



PARENT HANDBOOK

CHILD'S NAME: _____

CLASSROOM: _____

RATE: _____

186 Casimir Street, Port Perry, Ontario, L9L 1B7 ph/fx 905-985-5589

www.curiositychildren.ca

Welcome to our Childcare community!

Program Statement

[This program statement is consistent with the Minister's policy statement on programming and pedagogy issued under subsection 55 (3) of the Act and is reviewed annually by staff and volunteers.]

It is our goal at Curiosity Child Care to value every child for their individuality and uniqueness. We foster positive self-esteem and self-worth, by encouraging self-expression, creativity, and confidence. Children learn best by exploring the world around them. They learn social rules through their interactions with their peers and their guardians. During their development, it is important to maintain a program that instills wonder and creativity. This type of program reduces boredom, thus diminishing undesirable behaviors in children. When the children in our care are kept challenged and stimulated, they are more likely to maintain an active interest in the activities provided, thus increasing their sense of independence, and understanding of their place in the world around them. They are competent, capable, curious, and rich in potential. Curiosity Child Care will plan for and create an environment that fosters belonging, engagement, expression, and well-being in our children, families, and educators. The staff will continue to monitor and document the impact that these strategies have on the children and their families. At Curiosity Child Care, we are only successful when we have put the tools in place for our children to meet their potentials and thrive.

Belonging

The staff at Curiosity Child Care will plan for and create positive learning environments and experiences in which each child's learning and development will be supported. Our children, families, and educators are supported through continuous professional learning, and the involvement of local community partners.

Indicators:

- Staff meetings are scheduled monthly. Agenda topics always include parent feedback, staff recognition and awards, and upcoming community visitors.
- Staff are encouraged to attend workshops and seminars, then discuss their experiences during monthly staff meetings.
- Members of the community are encouraged to visit the daycare to offer children learning opportunities that they may not otherwise experience inside a classroom, in addition class trips to local businesses and services are also planned throughout the year.

- A parent community board is located at the front entrance and is available for families to advertise their businesses, services, items for sale or flyers.
- The classrooms are furnished with equipment and materials that meet the developmental and emotional needs of all children enrolled.
- JK and School age children are given an opportunity to plan their summer trips and activities, as well as reflect on each trip they participate in.
- Activities are available and presented in a manner that is exciting and engaging for children. Opportunities for small and large group play are available throughout the day. Teachers interacting with children and documenting their experiences.
- Program plans are created to introduce children to new learning opportunities. Children are encouraged to explore and participate at their own pace.
- Every child's development is tracked and monitored for areas of growth or concern. Program plans are designed according to the children's developmental needs. Documentation is communicated to parents daily via email. A database containing every child's developmental history is always accessible to parents and staff.
- Personal tours of the childcare center are set up at the parent's convenience, and all information regarding our program is discussed. Additional meetings or tours can also be arranged if needed. Once enrolled, parents can set up visiting days prior to their start date and foster a positive transition for their family. In addition, resources are available on the Curiosity Child Care website: www.curiositychildren.ca.
- Parents are set up with a welcome email, inviting them to sign up for an online communication system that allows direct contact with the teachers throughout the day. Teachers continue to document and communicate information regarding their child's process throughout the day via email, phone, or written reports. During their child's scheduled program hours, parents are welcome to join their children at play. This increases the child's self-confidence and sense of security.

Expression

We encourage the children to interact and communicate in a positive way and support their ability to self regulate by supporting positive and responsive interactions among the children, parents, child care providers, and staff.

- Families are encouraged to join our activities by volunteering and/or sharing ideas or materials within the classroom. Communication is essential, so families are encouraged to contact the teachers any time to discuss their child's day.
- Photos of children, daily information, and communication boards are displayed throughout the classrooms, and communicated to families via email.
- Parents are encouraged to participate in occasional surveys and are asked for feedback/ideas regarding our current and future activities. During the Summer and March Breaks, various trips will be

planned. Parents are encouraged to join their children on these outings. *Please note that a vulnerable sector police check must be on file at Curiosity Child Care for any parents interested in volunteering. *Additional admission charges may apply.

- Positive interactions are modelled and encouraged by all teachers, volunteers, and staff. The core of our program is reflected in our efforts to foster a healthy self-esteem in all the children enrolled at Curiosity Child Care. Developmental achievements are documented and communicated to families immediately.
- Everything is celebrated, and children are encouraged to celebrate each other's achievements whenever possible.
- All families are valued equally. Curiosity Child Care provides a peaceful environment free of stereotype, prejudice, and ridicule. Every opportunity is taken to provide the children with opportunities to learn about, understand, and respect each other's similarities and differences.
- Through the use of multicultural media, anti-bias materials, guest speakers, and discussions, children will be given opportunities to explore and encouraged ask questions about cultures, backgrounds, and lifestyles.
- Children are encouraged to try new ideas, problem solve, and creatively manage their day. Positive behavior will be recognized and encouraged throughout the day. They are encouraged to praise each other and show pride in their own trials and accomplishments.
- Children are encouraged to problem solve and will be coached by their teachers in ways to reach an agreement, solve a problem, or change their situation in a positive way. While the teachers are coaching, they are giving the child advice and options and allowing the child to manage the situation. This gives the child the responsibilities to effectively problem solve, while being supported and observed by the teacher

Well Being

Promote the health, safety, nutrition, and wellbeing of the children. Incorporate indoor and outdoor play as well as active play, rest, and quiet time, into the day, and give consideration to the individual needs of each child receiving care.

- Our meals exceed nutritional standards, while still consisting of foods that are popular and exciting for the children to enjoy. Feedback from staff, children and parents regarding our menu is discussed at each staff meeting.
- Our menus are posted in each child's classroom as well as on-line. Any changes to the menu are reviewed and posted weekly, then communicated to parents daily. Changes to our menus are recorded and kept for 2 years.
- Our 4-week menu offers a variety of meals that are prepared on premises, which include an early arrival snack program, am and pm snacks, and lunch. The Menu meets the Standards of the Canada Food Guide and the Durham Region Operating Criteria.
- All allergies and dietary restrictions are discussed with parents and all staff. Information regarding each child's allergy is posted in every room and reviewed at every staff meeting.

- All staff and volunteers are trained by the supervisor on health and safety policies and procedures, and emergency protocols. Fire drills are conducted monthly. Staff must maintain a current CPR Level C and First Aid certificate (within three months of start of employment). Yearly classes are offered at Curiosity and are open for families to participate in training.
- The staff room is available for nursing mothers. Individual feeding needs are discussed and accommodated to the best of our ability.
- Each classroom has a poster showing the names and photos of the teachers that work in each class.
- Curiosity Child Care has a mini-gym, which is a great alternative to outdoor time when the weather is not cooperating. It is also an excellent space for extra gross motor activities, special guests, and celebrations.
- Our classrooms offer areas for active play and rest. All children have individual needs for rest. Two-hour rests are scheduled for the children, however, is not necessary. Children who do not require more than an hour of rest have an opportunity to play, while the children who need it can enjoy a quiet room and uninterrupted sleep. Infants sleep time is based on their individual needs.

Engagement

Foster the engagement of, and ongoing communication with parents about the program and their children in it. Provide child-initiated and adult supported experiences. Foster the children's exploration, play and inquiry.

- Families are encouraged to join our activities by volunteering and/or sharing ideas or materials within the classroom.
- Communication is essential, so families are encouraged to contact the teachers any time to discuss their child's day.
- The staff are scheduled according to the enrolment needs of the classroom, with the intention to always have a core teacher available to speak with parents during arrival and pick-up times.
- Photos of children in our care are displayed throughout the classrooms, website, and sent to parents.
- On-line communications are set up so that parents receive notifications about their child throughout the day and can communicate via email directly to their child's classroom.
- Activity plans provide valuable learning opportunities as well as chances for children to create their own activities or crafts by manipulating materials for their own creations.
- Individuality is encouraged and celebrated. Along with a teacher led craft, creative tools are always available for children to express themselves creatively.
- Children are encouraged to explore and try new experiences, then given an opportunity to revisit activities at their own pace.

- Staff will encourage expression by asking open ended questions and embracing their ideas. Throughout the day, opportunities are given for children to contribute their ideas to small and large groups as they are comfortable.
- Daily reports are completed for each child, which include health and safety, meals, bathroom activity, developmental achievements, and general interest comments.
- Program plans are created based on the interests of the children in the group. Opportunities for extension or substitution are always available and documented.
- Activity plans are created based on the development needs of the children in the classroom. Activities are adapted for each child to be challenged and achieve success. Achievements are noted and celebrated.

Meals

Breakfast, Morning Snack, Lunch and PM Snacks are provided throughout the day during the times listed in your child's classrooms. Menus are rotated every four weeks and are posted in each classroom as well as on-line. Please see the menu posted in your child's program room for a detailed summary of the meals served.

During the summer months, School Breaks, and PA Days, lunches and snacks are provided for the School-Age children. *Parents are required to pack a lunch for their child on trip days. In general, outside food is not permitted at Curiosity Child Care. In cases involving dietary restrictions/ allergies, arrangements will be made with the supervisor prior to sending food in. In the case of bringing lunch on field trips, please provide only nut free items. If there are any other allergies to take into consideration at the time, the parents will be informed ahead of time.

Hours of Operation

The hours of operation are 6:00 am to 6:30 pm.

Late fees are applied to any child who is not picked up by 6:30. Parents will be charged one dollar/minute past 6:30. It is important to make alternate pick-up arrangements for your child if you intend to be late.

If your child is enrolled in a Nursery school or 9:00-3:00 program, it is imperative that you pick up your child at the scheduled times.

Spare Clothing

Please send with your child, a full change of clothing. This will be kept in your child's cubby and used in case of spills or accidents. Although the teachers attempt to keep your child from getting dirty, messes can happen. We encourage you to not dress your child in clothing that cannot get messy.

Holidays

Full payment is required weekly while your child is enrolled in the Preschool program. Any absences, including sick days, vacation, or statutory holidays must be included in your weekly fees.

The following statutory holidays are observed, and Curiosity Child Care will be closed:

New Years Day	Good Friday	Victoria Day
Canada Day	Civic Holiday	Labour Day
Thanksgiving	Christmas Day	Boxing Day
Family Day		

****Please note that Curiosity Child Care will be closed at 4:00pm on December 24 (Christmas Eve). ****
Should a statutory holiday fall on a weekend, another day will be allocated and the Centre will close.

Medication

All medication must be brought in the original container and will be administered as according to a signed parent permission form and doctor's note/ prescription label. The following information must be clearly labeled on the prescription:

- Name of child
- Name of medication and dosage
- Date of issue and expiry date
- Doctor's name

Medicine such as cough syrup, allergy medicine, etc. cannot be administered without signed doctor permission.

School-age children may be permitted to carry their own emergency medications. This will be a collective decision between the operator and the child's parent(s).

Upon enrollment, parents must provide a copy of their child's record of immunization that shows that all required vaccinations are up to date. Please advise the Supervisor if you do not wish to have your child's Health Card number stored in your child's file.

Contagious/Infectious Illnesses

Children who are showing signs of illness are required to not attend care at Curiosity Child Care These signs may include fever, pain, difficulty breathing, diarrhea, tiredness, or anxiety. Parents will be notified immediately if a child develops an unexplained rash or high fever or begins vomiting or diarrhea; and will be required to make arrangements for a prompt pick up. Children must remain fever and diarrhea free for 24 hours (without the aid of Acetaminophen) before returning to the daycare, unless directed otherwise by the Health Dept. or medical practitioner. Curiosity Child Care will not take responsibility for children who become ill while at school. Please do not direct your child's school to call the daycare to pick up your child if he or she has become ill. When a child has been diagnosed with a contagious illness such as Pink eye, Strep throat, Chicken pox, the flu, etc., it is the policy of Curiosity Child Care that the child must have received three regular doses of their prescribed medication or have a doctor's note stating that the infection is no longer contagious. Signs will be posted and all parents will be notified if there has been a report of a contagious illness in the Centre. Respecting the guidelines of the daycare's Illness policies will provide for a safe and healthy environment for all of the children enrolled.

Head Lice

Curiosity Child Care enforces a strict 'no-nit' policy. If you discover that your child has head lice, please report to the operator immediately, and keep your child at home. Upon report of a child with head lice, all children attending the centre will be checked for lice and/or nits. If any children are found to have lice or nits, they will be sent home and treated immediately. Children will be aloud to re-enter their program after a staff has conducted a thorough check and has found their hair to be nit free. Ask your physician about the types of treatments and methods of preventing head lice.

Children are discouraged from sharing combs, hair accessories and hats while at the centre.

Inclusion

Curiosity Child Care provides a peaceful environment free of stereotype, prejudice, and ridicule. Every opportunity is taken to provide the children with opportunities to learn about, understand, and respect each other's similarities and differences. Through the use of multicultural media, anti-bias materials, guest speakers, and discussions, children will be given opportunities to explore and encouraged ask questions about cultures, backgrounds, and lifestyles. All families, staff, and guests of Curiosity Children's Centre are welcomed into the programs regardless of needs, cultures, or social status.

Fire Safety and Emergency Preparedness

In the event of a fire or Centre evacuation, the staff will follow practiced safety procedures to ensure a safe and timely transition:

- In an orderly manner, teachers and children will walk to our designated emergency shelter:
Flowyoga Studio (located directly across the road at 183 Casimir St.)
- Once the children are safely assembled, the Centre supervisor, or designated Authority, will contact all parents/emergency contacts to inform them of the situation and to arrange pick-ups.
- A Centre wide email system (Himama) will be used to inform all parents immediately. Parents who do not respond to the email will be called individually.
- A sign will be posted on the outside of the door with contact information and emergence location.
- Once cleared, Supervisor will follow up with all families to discuss the nature of the emergency, and any issues that arose as a result of the emergency, or the evacuation process.

Custody Policy

Any custody arrangements must be brought to the attention of the operator before attending any program at Curiosity Child Care. A copy of any Court Orders of Custody Agreements must be reviewed by the operator and kept in the child's file. This enables the staff at the centre to enforce any of the terms of the custody agreement. Signed consent of all parties must be given to the operator before any visit by the non-custodial parent is made. A non-custodial parent is not authorized to pick up a child without written consent from the child's custodial parent. Any contravention to the Court order will result in immediate police assistance. Fees for childcare can be billed directly to each parent at the proportion as agreed upon.

Parent Involvement

During their child's scheduled program hours, parents are welcome to join their children at play. This increases the child's self-confidence and sense of security. During the Summer and March Breaks, various trips will be planned. Parents are encouraged to join their children on these outings. An additional admission charge may apply.

Outdoor Activities

Curiosity Child Care has 2 playgrounds that are attached to the South-West Side of the building. These playgrounds are available for up to a maximum of 33 children at one time. The playgrounds meet CSA and Durham Region Health Department Standards, and are subject to daily, monthly, seasonal, and annual inspections. Children in the Infant, Toddler, Preschool, and Kindergarten Programs will participate in outdoor activities twice daily. Please send clothing for your child to play comfortably and safely in the current weather conditions. Sunscreen provided by parents is applied by the staff of Curiosity Child Care in the afternoon. It is the parent's responsibility to sunscreen their child(ren) each morning before arriving to the daycare. If you have any specific Sunscreen requirements, please speak to your child's teacher. The children enrolled in the JK/SK and School-Age Program will also enjoy scheduled daily outdoor activities during the days that the program is offered for full days (i.e., PA Days, Summer, etc.). These children will be taken for walks or will visit local parks/attractions. A sign will be posted at the front entrance detailing the nature of the excursion. A mini-gym is used as an alternate location for days of inclement weather, or for additional gross motor activities.

Parent Fees

The first week payment is required at the time of registration, and then each payment that follows must be submitted one week in advance. Upon enrollment, it is recommended that a parent visit and participate with the child in order to foster the child's confidence in a new setting. Parents are not charged for these visits, providing that they stay on the premises with their child. If your child is absent or late, the regular parent rate is still in effect. Parents are required to continue to make their weekly childcare payments. Please let your child's teacher know if you intend to be away.

Tax receipts will be issued for all payments made during the calendar year. They will be available for pick up in February. Automatic debit services are available and encouraged. Postdated cheques are also recommended. A service charge of \$25.00 will be applied to NSF cheques. More than two NSF cheques in one year will result in payments being accepted by cash or certified cheque. Payments made later than one week past due will be subject to a \$10.00/week late fee. Cash is accepted only during regular office hours.

Part-Time Enrollment

Providing that space is available, parents are able to maintain a part time enrollment providing that it is not taking away from a child waiting for full time care. Every effort will be made to accommodate every parent's schedule; however, if someone requires full time care, the part time parent would have the option of taking a full-time space or withdrawing their child. In any way possible, part time agreements will be arranged so that they fill one full time space. This arrangement will secure enrollment for all part time families involved.

Parent Issues and Concerns Policy and Procedures.

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:

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 the staff and Supervisor 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 2 business day(s).

The person who raised the issue/concern will be kept informed throughout the resolution process.

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

Confidentiality:

Every issue 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:

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

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

Concerns about the Suspected Abuse or Neglect of a child:

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect. If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the local Children's Aid Society (CAS)

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

For more information, visit

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

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

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

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

Contacts

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

Durham Region Health Department: 1-888-777-9613

Region of Durham Children's Services Division: 905-666-6220

Withdrawal

Parents are required to give two weeks written notice prior to withdrawal from the centre. Failure in doing so will result in full charges for the two-week period. Any outstanding fees will be directed to a third-party collection agency immediately after withdrawal.

Payments/Tax Receipts

All payments made to Curiosity Child Care within the calendar year, will be included in the annual Tax Receipt. These are issued in February of the following year and are available for pick-up at the office. If you have any specific requirements regarding the information displayed on your tax receipt, please contact the Supervisor prior to enrollment.

Classroom Supervision and Volunteers

The Teachers and Staff at Curiosity Children's Centre are required upon Employment to submit a Criminal Reference/ Vulnerable Sector Check. Students and volunteers are encouraged to participate in our programs but are also subject to this requirement. Staff, students, and volunteers are also required to complete a health assessment/ immunization history form. Furthermore, Students, Volunteers, and any staff member under the age of 18 years are not permitted to be alone with a child at any time. Behavior management reviews for everyone, including volunteers, are conducted seasonally.

Serious Occurrence Policy

The Serious Occurrence Policy is in place to protect the health and safety of all individuals, and to ensure that proper planning and follow-up procedures are implemented.

The serious occurrence categories in Child Care Licensing Standards are:

1. Death of a Child
2. Allegation of Abuse and/or Neglect
3. Life-threatening Injury or Illness a) Injury b) Illness
4. Missing or Unsupervised Child(ren) a) Child was found b) Child is still missing
5. Unplanned Disruption of Normal Operations a) Fire b) Flood c) Gas Leak
d) Detection of Carbon Monoxide e) Outbreak f) Lockdown
g) Other Emergency Relocation or Temporary Closure

In the event of a serious occurrence, staff will provide immediate medical attention and/or call 911 and follow emergency procedures (depending on the degree of seriousness). Child will be transported by ambulance and accompanied by a staff of Curiosity Child Care. Parents will be notified immediately by the Supervisor or Designated Authority. In the event that parents are unable to be reached, an emergency contact will be contacted. Notice of a current Serious Occurrence will be posted in the Front Hallway beside the Childcare License.

Prohibited Practices

No licensee shall permit, with respect to a child receiving child care at a child care Centre it operates or at a premises where it oversees the provision of child care,

- (a) corporal punishment of the child;
- (b) physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
- (c) locking the exits of the child care Centre or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;
- (d) use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;
- (e) depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
- (f) inflicting any bodily harm on children including making children eat or drink against their will.

Wait List Policy

When classrooms are operating at full capacity, and there are people interested in upcoming spaces, the following steps will be taken to ensure that children are being registered in a reasonable manner.

- Parents will inquire about space and has the option to join the wait list when space is unavailable, or if they are pre-planning their childcare needs for the future. The wait list includes Child's name and date of birth, Parent's contact information, as well as comments regarding their particular needs. Parents are invited to schedule a tour of the Centre.
- Once a space comes available, the Supervisor will contact the parent and offer the space. At that time, the parent has the option to take the space, stay on wait list for next available space, or remove themselves from the list. Once the parent agrees to take the space, and the supervisor has secured the space for that family, a deposit equaling one week of care will be required to hold their space. This payment is not refundable.
- Space availability will be offered in order, using the date that they joined the wait list.

The wait list is kept in the office and can be accessed by the supervisor or designated authority. Parents wishing to inquire about their position on the wait list can contact the office. At no time, will a parent be required to pay a deposit on a space that is not secured.

Himama

I am pleased to announce that we are launching a new and exciting communication program that we hope you will enjoy. The program is called HiMama.

HiMama will be used by our educators to record activities on their tablets as they happen throughout the day to keep you informed on everything from nutritional information to fun moments and learning activities. It will provide you with real-time email updates and access to a complete history of your child's experience in our program with photos stored safely and securely in a journal format that you can access from home or on the go through HiMama's mobile apps

HiMama will keep you informed with digital updates on your child to complement our important face-to-face interactions. It is also a great way to reinforce your child's in-program learning at home as you'll have timely insight into what they've been working on throughout the day.

Updates of your child will automatically be sent to you via email. If you would like to provide a more recent email for you or your spouse, please send this information to us at your earliest convenience. You can expect to receive an invitation from HiMama soon. At that point you can create an account to access all of your child's activities, as well as add your own. If you want to share updates with additional family members, you can also do so once you've created an account.

If you'd like to learn more, you can visit www.himama.com where you can find HiMama's page dedicated to [Internet Safety](#), an [FAQ](#) page with answers to frequently asked questions, as well as a [Contact Us](#) page if you have specific questions.

INFANT PROGRAM

Program

The infant program is licensed for up to 6 children, ages newborn to 18 months. The ratio of children to teachers is 3:1 at all times of the day. Daily schedules are planned according to the needs of each individual child. The schedule includes meals, programmed learning activities, outdoor time, and nap times.

A weekly program plan is posted in your child's room, and will indicate the learning activities offered, that are developmentally appropriate for the children enrolled. This program will include cognitive, fine motor, gross motor, sensory, creative, and block play activities. Please send your child with a spare change of clothing, in the case of spills or accidents.

Diapers are changed throughout the day, as needed by each child. It is the parent's responsibility to provide diapers, as well as any creams or lotions that are preferred at change time. Wipes are provided by the daycare.

Nutrition

All meals are made on premises and are safely presented to your child in the manner as indicated by you. The Menu displays the 4-week plan of all meals. Please review the meal plans and make notes regarding how to safely feed your child. For example, you may choose to request that the scheduled meal gets blended or cut into small pieces. You are welcome to bring in a healthy substitute for any meal that you feel your child is not ready for (provided you arrange with the supervisor what you will be bringing beforehand). Parents are responsible for preparing and providing all bottles daily. Leftover bottles will be returned home each day.

Outdoor Time

The Child Care and Early Years Act requires that children in the Infant program must participate in at least two hours of outdoor time each day (weather permitting). A separated area of the playground is provided for the infants to enjoy outdoor play time. As well, strollers are provided for daily neighborhood walks. Please send your child with labeled, weather appropriate outdoor wear. Infants will participate in two hours of scheduled outdoor time each day. This may involve Neighborhood walks, or using the infant playground. Upon signing the enrollment form, parents give permission for their child(ren) to participate in the scheduled walks in the neighborhood.

Naps

Cribs, bedding, and blankets are provided for all infants enrolled. You are encouraged to send your child with a special blanket or item of comfort for nap time. Nap times are dependent on your own child's schedule. Children under 12 months old will always be placed on their backs to sleep. For more information regarding safe sleeping, please refer to the poster entitled 'Joint statement on safe sleep'.

TODDLER PROGRAM

Program

The Toddler program is licensed for up to 10 children, ages 18 months to 2.5 years. The ratio of children to teachers is 5:1. Daily schedules are planned according to the needs and interests of the children enrolled. The schedule includes meals, programmed learning activities, outdoor time, and nap times.

A weekly program plan is posted in your child's room, and will indicate the learning activities offered, that are developmentally appropriate for the children enrolled. This program will include cognitive, fine motor, gross motor, sensory, creative, and block play activities. Please send your child with a spare change of clothing, in the case of spills or accidents.

Diapers are changed throughout the day, as needed by each child. It is the parent's responsibility to provide diapers, as well as any creams or lotions that are preferred at change time. Wipes are provided by the daycare.

Nutrition

All meals are made on premises and are safely presented to your child in a manner that is safe and developmentally appropriate for the Toddler age group. The Menu displays the 4-week plan of all meals. A breakfast, morning snack, lunch and afternoon snack is presented to your child each day. Teachers will track each child's eating habits and report to parents each day.

Outdoor Time

The toddler classroom has full use of the playground for two hours per day. The children go outside from 10:00-11:00 and again at 2:30-3:30 daily (weather permitting). The minigym is also available for days of inclement weather. The minigym is a great place to run and exercise and is also used to host entertainers and special events.

Naps

Cots, bedding, and blankets are provided for all toddlers enrolled; however, you are encouraged to send your child with a special blanket or item of comfort for nap time. Nap times are scheduled from 12:00-2:00 daily. Please speak to your child's teacher about sleep preferences.

Trips

Occasionally, children will visit the local park. Strict policies and procedures are in place to assure the highest level of safety while en route to the park, as well as in the playground. Local township playgrounds are not designed nor suitable for children under two years old, therefore the teachers will not use these facilities. Upon signing the enrollment form, parents give permission for their child(ren) to participate in the scheduled walks in the neighborhood.

Nursery School Program

The Nursery School Program is a Part Time Program designed to meet the needs of Preschool Children in a setting that stimulates learning through Social and Educational Activities. The Program is available from Monday to Friday, and parents can sign their children up for one or more of these days and enjoy a weekly routine of Preschool fun and Peer interaction. During the Nursery School Lesson, children will be involved in morning circle, planned crafts, sensory, dress-up, and learning activities, group snack time, Music and Learning Circles, and coloring activities.

Location

The Nursery School Program is offered in the JK/SK Room, located in the Lower Level of 186 Casimir Street.

Ages

This program is available to children ages 2 to 5 years of age. Children do not have to be toilet trained but must be comfortable with a bathroom routine.

Enrollment

This Nursery School Program is available from Monday to Friday, from September to June. Parents can choose which days to enroll their child and maintain that schedule throughout the year (subject to availability). The hours of Nursery School are 9:00 am to 11:30 am each day. The Nursery School Schedule follows the elementary school calendar and is available on the same days that the elementary children are in school. Therefore, there may be occasions during the year that Nursery School is not available, i.e., March Break, Christmas Break, etc. As well, if there is a Snow Day (Bus Cancellation), the Nursery School Program is cancelled. Local radio stations will report the Bus Cancellations for "North Durham", or "Schools north of Highway 7". During these snow days, the Program is used for the School-age children.

Fees

Payments are due on the first day of each Month. Fees are inclusive of all available days in the month as per enrollment. Daily Rates are posted on the Fee Schedule (attached).

Extended hours

Many parents choose to enroll their children in the extended Nursery School Program. This Program is offered just as the Nursery School Program is, however, the children are able to stay until 3:00. Lunch is provided to children in the extended program. The cost of this 6-hour program is \$28.00/day. Please remember that this program is available ONLY when the Public School Children are at School.

PRESCHOOL

Program

The Preschool program is divided into two separate classrooms: A Jr. Preschool room and a Sr. Preschool Classroom. Together, they are licensed for up to 26 children, ages 2.5-5 years. The ratio of children to teachers is 8:1. Daily schedules are planned according to the needs and interests of the children enrolled. The schedule includes meals, programmed learning activities, outdoor time, and nap times. A weekly program plan is posted in your child's room, and will indicate the learning activities offered, that are developmentally appropriate for the children enrolled. This program will include cognitive, fine motor, gross motor, sensory, creative, and block play activities. Please send your child with a spare change of clothing, in the case of spills or accidents. Diapers are changed throughout the day in the Jr Preschool room, as needed by each child. It is the parent's responsibility to provide diapers, as well as any creams or lotions that are preferred at change time. Wipes are provided by the daycare.

Nutrition

All meals are made on premises and are safely presented to your child in a manner that is safe and developmentally appropriate for the Preschool age group. The Menu displays the 4-week plan of all meals.

Outdoor Time

The Preschool classrooms have full use of the playground for two hours per day. The children go outside from 8:30-10:00 and again at 3:30-4:30 daily (weather permitting). The minigym is also available for days of inclement weather.

Naps

Cots, bedding, and blankets are provided for all Preschool children enrolled. You are encouraged to send your child with a special blanket or item of comfort for nap time. Nap times are scheduled from 12:30-2:30 daily. Please speak to your child's teacher about sleep preferences.

Trips

During the year the Preschool children will visit local parks and neighborhoods. Strict policies and procedures are in place to assure the highest level of safety while en route to the parks, as well as in the playgrounds. Signs will be posted at the daycare as to which park the children are at, and the route taken to get there. By signing your child's enrollment form, you agree to allow your child to partake in occasional walks in the neighborhood.

Various field trips may also be planned for Summer Holidays. Permission forms will be distributed detailing the date and location of these trips, means of transportation, arrival/departure times, the number of volunteers needed, and a list of things that the children may need to bring with them (i.e., bathing suits and towels). All transportation charges will be included in the parent's regular daycare fees; however, an additional cost may be incurred to supplement admission charges. Parents are encouraged to participate on all excursions.

KINDERGARTEN and SCHOOLAGE

Program

The JK/SK AND School Age programs are available for Before and After School, as well as full days on PA Days, snow days, and school holidays. The rooms are licensed for up to 13 children, ages 3.5-6 years, and 24 children ages 4-9 years. The ratio of children to teachers is (Kinder) 13:1 and School age 15:1. Daily schedules are planned according to the needs and interests of the children enrolled. The schedule includes meals, programmed learning activities, outdoor time, and nap times. A weekly program plan is posted in your child's room, and will indicate the learning activities offered, that are developmentally appropriate for the children enrolled. This program will include cognitive, fine motor, gross motor, sensory, creative, and block play activities based on inspiring inquiry through creating curiosity and wonder. Please send your child with a spare change of clothing, in the case of spills or accidents.

Transportation

Children enrolled in a local school are transported to and from school by a staff member in licensed, fully insured vehicle, which meets all current regulations of the Highway Traffic Act. The bussing schedule will be arranged so that every child is dropped off within 10 minutes of the school bell, when teachers are supervising the yard. At this time, the school is responsible for their care until they are picked up again at the end of the day. Curiosity staff are at each school when the dismissal bell rings at the end of the day, thus ensuring each child has a safe transition back to daycare. Attendance will be taken at each school pick up, and in the event that a child is absent, the van will not leave the school until the absence is confirmed by a parent, a teacher or office personnel. **If your child is absent or picked up early from school, it is the parent's responsibility to notify a staff at Curiosity Child Care, so delays are prevented.** During the winter, inclement weather may play a role in school bus cancellations. Contact your child's school for a list of radio stations that report school bus cancellations. In the event of bus cancellations, the school age program will be available at the full day rate. **If the Durham District School Board cancels their busses, Curiosity transportation is also cancelled.** All children under 80 pounds or under the age of 8 years old are required by law to ride in a booster seat. The staff at Curiosity Children's Centre reserve the right to enforce the use of car seats/booster seats for children who, in their judgement, may still require a booster seat beyond the age of 8 years. Car seats are provided by Curiosity Child Care.

<u>Schools</u>	<u>Drop off</u>	<u>Entry Bell</u>	<u>Dismiss</u>	<u>Pick up</u>
Cartwright	-	-	2:35	2:35
Prince Albert	8:50	9:00	3:35	3:35
SA Cawker	8:50	9:00	3:35	3:35
RH Cornish	8:55	9:05	3:35	3:35

This allows working parents the flexibility of working long hours with the peace of mind of knowing their children are being cared for safely and effectively.

Nutrition

The Menu displays the 4-week plan of all meals. During the school year, children are offered an early morning snack, as well as an after-school snack. While attending full days, your child will also be offered a mid-morning snack as well as a lunch.

Outdoor Time

The JK and School age classrooms have full use of the playground each afternoon at 4:30 (weather permitting). The mini gym is also available for days of inclement weather.

Behavior Management/Progressive Discipline

Kindergarten Children are beginning to explore the world around them and are motivated to assert their independence. They learn social rules through their interactions with their peers and their guardians. At this age, it is important to maintain a program that instills wonder and creativity, and respect for others. This type of program reduces boredom, thus diminishing undesirable behaviors in children. If children are kept challenged and stimulated, they are more likely to maintain an active interest in the activities provided and less likely to get into trouble. When a child does display behaviors that are disruptive, the teachers in the classroom must positively identify to that child what they should be doing instead.

It is the intention of the teachers to help each child through anti-social behaviors. In some situations, parents may be asked to permit outside agencies such as Durham Region Behavior Management Services to get involved.

Trips

During the year, the Kindergarten children will visit local parks and neighborhoods. Strict policies and procedures are in place to assure the highest level of safety while en route to the parks, as well as in the playgrounds. Signs will be posted at the daycare as to which park the children are at, and the route taken to get there. By signing your child's enrollment form, you agree to allow your child to partake in occasional walks in the neighborhood. Various field trips may also be planned for Summer Holidays. Permission forms will be distributed detailing the date and location of these trips, means of transportation, arrival/departure times, the number of volunteers needed, and a list of things that the children may need to bring with them (i.e., bathing suits and towels). All transportation charges will be included in the parent's regular daycare fees; however, an additional cost may be incurred to supplement admission charges. Parents are invited to participate in any excursions.

Summer Camp/Trips

During the summer, a Camp style program is offered that includes local walking trips, swimming 2 days/week, and bussed trips to various attractions. The cost for the Summer Camp is \$150.00 per week. This cost includes lunches*, snacks, and travel costs for all trips. Various field trips may be planned for March break and the Summer Holidays. Permission forms will be distributed detailing the date and location of the trip, means of transportation, arrival/departure times, the number of volunteers needed, and a list of things that the children may need to bring with them (i.e., bathing suits and towels). Parents are encouraged to participate on all excursions but will be required to pay their own way. *Parents are asked to pack lunches (that do not have any nuts or restricted allergens) in backpacks on trip days.

School Age Supervision- Enrichment Programs

As a part of our mandate to empower and challenge the School Age Children, we have developed a plan to allow children to participate in special activities, which may involve the children visiting other classrooms. Through planned activities including reading clubs, special helpers, photography club, etc. the children have the opportunity to visit the younger age groups for the purpose of completing a special task. This program not only empowers the children and contributes to their self-esteem, but also teaches valuable leadership skills. The younger children also benefit greatly by these visitors. The following steps must be taken to assure the safety of all children:

- Enrichment activities are offered to children ages 6-9 only.
- Before a child leaves the classroom, the teacher must communicate to the teacher of the classroom that is receiving the child to make them aware that the child is on their way. The receiving teacher must confirm when the child arrives safely. Before the child returns to their class, the same communication must take place once again. Communication can be through tablet messaging, phones, or through another staff/student transferring the message.
- Teachers must sign the children out/in on their clipboards.
- The visiting children must be included in the ratio of the younger age group.
- The children are to travel up the stairs using only the South staircase.

Curiosity Child Care Fee Schedule

Infant (up to 18 months):	Daily: \$57
Toddler (up to 2.5 years):	Daily: \$48
Preschool (2.5 years-JK):	Daily: \$43
Kindergarten (Full days)	Daily: \$40
School-Age (Full Days)	Daily: \$37.50
Before <u>or</u> After School:	Daily \$22.50
Before <u>and</u> After School:	Daily \$37.50
Nursery School (9:00-11:30)	Daily \$14
6 Hour Nursery Care	Daily:\$28.00

Rates are subject to annual increases. Increases are applied only when your child advances to the next age price.

Curiosity Vehicle

Curiosity Child Care provides transportation to and from school for children enrolled in the before and after school programs. The current car seat laws state that children must be in a booster seat until they reach the age of 8 years old or weigh 80 pounds. A TRANSPORTATION PERMISSION FORM must be signed by the child's parent upon enrollment in the before and after school program.

TRANSPORTATION PERMISSION FORM

I give permission for my child _____ to be transported to/from school in the Curiosity Child Care vehicle. This vehicle is driven by a qualified staff of Curiosity Child Care and is insured to carry passengers. Please sign below the section that best suits your child:

My child weighs over 80 pounds and is 8 years or older and has permission to ride in the front seat of the van. The van has a child sensitive air bag system that turns off if the child is underweight. For more information about this new airbag system, please talk to Jodi.

Signature_____

My child weighs over 80 pounds or is 8 years or older and does not require a booster seat.

Signature_____

My child weighs between 40-80 pounds and is under the age of 8 years. A booster seat is now mandatory for my child.

Signature_____

Children under 40lbs. must be in a 5-point harness. Children under 8 or 80lbs. must be in a booster seat. Please speak to your child about this law. If you have any questions about this information, please speak to one of your child's teachers.

ENROLLMENT FORM

Child's Name: _____ Birthdate: _____

Address: _____

Home Phone number: _____ Postal Code: _____

Parent's Name: _____ Phone #: _____

Address: _____

Business Name: _____ Phone#: _____

Business Address: _____

Cell Phone #: _____ Custodial Parent? Yes No

Parent's Name: _____ Phone #: _____

Address: _____

Business Name: _____ Phone#: _____

Business Address: _____

Cell Phone #: _____ Custodial Parent? Yes No

EMERGENCY INFORMATION:

Photos allowed? Yes No

Emergency Contact:; (Other than Parents):

Name: _____ Relationship: _____ Phone#: _____

Name: _____ Relationship: _____ Phone#: _____

Child's Physician Name: _____ Phone #: _____

Address: _____

OHIP # (Optional): _____

History of Communicable Diseases: _____

Conditions requiring Medical Attention: _____

Symptoms indicative of ill health: _____

Allergies or Dietary Restrictions: _____

Childcare Schedule: FULL TIME PART TIME (If so, describe): _____

Start Date: _____ End Date: _____

I have read and understand all policies as outlined in the Parent Handbook:

Parent's Signature: _____

Names of additional people to whom child may be released:

PARENT SIGNATURES

Child Name: _____

I agree that my child is allowed to use and/ or the staff of Curiosity is allowed to apply the hand sanitizer that is provided by Curiosity Child Care: **Signature** _____

I agree that my child is allowed to have the staff of Curiosity use the wipes that are provided by Curiosity Child Care on my child: **Signature** _____

I agree to apply sunscreen on my child each morning prior to arriving at Curiosity Child Care. I give permission for a staff member to apply Sunscreen that has been provided by me in the afternoon. **Signature:** _____

For diapered children: I agree to supply diapers and powder/ cream. I agree to allow the staff of Curiosity to apply the powder/ cream I supply to my child. Please specify any special diapering instructions: _____
Signature: _____

I agree to the staff of Curiosity applying the following items to my child when/ if they are needed and supplied by me (*all substances brought in by parents must have original labels/containers):

- 1. Moisturizing Lotion **Signature:** _____
 - 2. Lip Balm **Signature:** _____
 - 3. Insect Repellant **Signature:** _____
-

I allow my child to join his/her class on occasional walks in the neighborhood. **Signature:** _____

If my School-Age child is absent or picked up early from school and does NOT require a scheduled pick up after school, I agree to call the daycare and report my child's absence. **Signature:** _____

I am aware that it is not required of me to provide a health card number for my child. **Signature:** _____

I give permission for my child to have their photo taken.
Please circle all that are allowed: **CLASSROOM** **WEBSITE** **FACEBOOK SITE**

email: _____ **Signature:** _____

I understand that I will be charged and agree to pay my full rate for daycare every week, regardless of vacation or illness. Once my child is enrolled in the School-Age program, I will not be required to pay for summer holidays (providing I give written notice before May 15 of each year).

Signature: _____



**Pre-Authorized Debits (PADs) Rule H1
Payor's PAD Agreement – Mandatory and Supplementary Elements**

1

Curiosity Child Care

Please complete the Pre-Authorized Debit (PAD) Plan agreement below.

I/we authorize Curiosity Child Care and the financial institution designated (or any other financial institution I/We may authorize at any time) to begin deductions as per my/our instructions for weekly regular recurring payments and/or one-time payments from time to time, for payment of all charges arising for childcare services. Regular weekly payments for the full amount of services delivered will be debited to my/our specified account on the MONDAY of each week. Curiosity Child Care will provide 10 days written notice in the event of a change to the amount of each regular debit. Curiosity Child Care will obtain my/our authorization for any other one-time or sporadic debits. Weekly Rate: _____

This authority is to remain in effect until Curiosity Child Care has received written notification from me/us of its change or termination. This notification must be received at least ten (10) business days before the next debit is scheduled at the address provided below. I/We may obtain a sample cancellation form, or more information on my/our right to cancel a PAD Agreement at my/our financial institution or by visiting www.cdnpay.ca.

Curiosity Child Care may not assign this authorization, whether directly or indirectly, by operation of law, change of control or otherwise, without providing at least 10 days prior written notice to me/us.

I/we have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any PAD that is not authorized or is not consistent with this PAD Agreement. To obtain a form for a Reimbursement Claim, or for more information on my/our recourse rights, I/we may contact my/our financial institution or visit www.cdnpay.ca

PLEASE PRINT

DATE: _____

Name(s): _____

Type of Service: Personal _____ Business _____

Address: _____

City/Town: _____ Province: _____ Postal Code: _____

Phone Number: _____ (Cell.) _____

Financial Institution Name (FI): _____

FI Account Number: _____ FI Transit Number: _____
(Branch -5 digits; FI - 3 digits)

Address: _____

City/Town: _____ Province: _____ Postal Code: _____

Authorized Signature(s): _____



Himama Participation Agreement

To email and publish my child's work, photographs or videos via HiMama

To: Parent / Legal Guardian,

Please read this page carefully as it includes information about safety and security issues associated with privacy and behavior.

In the interest of safety and security we require parent permission for the publishing of children's work, photographs or videos through a software program called HiMama (the "Program"). By signing this form you grant permission for us to photograph or video your child for the purposes of sharing this information with you through the Program. You will also receive updates and information about your child through the Program to the email you have provided herein.

Note that sometimes other children in the center may feature in photos, videos or stories of your child. By giving your consent you agree not to share photos or video of any child, other than your own, outside the Program without permission.

To learn more about the Program, please visit www.himama.com.

Please complete, sign, and return this form to the center if you wish to participate. We encourage you to contact us if you have any questions.

I hereby acknowledge that I wish to voluntarily participate in the Program with Curiosity Child Care:

My Child's Name: _____

My Name: _____

My Email: _____

Signature: _____ Date: _____

Note: Please complete the Participation Agreement for each parent / guardian of the child.