



# Parent/Guardian Handbook

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.

Please read our **Program Statement** which has been approved by the Ministry of Education which outlines our approach and implementation to learning during the early years.

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 true nurturing spirit and a loving sense of humour are the most important qualities our staff brings to the centre each day. We ensure that when a child is in our care we strive to create an environment where a child feels like this is "their place" a place where they can feel safe, loved and cared for. We strongly believe a child's development depends on a team concept with the families in our centre and we look forward to working with you to achieve this goal.

One of our cornerstones of providing care is *"As a staff we always have to remember how it feels to be human at an early age and continuously create a culture of confidence"*.

Children often have multiple needs that must be met at the same time. It is our goal to work with each individual child to identify and together with the parents/guardians develop many strategies for success. These strategies must also be fluid and flexible as a child grows and develops within our care.

## Parents & Programming:

To assist our parents in following along with our programming, A Child's Paradise Too has a program plan that is based on social, emotional (Communication Language and Literacy) cognition and physical development. We have found that this method gives parents goals and outcomes as to what the children are experiencing and learning at our centre. It also provides parent with the knowledge that all areas of development are being met daily. These plans are posted outside each room and rotate on a bi weekly basis.

Our Paradise Too staff embraces education in the early years as a team collaboration. Educations methods, strategies and implementation are discussed at length and if we find we are not meeting our expectations we revise and implement new strategies for success. Our staff is continuously seeking new training opportunities available in order to stay current, expand teaching methods and further their education and knowledge.

The staff has completed the ELECT Training Program (Early Learning for Every Child Today), and this program has been adapted by the Ministry of Education as a frame work for early childhood settings. The Framework sets out six shared principles as a foundation for optimal learning. In addition, our teachers have also completed an excellent training program called the "Triple P for the ECE". The program discusses positive parenting solutions and the information is posted outside each classroom. Our staff has also completed the "Care Project" as well as attending various workshops throughout the year provided by the Ontario Early Years Centre.

A Child's Paradise Too has 3 childcare spaces, a toddler room, junior room and a senior preschool room. In each of our three rooms our programming reflects and allows for growth specific to the age and development of that age group and each individual child.

The **Toddler Room** focuses on self-expression, sensory, developing expressive language, fine motor skills and physical exercise. The toddlers are beginning to move away from parallel play and explore working toward cooperative play with other children. Learning how to play together successfully is emphasized through various activities and RECE's are always on the floor with the children free flowing between toys, objects and sensory activities in the room. We have also implemented an early literacy and numeracy program which incorporates letter and number recognition into very simple daily activities. Toilet training is introduced in partnership with the parents. The toddlers also enjoy a daily circle which includes stories, music and dancing. Building trust and relationships and the concept that their Moms and Dads will pick them up at the end of the day. A communication book documents the child's day and helps to build a long-term relationship with the parents and makes them feel comfortable and worry free while they are at work. Once the child is comfortable then it allows themselves to explore and grow in their environment.

Our **Preschool Room** offers a free flow environment with a variety of centre's including a tabletop sensory centre, dramatic play area, a fine motor centre and a free flow creative table. Our teachers are constantly finding teaching "moments" that happen spontaneously throughout the day. While we start with one idea at the beginning of each day those idea's may change or become fluid based on how the day is progressing. We emphasize social development, turn taking and developing independence. The children enjoy playing with puppets, dressing up, and listening and dancing to a variety of music. In the spring we plant a vegetable and flower garden with the senior preschool room for everyone to enjoy. This provides the children with an opportunity to experience how food grows and actively participate in the process. The children watch the vegetables grow then pick and eat them for snacks and lunch. This provides the children with an opportunity to experience how food grows and actively participate in the process. The flowers are nurtured and watered then brought into the classroom for everyone to enjoy. We also enjoy nature walks and picnics on the beautiful trails just outside our door.

Our **Senior Preschool Room** is a stimulating free flow program which prepares children for a seamless entry into the school system. In addition to having tons of fun, the senior room encourages independent self-help skills including; hanging up coats and back packs, changing shoes and boots, putting on and removing outside winter-gear, proper hand-washing and toilette etiquette. Our teachers also focus on letter and number recognition as well as early printing skills in a stress-free manner. Children are also encouraged to play in groups and problem solve with assistance to the best of their ability at this age. Throughout the year the children spend time on our lovely Grand River Trail System which is located outside our centre. The time spent outside provides the seniors with an opportunity to experience nature throughout the seasons. It is not unusual for the children to see deer, beavers swimming in the river, heron's flying and occasionally the children will see an eagle if they are lucky! All of these experiences provide the teachers with incredible teaching moments that are transferred into our senior preschool room.

## **Registration Procedures and Orientation for Families:**

Welcome to A Child's Paradise Too!! We have made our registration process an easy one for you and your family with 3 steps!

1. Tour the facility and meet our staff with your family
2. If you decided A Child's Paradise is your home away from home we have a registration package for you to fill out. This includes an immunization form which is sent to the Brant County Health Unit. A Statement of Conscience or Religious Belief form must be notarized, A

Medical Exemption form must be signed by a Doctor or Nurse Practitioner as required by the Ministry of Education.

3. Schedule a few visits before your child begins their first day.

### **Days and Hours of Operation:**

The centre is open Monday to Friday, from 7:30 a.m. to 5:30 p.m. A Child's Paradise Too does observe Statutory Holidays. 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. 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.

### **Weekly Program Fees:**

Toddler Room	(16 months - 2 ½)	\$42.25 per day = \$211.25 per week
Jr Preschool Room	(2 ½ years - 3)	\$38.75 per day = \$193.75 per week
Sr Preschool Room	(3 - 4 years)	\$38.75 per day = \$193.75 per week

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

**Waiting List:** All families are welcome to sign up for the One List which is a free service provided by the City of Brantford Child Care Services to assist families to find child care in Brantford and Brant County. When a family signs up for A Child's Paradise Too through the One list, you will be contacted via email or phone by us and we will arrange a tour for you and your family. We will keep families informed on a regular basis where you are on the wait list according to enrolment numbers in the room and their birthdate which determines entrance. Families are also welcome to call at any time to find out their placement on the waitlist. As soon as a spot becomes available we contact the family and offer the spot. If a family has found care we contact the next family on the waitlist. We do not charge for a wait list.

**Deposit Policy:** When a family has toured A Child's Paradise Too has decided to enroll their child or children a spot will be secured by a \$100.00 deposit. This deposit guarantees a child care spot with a specific start date. The deposit will be applied against the first week of fees. This deposit is non-refundable as a spot has been guaranteed for your family. At this point we ask the family to fill out their registration/immunization information and it is kept in a locked filing cabinet.

### **Payment Options:**

We offer 2 payment options;

1. Debit/ Visa/ MasterCard (automatic payment available on credit cards and debit visa)
2. Cash paid on pre-arranged dates

We do not accept cheques.

Tax receipts are prepared for you to pick up in the office in February. We do not mail the receipts.

**Overdue Fees:** Please be advised that if your account is overdue by 30 days and a payment arrangement is not made your child care space will be terminated.

**Late Fee:** There will be a \$1.00 per minute charge for picking up your child after we are closed at 5:30. We understand on rare occasions parents will be late due to traffic issues. Please call the school if you may be running late. This fee will be charged directly to your account unless otherwise deemed an unavoidable delay.

**Fee Payment Policy Regarding Statutory holidays, Absences Due to Illness, Vacation or School Closure:**

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

**Admission & Discharge Policy**

Our registration process involves an initial tour of our centre followed by filling out a registration package and providing us with a copy of your child's immunization records for the Brant County Health Unit. The Supervisor or administration staff will review the registration forms with parents/guardians and answer any questions you may have. We will also schedule play visits prior to your starting date in order for your child to feel comfortable in their new surroundings. This gradual introduction will make the big first day a little easier.

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.

**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's Belongings:**

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.

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) please**  
**Winter--mittens, hat, snow pants and boots**

## Nutrition/Special Diet Forms

During the course of the day your child will receive a morning snack, a hot lunch and a nutritious afternoon snack. Our wonderful food is prepared by Alice's Restaurant and Catering. Alice and her team provide our centre with nutritious homemade whole food with a large variety. Alice will cater to your child's specific dietary needs including dairy free, vegetarian and no pork diets. For your convenience, the monthly menu is posted on the wall outside your child's room. The menu changes every month as Alice and her team are fabulous at adding variety and new dishes for the children to try. Please note that we always have food available for your child at any time during the day. Each room has a fruit bowl and snacks are always on hand if your child is hungry. Upon registration, you will be asked to inform us of any food allergies, sensitivities or food restrictions, and required to fill out a special diet form for restrictions and we work with the families to ensure your child will not be exposed to allergens. If your child is anaphylactic we have a specific **Anaphylactic Policy** and forms to be completed. We also review specific training for the use of an epi pen for each child with a life-threatening allergy.

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. 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 labelled peanut free/nut free products at a grocery store.

## 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 are not considered a health hazard, our centre's policy is that all children must be nit free to return to the centre.

## Sleep Supervision Policy

### *Sleep Policies & Procedures*

ACPTOO makes every effort to ensure that sleep time is an easy stress-free experience for both the child and the parents. Upon registration parents are asked to provide information on their child's sleeping habits in order to make rest time a natural part of the day. Parents will be asked to provide a blanket and are welcome to send a sleep toy for their child. The blanket and the sleep toy will be stored on the child's cot or will be send home at the end of everyday as instructed by the parent.

1. Each child is given a cot and it is labeled.
2. If a child is registered part time and sharing a cot with another child, each child is given their own bedding. The bedding will be stripped at the end of rest time and the bedding will be placed in a labeled bag for the next time the child is scheduled to attend child care. The bed will be cleaned and made for the other child who sharing the cot. The names of both children are labeled on the cot.
3. *Sleep Supervision:*  
Staff is required to monitor the children during sleep time by performing both a visual check and a walk around check every 30 minutes. A sleep chart is located in each room and the staff

is required to document the time of the visual and walk around check in addition to a signature. The sleep chart is located in the daily log book in each room.

4. *Change in sleeping habits:*

If there are changes in a child's sleeping habits the parents are to be notified and notes made in the daily log. Every effort will be made to adjust to the changes the child is experiencing. If the child is no longer in need of a rest, quiet toys, book bags and activities are always available for children who no longer nap.

Additional notes will be made in the notes section of the sleep chart as well as the daily health chart if a child is sick and requires their bed to be elevated or is experiencing increased coughing or a mild fever.

## **Administration of Medication/ Anaphylaxis Emergency Plan/Special Medical Plan**

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. If your child has special medical needs you will be asked to fill out a detailed **Special Medical Plan**. This medical plan will be read and reviewed by all staff and staff will sign off on the plan.

## **Home Injury Acknowledgement Form**

If your child has obtained an injury at home, (i.e.) cuts, bruising, broken/fracture/sprained limb you will be asked to fill out a form and sign. If a child has broken a limb we will not be able to provide care until the injury is able to bare weight.

## **Accident Reports**

Parents are required to sign accident reports from A Child's Paradise Too which list the details of the accident, a witness, first aid that is applied and also signed by the Supervisor. Parents will be given a copy of the report and a copy is also placed in the child's file.

## **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.

## **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.

## **Monitoring and Compliance Practices:**

Our goal is to have children feel safe and loved in their environment therefore redirection, praise and positive reinforcement is the foundation of our behaviour management policy. At all stages and ages in our childcare centre redirection is used to handle potential stressful situations. At the toddler stage children are beginning to explore their space and environment around them and often do not realize the need to be gentle with their friends. Being gentle and kind is taught by the RECE's to begin to develop empathy. In our experience, there is usually a reason for a change in behaviour and it is our job to determine why. Our staff review a check list of the following; is the child hungry, bored, tired, getting sick, changes at home ect. This helps to determine a possible cause so the staff is better equipped to meet the child's needs.

All of our staff participates in a Monitoring and Compliance review on a monthly basis. Students are formally monitored 3 times during their placement but also monitored on a daily basis with their assigned mentor in the classroom. This monitoring is completed by the Supervisor or Assistant Supervisor. Our staff at A Child's Paradise Too create a warm, positive and caring environment for the children in our care. Children respond wonderfully to positive modelling and positive verbal feedback. Redirection and positive modelling is used to address any potential Children are guided in a positive, caring manner that is appropriate to their age and developmental level.

In conjunction with the policies set out in the *Child Care and Early Years Act 2014*, A Child's Paradise Too Monitoring & Compliance Management Policy and Practices are listed below;

1. Staff are required to use a soft, positive tone of voice with all children in the centre.
2. Staff interaction with the children in the form of hugging, verbal praise and encouraging comments is required.
3. Children have a daily rest time. Any child unable to rest is provided with a variety of quiet activities and is supervised by staff.
4. Redirection and positive modelling is used to address any potential negative behaviour.
5. Children are encouraged to serve and feed themselves. Force feeding or withholding food from a child is never acceptable and will result in immediate termination.
6. If a staff feels that they need help with a child or a situation, it is important that they ask another staff member or supervisor for immediate assistance. This is viewed as an act of professionalism and strength.
7. Corporal punishment by a staff member is never acceptable and will result in immediate termination.
8. Confining of a child to one area of the centre will be not accepted and will result in immediate termination.
10. No deliberate, harsh or degrading measures are to be used that may in any way humiliate or undermine a child's self-esteem.

**Prohibited Practices: ACPTOO must abide by Section 137/15 of the Child Care and Early Learning Act to ensure the following prohibited practices do not occur.**

### **Ontario Regulation 137/15**

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

(a) corporal punishment of the child;

(b) physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;

(c) locking the exits of the child care centre or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;

(d) use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;

(e) depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or

(f) inflicting any bodily harm on children including making children eat or drink against their will.

## **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.

### **Policy**

We strongly believe in a team approach and working with the parents/guardians is the best way to ensure your child flourishes at our centre. Parents/guardians are encouraged to take an active role in our child care centre and to discuss all concerns/issues with their child's classroom teacher(s) and/or the centre supervisor or administrator. If a concern regarding a teacher arises and the parent/guardian is not comfortable discussing it with the teacher directly please bring the issue to the centre's Supervisor or Administrator. We will meet and discuss the issues and make every effort to solve the issues so all parties are comfortable with the resolution. It is also very helpful to the staff if parents advise the teachers of any changes at home or in their routine (I.e. lack of sleep, moving, ect.,) that may cause a change in their behaviour.

All issues and concerns raised by parents/guardians are taken seriously by the Supervisor and staff and will be addressed immediately. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties.

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 1-3 business days. 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**

If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact Brant Family Services (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*.

## 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 administrator.</li> </ul>	<ul style="list-style-type: none"> <li>- Address the issue/concern at the time it is raised</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- arrange for a meeting with the parent/guardian within 1-3 business days.</li> </ul> <p>Document the issues/concerns in detail. 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 administrator</li> </ul>	<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 1 -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>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 administrator.</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>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 administrator.</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>	<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 owner of A Child's Paradise Too.

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](mailto:childcare_ontario@ontario.ca)

Brant Family Services – 519 753-8681, College of Early Childhood Educators - (416) 961-8558

Brant County Health Unit – (519) 753-4973

**Regulatory Requirements: Ontario Regulation 137/15**

**Parent issues and concerns**

**45.1** Every licensee shall ensure that there are written policies and procedures that set out how parents' issues and concerns will be addressed, including details regarding,

- (a) the steps for parents to follow when they have an issue or concern to bring forward to the licensee;
- (b) the steps to be followed by a licensee and its employees in responding to an issue or concern brought forward by a parent; and
- (c) when an initial response to the issue or concern will be provided. O. Reg. 126/16, s. 31.

**Parent handbook**

**45.** (1) Every licensee shall have a parent handbook for each child care centre or home child care agency it operates which shall include,

- (a.2) a copy of the licensee's policies and procedures required under section 45.1 regarding how parents' issues and concerns will be addressed;

## **Placement Students:**

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. We do not accept volunteers working within our centre.

## **Field Trips and Off-Site Activities:**

Throughout the school year, a few excursions may be planned for the children as enrichment to our programs. All of our trips are organized and supervised by our staff. Such trips may include Brantwood Farms, and Harmony Square. 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. You will also be asked to sign a permission form for walks on the Grand River Trails located across from our centre

## **Inclement Weather Policy**

A Child's Paradise Too will close for inclement weather at the discretion of the Supervisor/Administrator and the Owner. Every effort will be made to gather information regarding the nature of the storm and current road conditions to make an informed decision for the safety of staff and families. Opening staff will be contacted by the Assistant Supervisor by 6:45 am. If the school is closed the remainder of the staff will be notified by 7:00am. Parents will be notified of a closure through a message left on the ACPTOO phone and updated on the ACPTOO website. In some special circumstances ACPTOO may decide on a delayed opening, the time for opening will be determined by the Supervisor then communicated to staff. Notification to parents will be given through a message left on the ACPTOO phone and updated on the ACPTOO website.

## **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.

## **Community Liasons:**

Our centre works in conjunction with many community services to meet the needs of all our families. Lansdowne Children's Centre, Ontario Early Years Centre, Brant Family & Children's Services (CAS) and 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.

## **Evacuation Plan/ Emergency Measures**

In the case of an emergency in the building and we are required to evacuate, parents/guardians will be called directly and children will be picked up at SC Johnson & Sons Limited located at 1 Webster Street behind our Morrell Street location. SC Johnson & Sons Limited will provide shelter in the case of an evacuation order from our site. **Our Emergency Management Policy & Procedures** are posted on our Health & Safety board, available in our Policies & Procedure book for you to read or we would be happy to email our families a copy or provide a hard copy upon request.

## **Program Statement:**

We at ACPTOO are going to ensure that our program views children as competent, capable, curious and rich in potential. We support our view through following approaches:

*We promote the health, safety, nutrition and wellbeing of the children.*

*We support positive and responsive interactions among the children, parents, childcare providers and staff.*

*We encourage the children to interact and communicate in a positive way and support their ability to self-regulate.*

*We foster the children's exploration, play and inquiry.*

*We provide child-initiated and adult-supported experiences.*

*We plan for and create positive learning environments and experiences in which each child's learning and development will be supported.*

*We 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 the children receiving care.*

*We foster the engagement of and ongoing communication with parents about the program and their children.*

*We involve local community partners and allow those partners to support the children, their families and staff.*

*We support staff, home child care providers or others who interact with the children at a child care center or home child care premises in relation to continuous professional learning.*

*We document and review the impact of the strategies set out promoting the wellbeing of children and their families.*