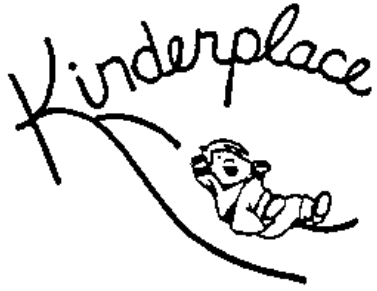


March 14, 2018



# **Kinderplace Childcare Centre Inc. Parent Handbook**

Last Modified: March 14 2018

## CONTENTS

|  |    |
|--|----|
| Our Mission Statement.....                             | 5  |
| A Word from our Supervisor.....                        | 6  |
| Our History.....                                       | 7  |
| Board of Directors.....                                | 8  |
| Program Statement.....                                 | 9  |
| Programs.....  | 13 |
| What to Bring.....                                     | 13 |
| Infant Program.....                                    | 13 |
| Toddler Program.....                                   | 13 |
| Preschool Program.....                                 | 14 |
| Kindergarten Before and After School.....              | 14 |
| Primary/Junior Before and After School Program.....    | 15 |
| Summer Kindergarten, Primary/Junior Program.....       | 15 |
| Group Placement.....                                   | 15 |
| Resource Staff.....                                    | 16 |
| Co-ordination at Kinderplace Childcare Centre Inc..... | 16 |
| Admission and Withdrawal Policy.....                   | 17 |
| Waitlist Policy.....                                   | 17 |
| Registration Policy.....                               | 18 |
| Absent Days.....                                       | 18 |
| Full-time and Part-time Children.....                  | 18 |
| User Sheets – Helping us Plan!.....                    | 18 |
| Before and After School Full Fee Children.....         | 19 |
| Subsidized Children.....                               | 19 |
| Subsidized Spaces.....                                 | 19 |
| General Information.....                               | 21 |

|  |    |
|--|----|
| System Closure/Weather Closure.....                      | 21 |
| Emergency Evacuation.....                                | 21 |
| Drills.....  | 21 |
| Days and Hours of Operation.....                         | 22 |
| Field Trips.....   | 22 |
| Arrival and Departure – Starting the Day off Right!..... | 23 |
| Home Time.....   | 23 |
| Authorized Person(s) to Pick-up your Child.....          | 23 |
| Custody Policy.....                                      | 23 |
| Child Booster Seats and Child Restraint Systems.....     | 24 |
| Parking.....   | 24 |
| Students and Volunteers.....                             | 24 |
| Special Events and Visitors.....                         | 25 |
| TV Policy.....   | 25 |
| Alcohol Policy.....                                      | 25 |
| Smoke Free Policy.....                                   | 25 |
| Health and Safety.....                                   | 26 |
| Confidentiality.....                                     | 26 |
| Medication Administration.....                           | 26 |
| Allergies and Special Diets.....                         | 27 |
| Anaphylaxis Policy.....                                  | 27 |
| Illness and Communicable Diseases.....                   | 28 |
| Immunization Record.....                                 | 28 |
| Medical Emergency Procedures.....                        | 29 |
| Serious Occurrence.....                                  | 29 |
| Nutrition.....   | 30 |

|   |    |
|---|----|
| Sleep Supervision.....  | 31 |
| Guidance Techniques.....  | 32 |
| Strategies for Guidance Techniques.....   | 32 |
| Code of Conduct.....  | 34 |
| Clothing and Possessions.....   | 34 |
| Outdoor Play.....   | 35 |
| Payment.....  | 37 |
| Financial Information.....  | 37 |
| Late Fee Schedule (per child).....  | 37 |
| Evaluation – Let us Know How we Are Doing.....  | 38 |
| Questions or Concerns.....  | 38 |
| Appendix.....   | 39 |
| Minister’s Policy Statement on Programming and Pedagogy<br>made under the Child Care and Early Years Act, 2014..... | 39 |
| Sample Toilet Training Contract.....  | 40 |
| Thunder Bay District Health Unit Common Childhood Infections.....   | 41 |
| 2018 Fee Schedule.....  | 42 |
| Parent/Guardian Issues and Concerns Policy and Procedure.....   | 43 |

## OUR MISSION STATEMENT

Kinderplace Childcare Centre Inc. strives to provide a warm, caring atmosphere for children and their families. We aim to provide quality care in which all aspects of a child's development will be emphasized. These areas include social, emotional, creative, cognitive, and physical.

The purpose of Kinderplace Childcare Centre Inc. is to provide accessible, affordable, and excellent quality child care for children and their families.

Kinderplace Childcare Centre Inc. is a non-profit corporation, operated by a volunteer Board of Directors, located in Vance Chapman School. At present, Kinderplace Childcare Centre Inc. can accommodate children from **newborn to their 12<sup>th</sup> year**.

Kinderplace Childcare Centre Inc. also offers a Before and After school satellite program at Ecolé Gron Morgan School.

## A WORD FROM OUR SUPERVISOR



Dear Parents and Guardians;

Thank-you for choosing Kinderplace Childcare Centre Inc. to be your child's early learning experience.

Kinderplace Childcare Centre Inc. is a non-profit childcare centre that is run by a volunteer Board of Directors. We provide quality childcare to families within the workplaces that we are located as well as the community.

Kinderplace Childcare Centre Inc. strives to provide a warm, caring atmosphere for children and quality care in partnership with families. All aspects of a child's development will be emphasized including social, emotional, creative, cognitive, intellectual and physical.

Parents and families are encouraged to become involved in all aspects of their child's program at the Centre and are welcome to discuss their child's needs and development with the staff.

The purpose of the handbook is to provide families with important information in regards to our centre's policies and procedures. Our handbook is also posted on our website at [www.kinderplace.ca](http://www.kinderplace.ca).

If you have any further questions or information please speak with a member of the Childcare Staff or contact myself at our main location.

Thank-you for choosing Kinderplace Childcare Centre Inc. and I look forward to working with you.

Sincerely,

Brenda Sas  
Supervisor  
RECE

## OUR HISTORY

Kinderplace Childcare Centre Inc. officially opened on October 2, 1989. It was started out of the interest of Employees who worked at the Lakehead Psychiatric Hospital and the Northwestern Regional Centre to have a workplace Childcare Centre within the hospital.

We opened a second satellite location at Ecolé Gron Morgan School for before and after-school children in Sept. 2013. Our future goal would be to offer a full program from infant up to school-age at this site.

Over the years, we learned that the Lakehead Psychiatric Hospital would be closing by 2017, so the Board of Directors and staff worked tirelessly to find a new relocation site for our main centre. In Sept. 2014, Kinderplace Childcare Centre Inc. main site relocated to Vance Chapman School. The Ministry of Education and the Thunder Bay District Social Services Administration Board made funding for the relocation available.

## BOARD OF DIRECTORS

Kinderplace Childcare Centre Inc. is operated by a volunteer Board of Directors, that are elected by the families of Kinderplace Childcare Centre Inc. at the Annual General Meeting.

If you need to contact a Board Member, please leave a message with Kinderplace Childcare Centre Inc.'s Supervisor/Designate. If you have a comment/concern or would like to attend a Board Meeting, please notify the Supervisor/Designate or any member of the Board of Directors by the 15<sup>th</sup> of the month.

New members interested in joining the Board of Directors are asked to speak to the Supervisor/Designate or a Board Member regarding the orientation process.



## PROGRAM STATEMENT

### Kinderplace Childcare Centre Inc. Program Statement

**Date Created:** May 18, 2016

**\*The Program Statement is to be reviewed by all staff, students, volunteers and the Board of Directors of Kinderplace Childcare Centre Inc. on an annual basis, or whenever a change is made\***

Kinderplace Childcare Centre follows the “How Does Learning Happen” document under the Child Care and Early Years Act. We endeavor to follow the four (4) foundations of Belonging, Well-Being, Engagement and Expression.

Kinderplace Childcare Centre Inc. incorporates a play-based learning approach to create the best environment for children to learn and grow at their own pace and to their full potential.

We believe that children are Competent, Capable, Curious and Rich in Potential. Our emergent curriculum is based on observations of the children’s interests and needs. (NB. #46-2)

Our programming leads to children’s sense of belonging. Progressive learning environments and practices focused on play-based learning encourage children’s self-expression, communication, self-regulation and their ability to deal with stress.

We accomplish this by providing children with the tools to be able to control their emotions, pay attention, ignore distractions and understand the consequences of their actions. We strive to build empathetic, respectful, and caring individuals by creating positive interactions between staff and children each day.

This is done by being respectful of the child and his or her needs, using a calm and nurturing voice and body language. Educators will endeavor to maintain these positive interactions by putting aside personal issues on a daily basis. (NB B/C)

We encourage children to manipulate, explore and experiment in their environment. We work toward children learning to investigate, ask questions, solve problems and engage in critical thinking.

We try to incorporate the natural rhythm of a child’s day by following their lead. Educators create a balance of adult and child directed activities utilizing documented observations of the children. Based on these observations, the educators create an inviting environment, focused on the children’s interests through a variety of open-ended materials. (NB D/E/F)

We attempt to provide smooth transitions and meaningful choices to a child’s day. We allow for flexibility within our schedules to provide the opportunity for activities to be expanded for as long as the children are interested.

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**Program Statement Continuation**

Our physical environment is designed to meet a child's need to be independent and self-reliant. Play materials are accessible for children to choose. Our cubbies, toy shelves, tables, chairs, toilets, sinks are child-sized which helps the child to feel secure and giving them a sense of belonging.

The children are encouraged to be self-reliant in routines such as toileting, dressing, washing, eating and tidying up their play-space. The role of the Educator in the environment is to provide guidance when needed, while allowing the child to be successful in their tasks. (NB F/G)

At Kinderplace Childcare Centre Inc., we feel that parents/guardians are a valuable resource in the needs of their child. We strive to build trusting relationships through open communication that creates a collaborative and cooperative relationship with families.

Families are encouraged to share their unique family dynamics and cultures. This is accomplished through photographs, items of cultural significance, cultural foods and celebrations.

In addition to daily interactions with program staff, we offer many parent/guardian opportunities for involvement in the programs through parent surveys, open-houses, special events, visitors and volunteer opportunities for field-trips and sitting on our Board of Directors.

We endeavor to provide a consistent environment to make children feel secure and welcome. This is accomplished by our Educators welcoming families at arrival and departure time and conducting the day in a familiar pattern.

Staff communicate with parents/guardians through the following medium: photo-frames, documentation panels, portfolios, "What we did today sheets", observations, assessments, meetings, newsletters, website and e-mails. (NB B/H)

Kinderplace Childcare Centre Inc. connects with community partners to better support mental health and well-being of children and their families. This may include the following agencies: C.C.T.B. – (Resource Teachers, Preschool Consultation Program), George Jeffrey Children's Centre, Dilico and the Children's Aid Society.

As we feel it is important to have the child and family needs met, we make available the opportunity for in-house consultations and screenings. (NB A/B/I)

Educators have the opportunity to participate in team and staff meetings on a regular basis. At these meetings, staffing teams discuss the needs of the children and the program. Goals, issues and programming is discussed as well as the "How Does Learning Happen?" document and its incorporation in to the programs.

Our Kinderplace Childcare Centre Inc. team is provided with opportunities for and encouraged to participate in continuous learning. This is accomplished by: the provision of training and workshops related to children's cognitive, emotion, physical and language development.

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## **Program Statement Continuation**

A bursary is available for educational development for Educators working toward an Early Childhood Education Diploma.

Kinderplace Childcare Centre Inc. will strive to provide opportunities for Registered Early Childhood Educators to work on the College of Early Childhood Educators new requirements for continuous professional learning program when opportunities arise.

Educators and Supervisor/Designate participate in annual evaluations to look at areas of strengths and areas to improve upon. (NB I/J/K)

At Kinderplace Childcare Centre Inc. we believe that a balance of indoor and outdoor play is essential to the Health and Well-Being of a child. Our programs provide spaces for active play and quiet time.

Our programs are flexible and transfer a variety of experiences to differing environments. We will often bring the outdoor nature activities indoors or traditionally indoor play outdoors.

Children's individual needs for rest and play are considered and respected throughout the day. (NB A/D/G)

Our program follows the Canadian Food Guide and Child Care and Early Years Act to develop menus. Menus are then reviewed by a registered dietitian and are posted and available on our website.

We promote varying levels of independence and competence during snacks and meals. Children are encouraged to self-serve and participate in varying levels of set-up dependent upon age and abilities. Educators participate and role model during meal times by sitting and eating with the children.

We provide nutritious home-cooked meals that incorporate family and cultural preferences and accommodate dietary requirements and food allergies (when possible).

Children's Health and Well-Being is monitored, documented and communicated to parents as necessary. (NB A/E/G)

We strive to follow and meet the Health and Safety requirements of the Ministry of Education and local governments. This is achieved through monthly health and safety inspections, health and safety board and training for staff. (NB A/I)

Kinderplace Childcare Centre Inc. documents and reviews the impact of their strategies by:

- Daily observations and program documentation, which will be shared on a regular basis with parents/guardians;
- Individual children's portfolios which document pedagogical development of how children think and learn;
- Monthly staff meetings, weekly team planning, partnerships and affiliations with other daycares;
- Consultation with outside agencies;

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### **Program Statement Continuation**

- Reviewing program goals and objectives;
- Supervisor/Designate commits to observe in the program on a regular basis and sign-offs on the daily program documentation;
- Annual review of the Program Statement by staff, students, volunteers and the Board of Directors to ensure that it is in line with the Minister of Education's Policy Statement;
- Supervisor/Designate will ensure that each new staff, student and volunteer reviews the Program Statement prior to employment;
- Board of Director meetings are held monthly, in which Kinderplace Childcare Centre Inc. parents/guardians are welcome to attend.

(NB K/H)

Thank you for choosing Kinderplace Childcare Centre Inc. We look forward to developing a partnership with you and your family and caring for your child/ren!

## PROGRAMS

### What to Bring

Listed below are items your child will require at day care:

#### Infants

- A supply of diapers, wipes and diaper cream (if used);
- Change of clothes;
- Indoor soft/hard soled shoes if walking;
- Appropriate outdoor clothing;
- Prepared formula in bottles (if required);
- Infant cereal and baby food (if required);
- Extra soothers (if used).

#### Toddlers

- Diapers or pull-ups and wipes;
- Change of clothes;
- Indoor shoes/slippers;
- Appropriate outdoor clothing.

#### Pre-School, Kindergarten and Primary/Junior

- Change of clothes;
- Indoor shoes;
- Appropriate outdoor clothing.

The definition of times for increased ratios according to the Ministry of Education, Child Care and Early Years Act, 2014 for the **Infant, Toddler and Preschool program** is considered to be: the first ninety (90) minutes of opening (6:50am-8:20am) and the last sixty (60) minutes before closing (4:45pm-5:45pm).

### Infant Program:

Infants are up to the age of 18 months. A highly stimulating program is provided, which includes such activities as: music, story telling, gross and fine motor development, and feeding skills. This program will emphasize socialization skills through the avenue of play. Parents/guardians of all infant children will receive daily written information about their child's eating, sleeping, and diapering routine. Every attempt will be made to enable mothers who are breastfeeding to maintain their child's schedule. The ratio of child to staff is three (3) to one (1) as defined in the Child Care and Early Years Act at all times (indoors and outdoors).

### Toddler Program:

Toddlers are between the approximate ages of 18 months and 2½ years. Programs and activities are designed by offering open-ended materials and by observation of the children in the program. These activities may include music time, story time, arts and crafts, outdoor play time, and special group activities, etc. Special emphasis will be placed on promoting independence in various self-help skills, such as toileting and feeding. A toileting program at Kinderplace Childcare Centre Inc. will only begin after parents/guardians and staff agree to provide this program consistently at home and at day care and parents/guardians will be asked

to sign a toilet-training contract. A sample of the contract will be included in the handbook. (Please see Appendix 2 for a copy of the Toilet-Training Contract.)

Parents/guardians will receive a verbal report of their child's day which will detail your child(ren) sleep times and lunch intake. The ratio of children to staff, in the toddler group is five (5) to one (1) during the main part of the day, inside and outside. When indoors, at arrival time, departure time, and sleep time, the ratio can go to eight (8) to one (1) to allow for staff shift changes (indoors only).

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### **Pre-School Program:**

Pre-schoolers are between the approximate ages of 2½ years and 4 years. Program activities are designed by offering open-ended materials and by observation of the children in the program and may include a variety of pre-academic activities, such as: creative art, dramatic play, story time, science displays, special groups (ie: baking), fine motor coordination (ie: cutting and pasting), outdoor play activities, and field trips/excursions. Parents/guardians will receive a verbal report of their child's day. There will be posting of each child's sleep times and lunch intakes outside the preschool playroom door. The ratio of children to staff in the pre-school program is eight (8) to one (1) during the main part of the day. At arrival time, departure time, and sleep time, the ratio can go to twelve (12) to one (1) to allow for staff shift changes (indoor only). Parents/guardians who would like their pre-school child to start toilet training at Kinderplace Childcare Centre Inc. will be asked to sign a copy of the toilet-training contract. (Please see Appendix 2 for a copy of the Toilet-Training Contract.)

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### **Kindergarten Before and After School:**

An increased emphasis on daily outdoor and gross motor activities will be an integral part of the after school program. The program will encourage an increasing level of responsibility and independence. Children will have the opportunity to plan their own activities, participate in group decision-making and project development. Children will be encouraged to pursue hobbies. They will be allowed unstructured time and privacy for reading, homework or small social groups. Children will be encouraged to develop independence in life skills. The age definition for the Kindergarten Program is four (4) to six (6) years of age. The age definitions for the Primary/Junior Program is six (6) to twelve (12) years of age, with a sub-category of Junior being defined as nine (9) to twelve (12) years of age, if numbers permit.

The ratio of children to staff in the Kindergarten Program is thirteen (13) to one (1) during the main part of the day. During the first thirty (30) minutes of the opening and the last thirty (30) minutes prior to Kinderplace Childcare Centre Inc. closing the ratio can go to twenty (20) to one (1) to allow for staff shift changes. In the Primary/Junior Program is fifteen (15) to one (1) during the main part of the day. During the first thirty (30) minutes of the opening and the last thirty (30) minutes prior to Kinderplace Childcare Centre Inc. closing the ratio can go to twenty-three (23) to one (1) to allow for staff shift changes (indoor only).

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**Primary/Junior Before and After School Programs:**

An increased emphasis on outdoor and gross motor activities will be an integral part of the after school program. The program will encourage an increasing level of responsibility and independence. Children will have the opportunity to plan their own activities, participate in group decision making and project development. Children will be encouraged to pursue hobbies. They will be allowed unstructured time and privacy for reading, homework or small social groups. Children will be encouraged to develop independence in life skills.

During the first thirty (30) minutes of the opening and the last thirty (30) minutes prior to Kinderplace Childcare Centre Inc. closing the ratio can go to twenty (20) to one (1) to allow for staff shift changes. In the Primary/Junior Program is fifteen (15) to one (1) during the main part of the day. During the first thirty (30) minutes of the opening and the last thirty (30) minutes prior to Kinderplace Childcare Centre Inc. closing the ratio can go to twenty-three (23) to one (1) to allow for staff shift changes (indoor only).

*A satellite before and after-school program is also available at Ecolé Gron Morgan School.*

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**Summer Kindergarten and Primary/Junior School-Aged Program:**

Due to the limited space availability at Vance Chapman School, enrolment for this program will be determined on a first to sign up basis. A letter will go out to all parents/guardians in early spring reminding them to sign up their children if care is required for the summer.

The summer program is offered for children aged 4-12 years. Parents/guardians will receive a calendar of activities and events at the start of the summer program. Parents/guardians will be requested to provide a lunch with their child on Field Trip Days during the summer months to allow staff and children to go out in the community for field trips. Kinderplace Childcare Centre Inc. will provide a lunch on non-field trip days during the summer months. Kinderplace Childcare Centre Inc. requests that parents/guardians send a "picnic" style lunch, which will not require preparation assistance from staff and is peanut free.

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**Group Placement:**

Children will move up to the next age group when they reach the appropriate age, readiness, or when a vacancy exists in the next program, eg: your child may not move up to the pre-school program the month he/she turns thirty (30) months if space does not permit. You will receive a letter letting you know that your child may start visiting the next age group with a staff or on his/her own for short periods of time. It is a regular part of our program at Kinderplace Childcare Centre Inc. for children to visit with other age groups. If your child remains in their existing group, the same rate will apply. Please ask the Supervisor/Designate if you have any questions.

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## **Resource Staff**

A Resource Teacher will be available to Kinderplace Childcare Centre Inc. to provide support for children with special needs, the Educators and the programs that the children are part of. Through consultation with parents/guardian and staff, and the use of screening tools the Resource Teacher will determine what resources and/or community agencies may be of benefit to the child, parents/guardians and program.

All children at Kinderplace Childcare Centre Inc. may receive Fair Start Screening. The screening is usually done annually with parental consent. Screening is a 15 minute test which is available to children from six (6) months to five (5) years of age. It assesses a child's fine and gross motor skills, expressive and receptive language, visual and memory, as well as cognitive skills. Screening helps to identify a child that requires help or early intervention.

If required, the Resource Teacher is also available to aid children and families at our Ecolé Gron Morgan site.

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## **Co-ordination at Kinderplace Childcare Centre Inc.**

The Thunder Bay District Social Administration Board (TBDSSAB) a Service System Manager is responsible for the delivery of special needs services within the childcare programs through effective and efficient use of resources.

The TBDSSAB provides supports and resources to families and their child(ren) through agreements and protocols with a number of agencies to provide enhanced services and supports to Kinderplace Childcare Centre Inc.. The scope of the agreements include service co-ordination, program observations, consultation regarding child development, parenting supports, intervention services, case management, and other global services.

The agencies include (but are not limited to):

- The Thunder Bay District Health Unit;
- Children's Centre Thunder Bay;
- Dilico Anishinabek Family Centre;
- Children's Aid Society;
- George Jeffrey's Children's Treatment Centre;
- St. Joseph's Preschool Speech and Language Services.

At registration time, parents/guardians will be asked to sign the general application form indicating that they understand that child care centres work collaboratively with agencies and services as listed above. However, any specific individualized services for their child will only be allowed with the parent/guardian's signed authorization.



## ADMISSION AND WITHDRAWAL POLICY

### Waitlist Policy

Kinderplace Childcare Centre Inc. enrolls children from the One-List, a community wait-list that is found at [www.thunderbaychildcare.ca](http://www.thunderbaychildcare.ca). It is mandatory that all clients register and there is no charge to be on this waitlist. Parents/Guardians may request to know where their child is on the waitlist and we will make every effort to get back to families in a timely manner with this information.

The Supervisor/Designate offers spots when they become available based on the following criteria:

1. Priority is given to a family requiring a full-time spot;
2. Priority is given to a family that wishes to enroll the sibling of a child currently attending. These families must still register on the One-List;
3. If there are no requests for full-time care, then the Supervisor/Designate will offer part-time care to families that have complementary schedules, for example: Monday, Tuesday, Thursday family matched with a Wednesday, Friday family. This will ensure maximum use of available spaces;
4. Flex care will only be offered if no full-time or part-time families are available;
5. Flex care families will be given a spot on the understanding that if the spot is needed for another full-time family with a set schedule, they may be given two (2) weeks notice to make other arrangements;
6. The Supervisor/Designate will assess how many flex spots will be allocated per program, as the financial loss is too great.

A parent/guardian interview is arranged for families requesting registration. During this interview, topics such as feeding, dressing, sleep routines are discussed, so that Kinderplace Childcare Centre Inc. is aware of how these routines are handled at home, and how they may be continued, or modified in the day care setting.

The Supervisor/Designate will review the policies of Kinderplace Childcare Centre Inc., and answer any questions that the parent/guardian may have. Families are also invited to visit Kinderplace Childcare Centre Inc. at this time. Parents/guardians will also be notified that they can go to our website at [www.kinderplace.ca](http://www.kinderplace.ca) for access to our parent handbook, forms, etc.

Your child's introduction to childcare will vary according to their age. The transition to Kinderplace Childcare Centre Inc. will be more pleasant, if arrangements can be made for the parent/guardian and child to visit Kinderplace Childcare Centre Inc. prior to their starting date.

Kinderplace Childcare Centre Inc. requests written notice of at least fourteen (14) consecutive days prior to your child's last day. A space may not be guaranteed, if you temporarily wish to withdraw your child. Your child's name will be added to the priority waiting list. Parents/guardians who withdraw their child for the summer, and plan to return in September, may put their child on a priority waiting list.

Priority will be given to children requiring full time care. Otherwise, admission is based on a first come, first serve basis at the discretion of the supervisor/designate.

## REGISTRATION POLICY

### How to Enroll at Kinderplace Childcare Centre Inc.

1. Fill out application forms;
2. Bring in completed immunization card. Immunizations must be up-to-date in accordance with the Thunder Bay District Health Unit in order for a child to attend Kinderplace Childcare Centre Inc.. If you have chosen not to have your child(ren) immunized, you must provide a waiver from the Thunder Bay District Health Unit;
3. Pay a \$100 deposit fee prior to starting date or arrange for subsidy;
4. Provide current telephone numbers where you can be reached, in case of emergency. We require a list of the people who have permission to pick up and drop off as well as emergency contact names.

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### Absent Days

Kinderplace Childcare Centre Inc. provides absent days to each full fee child(ren) in the Infant, Toddler and Pre-School Programs. Each full fee family will receive a chart at orientation, which outlines the number of absent days they are allowed for the year. Once a family has utilized all of their allotted absent days for the year, the family will be charged full fees for any additional absent days.

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### Full-time Children

Kinderplace Childcare Centre Inc. will allow each full-time child who is enrolled from January to December each year – eighteen (18) absent days with no extensions.

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### Part-time Children

Kinderplace Childcare Centre Inc. will prorate part-time users absent days based on the number of days per week the child attends as well as the month the child starts in the program.

Written notice of an intended vacation must be given fourteen (14) days prior to the first day of vacation. Parents/guardians are also requested to submit a note prior to the 31<sup>st</sup> of each month indicating that they will be using an absent day in a given month for sick days, etc. If adequate written notice of vacation time or a request for use of an absent day is not received, the usual daily fee will be charged.

Vacation will not be used when Kinderplace Childcare Centre Inc. is closed, ie: Statutory Holidays. Absent days can be used for an unexpected absence such as when a child is ill or as vacation.

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### User Sheets – Helping us Plan!

\*Only Applicable to Kindergarten and Primary Junior Programs\*

In order for Kinderplace Childcare Centre Inc. to arrange for proper staffing, and to schedule activities, parents/guardians are requested to fill in Monthly User Sheets for children in the Kindergarten and Primary/Junior programs who attend each month on flexible schedule. (A flexible schedule is defined as a schedule that changes each week) The user sheet is due by the 20<sup>th</sup> of the month preceding, or it will be assumed that the parent/guardian will not be utilizing Kinderplace Childcare Centre Inc. for that month. Any parent/guardian unable to meet this requirement is asked to notify the Supervisor/Designate and be aware that Kinderplace Childcare Centre Inc. may not be able to guarantee a space, for your child to attend on the requested day.

Kinderplace Childcare Centre Inc. reserves the right to deny flexible schedules based on enrollment projections annually. Regular users (children whose schedules are regular each month) will be given priority for enrollment.

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### **Before and After School Full Fee Children (For Kindergarten and Primary/Junior School Aged Programs)**

Parents/guardians will be billed for all absent days. If parents/guardians are aware, in advance, of upcoming absences such as medical appointments, etc. an absent day credit form may be utilized for credit for that day. A copy of the credit form is attached to the contract you will sign. It is also available on the Kinderplace Childcare Centre Inc. website ([www.kinderplace.ca](http://www.kinderplace.ca))

The credit form may be e-mailed to Brenda Sas, Director at:  
[Brenda\\_kinderplace@tbaytel.net](mailto:Brenda_kinderplace@tbaytel.net)

**Please Note:**

- Credit will only be granted if notice has been provided a minimum of five (5) days in advance;
- A review of your day care requirements may be necessary and your child's space may be put on hold if too many absence day credits are being used throughout the year.

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### **Subsidized Children**

Absent days for subsidized children will be in accordance with the City of Thunder Bay Contract. Parents/guardians are responsible for any absent days once they have gone over their allotted subsidized days.

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### **Subsidized Spaces**

A limited number of subsidized spaces will be available in our Kinderplace Childcare Centre Inc., through the City of Thunder Bay. These spaces are set aside for those who need assistance with child care fees. Please contact the Supervisor/Designate for more information about these spaces. Parents/guardians waiting for subsidy approval are responsible for childcare fees. Fees will be paid by e-mail transfer prior to approval. Following approval, Kinderplace Childcare Centre Inc. will provide any reimbursement necessary.

The TBDSSAB will be responsible to pay Kinderplace Childcare Centre Inc. the subsidized portion of the daily rate up to a maximum of thirty (30) absences per year for each child. Kinderplace Childcare Centre Inc. will claim absent days for parents/guardians that are students during any school breaks (ie: March Break, Christmas Break). It is the parent/guardian's full responsibility to make payment to Kinderplace Childcare Centre Inc. for their daily rate (parental contribution) for these thirty (30) days and the full pay rate for any additional absences. Requests for the TBDSSAB to pay for additional absences required due to extraordinary circumstances must be submitted in writing to TBDSSAB and include the dates and reason for absence. The TBDSSAB reserves the right to deny requests for additional day(s). Absent days are pro-rated based on enrollment schedule and start date.

## GENERAL INFORMATION

### System Closure/Weather Closure

#### **When there is a city-wide snow closure of schools, Kinderplace Childcare Centre Inc. will also be closed.**

Every effort will be made to try to contact parents by their emergency numbers. Parents/guardians should listen to their local radio stations for closures of schools and/or Childcare Centres. Parents/guardians can contact the school transportation inclement weather information line at (807) 625-1661, or check out the transportation link on their child's school board website. On the first day of either of a city wide or school closure or a disruption in service in which Kinderplace Childcare Centre Inc. is unable to operate (power outage, flood, etc.); parents will not be reimbursed. On the consecutive day or thereafter of a city wide or school closure and/or Childcare Centres, or a disruption in service in which Kinderplace Childcare Centre Inc. is unable to operate; parents will be reimbursed fifty percent (50%) of their fees for the day. All decisions of closure for Kinderplace Daycare Centre Inc. will be made by the Supervisor/Designate and the Chairperson of the Board of Directors.

**Note:** Ecolé Gron Morgan satellite Before and After School Program will not run in the event of a school closure.

### Emergency Evacuation

In the case of an emergency situation that makes the Kinderplace Childcare Centre Inc.'s premises unsafe, the children will be evacuated from the building according to the School Evacuation procedure. The primary evacuation area for the Vance Chapman site, will be North End Recreation Centre.

If a more long term evacuation is deemed necessary, Kinderplace Childcare Centre Inc. will follow the Vance Chapman School Evacuation Procedure and Kinderplace Childcare Centre Inc. Staff will contact parents/guardians to come pick up their child(ren).

Staff at the Ecolé Gron Morgan site will follow the school's emergency evacuation procedures.

### Drills

Kinderplace Childcare Centre Inc. children will be participating in regular fire, evacuation and lock-down drills, held by the Principal of Vance Chapman School. The Supervisor/Designate will also perform monthly fire drills as well during the year.

Discussion of fire safety/lock-down procedures may be a regular part of your child's curriculum.

The Supervisor/Designate will perform monthly fire drills at Ecolé Gron Morgan.

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## Days and Hours of Operation

At the present time, throughout the year, the hours of operation at Kinderplace Childcare Centre Inc.'s Main Site are: **6:50am to 5:45pm**, Monday through Friday. Throughout the year, with the exception of Federal and Provincial holidays, which are the following:

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

The hours of operation at Ecolé Gron Morgan site are **2:40pm to 5:30pm**.

*Kinderplace Childcare Centre Inc. closes at 1:00pm on Christmas Eve and remains closed for the days between Christmas Day and New Year's Day. Kinderplace Childcare Centre Inc. will send out a survey to families to determine the need to remain open on December 24<sup>th</sup> each year.*

*Parents/Guardians who require care full-days when Ecolé Gron Morgan School is closed, can register to have their child(ren) attend the main site at Vance Chapman School based on space availability.*

*There may be one or more closure days in October each year for Educators to participate in a "How Does Learning Happen" Conference along with other Childcare Centres in Thunder Bay. Parents will be notified at least one (1) month in advance of this closure, which is based on the budget annually.*

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## Field Trips

The staff will plan field trips in the Preschool, Kindergarten, Primary and Junior programs in which public transportation may be used. Staff working in the Infant and Toddler programs will participate in field trips that are within walking distance of Kinderplace Childcare Centre Inc. using the Centre's strollers. Parents/guardians will be requested to sign a form to give authorization of their child(ren)'s participation in advance of the field trip. Parents/guardians should be advised that there may be a small cost associated with field trips.

## **Arrival and Departure – Starting the Day off Right!**

Due to the flow of traffic on the grounds of Vance Chapman School, it is highly recommended that parents/guardians hold their child/children's hand, at arrival and departure time, for safety measures. When parents/guardians arrive with their child(ren) to Kinderplace Childcare Centre Inc., they are asked to remove their child's outer clothing. We also ask parents/guardians to take their child to their assigned area. Parents/guardians dropping off children at the Ecolé Gron Morgan site will follow the same procedure of bringing their children into the classroom drop off area and ensuring that staff are aware that they have arrived.

**For safety reasons, parents/guardians must ensure that a staff is aware and acknowledged that their child has arrived in the morning and will be required to sign their child/ren out on the clipboard at the end of the day.**

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### **Home Time**

Due to staff ratios, it is requested that you inform Kinderplace Childcare Centre Inc. immediately of any changes to your drop-off and pick-up times.

All parents/guardians will be given a copy of the late policy and it will be reviewed by the Supervisor/Designate at the orientation. It is recommended that parents/guardians arrive a few minutes prior to closing time, to ensure that their child is ready to depart when Kinderplace Childcare Centre Inc. closes. Kinderplace Childcare Centre Inc. will open and close in accordance with the digital clock located in the main hallway. If a parent/guardian is late, he or she will be requested to sign a form acknowledging their late arrival.

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### **Authorized Person(s) to Pick-up your Child**

In registering your child, we ask that you provide us with the name and telephone number of at least one other person who can pick up your child, if you are unable to do so. A child will not be released to anyone other than the person(s) designated by the child's parent or guardian. Individuals dropping or picking up your child(ren) must be sixteen years of age or older.

Parents/guardians are encouraged to introduce us or provide Kinderplace Childcare Centre Inc. with a picture of the individual(s) picking up your child, prior to the occurrence. Kinderplace Childcare Centre Inc. will not release your child to anyone, other than the parent/guardian, or authorized pick-up person(s), as listed on the application, unless prior written or verbal authorization is received by Kinderplace Childcare Centre Inc.'s staff. Identification may be requested.

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### **Custody Policy**

Upon registration, a copy of the existing custody agreement will be requested. If a separation/divorce occurs after a period of time at Kinderplace Childcare Centre Inc., it will be the parent's/guardian's responsibility to provide this documentation to Kinderplace Childcare Centre Inc.. If there is not legal arrangement, Kinderplace

Childcare Centre Inc.'s position will be that the parent/guardian registering the child(ren) is the client of Kinderplace Childcare Centre Inc. and will be given the authority to make all child care arrangements.

Documentation of the child(ren) files will be accessed by the client only unless specifically addressed in the custody agreement.

If both parents/guardians are not authorized pick-up people, the custodial parent/guardian (client) must advise the staff when the child(ren) will be picked up by the other parent/guardian. If this is not arranged prior to pick-up time, the child(ren) will not be released until the client has been contacted.

Staff will not offer opinions, in writing or verbally, supporting or acknowledging the parenting abilities of either parent. Any discussions involving and contentious aspect of the situation will not be discussed in the presence of children.

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### **Child Booster Seats and Child Restraint Systems**

In accordance with the Highway Traffic Act, 0.Reg 613, All parents/guardians/designates must ensure that their child(ren) are transported to and from day care in the proper child seating and restraint systems based on the birth date, age, height or weight of the child(ren). The system must be installed in accordance with the manufacturers recommendations, and be certified by the Canadian Motor Vehicle Safety Standards (CMVSS).

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### **Parking**

At Vance Chapman School, the parking lot is located to the East of the school and parents are asked to park in the assigned lot and use the Primary school-aged door, located at the top of the stairs.

At Ecolé Gron Morgan School, the drop off and pick-up area is located at the back of the school, next to the Before and After School Program doors.

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### **Students and Volunteers**

Kinderplace Childcare Centre Inc. provides student placements for the Confederation College Early Childhood Education Program, Native Early Childhood Education Program, as well as high school parenting and co-operative education programs.

Students and volunteers are not counted in the staffing ratios. Students and volunteers are assigned a supervising mentor/staff member throughout their placement. Direct unsupervised access (when an adult is alone with a child) is not permitted for persons who are not employees of this centre. No child will be directly supervised by a person less than 18 years of age. Students and volunteers will receive a complete orientation to the centre including a review of key policies such as behavior management and anaphylactic policies and procedures, etc.



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### **Special Events and Visitors**

Parents/guardians will be notified in advance of any special events that may be organized. A newsletter will be distributed to inform parents/guardians about your child's program and activities. The newsletter is also available on the website, [www.kinderplace.ca](http://www.kinderplace.ca)

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### **TV Policy**

The Supervisor/Designate may approve movies rated F or G as part of the program in the Preschool, and School Aged groups. Movies will be shown occasionally, or for special events, and will extend the children's learning.

Movies will be documented on Group Program plans and parents/guardians will be notified in advance.

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### **Alcohol Policy**

If a parent/guardian or alternate picking up their child(ren) appears to be under the influence of alcohol or drugs (ie: smelling of alcohol, slurred speech, staggering, etc) the following steps will be taken by Kinderplace Childcare Centre Inc.'s staff:

1. The Supervisor/Designate will be notified;
2. The staff will offer to call a taxi or get an alternate to pick up the child(ren). If possible, this is to be done away from the children;
3. The staff will not continue the discussion if the person becomes loud, obnoxious or in anyway belligerent;
4. If the person insists on leaving with the child(ren), the staff will phone 911 and give Police/CAS as much information as possible, including the name and address of the parent/guardians or person under the influence, colour/make of vehicle and license number.

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### **Smoke Free Policy**

Kinderplace Childcare Centre Inc. located in Vance Chapman School and Ecolé Gron Morgan School, will follow the Smoke Free Ontario Act, that prohibits smoking in all day nurseries, schools and private home day care locations. This includes the premises and on the playground. All parents/guardians/designates will be required to follow this policy.

## HEALTH AND SAFETY

### Confidentiality

Staff are trained professionals. We pledge to maintain confidentiality regarding any information contained in child files, confidential family information, and any other aspects or occurrences of Kinderplace Childcare Centre Inc. deemed to be private. Should any outside agency request information, parents/guardians will be asked to sign consent to authorize the release of information.

### Medication Administration

When required, Kinderplace Childcare Centre Inc. staff will administer non-prescription medication (Acetaminophen/Ibuprofen) to Infants and Children who have a medical condition prone to seizures due to elevated temperature only.

Parents/guardians of children with medical conditions, will be required to provide a physician's note which stipulates the reasons for the required medication, to dosage and administration instructions. This note will be placed in the child's file.

Please be advised that although Kinderplace Childcare Centre Inc.'s staff will make every effort to administer the medication at the time the parent/guardian specifies, an allowance of half an hour before or after the time specified is considered the acceptable parameters.

Since all medications can have potentially harmful effects on children, please let the staff of Kinderplace Childcare Centre Inc. know if your child(ren) has/have received any medication (including over-the-counter) prior to your arrival at Kinderplace Childcare Centre Inc..

Kinderplace Childcare Centre Inc. will administer prescription medication to all ages. Medication will be accepted by the Supervisor/Designate, who will ensure that it is securely locked away and that all necessary forms are filled in.

Legislation requires that parents/guardians provide:

1. Written authorization form, including dosage and times any medication is to be administered;
2. The medication must be in the original container, clearly labeled with the child's name, name of medication, the dosage, the date of purchase, and instructions for storage and administration;
3. Information regarding whether your child has had any other medication prior to arrival at Kinderplace Childcare Centre Inc.;
4. In the case of a Controlled Drug/Narcotic, ie: Ritalin, the parent/guardian will be requested to:
  - a. Have the medication divided in the required dosage;
  - b. Provide no more than one month's supply to left at Kinderplace Childcare Centre Inc.. (The Supervisor/Designate will count and record the number of pills in the parent's/guardian's presence before the medication is signed in).

School aged children at both Kinderplace Childcare Centre Inc.'s Main site and Ecolé Gron Morgan site will be allowed to carry their own asthma medication or emergency allergy medication, in accordance with a written procedure by a legally qualified Medical Practitioner or Registered Nurse under the Health Disciplines Act.

Kinderplace Childcare Centre Inc. requires that parents/guardian understand:

1. Staff only administers medication in accordance with a written Physician's order or the medication label, with all appropriate information;
2. Staff will not administer any medication that requires staff to insert the medication into the anal, vaginal canal or penis;
3. Staff will not take specimens, ie: stool or urine.

To ensure clarity of instructions, parents/guardians must give all medications to the Supervisor/Designate, who will place it in a locked medication box. Parents/guardians will be expected to sign the medication in and out in the medication book. Please double check the child's bag to ensure that all medicine has been accounted for and locked in the medication box.

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### **Allergies and Special Diets**

Kinderplace Childcare Centre Inc. realizes that children may have special diets due to allergies/ethnicity. For children who fall into this category parents/guardians may be asked to provide a substitute on the days that a food item is not suitable. It is the parent/guardian's responsibility to review the menus and to consult with dietary staff in advance.

Parents/guardians are also requested to notify the Supervisor/Designate, in writing, if their child has an allergy to a particular food. If a parent/guardian would like their child's name taken off the allergy list, they are requested to also notify the Supervisor/Designate in writing and to provide a physician's note stating that the child is no longer allergic/sensitive to a particular food. The parent/guardian is responsible for any cost associated with obtaining this note. The Supervisor/Designate will notify all staff of an allergy and keep an up-to-date posting in each playroom of each child's allergies/sensitivities/ ethnicity exclusions.

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### **Anaphylaxis Policy**

An individualized plan will be developed for each child with an anaphylactic allergy that includes emergency procedures in the event of exposure to the allergen. Staff, students and volunteers will receive training on procedures to be followed if a child has an anaphylactic reaction.

It is highly recommended that every child with an anaphylactic reaction have 2 Epinephrine injectors on site at Kinderplace Childcare Centre Inc., in case of delay of Emergency Response. While staff receive training on the use of epinephrine injectors, it is still the parent/guardians responsibility to show the staff how their child's specific epinephrine injector is to be used.

If the parent/guardian deems necessary that the emergency medications be kept on the child's person, then written documentation shall be provided by a health care professional, stating the rationale as to the request.

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## **Illness and Communicable Diseases**

If a child becomes ill, or exhibits symptoms of a communicable disease at the Kinderplace Childcare Centre Inc., the Supervisor/Designate will contact the child's parent(s)/guardian or designated emergency contact person. For your own child's well being, and the protection of others, your child should be kept at home if he/she exhibits signs of a communicable disease.

If a child is not well enough to attend school, Kinderplace Childcare Centre Inc. will not be able to provide care for the child. If a dispute arises between a parent/guardian, staff and/or Supervisor/Designate, regarding the re-admittance of a child following an illness, the staff and/or Supervisor/Designate may:

- Request a note from a physician stating that the child may safely return to daycare;
- Consult with the Thunder Bay District Health Unit.

If your child is ill for five (5) consecutive days or less, the parent/guardian is responsible for the fees, or may use float/vacation days. The Kinderplace Childcare Centre Inc. will cover the cost from day six (6) to day ten (10), but following this the child will be withdrawn from the program and placed on the priority waiting list. For subsidized parents/guardians the sick time will be in accordance with the City of Thunder Bay Contract.

Kinderplace Childcare Centre Inc. follows the Thunder Bay District Health Unit's guidelines for exclusion in regards to communicable diseases. A chart outlining the exclusion criteria is available upon request if you would like a copy. Please note that as of April 2015, the Thunder Bay District Health Unit has changed their exclusion criteria. Children will be excluded for **48 hours after 2 bouts of diarrhea and/or vomiting** as per the guidelines. If a child has a temperature of **38 degrees or higher**, they will be excluded for a full **24 hours** after the temperature returns to normal. (Please see Appendix 3 or <http://www.tbdhu.com/NR/rdonlyres/A6D7031F-6413-4511-885D-A015C34D077B/0/CommonChildhoodInfectionsManual2013.pdf>.)

Kinderplace Childcare Centre Inc. will consult with the Thunder Bay District Health Unit regarding any disease/illness that is not listed on the chart.

On occasion, Kinderplace Childcare Centre Inc. Staff may be required to perform head lice checks on the children.

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## **Immunization Record**

Prior to admission, Kinderplace Childcare Centre Inc. will require proof of your child's up-to-date immunization record. The Thunder Bay District Health Unit requires up-to-date notification of your child's immunization. It is the parent/guardian's responsibility to contact the Health Unit with current information. Failure to comply with this guideline may result in your child(ren) being suspended

from Kinderplace Childcare Centre Inc. until the immunization is completed and recorded with the Health Unit. Once a year parents/guardians will be requested to update their child's Ontario Health Card version code.

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### **Medical Emergency Procedures**

In the event of a serious accident or medical problem, where the child requires medical attention, the following steps will be taken:

1. First Aid will be given;
2. A copy of the Accident/Incident Report will be given to the parent/guardian;
3. Staff will assess the medical emergency and transfer to a local emergency room if necessary by ambulance or taxi. Staff will accompany the child and wait there until a parent/guardian is able to meet them. Staff will not use their own vehicle to transport a child;
4. Parent or guardian will immediately be contacted.

In the event that medical attention is necessary at the Ecolé Gron Morgan site, staff would follow the above steps with the exception of accompanying the child to the emergency room.

**Please Note:** it is the parent/guardian's responsibility to ensure updated Emergency Contact Numbers are on record.

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### **Serious Occurrences**

Effective November 1, 2011, the Ontario Government has introduced a new policy that required 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, a "Serious Occurrence Notification Form" must be posted at Center or Home Location in a visible area for ten 10 days. There have been updates in the definitions since 2015 to include:

- The death of a child whether it occurs on or off the premises;
- Abuse, neglect or an allegation of abuse or neglect of a child while receiving care at a childcare centre;
- A life-threatening injury to or a life-threatening illness of a child who receives childcare at a home childcare premises or childcare centre;
- An incident where a child who is receiving care goes missing or is temporarily unsupervised;
- An unplanned disruption of the normal operations of a childcare centre that poses a risk to the health, safety or well-being of children receiving childcare.

A Serious Occurrence could include:

- Serious injury to a child, requiring medical attention from a licensed Medical Professional;
- Fire or other disaster on site;
- Complaint about service standard.

Licensed Child Care Centres and Private Home Day Care agencies are already required to report Serious Occurrences to the Ministry, which is responsible for Child

Care Licensing. This new policy required Child Care Operators to post information in their facilities so that parents/guardians also have access to it.

This posting will give parents/guardians 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 Child Care Programs in Ontario. This includes the recent launch of Child Care Licensing Inspection findings on the licensed Child Care website, which is available at: <http://www.iaccess.gov.on.ca/LCCWeb/childcare/search.xhtml>

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## Nutrition

Our food planning follows the recommendations of the Canadian Food Guide as well as the Child Care and Early Years Act. When children enter the day care as young babies, they are normally on formula or breast milk, given at three to four hour intervals. If they parent/guardian is unable to maintain their child's breastfeeding schedule, it is important that the child be introduced to a bottle before he/she starts day care, so they will accept it from the Infant Educators.

Infants under one (1) year of age will be fed according to the parent/guardian's direction. Parents/guardians are asked to provide formula, infant cereal and "baby food" if the infant is not yet able to eat the Kinderplace Childcare Centre Inc.'s food. Parents/guardians will be asked to make regular entries in the Infant Feeding Book. This documentation will outline when their child is being introduced to new foods. Kinderplace Childcare Centre Inc. will provide milk and food, when the child is ready to eat the meals prepared by the cook. Parents/guardians are expected to supply the infant's formula to the Kinderplace Childcare Centre Inc. already prepared and in marked bottles. In addition, parents/guardians are required to leave one additional can of formula at the Kinderplace Childcare Centre Inc. for emergency situations. All food supplies and containers must be labeled with the child's full name.

If a parent/guardian requests that their child be given a bottle at rest time, the parent/guardian will be asked to authorize it in the Infant Feeding Book. After the child has fallen asleep, the bottle will be removed out of the sleep room.

For children approximately one year of age or older, Kinderplace Childcare Centre Inc. provides a morning snack, a full lunch, and an afternoon snack to children approximately twelve (12) months to six (6) years attending Kinderplace Childcare Centre Inc.. School Aged children will receive an after school snack during the school year. During the summer and school breaks, there will be a balance between Kinderplace Childcare Centre Inc. provided lunches and parent/guardian packed lunches. The dates for each will be made available one the School Aged Programs have been planned. For parent/guardian's information, a menu will be posted in the main hallway, for the current and the following week.

Meal times and snack times are an opportunity for the children to build many skills. They learn to serve themselves, how to take turns, language development and socialization skills. Food will not be withheld from children at any time. Children will be encouraged, not forced to eat at meal times.

An afternoon snack only will be provided for children attending the Ecolé Gron Morgan Before and After School Satellite Program.

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## **Sleep Supervision**

The staff at Kinderplace Childcare Centre Inc. realize that for healthy development, children must have an adequate amount of sleep. Nap time is respected in Kinderplace Childcare Centre Inc. and we make every effort to help children relax and enjoy the experience. Each age group has a different routine, but we endeavor to adapt the procedure to each particular child as much as possible.

- All children under twelve (12) months of age are placed for sleep in a manner consistent with the recommendations set out in a joint statement of Safe Sleep, unless a child's physician recommends otherwise in writing. Educators in the infant room will do visual checks every fifteen (15) minutes and document these checks on a form outside of the sleep-room door. Educators in the toddler and preschool rooms will do visual checks every hour and document these visual checks in their log-books daily;
- Children will be assigned to individual cots or cribs (or mats where the Supervisor/Designate has approved) has been granted for children eighteen (18) months to five (5) years of age;
- Provide that parent/guardians of children younger than twelve (12) months will be advised that Kinderplace Childcare Centre Inc. is obligated to ensure that children under twelve (12) months are placed for sleep in a manner consistent with the recommendations set out in the joint statement of sleep. (ie: placed on their backs);
- Provide that parents/guardians of children who regularly sleep at Kinderplace Childcare Centre Inc. will be advised of Kinderplace Childcare Centre Inc. policies regarding sleep;
- Any significant changes in a child's sleeping patterns or behaviour during sleep will be communicated to the parents/guardians and will result in adjustments to the manner in which the child is supervised during sleep, and would include details regarding the performance of direct visual checks, including how frequently they will be performed and how direct visual checks are documented.

Parents/guardians will be asked to provide a letter if they want a sleep limit placed on their child's naptime at day care. Every attempt will be made to accommodate this request.

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## Guidance Techniques

The following practices will not be observed in the program at Kinderplace Childcare Centre Inc.

- Corporal punishment of a child, such as confining the child to a high chair, car seat, stroller or other device for the purpose of discipline or in lieu of supervision, unless the physical restraint is for the purposes 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 not longer imminent;
- Locking the exits of Kinderplace Childcare Centre Inc. for the purpose of confining a child, or confining the premises for the purpose of confining the child, or confining the child in an area or room without supervision, unless such confinement occurs during an emergency and is required as part of the emergency management policies and procedures of Kinderplace Childcare Centre Inc.;
- Use harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;
- Depriving a 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.

Should behaviour be deemed by the Supervisor/Designate, to be beyond the expertise of Kinderplace Childcare Centre Inc.'s staff, a recommendation to be withdrawn will be made. The parent/guardian will receive a letter requesting them to find alternate care, within two weeks, at a facility where their child's needs may be better served. This procedure is followed only as a last resort.

Whenever possible, parents/guardians will be given at least two weeks notice to make alternate arrangements. In the event that a child's specific behaviour poses a direct threat to the other children of staff the Supervisor/Designate will notify the parent/guardian in writing that they will be required to immediately withdraw the child from Kinderplace Childcare Centre Inc..

The Board of Directors and Staff of Kinderplace Childcare Centre Inc. reserve the right to determine if your child can be accommodated by our program. If we are unable to provide a suitable program for your child every effort will be made to assist you to find appropriate child care.

In order to ensure a safe, well run facility, Kinderplace Childcare Centre Inc. may terminate services after due warning or notice, if policies are not followed.

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## Strategies for Guidance

When the need arises, the child's inappropriate behaviour will be addressed in a positive manner, at a level that is suited to the child's development and/or age, and actions. The goal is to promote self-discipline, ensure health and safety,



practice respect for the rights of others, and to maintain equipment. The three main models of guidance used at Kinderplace Childcare Centre Inc. are:

Redirection and shadowing techniques, will be the primary guidance techniques used in the younger Infant and Toddler age-groups.

**Redirection:** If a child was climbing a fence outside, the staff would redirect the child to the climber and state: "This is where you can climb when you are outside. The fence is not for climbing." If two Toddlers were fighting over a toy, staff would redirect one of the children to another toy or activity.

**Shadowing:** If a child was repeatedly biting, and redirection was not working, the staff would focus more attention and stay closer to the child biting, during play and activities.

**Time-in:** Time-in is a brief period of time, where the child will be removed from the activity and spend time with a staff member. This allows a child a chance to calm down after losing self-control. It halts the behaviour and allows the child to re-orient toward positive behaviour and regain self-control. The length of time-in will be determined by the child's chronological age.

**Relocation:** If a child is so upset that he or she is upsetting the entire group, a staff may decide to accompany the child into another area until he/she has calmed down and can rejoin the group.

Kinderplace Childcare Centre Inc. 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 will not engage in corporal punishment of the child, deliberate use of harsh or degrading measures on the child that would humiliate the child or undermine his or her self-respect, deprive the child of basic needs including food, shelter, clothing and or bedding, lock the exits of the child care centre or premises for the purpose of confining the child, or using a locked or lockable room or structure to confine the child if he or she has been separated from the other children.

Kinderplace Childcare Centre Inc. staff cannot accommodate parent/guardian requests that their child(ren) be excluded from an activity at Kinderplace Childcare Centre Inc. as a carryover discipline from home or school. Kinderplace Childcare Centre Inc. cannot exclude any child from any activity that is a regular part of the program, ie: computer, outside time, etc.

The Guidance Policy is available to any parent/guardian requesting further details. Staff will discuss methods of Guidance Techniques at staff meetings to ensure understanding. Educators and Parents/Guardians will collaborate concerning their child's behaviour, in order to provide continuity and consistency between the program and home.

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## Code of Conduct

A Code of Conduct policy is followed at Kinderplace Childcare Centre Inc. to ensure that Kinderplace Childcare Centre Inc. offers a safe, child-friendly, environment that promotes quality care.

The following principles of conduct will be followed at Kinderplace Childcare Centre Inc.:

- Treating children, families, and staff with dignity and respect;
- Respect for equipment;
- No Profanity;
- No yelling at children, staff, and parents/guardians;
- No threatening to harm others;
- No bullying behaviours.

The following steps will be taken if conduct is unacceptable:

- Meeting set up with Supervisor/Designate to discuss the inappropriate conduct and why it is unacceptable;
- A letter of warning will be issued explaining why it is unacceptable, how it can be improved upon and what the next step will be if it continues;
- The next step will be suspension of childcare until further notice (in the case of the parent/guardian) and or suspension of work until further notice (in the case of a staff);
- The final step will be termination of childcare (in the event of a parent/guardian) and or termination of work (in the case of a staff).

**Please note, that in extreme circumstances, immediate termination may result.**

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## Clothing and Possessions

**Clothing:** Your child should wear comfortable clothing suitable to the weather and the season. **An extra set of clothing should be available in his/her locker at all times**, in case of accident or illness. A pair of comfortable running shoes is also recommended for active play. Please label the clothing, as well as items such as soothers with your child's name. Unfortunately, Kinderplace Childcare Centre Inc. is not responsible for lost clothing. It is recommended that parents/guardians provide a zippered bag to keep their child's clothing in, to minimize the chance that clothing may get passed from one locker to another. If a child does not have spare clothing in their locker, and Kinderplace Childcare Centre Inc. does not have any extra clothing available, parents/guardians will be called to drop off extra clothing at the site where their child is attending.

Play is a big focus of our program, please expect your child's clothing to get a little dirty from time to time.

**Toys:** Parents/guardians are asked to limit personal toys brought from home. Kinderplace Childcare Centre Inc. staff request that personal possessions remain at home to prevent a situation of lost or damaged

toys. However, a small stuffed animal or doll is permitted for comfort at nap times. Children will be encouraged to keep the item in their locker. Please label your child's toys. Unfortunately we are not responsible for lost or damaged items.

**Soothers:** Infant soothers supplied by the parent/guardian will be stored in an individual, labeled container with your child's name on it, and will be cleaned regularly. It is Kinderplace Childcare Centre Inc.'s policy that when your child leaves the Infant Program, the soother will be given back to the parent/guardian. Soother holders will be taken off at rest time. Parents/guardians are required to supply an extra soother that will stay on-site in case a soother is forgotten at home.

**Bibs:** Bibs will only be worn during snacks and lunch times. All bibs will be removed at naptime.

**Diapers and Diapering:** Parents/Guardians will be asked to supply a quantity of diapers and wipes for their child and diaper cream if used. If cloth diapers are being used, parents/guardians are required to provide a labeled diaper pail or container for soiled diapers.

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## Outdoor Play

According to the Child Care and Early Years Act, each child under thirty (30) months of age that is in attendance for six (6) hours or more in a day is outdoors (weather permitting) for sleep or play, or both, for a period of up to two (2) hours per day.

The Preschool Program will be sharing its outdoor area with the School Aged students at Vance Chapman School. Kinderplace Childcare Centre Inc. Educators and the JK/SK Teachers will work together in sharing the playground to ensure that all the children have adequate outdoor play time.

It is not always possible for the Infant and Toddler Groups to go outside in the winter months due to the practical difficulties, ie: deep snow, icy conditions, etc.

Each child over eighteen (18) months and up to and including five (5) years of age, may play outdoors (weather permitting) for at least two (2) hours each day.

The Child Care and Early Years Act requires daily outdoor play for each child, weather permitting. It is Kinderplace Childcare Centre Inc.'s recommendation that children too ill to play outside, should remain at home. Please note, that if a parent/guardian requests that his/her child stay indoors for any reason, the Kinderplace Childcare Centre Inc. will not guarantee that your child will not have to go outside due to ratio requirements.

It is the parent/guardian's responsibility to ensure that proper outdoor apparel be available in their child's locker at all times.

Infant group will not go outside when the temperature is -10 degrees and below with winds no greater than 10km/hr and including wind chill.

\*Note: Older Infants (16-18 months) will follow the toddler program temperature of -15 degrees, including winds no greater than 15km/hr.

Preschool and Kindergarten groups will not go outside when the temperature is -20 degrees and below, including wind chill.

Kindergarten and Primary/Junior groups at both sites will follow the School Board's Policy for outdoor play.

All groups will remain inside if the temperature and humidex is greater than 30 degrees.

**Hats:** From May to September we request that your child be sent to daycare with a sun hat. Should your child forget their hat, a clean, laundered one will be loaned to them for the day. In winter months, appropriate warm winter hats and mitts will be required. Should your child forget their hat and mitts, a clean, laundered set will be loaned to them for the day.

**Sunscreen Policy:** Parents/guardians are requested to pay a small fee per child toward the cost of sunscreen at Kinderplace Childcare Centre Inc.. A large pump bottle will be available for staff to apply to the children. As per the guidelines from the Thunder Bay District Health Unit, sunscreen will not be used on babies under six (6) months of age. Every attempt will be made to keep children less than one (1) year of age, out of direct sunlight. In the event of a child having an allergic reaction to the daycare sunscreen, the parent/guardian will be asked to supply their own bottle of sunscreen.

A waiver is available for those parents/guardians not wanting sunscreen applied to their child.

## PAYMENT

### Financial Information

- Invoices will be issued at the beginning of each month for care received in the previous month;
- All accounts must be paid within 14 days of receipt of the invoice;
- 2% interest charges will be applied for all overdue accounts;
- Chronic overdue accounts will be dealt with in a regular collection manner and habitual lateness will result in termination of childcare services.

The payment options available at Kinderplace Childcare Centre Inc. are:

- Cheques/Money Order that should be made payable to Kinderplace Childcare Centre Inc.;
- E-transfer payment;
- A payment option is available at TD Canada Trust if you bank there;
- Cash will not be accepted.

Receipts will be issued annually or when you cease using child care services at Kinderplace Childcare Centre Inc.. Please keep these for income tax purposes. Kinderplace Childcare Centre Inc. Inc. charges a \$40.00 service charge for NSF cheques.

### Late Fee Schedule (per child)

- 5:46pm – 6:00pm \$20.00
- 6:01pm – 6:15pm \$20.00 additional
- 6:16pm – 6:30pm \$20.00 additional

eg: if you arrive at 6:05pm you will be billed \$40.00/child.

At the end of the day staff will attempt to reach the parent/guardian/emergency contact until 6:30pm to arrange for the child(ren) to be picked up. If at the end of the day, staff is unable to reach anyone by 6:30pm, they will notify the Supervisor/Designate who will contact The Children's Aid Society or Dilico.

In the case of chronic lateness, a meeting with the Supervisor/Designate will be arranged. Kinderplace Childcare Centre Inc. Inc. may terminate services if the problem cannot be resolved or if late fees are not paid.

Ecolé Gron Morgan School closes at 5:30pm. The same late fee charges will apply after 5:30pm.

## EVALUATION – LET US KNOW HOW WE ARE DOING

Kinderplace Childcare Centre Inc. is here to meet your needs! Throughout the year, we will be requesting your input, both informally, and formally, to indicate your level of satisfaction with Kinderplace Childcare Centre Inc., and to offer suggestions. Please do not hesitate to contact the Supervisor/Designate at any time. The Board of Directors and Staff of Kinderplace Childcare Centre Inc. are required to review the Parent Handbook on an annual basis, as a requirement for the Early Years Act Licensing.

### Questions or Concerns

Providing quality day care services requires teamwork, therefore, Kinderplace Childcare Centre Inc. welcomes your input. Questions or concerns should be brought to the attention of the staff, by following the format listed below. If deemed necessary, the Supervisor/Designate may then bring any of these concerns to the Board of Directors. Kinderplace Childcare Centre Inc. would like to encourage all of its parents/guardians to voice any suggestions or concerns regarding the care of their child(ren) and Kinderplace Childcare Centre Inc.'s Programs. In order to eliminate the possibility for miscommunication and to ensure appropriate action on concerns or suggestions, Kinderplace Childcare Centre Inc. asks that parents/guardians use the following process:

1. Parent/guardian and staff discussion (if appropriate);
2. Parent/guardian and Supervisor/Designate discussion;
3. Parent/guardian, Supervisor/Designate and staff discussion;
4. If the matter has not already been resolved, or if further discussion by the Board of Directors is required, the final step would be for the Supervisor/Designate to raise the issue at a Board Meeting, after all of the necessary information has been gathered through the aforementioned steps;
5. If after following the above steps, your problem is unresolved; Kinderplace Childcare Centre Inc. welcomes you to contact our Ministry Program Advisor responsible for Daycare Licensing to discuss the matter further. They can be contacted at (807) 474-2986.

*Thank you for choosing Kinderplace Childcare Centre Inc. to meet your child care needs, we look forward to building a relationship with you and your child(ren)!*

## Appendix 1

### **Minister's Policy Statement on Programming and Pedagogy made under the Child Care and Early Years Act, 2014**

**Date of Issue:** June 8, 2015

**Effective: Subject: Application:**

Until revoked or modified

Minister's Policy Statement on Programming and Pedagogy

Licensed child care centres

Licensed home child care agencies/providers

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Subsection 55 (3) of the Child Care and Early Years Act, 2014 (CCEYA) authorizes the Minister of Education to issue policy statements regarding programming and pedagogy for the purpose of guiding operators of child care and early years programs and services in developing their programs and services.

This policy statement is made under such authority and names "How Does Learning Happen? Ontario's Pedagogy for the Early Years (2014)" as the document to be used for the purpose of guiding licensed child care programs under subsection 55 (3) of the CCEYA.

This policy statement, together with the regulations that guide program development, pedagogy and practice in licensed child care settings, is intended to strengthen the quality of programs and ensure high quality experiences that lead to positive outcomes in relation to children's learning, development, health and well-being.

The regulations made under the CCEYA also provide for the use of How Does Learning Happen? by licensed child care programs. Section 46 of O.Reg 137/2015 (General) requires that, "Every Licensee shall have a program statement that is consistent with the Minister's policy statement on programming and pedagogy issued under subsection 55 (3) of the Act and shall review the program statement at least annually for this purpose." Subsections 46 (2) and (3) of the Regulation address the content of the licensee's program statement.

This policy statement shall be in effect until the day that it is rescinded or replaced.

Taken from <http://www.edu.gov.on.ca/childcare/programCCEYA.pdf>

## Appendix 2

### Sample Toilet Training Contract

Dear Parent/Guardian:

It is our understanding that you would like to start toilet training. We will work together with you on this next step of your child's life. We ask that there be a partnership in this to make this training process effective both at home and at daycare. During the day, your child will be asked and encouraged to use the toilet, however, we will not force them to sit on the toilet. We will use a sticker system outlining their successes on the toilet. In order for this process to work and your child not have to go into a pull-up at some point in the day, we ask that you please **supply us each day** with the following:

- 3 pairs of underwear
- 3 pairs of pants
- 3 pairs of socks
- Extra pair of shoes (in case they get soiled)

If these items are not available, your child may be put into a pull-up in the event that an accident does occur.

We will also need to know if you want a pull-up put on your child at some point during the day. Please circle times when you would like a pull-up placed on your child:

Outside Time

Quiet Time

Sincerely,

Date: \_\_\_\_\_

Room Educator: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_



### Appendix 3

**Thunder Bay District Health Unit  
Common Childhood Infections  
Updated: January 2013**

Symptoms that suggest a child is ill:

|                             |   |
|-----------------------------|---|
| <b>Unusual behaviour</b>    | If illness prevents participation in normal activities.<br>If child looks or acts differently, is unusually tired, difficult to wake, irritable, inconsolable crying, pale, confused, or lacking appetite.  |
| <b>Respiratory symptoms</b> | If breathing is difficult or rapid; severe cough.<br>If child makes a high-pitched croupy or whooping sound after coughing OR if child is unable to lie comfortably due to continuous cough.  |
| <b>Vomiting</b>             | If two or more episodes of vomiting within a 24 hour period.  |
| <b>Diarrhea</b>             | If two or more abnormally loose stools with in a 24 hour period.<br>Observe child for other symptoms such as fever, abdominal pain or vomiting.   |
| <b>Fever</b>                | If axillary (eg: under the armpit) or oral (eg: mouth) temperature reaches 38 degrees C or higher.<br>This high temperature is a concern especially if accompanied by other symptoms such as vomiting, sore throat, diarrhea, headache, stiff neck, rash, or change in behaviour. |
| <b>Eye/Nose Drainage</b>    | If thick mucus or pus is draining from the eye or nose.   |
| <b>Itching</b>              | If child experiences persistent itching/scratching of body or scalp.  |
| <b>Rashes</b>               | If child has sores with crusty, yellow or green drainage which cannot be covered by clothing or bandages.<br>Children who have a rash but no fever or change in behaviour can continue in school or daycare, although they may need to be seen by a physician.                    |
| <b>Unusual Colour</b>       | If eyes or skin are yellow (jaundice). If urine is dark or tea coloured.<br>If stool is grey or white.  |

<http://www.tbdhu.com/NR/rdonlyres/A6D7031F-6413-4511-885D-A015C34D077B/0/CommonChildhoodInfectionsManual2013.pdf>

## Appendix 4

### Rates for 2018

| Group            | Extended Day (9 Hours and Over) | Full Day (6-9 Hours) | ¾ Day (4-6 Hours) | ½ Day (0-4 Hours) | Before School | After School | Before and After School |
|------------------|---------------------------------|----------------------|-------------------|-------------------|---------------|--------------|-------------------------|
| <b>Infant</b>    | \$71.00                         | \$66.00              |                   |                   |               |              |                         |
| <b>Toddler</b>   | \$52.00                         | \$47.00              | \$38.00           | \$31.00           |               |              |                         |
| <b>Preschool</b> | \$46.00                         | \$41.00              | \$36.00           | \$27.00           |               |              |                         |
| <b>Primary</b>   | \$45.00                         | \$40.00              | \$35.00           | \$26.00           | \$10.00       | \$13.00      | \$23.00                 |
| <b>Junior</b>    | \$41.00                         | \$36.00              | \$33.00           | \$24.00           | \$10.00       | \$13.00      | \$23.00                 |

## Appendix 5

### Parent/Guardian Issues and Concerns Policy and Procedure

#### Purpose

The purpose of this policy is to provide a transparent process for parents/guardians, the child care licensee and staff to use when parents/guardians bring forward issues/concerns.

#### Definitions

*Licensee:* The individual or agency licensed by the Ministry of Education responsible for the operation and management of each child care centre it operates (i.e. the operator).

*Staff:* Individual employed by the licensee (e.g. program room staff).

#### Policy

##### General

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

All issues and concerns raised by parents/guardians are taken seriously by Kinderplace Childcare Centre Inc. and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible. Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents/guardians within three (3) business day(s), depending on the issue and/or concern that was brought forth. Kinderplace Childcare Centre Inc. will make every attempt to investigate the issue/concern and will contact all parties involved. The person who raised the issue/concern will be kept informed throughout the resolution process.

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

#### Confidentiality

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

#### Conduct

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

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

### Concerns about the Suspected Abuse or Neglect of a child

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

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

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

For more information, visit

<http://www.children.gov.on.ca/htdocs/English/childrensaid/reportingabuse/index.aspx>

### Procedures

| Nature of Issue or Concern  | Steps for Parent and/or Guardian to Report Issue/Concern:   | Steps for Staff and/or Licensee in responding to issue/concern:   |
|---|---|---|
| <p><b>Program Room-Related</b></p> <p>E.g: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.</p> | <p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the classroom staff directly</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- the supervisor or licensee.</li> </ul> | <ul style="list-style-type: none"> <li>- Address the issue/concern at the time it is raised or</li> <li>- arrange for a meeting with the parent/guardian within three (3) business days.</li> </ul> <p>Document the issues/concerns in detail.</p> <p>Documentation should include:</p> <ul style="list-style-type: none"> <li>- the date and time the issue/concern was received;</li> <li>- the name of the person who received the issue/concern;</li> <li>- the name of the person reporting the issue/concern;</li> <li>- the details of the issue/concern; and</li> <li>- any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.</li> </ul> |
| <p><b>General, Centre- or Operations-Related</b></p> <p>E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc.</p>                  | <p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the supervisor or licensee.</li> </ul>  | <p>Provide contact information for the appropriate person if the person being notified is unable to address the</p>   |

| Nature of Issue or Concern   | Steps for Parent and/or Guardian to Report Issue/Concern:   | Steps for Staff and/or Licensee in responding to issue/concern:  |
|--|---|--|
| <p><b>Staff-, Duty parent-, Supervisor-, and/or Licensee-Related</b></p> | <p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the individual directly</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- the supervisor or licensee.</li> </ul> <p>All issues or concerns about the conduct of staff, duty parents, etc. that puts a child’s health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>  | <p>matter.</p> <p>Ensure the investigation of the issue/concern is initiated by the appropriate party within three (3) business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.</p> <p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p> |
| <p><b>Student- / Volunteer-Related</b></p>                               | <p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the staff responsible for supervising the volunteer or student</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- the supervisor and/or licensee.</li> <li>-</li> </ul> <p>All issues or concerns about the conduct of students and/or volunteers that puts a child’s health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p> |  |

**Escalation of Issues or Concerns:** Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to [Click here to enter text..](#)

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

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

**Contacts:**

**Kinderplace Childcare Centre Inc. - Supervisor**

Brenda Sas  
 1000 Huron St. (Vance Chapman School)  
 Thunder Bay, Ontario  
 (807) 983-4363 – Office Number  
 (807) 632-8561 – Work Cellphone

**Board of Directors – Chairperson**

Nicole Le Dressay  
 (807) 627-9333

**Board of Directors – Vice-Chairperson**

Emma McKay  
(807) 708-0067

**Program Advisor, Northern Region  
Child Care Quality Assurance and Licensing Branch  
Early Years Division, Ministry of Education**

Angela Jacobson or designate  
Angela.Jacobson@ontario.ca  
(807) 474-2986

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

March 14, 2018

**Notes:**