observed. Parents will be informed by the caregiver(s) of the child's interactions as it occurs depending on the severity or at the end of the day. The caregiver will provide this log to the Executive Director to keep the Executive Director informed. In circumstances where the caregiver determines that a child in care may present a safety and/or health risk to other children, the following actions may be implemented to attempt to resolve the situation.

- Caregiver will contact the Executive Director and describe the safety and/or health risk that the child presents.
- The Executive Director will assess the situation and may immediately contact the parent(s) and request to meet with the caregiver and the parent to discuss strategies to address the identified health/safety risk.

- The Executive Director may contact the parent(s) and require that the child be immediately suspended from the Centre for the remainder of the day.
- The Executive Director, in collaboration with the parent(s) and caregiver, may explore identified strategies to address the concern. A requirement that the parent request assistance from such services such as the Maltby Centre (Formerly Pathways) or KidsInclusive (formerly Child Development Centre), may be required in order to continue the child's enrollment at SSCC. Depending on the risk to the other children, it may be necessary to suspend attendance while outside assistance is sought or to discharge the child.

MONITORING PROHIBITED PRACTICES

The following practices are in place to help ensure that only preferred practices are used:

- A comprehensive discussion with each staff, caregiver, employee, student, and volunteer's Prohibited Practices philosophy is completed during the hiring process to ensure compatibility with the Child Care Centre's philosophy and the Childcare and Early Years Act 2014 requirements.
- Staff, caregivers, employees, students and volunteers are to be made aware of the agency's policies and procedures through the review and sign-off procedures outlined below, through in-service training sessions and staff meetings which include discussions of any unusual disciplinary problems.
- The supervisor observes each staff, caregiver, and employee at least four times a year and completes an annual staff performance appraisal.
- The supervisor is observed annually by a Board member and given a performance appraisal.

All complaints regarding Prohibited Practices made by anyone including parents, children, staff, care givers, employees, students and volunteers will be investigated and acted upon by the Supervisor and, if necessary, the Board of the child care agency. Serious Occurrence (SO) procedures will be followed when required.

PROHIBITED PRACTICES LOG

REVIEW AND SIGN OFF

The Prohibited Practices Policies and Procedures are reviewed prior to working with children for the first time and at least annually thereafter with each staff, caregiver, employee, student, and volunteer. After reviewing the policies and procedures, each person signs and date that they have read the policy and agree to follow it.

PROTECTION OF CHILDREN

The local Child & Family Protection Service must be notified of all suspected abuse cases as required by the Child and Family Services Act 1984, Section 68 (2), (3), and (4). Failure to report suspicion of child abuse is subject to legal action.

WITHDRAWAL

We require two weeks written notice when withdrawing your child from the centre. We would appreciate feedback as to why you chose to withdraw from SSCC.

Fees paid in advance of the two weeks notice will be reimbursed by cheque and will be mailed to the parent who paid the fees. Please provide a current and valid mailing address when submitting your withdrawal notice.

SUBSIDIZED SPACES

Some subsidized spaces from the City of Kingston are available for parents who qualify. (link on pg.15)

*** Please note that if you are on subsidy and you use more than your child has allotted for sick/vacation days you will be billed in full for all additional days used.

PHYSICAL WELL-BEING

WHEN A CHILD IS ILL

Our first objective is to minimize the possibility that an illness will be brought into the centre, we ask that you do not bring a sick child into the centre. When possible, parents should also avoid coming into the centre if they are sick.

We realize that it is not always obvious whether a child is ill or just having an off day. Please communicate any concerns with your child's educator so that they can monitor any changes in health that may occur and react appropriate to your child's needs.

Something Special adheres to all KFLA Public Health recommended sanitary practices and exclusion policies for ill children, staff, students, and volunteers

As such, Something Special follows the guidelines as set out in the KFL&A Public Health manual Child Care Outbreak Management – Quick Reference Guide I. This manual includes the poster Childhood Illnesses as well as information regarding communicable disease outbreaks, outbreak control measures, procedures for cleaning up bodily fluids and additional resources for staff.

Daily observation and interactions with children allow for early recognition of symptoms or changes in behaviour that may be caused by a communicable disease. By providing prompt notification to parents and recommendation to consult with their family physician or nurse practitioner staff members can decrease the likelihood of a communicable disease outbreak.

Generally, the staff will contact parents if a child becomes ill at daycare with any of the following symptoms:

- Vomiting
- Diarrhea
- Elevated temperature, listlessness
- Red eyes or ears

- Acute cold, severe coughing
- Undiagnosed skin rash or infections
- Unusual irritability or restlessness, complaints of pain
- Changes in energy, appetite, or pallor

A child displaying any of these symptoms if possible, will be isolated from the other children, as per guidelines from Public Health. All symptoms, illness, and medication are noted on the child's symptoms if ill health sheet that is completed daily.

EXCLUSIONS FOR COMMON CONDITIONS

Parents will be notified that their child is exhibiting the following illness and notified of exclusions as per guidelines:

COLD – If no fever/running eyes and ears/acute cough and your child is well enough to participate and go outside, then no exclusion.

CHICKEN POX – Children who have been diagnosed with chicken pox must meet the following criteria before they can return to daycare:

- Be fever free and diarrhea free for 24 hours.
- There are no large oozing blisters on the hands or face.
- He or she is well enough to participate in all of our regular daycare activities.

DIARRHEA – If a child has two or more bouts of diarrhea within two hours, the child must be sent home. The child may return to the center when she/he is free from diarrhea for 24 hours. *48 hours during an outbreak. If diarrhea is due to medication or a dietary allergy, the parent must provide a written statement from a physician stating that no viral, bacterial, or parasitic condition exists for that child to remain at the center with diarrhea. Also, the diarrhea must be able to be contained in the child's diaper, if s/he is not toilet trained.

FEVER – Staff in the Centre will exclude children with an auxiliary temperature equal to or greater than 38.0 degrees Celsius or 100.4 degrees Fahrenheit. Children must be fever free for 24 hours before returning to the Centre with the exception of a child who has been diagnosed with an ear infection and who has begun antibiotics.

EAR INFECTION – Once the fever is gone and the child is not unusually unhappy, he/she may return to daycare. If your child is on antibiotics for their ear infection, please see the fever policy.

EYE INFECTION – Child may return to the Centre after he/she has been on medication for 24 hours.

STREP THROAT – Once the fever is gone; the child has been on antibiotics for 24 hours; is not unusually unhappy; and can go outside, he/she may come to daycare.

VOMITING – the child must be taken home after the first bout of vomiting and have had no more vomiting for 24 hours before returning to daycare, *48 hours during an outbreak.

DIARRHEA & VOMITING – The child must be taken home and has had no vomiting and diarrhea for 48 hours before returning to daycare.

****When it becomes evident that there is a gastro intestinal flu, in the center, we will follow the recommendations of public health and send children home after one bout of vomiting or diarrhea and ask that they be 48 hours symptom free before returning to day care.***

IMMUNIZATION

In compliance with Health Unit regulations proof of up-to-date immunization must be provided prior to acceptance of your child into our program. Please visit/call the Health Unit on Portsmouth Avenue if you do not have the records (613-549-1232). Please provide proof of dates of subsequent immunizations to the office for your child's file and the Health Unit as your child receives them.

A child may only be excused from immunization for medical, conscience, or religious reasons. The parent/guardian can access these forms through the Health Unit. The exemption form must be completed, notarized, and given to the Local Health Unit. A copy of this form must also be kept at the Centre. If an outbreak of disease occurs, the Medical Officer of Health may order the exempted child out of the daycare until the outbreak is over. This is for their protection. Children may be excluded from the day care if immunization information is not complete.

CHILDREN WITH MEDICAL NEEDS (non-anaphylactic)

Children with medical needs whether acute (severe and sudden in onset and requiring treatment i.e. asthma, seizure) or more chronic in nature (i.e. diabetes, cystic fibrosis), and requiring of additional support, accommodation or assistance require their own individualized plan. When the medical condition is known at the time of enrollment, a plan will be developed with the family, and any involved community agency (i.e. Community Care Access Centre (CCAC) or professional, family doctor) who in the parents' opinion should be involved. All required training and provision for appropriate storage, additional support etc. should be in place in advance of the child beginning childcare. If a condition develops during the time a child is with us, the plan will be developed as soon as the condition becomes known and with the same consideration for training, provision for storage, required additional supports, etc.

POLICY FOR HUMAN BITES THAT CAUSE BLEEDING

If an adult or child is bitten and there is bleeding, the main concern is infection. Therefore, we will:

- **Immediately** wash the wound well with soap and water.
- Check immunization records to ensure up-to-date with tetanus immunizations. If the immunization is **not** up-to-date,
- He/she may need a booster.
- Parents/guardians (of all children involved) will be informed of what action has been

taken.

- There is a very low risk of transmission Hepatitis B, Hepatitis C, or HIV from human bites. Parents may wish to discuss.
- The need for blood testing with their doctors.
- If over the next few days' redness, swelling or other evidence of infection develops, the individual should see their doctor.

NOTE: If there is no broken skin or bleeding, **no** medical follow-up is necessary. If you have further questions, please contact the KFL&A Health Unit at 613-549-1232.

DUTY TO REPORT

It is the daycare's legal responsibility to report any suspicions of child abuse to the proper authorities at Family and Children's Services (FCS) including physical, sexual, emotional abuse and neglect.

No staff member can delegate his or her responsibility of duty to report.

Educators are to immediately report to the Director if there are:

- Any drastic changes or chronic problems with the child's health/interactions
- Direct quotations related to abuse from the child
- If the Educator is planning to report to FCS

The Director will not attempt to intervene against the staff member reporting a suspect of abuse to FCS. (link on pg.15)

(CYFSA, 2017)



IN THE EVENT OF AN EMERGENCY

(Policy re. Emergency Management Policies and Procedures, CCEYA (2014) O. Reg. 137/15 s 68.1)

At SSCC we strive to create a safe and secure environment for all of the children in our care. In the event of an emergency where we must vacate the building, we will follow our emergency management plan and locate to the pre-designated shelter located at:

Providence Manor Continuing Care Centre 275 Sydenham Street Kingston, ON

If this occurs, we will make every effort to contact you by phone to the number you provided during registration. As such, it is imperative for you to ensure your contact information is always current.

ADMINISTRATION OF MEDICATIONS

The administration of prescription and non-prescription medication to children in our care is strictly controlled and regulated.

In keeping with the guidelines and policies of the local health unit (KFL&A) and the Ministry of Education medication will only be allowed when:

- Medication is prescribed by a physician and written permission has been submitted by the parents including a schedule that clearly states the times when the medication must be given.
- Parents must hand deliver the medication to the Educator in the ORIGINAL container.

The reason for the medication must be clearly stated on the authorization form and any side effects must be clearly identified. A start and end date must be on all medical forms and must not be longer than 2 weeks **unless it is a long-term medication** and has supporting documentation from a doctor for a longer time period. The administration of non-prescription medicine is not permitted by SSCC, *except in unusual circumstances, and requires written instruction from a physician.

All medications or drugs prescribed by a physician **MUST** have:

- Child's name
- Name of medication
- Required dosage
- Date medication was dispensed
- Storage instructions
- Prescribing physician's name*Children's Advil or Tylenol will only be given when supported by a doctor's note stating a reason for the medication, the dosage to be given, and the timeframe to be given in and the duration to be administered (number of days). These medications will not be given for more than two (2) days for pain relief.

FOOD AND NUTRITION

Our seasonal menus are created following Canada's Food Guide and Growing Little Sprouts – Best Practices for Creating Supportive Eating Environments in Childcare Programs (KFL&A) and are posted in the front entry.

At SSCC we care for children with a variety of food intolerances, life threatening food allergies, and cultural food preferences. We provide an atmosphere that accepts and respects individual needs and work together in partnership with families to ensure each child's specific needs are met.

In the case of a life-threatening allergy, parents are required to follow SSCC protocol by providing documents from their physician, submitting Anaphylaxis forms, and ensuring that there is always an EpiPen on site. If the protocols are not fully met, the child will not be permitted at the centre.

We endeavor to be a peanut, nut safe and egg safe facility.

Due to a high number of life-threatening allergies among the children no foods (other than special milk, and infant food/formula), can be brought from home. **All formula brought from the child's home must be labelled with ingredients, the date and the child's full name.** Exceptions due to medical/cultural/religious reasons may be made on an individual basis and must be approved in advance by the Director.

Under no circumstance is outside food permitted in any classroom with the exception of infant formula.



ALLERGIES

All children, who have allergic reactions to food or other items i.e. medication, environmental allergens or who have dietary restrictions for other reasons i.e. religion, culture, parental choice, have their names posted on the allergy lists located in the kitchen, the office and in their playrooms and lunchroom. In the case of a food allergic child or a child with a food restriction alternate meal are prepared that are similar to what the other children are having. All staff involved in the preparing and serving of food must check the allergy list regularly to ensure that no child is fed or given the wrong food. Should an accidental ingestion occur the Director and the child's parent/guardian parent or guardian will be notified right away. Any variation to the regular menu for any child must be recorded in the group's communication book.

SUN SAFETY POLICY

The purpose of this policy is to develop and maintain an awareness of the issues related to sun exposure between approximately May 1st and September 30th. When UVA and UVB rays are thought to be at their strongest. This policy also recognizes that bright winter and early spring days can also be problematic, so awareness and proactive decision making is key.

In general, between May and September the children and staff should engage in outdoor programming before 11:00 am and after 3:00 pm only, except in unusual circumstances. Prior approval for planned outdoor activities between 11:00 am and 3:00 pm i.e. a field trip must be given by the Director or her designate.

Whenever possible, the staff should encourage the children to play in shaded areas and should change the nature of play by adding more water play, quieter play opportunities, focused explorations, and less running/high activity play. An outdoor drinking water station will always be available and children will be encouraged to drink. Staff must be alert to the beginning stages of heat exhaustion and encourage water consumption and rest in shaded areas.

The use of hats and sunscreen is encouraged by Public Health.

Parents will be informed through the monthly newsletter that their children should have the initial coat of sunscreen applied before they arrive at daycare. Top up coats will be applied by the teachers at least 30 minutes before going outdoors and more often when outdoors if the children are engaged in water play or are visiting off site splash pads.

If a parent provides a hat for their child, the staff will assist the child in putting on their hat and remind them to keep it on during outdoor play time. Likewise, if a parent provides long sleeve shirts for their child to wear to reduce sun exposure, the staff will assist the child in putting it on before going outdoors.

The Health and Safety Committee encourages staff to wear sunscreen; wear hats; and drink lots of water while engaged in outdoor programming with the children. This is not only for their personal safety but has an added benefit of good modeling for the children.

FOOTWEAR FOR CHILDREN

Robeez style slippers are only allowed in the Infant Program for non-walking infants. Once children are walking, they need to be in regular footwear or bare feet. We recommend closed toe sandals in summers and non-slip footwear throughout the year. We don't ask parents to send in indoor and outdoor shoes rather we ask for rain boots and snow boots as appropriate and one pair of indoor shoes.



EXPLORING OUR COMMUNITY

We recognize and honour the value of our children's contribution to the community. A child's strong sense of pride and belonging in their community hosts a myriad of positive outcomes cognitively, emotionally, physically, and spiritually.

Please refer to Trip Policy (page 12) for more information on planned daycare outings.

OUTDOOR PLAY

The natural world is full of wonders, it engages, captivates, and enchants, beckoning children to investigate and discover all of its marvels. Nature inspires creativity, language, and critical thought, and it draws out the little scientist to test theories and explore cause and effect.

At SSCC, we believe that a connection with nature is crucial to holistic healthy development and we feel fortunate to experience the diverse Canadian seasons through the wonderstruck eyes of the children.

Each day children spend an hour outside in the morning and an hour outside in the afternoon. An Educator completes yard checks each day prior to each outdoor time.

Outdoor play is determined by weather and heat/cold warnings from the Ministry of Health.

During summer children are offered water play, water to drink, shade, and are out during the time of day that is coolest. During the winter, the temperature cut off to be outdoors is -25°C including wind chill. Careful attention is paid to the children's skin to impede the possibility of frostbite or sunburn.

While outside child and staff ratios are maintained at all times and a regular head count is completed to ensure all of the children are present and safe.

Please ensure that when you are leaving the premises that the gates are properly secured, while they are checked before the children are out on the grounds, we ask that special care be taken.

PLAYGROUND SAFETY POLICY

The playground is checked for hazards before the children are permitted to enter the play yards.

Staff are to be vigilant in their efforts to provide a safe environment for the children to play and create. In doing so, outdoor activities are rewarding, educational and fun for everyone. Outdoor plans are designed to promote the child's curiosity about nature and enhance gross motor development and social interactions in collaboration with the daily program plans. These plans are posted in the classroom. The children are encouraged but not required to participate in planned outdoor activities. These activities involve aspects of creative nature: gross motor, sensory, sciences, and social interactions.

Please ensure that you latch our gates when you enter/leave the premises.

PLAYGROUND SUPERVISION

Child staff ratios are maintained at all times in accordance with the Childcare & Early Years Act. (<http://www.ontario.ca/document/child-care-rules-child-care-and-early-years-act>)

All staff is trained in Standard First Aid and Child CPR.

When the yard is too slippery during the winter, the children will not play in the yard.

Educators practice playground evacuations with the children through the use of the emergency whistle. From this, the children learn to line up immediately when the whistle is blown.

Children are NOT allowed to open the gate or climb the fences at any time. Please discourage your child from doing so.

Strings on mitts are not to worn in the yard due to the possibility of strangulation should the child become caught, scarves are to be crisscrossed over the chest rather than tied.

Please check your child's pockets for articles and/or food that may be of potential risk to other children.

PLAYGROUND ACCIDENT LOG

All accidents/injuries are recorded in the Outside Accident Log and reported to the parent by the educator who witnesses the incident and who provides treatment due to the injury. Our playground is inspected annually by a certified playground safety inspector and on a daily basis by our educators.

ACCIDENTS

For minor accidents, cuts, bruises, etc. an accident form must be filled out by the Educator on duty and presented to the parent. This form must be signed by the parent and kept in the child's file. A parent is to be given a copy of the accident form. All accident forms should be read and initialed by the educator and noted in the classroom's daily log.

The Serious Occurrences Policy must be followed for major accidents or injuries as defined in the Policy.



POLICY FOR A SMOKE-FREE CENTRE

In accordance with the Smoke-Free Ontario Act, SSCC prohibits smoking or holding lit tobacco or e-cigarette within our childcare centre or on our property. All employees and parents are notified that smoking is prohibited inside or within 30 feet of the building. Signage is posted throughout the centre indicating that smoking is not permitted. Any individual who refuses to comply with these requirements will be asked to leave the premises immediately.

APPENDIX A: LETTER TO PARENTS REGARDING SERIOUS OCCURRENCE NOTIFICATION POSTING

REQUIREMENT TO POST SERIOUS OCCURRENCES IN LICENSED CHILD CARE PROGRAMS

The safety and well-being of our children in licensed child care programs is the highest priority. Operators of licensed child care centers and private-home day care agencies work diligently to provide a safe, creative and nurturing environment for each child. In spite of all the best precautions, serious occurrences can sometimes take place.

The Ontario government has introduced a new policy that requires licensed child care centers and private-home day care agencies to post information about serious occurrences that happen at a center or a home location effective November 1, 2011. To support increased transparency and access to information, a "Serious Occurrence Notification Form" must be posted at the center or home location in a visible area for 10 days.

A serious occurrence could include:

- Life threatening injury to a child or life-threatening illness,
- Fire or other disaster on site,

Licensed child care centers and private-home day care agencies are already required to report serious occurrences to the Ministry of Education, which is responsible for child care licensing. This new policy requires child care operators to post information in their facilities so that parents also have access to it.

This posting will give parents information about the incident and outline follow-up actions taken and the outcomes, while respecting the privacy of the individuals involved. Longer-term actions taken by the operator will also be included to help prevent similar incidents in the future, where applicable.

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.

This new policy supports the government's efforts to increase access to information about licensed childcare programs in Ontario. This includes the recent launch of childcare licensing inspection findings on the Licensed Child Care Website, which is available at: <http://www.ontario.ca/ONT/portal61/licensedchildcare>

We encourage you to speak to the operator of your childcare program for more information about serious occurrences and the new Serious Occurrence Notification form posting policy.

Something Special Children's Centre

CONTACT INFORMATION

KINGSTON

10 Chapman St. T: 613-544-8367
F: 613-544-5369
E: ssdaycare@cogeco.net

Office Hours

Monday-Friday 8:00am – 5:00pm

Childcare Resources

CHILDCARE SUBSIDY

<https://www.cityofkingston.ca/residents/community-services/childcare/childcare-subsidies>

REPORTING CHILD ABUSE & NEGLECT

http://www.children.gov.on.ca/htdocs/English/documents/childrensaidthereportingchildabuseandneglect_EN.pdf

CHILDCARE CENTRE LICENSING MANUAL

<http://www.edu.gov.on.ca/childcare/pdfs/child-care-licensing-manual-en.pdf>

JOINT STATEMENT ON SAFE SLEEP

<https://www.canada.ca/en/public-health/services/health-promotion/childhood-adolescence/stages-childhood/infancy-birth-two-years/safe-sleep/joint-statement-on-safe-sleep.html>

HOW DOES LEARNING HAPPEN?

<http://www.edu.gov.on.ca/childcare/HowLearningHappens.pdf>

EARLY LEARNING FOR EVERY CHILD TODAY (ELECT)

<http://www.edu.gov.on.ca/childcare/ExcerptsFromELECT.pdf>