

2018

Windsor Day Care Centre

PO Box 211
236 Victoria Street
Windsor, NS B0N 2T0

[PARENT HANDBOOK]

A GUIDEBOOK FOR THE PARENTS AND GUARDIANS OF FAMILIES AT THE WINDSOR DAY CARE CENTRE.



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INTRODUCTION

Welcome to the Windsor Day Care! We are pleased to welcome you and your family to our child care program. Our centre is licensed with the Department of Education and Early Childhood Education, and we have been offering quality, loving childcare to our community since 1976.

The information in this handbook is to provide you with a better understanding of our child care programs, philosophy, policies and procedures. If you have any questions, please feel free to ask the Executive Director, Assistant Director, or your classroom educator(s) and they will be more than happy to assist you. Thank you for choosing the Windsor Day Care.

WHO WE ARE

The Windsor Day Care Centre is the **sole community-based, non-profit organization providing early childhood education to the Windsor community** and surrounding rural area of West Hants, Nova Scotia.

Since 1976 the Centre has enriched the lives of children and families through early learning programming and high-quality childcare. Driven by committed staff, volunteers and community members, the Centre has enthusiastically and creatively responded to the needs of the community, ensuring the availability of a nurturing childcare environment for children 6 months to 12 years of age.

MISSION STATEMENT

Children are individuals, with many and varied feelings, who should grow and learn in a safe, friendly situation. These children are constantly learning how to relate to themselves and the people around them. That experimenting is part of growing, that we encourage such, and we accept that mistakes are part of this learning. That the educators of our children have needs also and in meeting them, our children benefit from their educator's growth. And that healthy living is a joyful experience!

STATEMENT OF INCLUSION

All staff, participants and users of Windsor Day Care services are entitled to respectful, non-discriminatory treatment regardless of their religion, culture, gender, age or diverse abilities. The WDC values the rights of all children and their opportunity for active, meaningful participation in a quality childcare program within their community. Activities, toys, equipment and programs will be selected for their ability to be adapted for successful use by all children. Staff will provide hands on assistance to all children as well as act as appropriate role models, encouraging others to learn from their example.

PROGRAMMING CURRICULUM

What will your child be doing?

There will be story time, time to play with blocks, opportunities to count and compare, to make pictures, to sing and to make-believe. Children are provided with lots of sensory materials and loose parts to enhance creativity and exploration. They will experience the world through exploration and investigation inside the classroom and outside in the playground or community.



How will your child be learning?

Your child will be learning through play. We have known for a very long time that child's play provides the foundations for language and literacy; for mathematics, science and technology; and for the arts. It is these types of play opportunities at the WDC that determine what your child learns.

What will the WDC Early Educator be doing?

The Educators will carefully watch and actively participate in play experiences with care not to intrude or interrupt the processes put in place by the children; continue to foster the children's learning through support and extending the interests shown by children; provide safe and nurturing environments; support parents through their child's milestones of development; provide clear documentations to capture daily events; provide consistent communication to families and children.

Who are our WDC Early Educators?

At least two thirds of our educators are classified by an early childhood education training facility. New employees are required to participate in Orientation training which includes diversity training, Abuse Protocol, admission/withdrawal policies, and history of the WDC. All employees are screened through the Nova Scotia Child Abuse Registry (every 3 years), complete a vulnerable records check (every 5 years) and have current First Aid/CPR Level C training (every 3 years). At the WDC we value continuing education and staff are required to continually participate in professional development through workshops, conferences, courses, etc. Staff are required to sign off on confidentiality policies and review our child guidance policy yearly.

AVAILABLE PROGRAMS

The Centre provides the following programs:

Infants	6 to 18 months
Toddlers	18 months to 3 years
Preschool	3 to 5 years
School age	4 to 12 years
Kinder School	3 to 5 years, part-day/part-time

1. A daily program is provided for all children. Each unit posts the daily schedule.
2. Children spend the day in a play-based learning environment, in which the children interact with one another through music, songs, dance, games, exercise, art materials, table top activities, sand, water, and sensory activities. Each classroom provides learning centers that are appropriate for the children in the classroom, to encourage early learning skills, appropriate social skills, and to let each child explore, play and be as creative as they want to be in a safe, loving environment.
3. There is skill development through use of puzzles, Legos, building blocks and interlock pieces, language arts, library centre and listening centre.
4. Children experience group activities and individual attention daily.
5. Outdoor activities, field trips and other excursions are planned as part of the overall programming.
6. Rest times are developmentally appropriate and are planned with both the needs of children and staff in mind. Typically, children who need to nap, will fall asleep within 20 – 40 minutes. Children who do not nap are provided with developmentally appropriate quiet activities. As well, quiet activities are provided for children when they awaken.



7. A progress report will be completed on each child bi-annually.
8. Daily program activities are planned to reflect the emerging interests and experiences of children and are shared with all staff, including the director/assistant director, and parents. Parents are encouraged to comment and share their perspectives on their children's learning and development. The daily program provides regular opportunities for physical activity both inside and outside.
9. Plans for children with special needs will be reviewed and must be given parental consent. Suggestions and feedback will be provided to the Director.

ONGOING PROGRAM EVALUATION

The Executive and Assistant Directors, staff and the board work together to review goals for ongoing programs. Goals and programs are constantly evaluated for success. To continually improve and enhance our child care program staff will participate in professional development opportunities (i.e. First Aid, Food Handlers) in areas directly relating to child care when able to. We will provide yearly program evaluations/surveys for all staff, which will help goals for professional and personal development. Parent surveys/suggestions will be conducted yearly, which will be reviewed and adapted into the program as per licensing regulations and daycare policies and procedures.

ENROLLING YOUR CHILD

WDC encourages parents and their child/children to meet the educators and take a tour of the centre before starting. **A child is considered enrolled and will be permitted to start in our program once all forms are completed and submitted and the registration fee has been received.** Please see the Fee Chart (Appendix C) for more information.

In the case of a waiting list, admission is not necessarily approved on a first come, first serve basis. Full-time spaces take priority over part-time spaces. Families with children already enrolled and whose accounts are in good standing take priority over new registrants.

It is important that parents keep the centre informed of any changes to phone, address, emergency contacts, immunizations, and child's state of health.

ORIENTATION PERIOD

Some children can settle in a couple days and others take a little longer to adjust to a new environment. It often takes children several weeks or more to adjust to the routine of the Centre; this is perfectly normal, and we will work with you and your child to help settle throughout this adjustment.

ARRIVAL AND DEPARTURE

To ensure the constant safety of the children, all parents must accompany them to their child care classrooms upon arrival. It is strictly forbidden for parents to leave children alone in foyers, hallways or classrooms. Please inform anyone involved in transporting your child of these procedures.

Each child and parent should greet the educator upon arrival and say goodbye when leaving. This helps ensure that both parents and educators are aware of your child's arrival/departure.

School age children will be escorted to and from the bus stop by a WDC Educator, and supervised until they board the bus.



No enrolled child will be permitted to leave the centre itself or the bus stop unaccompanied by an adult unless the Executive Director receives written permission from the parent/guardian for specific circumstances.

Absent Children: Parents are asked to call with specific details for the absence (required for our log books) for the WDC staff in the event that their child will not be in attendance. Please do so prior to 10:00am when possible. For extended absences planned in advance, the Director must have one week's written notice. No credit is given for vacation time.

CHILD DROP-OFF

Arrival should be punctual (between opening and 10:00am) for maximum play opportunities for your child. At WDC we consider timely arrival a valuable opportunity for your child to transition from your care to ours as it provides them with the time to make choices, socialize with others and settle into their day before getting ready for morning activities or outings. As a licensed facility, we also must ensure that child/staff ratios are met at all times.

CHILD PICK-UP

If anyone other than a parent or guardian will be picking up your child, please inform the centre and ensure the person is on the pick-up list. We will not release your child to anyone else without proper authorization (verbal or written to director). Educators and the director should know the custodial arrangements as it pertains to your family. Photo I.D. may be required when parents send an unauthorized person to pick up their child. (i.e. in an emergency or unknown to staff).

If you are late picking up your child, there is a \$5 late fee for the first 15 minutes period past Centre hours, and \$20 for every 15-minute period thereafter. If child remains at the Centre past 5:30pm, parents are considered late.

Steps staff will take in response to a late child:

- After 15 minutes, the educator will try to contact the parent/guardian.
- With no response from the late parent, the emergency contact person will be contacted.
- After one hour and no response from the parent or the emergency contact person, the WDC will contact Child Protection Services and follow their instruction.

CUSTODY ARRANGEMENTS

Parents are asked to explain custodial arrangements when enrolling their children in WDC child care programs. When special circumstances apply such as denial of access to one parent, the WDC staff require written documentation of custody and access schedules issued by the court.

When parents are in the process of determining custody in courts, we are unable to deny access to either parent, until we receive court documentation indicating the permanent arrangements.

ACCESS TO CENTRE

The Windsor Day Care is equipped with a secure access system. Enrolled parents/guardians whose accounts are in good standings are provided with a set of fobs which are programmed to permit access to the Centre within



regular operating hours. A deposit is required for these fobs, which will be refunded upon the return of the fobs when your enrollment ends. Parents are responsible for replacement cost for any lost or damaged fobs.

SUSPECTED SUBSTANCE ABUSE

If WDC staff suspect that a parent or guardian is under the influence of drugs or alcohol, the staff will call the other parent/guardian, or emergency contact person, and request that he/she come to pick up the child. **The police may be contacted** if the child is taken from the WDC program despite staff concern.

WHAT TO BRING

The centre is not responsible for the loss of personal belongings such as clothing, etc. It is very helpful if items your child brings to the centre are **clearly labeled** with initials or their last name.

Please bring an extra set of clothing, clearly labeled to be available at the centre. Remember to dress your child appropriately for play, and for both indoor and outdoor activities. Children go outside every day, weather permitting. The daily routine provides a minimum of 30 minutes for uninterrupted outdoor play in the morning and afternoon except in extreme weather. Extreme weather conditions may include, but are not limited to, heavy rain or thunderstorms; extreme wind conditions; sleet or hail; icy conditions; extreme cold; extreme heat and humidity; extreme UV index levels. The centre is not responsible for the laundering of soiled garments. Parents are responsible for their child's clothing bag and to provide clean clothing as needed.

Parents must provide a reusable drinking bottle for their child's daily use.

Parents of children enrolled for a full day must provide a sheet, blanket and pillow for naptime, with the exception of children in the School Age program.

It is strongly recommended that children wear sturdy footwear while at the centre. Flip-flops are NOT permitted. This is a must for all children when playing outdoors or in the classroom.

Diapers or Pull-Ups and wipes, if needed, must be supplied by the parent/guardian.

If you are not able to locate your child's belongings, please check the Lost and Found or speak to your child's educator.

CUBBIES

Children who attend regularly will be assigned a cubby to keep their belongings in. Cubbies should be cleaned out weekly except for indoor shoes. We ask for your cooperation in helping us keep the building clean and tidy. WDC will not be held responsible for missing items so please remember to label all items and bring only the necessities to the Centre. There is a lost-and-found bin should your child misplace any of his or her belongings.

TOYS

We ask that you please leave your child's toys at home as we cannot be responsible for lost or broken toys. However, in an effort to promote responsibility, educators may sometimes offer Show and Tell Day or other opportunities for children to bring ONE toy or item for the day. Please check with your child's educator for availability.



CHECKLIST FOR CHILDREN'S ITEMS TO BE PROVIDED:

- | | |
|--|--|
| <input type="checkbox"/> Pillow/blanket | <input type="checkbox"/> Fitted crib sheet (if applicable) |
| <input type="checkbox"/> Bibs | <input type="checkbox"/> 1-2 changes of clothes |
| <input type="checkbox"/> Underwear | <input type="checkbox"/> Socks |
| <input type="checkbox"/> Cream or required lotions | <input type="checkbox"/> Baby wipes |
| <input type="checkbox"/> Diapers | <input type="checkbox"/> T-Shirt |
| <input type="checkbox"/> Jacket / sweater | <input type="checkbox"/> Clean indoor shoes |
| <input type="checkbox"/> Diapers | <input type="checkbox"/> T-Shirt |
| <input type="checkbox"/> Reusable water bottle | |

SEASONAL OUTERWEAR TO BE PROVIDED:

Windsor Day Care will refer to relevant standards for Sun Safety.

Summer	Winter	Fall/Spring
sun hat	winter hat	sun hat
summer jacket	snowsuit (snow pants, coat)	winter hat
waterproof boots	scarf	jacket
sneakers	winter boots	rain pants
swimsuits	two (2) pair mittens	raincoat
sunscreen	sweater	waterproof boots
light sweater	pants	sneakers
shorts	indoor sneakers	sunscreen
rain suit		mittens

COMMUNICATION

Parents are responsible for monitoring the "Parent Information Boards" in the main entrance of the centre and in individual classrooms. Posted in these areas, for your viewing are:

a copy of the Nova Scotia Day Care Act and Regulations, a copy of the parent handbook, the license for the facility, a copy of the report of the most recent inspection of the facility, a copy of the licensee's behaviour guidance policy, a copy of the current menu, a copy of the daily program plan and routine, a list of the names of the current members of the parent committee, a copy of the most recent minutes of the parent committee, notification of funding provided by the Minister.



Notices regarding special events or other important occurrences can also be found in this area. Individualized notes may often be found in your child's cubby, so please check it daily.

The WDC believes that parent-educator communication is important for the creation of a healthy child care environment. **Please make an effort to read any information sent home, or the documentation posted on the bulletin board in the child care rooms.** It is also important that you communicate to us any relevant information regarding the child's experience outside of our WDC Child Care Program.

WDC sends out monthly newsletters to keep parents informed of centre activities, upcoming events, etc. Newsletters will be sent via e-mail. Hard copies are available on request and posted at the main entrance for viewing.

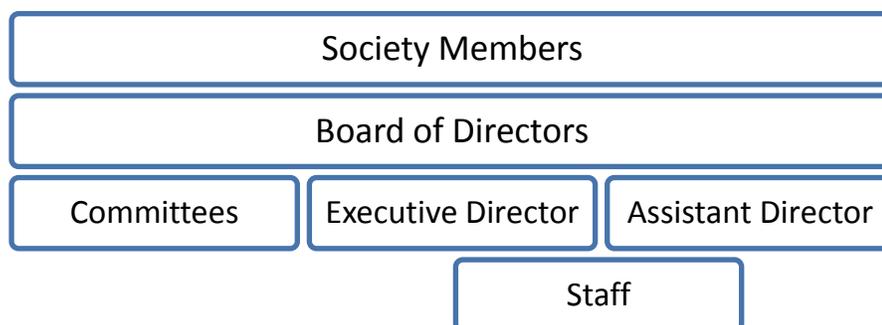
ISSUES OR CONCERNS

If you have an issue or concern, please address it to your child's educator first. The Assistant Director and Executive Director are also available to discuss your concern. If the issue is not resolved or the complaint is about the Assistant or Executive Director, please address your concern to the Board of Directors in writing to their email, **board@windsordaycare.ca**. A meeting will be arranged, and the Board will endeavour to provide a solution that best benefits the daycare and the children in the daycare.

If you have a specific concern we ask that you make an appointment to speak with your child's educator, our Assistant Director or Executive Director, as during the day our staff's primary concern is the safe supervision of children and we prefer to be available to fully address any concerns in a confidential manner.

WDC ADMINISTRATION STRUCTURE

The Windsor Day Care Centre is governed by the non-profit Windsor Day Care Society. Please review the bylaws of the organization for details of the rights of society members and the organization's governing rules. Below is the administration structure of the Society:





FAMILY PARTICIPATION

At Windsor Day Care we encourage parents to become involved in our child care programs. A contribution of a parent's time and/or talent can greatly enhance our program and is very much appreciated.

We welcome your input on our programs and policies and welcome you to visit the Centre any time. We do ask that you respect quiet times during which children are resting. You will have the opportunity to become involved with the Centre through volunteering on our Board of Directors, for our Parent Committee and other Committees, assisting with outings or special projects and attending any meetings relevant to your child.

PARENT COMMITTEE

The parent committee is made up of parents, staff and the director. The committee meets at least 2 times a year to discuss the safety, care and well-being of the children, the status of facility's or agency's license; the programs provided by the licensee; the equipment and materials available to children; staffing patterns and staff qualifications. Parents are given a two week notice regarding the date of the meeting as well as agenda involving the topics being discussed.

TERMINATION OF CHILD CARE SPACE

The Windsor Day Care Centre recognizes that a child care centre is not always appropriate for all children. Many supports are put into place to create a happy and successful placement for all children. In cases of severe issues where Behaviour Guidance Plans have been unsuccessful, it may be necessary to terminate the child care space. A decision to terminate a child's space will be made in consultation with parents. The WDC's priority is for the safety of all children in its programs.

The WDC reserves the right to suspend or cancel child care in the event of a parent/guardian's account being in arrears or for non-payment. We also reserve the right to suspend or terminate child care due to being unable to meet the parents' needs.

WITHDRAWALS

The WDC requires at least one (1) month written notice to the Executive Director upon withdrawal of a child from the Centre. If this notice is not received, parents will be responsible for the next month's payment in full.



WINDSOR DAY CARE - BEHAVIOUR GUIDANCE POLICY

The Windsor Day Care strives to maintain an atmosphere of freedom, friendliness and creativity while the children are learning to manage and control their own behaviours. Children are respected for who they are and supported by caring adults to resolve difficult situations. The Executive Director, regular staff, students, substitutes, and volunteers must behave in a manner that does not harm any child who is attending the day care, and in particular **must not do or permit any of the following:**

1. Use corporal punishment, including:
 - a. Striking a child directly or with any physical object, and
 - b. Shaking, shoving, spanking, and other forms of aggressive physical contact
2. Require or force a child to repeat physical movements
3. Use harsh, humiliating, belittling, or degrading responses of any form, whether verbal, emotional or physical
4. Confine or isolate a child
5. Deprive a child of basic needs, including food, shelter, clothing and bedding
6. Offer food to reinforce positive behaviour, withhold food as a consequence for inappropriate behaviour, nor use food as a reward for completing a task or finishing a meal (e.g., dessert will not be withheld if the child does not finish the main meal).
 - a. When a routine-based program planning team has determined that food is the most appropriate and natural way to reinforce desired behavior and support the child's development, a current routine-based program plan (RBPP) must be developed. The RBPP must include a plan for replacing and/or reducing the food as a motivator.

In guiding behaviour, staff will support a strong positive relationship with the children which includes enjoyment of and respect for the children as individuals. **In promoting the development of a child's self-esteem, self-confidence, self-control and self-discipline staff/volunteers will:**

1. Model positive behaviour, including voice tone
2. Give direction or logical consequences, rather than punishment
3. State clear limits and involve the children in setting those limits as developmentally appropriate, and support the development of conflict resolution and problem-solving skills
4. Recognize, acknowledge and respect the children's feelings, and encourage children to express those feelings to both adults and peers
5. Redirect a child or group of children if inappropriate behaviour persists, and support/facilitate participation in another activity
6. Reward, acknowledge and praise for accomplishments daily
7. State what a child **can** do rather than what he/she **cannot** do

Our purpose is to help the children retain control of their emotions and actions, and in turn to do so in an appropriate manner. Children are encouraged, not forced, to participate in activities. Redirection, not corporal punishment, is used to help children through their dilemma.

Children are not allowed to strike other children or educators. When a child displays unacceptable behavior, we help them to use words to express themselves, to cope in more acceptable ways. In the event that a child exhibits behaviours such as hitting, harming self or others, throwing objects, etc, which may impact the health and safety of the child, his/her peers or staff, interventions beyond those typically practiced in child care facilities may be implemented. Such practices may include but are not limited to gentle physical guidance or holding. To determine if such practices are necessary and more clearly defined, the child's team, including parents and/or guardians will meet and collaborate to create a Behaviour Guidance Plan. This plan will define how to support the child through difficult situations when the typical behaviour strategies are not effective.



The foregoing is consistent with the Government of Nova Scotia's Behaviour Guidance Policy guidelines and Regulations. This Policy Statement is included in both Parent and Employee Handbooks and posted on the Parent Bulletin Board at all times. In addition, we require all staff to review and sign a copy of the Behaviour Guidance Policy on an annual basis.

Signature

Date



REST AND NAP PERIOD

The Nova Scotia Daycare Act and Regulations stipulates that children under the age of five must have a rest period in their educational programs.

The rest period lasts from 1.5 to 2 hours depending on the children's age. Many factors may influence a child's need to rest. On any given day their physical activity level, the quantity and quality of sleep they had the night before and the emotional needs of the child determines the length of his/her rest time.

The children are not required to sleep but are given the opportunity for some quiet time in their day, (i.e. lie down and look at books). The rest/nap period is meant as a rejuvenation time to prevent fatigue and the development of illness. Following this idea, if the children fall asleep within the first 30 minutes of rest time, we will not prevent them from sleeping. Children who don't fall asleep within the first 30 minutes are given quiet activities until the end of the rest period.

HEALTH POLICIES

The promotion of healthy development is fundamental to WDC programs. We know this is important to parents of young children, therefore, if your child is showing symptoms of illness please make alternate child care arrangements so as not to expose other children to illness. This will allow your child to rest and recover. In the event that your child becomes ill while in our care you or an emergency contact will be called to pick up your child as soon as possible. In the event of a potential contagious illness your child will be removed from their classroom and kept away from the other children, in one of our designated sick areas. We ask that your child be kept home until they are symptoms free. We may ask for a doctor's note before readmitting the child to our program.

Although some illness is inevitable in group care, WDC staff tries to minimize this by practicing good hygiene, making daily health checks, and following universal precautions. Children and staff wash their hands thoroughly with warm soapy water before meals, after toileting, and throughout the day as needed. Toys, dishes and eating surfaces are sanitized daily. Floors are swept daily and as required throughout the day. The laundry, kitchen and bathroom areas are cleaned daily and as required throughout the day.

All children in attendance must be able to participate in all areas of the program, including outdoor play and swimming when applicable. It is not always possible for us to provide alternative supervision or activities for children unable to participate in all areas of the program.

Our **"Common Childhood Diseases Chart"** (next page) has been created by **Nova Scotia Health Promotion and Protection**. We ask you to adhere to the return (to child care) dates given if your child develops any of the symptoms/diseases listed.

Fever: is usually a sign of infection. The degree of the fever is not as important as the child's behavior (cranky, fussy, irritable, sleepy, and lethargic). Look for a rash or other signs of illness. If the fever exceeds, 39C or 102F, the child should see his/her physician.

It is necessary that parents develop back up plans for the care of their child in the event of illness.



Your Child CANNOT attend the Full-time Daycare Program if he/she:

- Has a temperature of 101 degrees Fahrenheit (38.4 degrees Centigrade) or over.
- Has not been fever free for 24 hours.
- Has vomited while at daycare or within the last 24 hours (vomiting is more severe than an infant's "spit up").
- Has diarrhea (abnormally loose, watery bowel movements that are much more frequent than usual). Children will be sent home from the program upon the second incident of diarrhea during the day.
- Has been on a prescribed medication for less than 24 hours for a condition requiring exclusion from the program according to the Communicable Disease Program. Your child must be symptom free and able to cope with all aspects of the program.
- Has a rash that has not been identified by a physician to be determined as not contagious or that seems to be worsening.
- Has a severe cold with fever, sneezing and heavy nasal drainage that affects their mood and ability to participate in the program.



COMMUNICABLE DISEASE SHEET

Disease	Symptoms	Return Date
Colds	Stuffy or runny noses, sneezing, Watery eyes.	When the child can actively Participate in all parts of the program.
Flu	Sore throats, muscular aches, fever; chills, vomiting and Diarrhea can be involved.	When the child can actively Participate in all parts of the program.
Diarrheal Diseases	Abnormal loose stool, cramps	Diarrhea can be infectious. Children should be kept home until diarrhea stops.
Strep Throat	Red and Painful throat. Fever, swollen neck glands, white patches on tonsils.	48 hours after antibiotic treatment
Impetigo	Spreading sores which can develop golden color crusty area. Little dot-like sores spread Around the original sores. Can Appear on the face, hands, legs, Feet, and buttocks.	48 hours after antibiotic treatment.
Chicken Pox	Very itchy rash starts with pink bumps. Watery discharge.	5-6 days after rash appears or When the chicken pox are all scabbed over.
Pertussis (Whooping Cough)	Intermittent spasms of coughing; leads to choking and/or vomiting causing reddening in the face	5 days after antibiotic Treatment.
Hepatitis	Viral infection of the intestinal tract. Cause fatigue and nausea, flu-like symptoms.	One week after illness Appears.
Mumps	Large swelling from the face to neck, jaw and in front of the ears. Often accompanied by cold like symptoms.	9 days after swelling Begins.
German Measles	Fever, cold-like symptoms followed by a fine rash, swollen glands behind the ears.	5 days after rash appears.
Meningitis	Fever, headache, neck pain, or stiffness, vomiting (quick onset). Flu-like symptoms.	When a physician gives a clear Medical report.
Red Measles	Fever, cold-like symptoms followed by a bright red rash, from the hairline down, reddened eyes, sensitive to light.	5 days after rash appears.



MEDICATION

WDC Child Care Staff are authorized to dispense medication after the necessary forms are completed and signed by parents. It is preferable however that the children receive all medication at home, if at all possible.

Prescription Medication must be provided in the original container, with the prescription label on it indicating child's name, name of medication, dosage of medication and instruction for storage and administration.

A parent/guardian must complete the WDC Medication Permission Form provided by the staff. This form must be initialed by staff at time of administering medication and by the parent/guardian at pick up time verifying their knowledge that the medication was given.

Non-Prescription Medication must be provided in the original container and may only be administered by WDC staff once a parent fills out a WDC Medication Permission Form. This form must be initialed by staff at time of administering medication and by the Parent/guardian at pick up time verifying their knowledge that the medication was given.

***The WDC Child Care Staff will not administer cough medicine to any child without a doctor's note.**

***Note: Please do not leave medication of any kind in your child's cubby or backpack.**

NUTRITION

Morning and afternoon snacks and hot lunches are provided in our full day child care programs. Our weekly menus are created by our Nutritional Planner, posted on the parent board and adhere to Canada's Food Guide and to the Government of Nova Scotia's Standards for Food and Nutrition in Regulated Child Care Settings.

Adults and children have access to potable drinking water throughout the day, including when they are engaged in outdoor play and while on off-site outings.

Staff and care providers are to respond to children's cues around hunger and provide snacks and meals outside of the regular schedule as required.

Staff and care providers will create a relaxing and enjoyable meal environment by planning a routine from play to meal/snack time.

Staff and care providers will encourage children to respond to their hunger and feelings of fullness. Children will not be forced to finish foods that they have been served.

DONATED / PURCHASED FOOD

Food may be donated or purchased for the Day Care only under the following circumstances:

1. the food is considered to be a low risk food by the Department of Agriculture, including whole fruits and vegetables that have not been cut except for the purpose of harvesting and dry non-



- potentially hazardous baked goods (i.e. those that do not contain cream, custard, cream cheese, meat or any other potentially hazardous food as a filling or a topping; and
2. the food brought into the program is acceptable to the licensee.

Foods that have been donated to or purchased for the Centre must:

1. be labelled with the name of the source of the food;
2. include a list of ingredients and any special preparation, storage or serving instructions; and
3. be in accordance with the Centre's special dietary considerations, including allergy and anaphylaxis information.

ADAPTING THE MENU FOR INFANTS

Upon enrollment, Infant Feeding Plans are created for children between the ages of 6 months to 17 months, at the request of the parents or when parents provide foods from home. Unless otherwise identified on the Infant Feeding Plan, children who are six months of age or older receive daily meals and snacks that are based on the menu. (Parents may bring food from home during their child's transition to solid food; however, this is not required and must be identified on an Infant Feeding Plan.)

Infant Feeding Plans, when created, are used for ongoing communication between the infant's parent/guardian and the care provider or the staff, including the Nutritional Planner. The Infant Feeding Plan is used to record and communicate the infant's progress during the transition to solid foods and indicates, when requested by the parent, how menu items are prepared to accommodate the infant's developmental stage.

Staff and care providers allow infants to explore their food, feed themselves and respond to hunger and fullness cues.

Honey and products containing honey are not served to children who are less than 12 months of age.

SPECIAL DIETARY CONSIDERATIONS

If your child has an allergy to food or special dietary concerns, please inform the WDC Child Care Staff when enrolling your child into the Centre. Please fill out the section on your child's registration form as it pertains to your child's situation. There could be a variety of reasons for this, including life threatening food allergies and other medical conditions that require special dietary considerations to be implemented. It is important that staff, the Nutritional Planner and parents demonstrate openness and a non-judgmental approach toward children's dietary requirements to ensure that all children receive the nourishment they need in a supportive environment. All special dietary concerns are posted on the allergy list, which is posted in the kitchen. Any special dietary foods are labeled on the serving tray before delivered to the classroom. (Example: soy milk- labeled with child's name in fridge).

MODELING POSITIVE ATTITUDES TOWARDS FOOD AND NUTRITION

The types of foods that children choose and the attitudes that they develop towards food and nutrition, are influenced by their peers and the adults in their lives. When adults consistently model healthy eating practices and positive attitudes towards food and nutrition, they directly influence and encourage children to develop positive ideas and attitudes about food and nutrition.



Staff and care providers are important role models in regulated child care settings and can influence children's attitudes toward food and nutrition through their own behaviors and actions with food.

When working directly with children, staff and care providers model healthy eating practices by eating the same food as the children at snack and meal times.

BREASTFEEDING

Nova Scotia has a Provincial Breastfeeding Policy that promotes, protects and supports breastfeeding as the best way to feed infants for optimal growth and development. It is recommended that infants be exclusively breastfed for the first six months of life, with the introduction of complementary foods at six months and continued breastfeeding up to two years and beyond.

WDC welcomes mothers to breastfeed anywhere in the facility and will provide a comfortable space for the mothers. Providing a supportive environment in regulated child care settings is essential to promote continued breastfeeding.

When requested, WDC will work with families to develop an Infant Feeding Plan to address storage and feeding of breast milk. This may also include a plan to follow when the supply runs out and a 'transition' plan to other milks if/when necessary. The Infant Feeding Plan is available for review.

MEDIA

The WDC receives occasional requests from the media for photographic, audio or video tape material of WDC programs and activities. If you have any concerns regarding your child/family and the media, please discuss your concerns with the Executive or Assistant Directors.

SAFETY POLICIES

All cleaning and dangerous materials are kept out of reach of children and stored in janitor closets and designated areas in each classroom.

Safety checks are done regularly. Fire drills are conducted on a monthly basis and recorded by the Executive or Assistant Director. Annual inspections are performed by the Fire Department and the Department of Health. Twice-yearly inspections are performed by the Department of Education and Early Childhood Development.

All employees of the WDC are required to hold current First Aid and CPR training Level C.

FIRE PROCEDURE

Fire Drills are performed on a monthly basis and recorded in the main lobby. When the alarm sounds, the children will be taken out of the building in an orderly fashion to the designated meeting area. Head counts will be performed ensuring everyone is safe. When it is determined that the building is safe, the children will return to their classrooms and another head count will be performed. In case of emergency you will be contacted to pick up your children and the educators will stay with the children until they are picked up.



EMERGENCIES

In the case of a full evacuation, the designated meeting area is the Windsor Public Library.

In the case of a serious accidental injury or illness, we will make an immediate call for an ambulance, and then attempt to contact (in order):

- the parent (s)
- the designated emergency contact person
- the child's physician

Please keep us informed on current phone numbers, special emergency numbers and contact persons, custodial arrangements, schedules, and any other pertinent information.

FIRST AID

The WDC may provide first aid to a child, as a form of health care. This pertains to bites, bumps, bruises, etc. If a child is seriously injured beyond basic first aid, the daycare will follow its Emergency procedures as above. Any special instructions, such as administration of an Epi-pen or who to call in case of an emergency, must be documented on the appropriate medical consent form.

NOTABLE SITUATIONS

"Notable Situation" Reports are maintained for any accident or incident occurring at the Centre. The teacher/witness and the parent/guardian will be required to sign these reports. Copies of these reports are placed in the individual child's files. The Executive and/or Assistant Director will review periodically for any recurring concerns and make any necessary adaptations.

SERIOUS INCIDENT REPORTING

This policy pertains to serious incidents in which a child is seriously ill or injured or incidents in which the health and safety of the children in care are at risk. **The following incidents must be reported immediately to the Department of Education and Early Childhood Development using the appropriate documentation:**

- An emergency evacuation
- Unexpected program closure or intruder on premises
- Illness or injury to a child that requires emergency health care or requires a child to remain in hospital overnight
- An error in the administration of medication by staff resulting in the child becoming seriously injured or ill and requiring first aid, or requesting emergency health care and/or requiring the child to stay overnight in the hospital
- The death of a child
- An unexpected absence of a child (ie., lost child)
- A child removal from the program by a non-custodial parent or guardian
- An allegation of physical, sexual, emotional abuse or neglect of a child by a staff/volunteer or the commission by a child of an offense under an Act of Canada or Nova Scotia
- A child left on the premises outside of the program's operating hours



All incidents of these types will be analyzed annually (or as necessary) and a report, using the required documentation, will be submitted to the Department of Education and Early Childhood office within 24 hours.



STATUTORY HOLIDAYS AND OTHER CLOSURES

The Windsor Day Care recognizes six (6) statutory holidays and Remembrance Day, as well as three additional days. Parents do not pay fees for these days. They are:

Statutory Holidays (Centre is CLOSED)

- New Year's Day (Jan 1)
- Good Friday (varies)
- Labour Day (first Monday in Sept)
- Nova Scotia Heritage Day (3rd Monday in Feb)
- Canada Day (July 1)
- Christmas Day (December 25)

Other Day (Centre is CLOSED)

- Remembrance Day (November 11)

Additional Days (Centre is CLOSED)

- Victoria Day (Monday before May 25)
- Boxing Day (Dec 26)
- Thanksgiving Day (second Monday in Oct)

STORM CLOSURES

In the event of a storm, it is at the Director's discretion as to whether or not the Centre will close. We strive to stay open on storm days, but it may be necessary to close, close early or monitor conditions throughout the day. At times the Centre may be operating on limited staffing during such conditions. Credits will be given for full-day storm closures.

Any unplanned closure of the centre will be announced on the centre's answering machine, local radio station, web site and face book page as soon possible. If closure is in question, please call the Centre before leaving home.

For the sake of the travelling safety of our WDC Families and our WDC staff, we do encourage early pickups on stormy days but in most cases, regular program hours will be observed.

FIELD TRIPS / OFF-SITE EXCURSIONS

Children in the centre often go on walks and take advantage of what the surrounding community has to offer (e.g., parks, local attractions, special events, etc.). WDC also offers, as part of its programming, field trips for children in the toddler and preschool groups, as well as the school age group when possible. Parents/guardians are **required to sign permission forms** after reviewing the field trip information sheet that contains details regarding the transportation, activities, risks and safety management strategies.

PRACTICUM AND SUMMER STUDENTS

In cooperation with community colleges and universities in the area, the child care centre is frequently used as a source of practical experience for students in early childhood education. These students enhance the staffing and permit individualized care and special activities which might otherwise not be possible. These students work under the direct supervision of the staff at all times. Summer students will be considered in the ratios.



VOLUNTEERS

WDC accepts volunteers throughout the year. All volunteers will be supervised by an assigned staff on duty and will not be considered in ratio. Volunteer duties may include helping serve snacks and setting up activities. They may also be asked to run an art activity or group game. All volunteers, just like staff, are expected to interact and engage positively with children. They will help them build pro-social skills in order to maintain positive and strong relationships with other children. Volunteers are required to have clear Vulnerable Sector and Child Abuse Registry checks prior to volunteering.

INCOME TAX RECEIPTS

Income tax receipts for Child Tax Credits will be issued before the end of February of the following year. It is your responsibility to ensure the WDC has your current address. Your Income tax receipt will be left in your child's cubby and/or mailed to the last known address. There will be a charge to produce duplicate receipts if yours is lost or we were not informed of an address change.

REPORTING ALLEGED CHILD ABUSE

As per the protocol outlined by the Department of Education and Early Childhood Development for the prevention and reporting of child abuse, the Windsor Day Care Centre employees are legally required to report cases of suspected child abuse and the information upon which it is based, to an agency. Please notify the Day Care of any injuries your child receives outside of the Centre.

All records and communications about both the victim and the perpetrator in an alleged incident are kept in extreme confidentiality.

The Day Care will follow the guidelines of the Department of Education and Early Childhood's Licensee Manual, including:

REPORTING ALLEGED ABUSE WHEN PARENT OR GUARDIAN IS SUSPECTED

1. First and foremost, the Day Care will ensure the health and safety of the identified child.
2. The child care staff or care provider who suspects the abuse or who has received the disclosure, will fill out the Child Abuse Report Form as soon as possible, accurately documenting the disclosure and allegation.
3. Contact the child welfare agency closest to where the child resides to report to the intake worker.
4. Immediately inform the Day Care's Director that a report to the child welfare agency has been made.
5. It is not the responsibility of the child care staff or care provider who made the report or the Day Care Director to prove the allegations. Do not interview the child victim.
6. It is not the responsibility of the child care staff, care provider or the centre director to notify parents or guardians that a report has been made. If required, this will be done by the child welfare agency.



REPORTING ALLEGED ABUSE WHEN CHILD CARE STAFF IS SUSPECTED

1. First and foremost, the Day Care will ensure the health and safety of the identified child.
2. If allegations are made by a parent or guardian, other child care staff or care provider, inform the person making the allegation of his/her duty to report the allegation directly to the child welfare agency. The person hearing the allegation is also obligated to make a report immediately.
3. If the allegation is against another child, the Centre Director shall take immediate and appropriate action to ensure that:
 - both children are kept separate from each other; and
 - each has appropriate support and supervision.
4. The child care staff or care provider who suspects the abuse or who has received the disclosure, will fill out the Child Abuse Report Form as soon as possible, accurately documenting the disclosure and allegation.
5. Contact the child welfare agency closest to where the child resides to report to the intake worker. The intake worker will advise any recommended actions to ensure the safety and protection of the alleged victim, other children and/or the alleged perpetrator (this may include separating the identified child and the alleged perpetrator).
6. Immediately inform the Day Care's Director that a report to the child welfare agency has been made. When the allegation is against the Centre Director, notify the chair of the board of directors, or the licensee that a report has been made and of any immediate actions required.
7. Following the child welfare agency's assessment of the allegations, an investigation may need to take place.

CONFIDENTIALITY

Parents can be assured that confidentiality regarding information about their children and families are a high priority at the Windsor Day Care Centre.

The Director and the staff may give you information about your child but under no circumstance will the Director or staff give you information about any other children in care.

All staff and volunteers at the centre sign a confidentiality agreement before working at the centre and it is against Day Care policy to discuss any child, staff member, issue or incident that takes place within the centre, or outside of the centre.



WINDSOR DAY CARE - DAILY SCHEDULE

INFANTS

6:45 – 8:30	Arrival, greeting, self-directed play, bottles or early AM snack
8:30 – 9:30	Open-ended snack for all infants, bottles and sleep as individual schedule dictates, morning group time
9:00 – 11:15	Self-directed play in planned learning areas, indoors or out. Supervised activities for small groups or individuals
11:15 – 11:30	Cleanup, diapering, wash-up for lunch
11:30	Lunch for non-bottle fed infants. Feeding /changing for morning nappers waking up
12:00 – 3:00	Nap time for many toddlers, individualized wake-up
1:15 – 5:00	Self-directed play in planned learning areas for non-sleepers
2:00 – 3:00	Snack, eating on individual or small group basis, when children are ready
3:00 – 5:30	Individual naps/feeding, changing, self directed play small group time. Good-byes, conversation with parents, departure

TODDLERS

9:00	Open Snack begins
9:45	Outdoor Play
10:45	Free Play: Art Exploration, Open-ended activities
11:15	Circle Time: Weather and Songs, Discussion of Theme, Finger Plays/Songs, Story/Felt Board Activities
11:40	Lunch
12:00	Bathroom Routine before Nap
12:30	Naptime Begins
2:00	Wake-Up and Quiet Activities
2:45	Open Snack Begins
3:00	Free Play
3:45	Outdoor Activities



PRE-SCHOOL

6:30-10:30	Free play – open ended activities, art activities, small group
9:30	Open snack
10:15	Clean up
10:30	Circle time (games, songs, stories, theme related activities)
11:40	Outdoor Time
12:00	Lunch
12:30-12:45	Wash-up routines, quiet activities
1:00 – 2:30	Nap time
1:30	Quiet activities for non-sleeping children
2:30	Wake up time for sleeping children
3:00- 3:30	Open snack
3:15- 5:30	Free Play, inside/outside activities

SCHOOL AGE

6:30-8:15	Before school arrivals
8:30	Bus arrival to pick up school children (time dependent on school bus schedules)
3:00	Pick up at Bus Stop
3:15	Outdoor Activities
3:45	Snack
3:45	Open ended activities with an art activity included
5:00	Join the Preschool Class

On in-service or other school closure days, the School Age program is full-day.



APPENDIX A: CHILD CARE FEES

CHILD CARE RATES (AS AT APRIL 1, 2018)

Infant Child Care

Full and Part-Time ----- \$35.00 per day

Toddlers

Full and Part-Time ----- \$29.75 per day

Preschool Group

Full and Part-Time ----- \$29.75 per day

School Age Group

Full day (in-service or summer) ----- \$29.75 per day

Before/after school part days ----- \$18.50 per day

Kinder School program (5 days per week*, 9am-2pm) ----- \$23.50 per day

*subject to School Age program schedule

Please Note:

No credit will be given for sick days, vacation days, or absent days. Fees are reviewed periodically and remain subject to change. Parents will be notified in a timely manner of such changes.

DEFINITION OF CARE

Full-Time – Your child attends five full days a week (Monday through Friday). School Age children are considered full-time spaces. Priority for space is given to full-time families.

Part-Time Set Days* -- Your child attends on a part-time basis consisting of the same days each week (i.e. Monday, Wednesday, Friday or Tuesday and Thursday), for a total of less than 30 hours per week. Part-time days are subject to change based on the full time enrollment. Priority for space is given to full-time families.

*Children attending part time must have regularly scheduled days. We cannot accommodate drop-in attendance.

The type of care you are registering for is chosen upon your child’s initial registration to the centre. To make any changes to your care option (i.e./ decrease or increase days or withdraw) you must provide at least two weeks' written notice to the Executive Director. The Executive Director will then look at the space availability for the type of care you want, and if no space is currently available, your family will be placed on a waiting list for the alternate type of care in which you would like to register. Enrolled full-time families will be given priority over the families on the waiting list who are not already registered in a program at the centre.



APPENDIX B: PAYMENT ARRANGEMENT

WINDSOR DAY CARE PAYMENT ARRANGEMENT

The following is information regarding the WDC Payment Arrangement. Your signature on the Parent Contract indicates that you have read and understand the terms of this agreement.

1. Registrations will not be accepted without a fully completed and enclosed:
 - Registration form.
 - A \$25 registration fee for all new families and those who do not currently have a child registered. This fee will be credited on the first month's invoice to parents.
2. **Payment is due in full on the first day of each month, for the month in advance.** Parents will receive invoices in the third week of the month prior.
3. To encourage timely payment of child care services, a late payment fee of \$15.00 will be charged to any accounts not paid in full by the second day of each month. An additional late payment fee of \$15.00 will be charged on the 20th of each month if there is still an outstanding balance.
4. All outstanding fees must be paid at the Windsor Day Care within 5 business days from being contacted to bring your account to current status. In the event that the full balance is not paid within the 5-day period, the WDC has the right to suspend or cancel Child Care Services, and to recover the outstanding balance through the appropriate agencies.
5. WDC has a portable subsidy agreement with the Province of Nova Scotia. Please speak with the Assistant or Executive Director about criteria for qualification and application procedures. Once approved for subsidy, you will be responsible for any fees that your subsidy does not cover.
6. An administrative fee of \$25.00 will be charged to your account for any NSF (non-sufficient funds) payments returned.
7. METHODS: Payment by e-transfer or debit is preferred. Post-dated cheques may be arranged with the Assistant or Executive Director. Cash payments are discouraged.
8. All accounts must be current in order to re-register and must stay current throughout the year. The WDC has the right to suspend or cancel Child Care Services upon receiving three returned monthly payments (i.e., NSF) within the annual period.
9. Child Care is full time or part time; fees relate to the amount of days your child attends per week.
10. A family discount of 10% will apply to all full-time, non-subsidized spaces. The discount for siblings will be applied to the lower of the Child Care fees (ie., if you have a toddler and an infant, the discount will apply to the toddler's Child Care fees.)
11. Credits ARE NOT given for sick days, vacation days, or days the centre may be closed due to water main breaks, power outages, partial storm closure days, etc.
12. Credits ARE given for statutory and non-statutory holidays, and full-day storm closures.
13. The WDC requires at least one (1) month written notice to the Executive Director upon withdrawal of a child from the Centre. If this notice is not received, parents will be responsible for the next month's payment in full.

PARENT CONTRACT

WINDSOR DAY CARE PARENT CONTRACT

Upon enrolling my child, _____ at the Windsor Day Care Centre, I agree to the following:

- To the Payment Arrangement as described in this Parent Handbook.
- I allow the Windsor Daycare Centre to collect, use and disclose personal information in order to: a) provide the best childcare possible, adequately meeting the needs of the child and family; b) meet the legislative requirements of the Day Care Act and Family and Children's Services Act.
- I authorize an employee of the Windsor Day Care Centre to provide basic first aid to my child if required.
- I authorize an employee of the Windsor Day Care Centre to consent for treatment if my child becomes ill and must be transported to hospital in an emergency situation and/or the parent or emergency contacts cannot be located.
- I give permission for my child to participate in outings throughout the year. I understand that the children will be accompanied by staff members and that every consideration will be taken for their safety.
- I give permission for my child to be photographed, videotaped or interviewed by the media in Centre activities. I understand these pictures/tapes may also be posted on the media website, and on the Centre's website and Facebook page.
- That I have received and reviewed the WDC Parent Handbook as required by the Nova Scotia Day Care Regulations Act.

Parent/Guardian Name

Parent/Guardian Signature

Date

Office use only:

Date of Admission: _____ Classroom Assigned: _____

Full time: _____ Part time: _____

Date of withdrawal: _____ Reason for withdrawal: _____

