

Parent/Guardian Handbook

Philosophy and Program Statement:

A Child's Paradise Too was opened in May 2002. We are a licensed child care centre under the Ministry of Education and are governed by the Child Care and Early Years Act, 2014.

The basis of our philosophy is simple; "All children are special within their own right and we as their caregivers must nurture and develop these little people to their maximum capacity". A sense of humour and a true nurturing spirit are the most important qualities our staff will bring to the centre each day. We strongly believe your child's development depends on a team concept. We look forward to working with you to achieve this goal.



Registration Procedures and Orientation for Families:

Choosing a childcare centre for your child may be one of the hardest decisions that you ever have to make. Therefore, prior to registering we suggest that you pick up a checklist from the Ontario Early Years Centre located at 30 Bell Lane, and visit other center's to ensure a perfect fit for you and your child. After registering it may be helpful for your child to come in a few times for some "play visits". This gradual introduction process will make the big first day a little easier.

Days and Hours of Operation:

The centre is open Monday to Friday, from 6:30 a.m. to 6:00 p.m. Part time care (2-3 full days) is available on specific days with a set schedule. We have a **maximum 9 hour policy** for the children in our care. If you know that you will be over nine hours, please make arrangements to have your child picked up within the nine hours.

Arrival, Departure/Release of Children from the Program:

When you bring your child to school, please hang up their belongings at their locker and take them to their classroom. Dropping off your child may be difficult for both you and your child. Our staff will be more than happy to assist you in this process. Please assure your child that you love them and will pick them up after work. This routine will make for an easier transition for both you and your child.

Children will not be released to anyone not listed on the registration form unless a staff member is advised of the change. If the person coming to pick up your child is unknown to the child or us, proper identification will be requested.

Fee Payment and Payment Options:

All school fees are due on the Monday of each week and are based on a MAXIMUM 9 hour day. We have three different payment options available.

1. Debit/ Visa/ MasterCard (automatic payment available on credit cards)
2. Post-dated cheques
3. Cash to be paid to the office

You may also give posted dated cheque's to the office for your child's fees. There is a \$35.00 fee for NSF cheques. An official income tax receipt will be issued at the end of February for pick up. There is a \$10.00 fee to replace an income tax receipt once it has been issued.

Overdue Fees: Please be advised that if your account is over due by 30 days your child care space will be terminated.

Late Fee: There will be a \$20.00 charge for every 15 minutes that a child is at the school past 6:00p.m. This fee is paid in cash directly to the teacher who has stayed after closing to provide care for your child.

Weekly Program Fees:

Toddler Room	(16 months - 2 ½)	\$37.00 per day = \$185.00 per week
Jr Preschool Room	(2 ½ years - 3)	\$35.00 per day = \$175.00 per week
Sr Preschool Room	(3 - 4 years)	\$35.00 per day = \$175.00 per week

Half Day Program (2.5 - 4 years) \$22.00 with lunch - 8:00am - 12:00noon. This option is not always available depending on enrollment.



Enrollment and Service Terminations:

If you wish to withdrawal your child from our centre we require a minimum of a two weeks written notice. In lieu of notice, the regular weekly fee will be charged for a two week time period. All outstanding accounts, including the fee charged for no notice of withdrawal, will be referred to a legal service for collection.

When your child is ill:

You will be asked to remove your child as soon as possible from the school if he or she exhibits any of the following symptoms fever (102 degrees), vomiting, or diarrhea. Your child may return when he or she has been symptom free for a period of 24 hours. Even though head lice is not considered a health hazard, our centre's policy is that all children must be nit free in order to return to the centre.

Administration of Medication:

If your child is on prescribed medication we can administer this for you, provided you have filled out a school permission slip that includes dosage, time, storage instructions and side effects to look for. Medication must be in the original container with your child's name and dosage clearly marked from a pharmacy. Our staff cannot give out expired medication or medication prescribed to someone other than the child. We will also not administer over the counter medication.

If your child has allergies and requires an epi pen on site, parents are required to fill out an Anaphylaxis Emergency Plan. All plans are posted in the classrooms and each staff is trained in the administration of an epi pen. All plans and training are reviewed on a yearly basis.

Fee Payment Policy Regarding Absences Due to Illness or Vacation:

There is no refund for days missed by a child, including those due to illness, statutory holidays, vacations, or in the event of the school being closed for reasons beyond our control. (disruption of essential services or bad weather.)

Role of Parent/Guardian in Program:

Please advise your child's teacher of any changes at home or in their routine (i.e. lack of sleep, moving, ect.,) that may cause a change in their behaviour. We believe that a team approach and working with the parents is the best way to ensure your child flourishes at our centre.

Children's Belongings:

We ask that all belongings be clearly labeled with your child's name and/or initials. At all times please have an extra set of clothing (or more if toilet training) and appropriate attire for outdoor play;

- *Spring and Fall--rubber boots and splash pants
- *Summer--hat and sunscreen (NO FLIP FLOPS)
- *Winter--mittens, hat, snow pants and boots

Please note that each child only has a small locker area, so we ask that you take home anything that your child will not need for that particular day.

Please feel free to allow your child to bring in a special toy and/or blanket to make nap time more comfortable. Please let your child's teacher know if it can stay at school or if it needs to go home each night.

Process for Expressing Concerns:

Parents are encouraged to discuss all concerns with their child's classroom teacher and/or the centre supervisor or administrator.

Nutrition:

During the course of the day your child will receive a morning snack, a home cooked hot lunch and a nutritious PM snack. The menu is posted daily on the wall outside your child' room. You can also refer to our website for a complete monthly menu. Please inform us upon registration of any food allergies or food restrictions due to religious or cultural reasons.

It is now the Brant County Health Unit's policy to only allow food into the centre that has been prepared in a commercial kitchen. Therefore homemade baked goods are not permitted in the school for consumption. If you would like to bring treats for a birthday or a special occasion please purchase them at a grocery store.

Toilet Training:

Our staff works closely with parents when it is time to toilet train. Starting in the Toddler Room we begin by getting the children comfortable with sitting on the toilet. We ask that you pack several pairs of underwear and change of clothes during this time.

Weather Policy:

In the event of inclement weather we follow the example our local school boards. If the schools are closed then A Child's Paradise Too is also closed. Please call into the school and an updated message will be recorded.

Serious Occurrence:

As required by the Ministry of Education, A Child's Paradise Too will post a notification of a Serious Occurrence. Parents will be able to read a report posted in the front hall for 10 days after the occurrence.

No Smoking Policy:

To comply with the "Smoke Free Ontario Act", A Child's Paradise Too is smoke free zone. No one will have any kind of lit tobacco within the building or directly outside the building.

Behaviour Management Monitoring:

All of our staff is reviewed for Behaviour Management Monitoring semi-annually. Students and Volunteers will be monitored at least once during their placement. This monitoring will be done by the Supervisor or Assistant Supervisor.

Student and Volunteers:

At different times during the year we host students completing their placement programs from Wilfrid Laurier/Nippising University, Mohawk College and Fanshawe College. These students have strict guidelines they are required to follow and are never left unattended with a child. The students are also not considered in our child/teacher ratio.

Field Trips and Off-Site Activities:

Throughout the school year, excursions are planned for the children as enrichment to our programs. All of the trips will always be organized and supervised by our staff. Such

trips may include Brantwood Farms, and Twin Valley Petting Zoo. For all trips you will be asked to sign a consent form that will include information regarding date, mode of transit and arrival and departure times. The only exception to this rule is when we go on walks along our beautiful trail system to get some much needed fresh air!

Community Liasons:

Our centre works in conjunction with many community services to meet the needs of all our families.

Landsdowne Children's Centre
Ontario Early Years Centre
Brant Family & Children's Services (CAS)
Woodview Children's Centre

We have a variety of brochures and information packages available to you regarding different services located in Brantford. If you need assistance, please do not hesitate to ask.



Client Information Consent Form:

Protecting the privacy of your personal information is an important part of our centre's commitment to quality childcare. We understand the importance of protecting your personal information and this document will further explain how we collect use, disclose and store the information you have given to A Child's Paradise. Too. Our Supervisor acts as the Privacy Information Officer.

A Child's Paradise Too is a licensed centre under the Ministry of Education. and are subject to renewal on a yearly basis provided that all DNA criteria are met.

When you enroll your child at A Child's Paradise Too, there are several pages of information required;

1. Child's name, address, home phone number
2. Birth date, starting date

3. Parents' names, address, phone # place of business, business # cell # & email address
4. Siblings or other adults living in the home
5. Family Doctor's name, phone number and address
6. Child's health card number
7. Two persons to be contacted in case of an emergency. Phone/and address included
8. All people designated to pick up a child from the centre
9. Questions related to your child's habits and needs which assist the staff in giving optimum care to the child
10. Medical information such as any restrictions in activity, allergies and immunization dates.
11. A consent form for field trips. This covers an impromptu trip around the neighbourhood or anytime your child leaves the premises. This does not include field trips that require transportation. Trips requiring transportation will be dealt with individually.
12. A consent form for emergency medical procedures which is explained in full and requires a separate signature.
13. A full description of the centre's policies and procedures.
14. A permission form to take photographs
15. Any other shared information is released only with a signature from the custodial parent.

The above data is stored in a locked filing cabinet in the office. The office is kept locked when the office staff is not in attendance. Access to these files is given to staff who work with your child. Further access is given to Program Advisors from the Ministry of Education. When a child is withdrawn from our care, the personal information is stored in a safe place for 3 years. At the end of 3 years all papers are shredded.

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