

Welcome to Gore Bay Child Care Centre a place for quality child care in a school based setting.

Gore Bay Child Care Centre is a non-profit organization with a parent and community board of directors. We offer care for the children of our community from 8 months to 12 years.

We offer a safe enriching environment with professional staff. We are a family setting which allows siblings to be in care together, either for a full day program or for before and after school.

We are licensed by the Ministry of Children and Youth Services and must meet the requirements of the Province of Ontario Day Nurseries Act. We are approved for subsidy by Manitoulin Sudbury District Services Board (DSB); staff can give you information on full or partial subsidy.

This handbook has been prepared to help parents better understand the Centre's policies and procedures.

Philosophy

The aim of Gore Bay Child Care is:

- To provide high quality centre based care for the children of our community
- To encourage self-help skills, problem solving skills and to promote self-esteem.
- To maintain an environment that allows each child to experience social, emotional, physical and intellectual growth.

Program

Our program is based on the Emergent Curriculum model. This program uses the children's ideas and these ideas become the basis for the areas that children need to grow and learn. These include literacy, creative, fine and gross motor, dramatic play, sensory, music and movement and numeracy.

Children will learn using a variety of age appropriate activities, exploring and experimenting and will engage in play based activities that will promote school readiness.

Emergent curriculum offers opportunities for child driven activities. The child can lead the learning, giving them a sense of control and allowing them to explore activities that are meaningful to them.

Daily Routine

Children thrive on routine, therefore our Centre offers a consistent, predictable day, including indoor and outdoor play, active and quiet times, teacher directed and child initiated activities.

Children can anticipate when it is snack time, nap time and washroom time, giving them a sense of control over their day.

Nipissing Infant Development Screen

The Nipissing District Developmental Screen is an informal tool designed to assist in the identification of children ages 1 month to 6 years, who may require early intervention. The screen was designed to be filled out by a parent or caregiver and reviewed with a qualified professional. Upon registration to Gore Bay Child Care Centre, a Nipissing District Developmental Screen will be completed for your child. As your child moves from one age to another the teacher will complete another age appropriate screen. If at any time a “red flag” is indicated on the screen the child care staff will discuss this with you. This screen will be completed at the appropriate times until your child reaches 6 years of age.

Policies and Procedures

The following are agreed upon conditions of admittance. Please read carefully as it is important that these conditions are understood.

- Hours of operation: 6 am to 6 pm Monday to Friday. We will be closed for the following holidays:

Family Day	Good Friday	Easter Monday
Victoria Day	Canada Day	Civic Holiday
Labour Day	Thanksgiving	Week between Christmas and New Years

- Ages served: infants to 12 years, including children with special needs.
- Programs available: full day, before and after school and half day if available.
- Withdrawal; we require two weeks’ notice of withdrawal, in writing, directed to the supervisor. If a child is removed without notice, you are responsible for the full fee.
- Special excursions: throughout the year trips are made to places of special interests. Notices will be sent home for special trips, regarding time, date and destination etc. prior to the excursion. Sometimes a minimal charge will be required in addition to regular child care fees. Parent volunteers are always welcome on these trips.
- Newsletter; Monthly you will receive a newsletter with curriculum, special events and activities.
- Arrival and departure: children must be escorted into the centre, signed in and the staff on duty must be informed of their arrival. Our responsibility begins at this time. If your child will not be attending please let us know as soon as possible. Staff must be notified if a person other than yourself will be picking up your child. That person will be asked for proof of identity. If you are unable to pick up your child by 6 pm we ask that you make alternate arrangements. Late pickups will be documented and failure to comply will result in automatic withdrawal in service.

Parent(s) will comply with the arranged days and hours of care based on the enrollment schedule. Daycare is provided only for the hours the parent(s) are working/attending school and reasonable transportation time to and from daycare. The parent(s) understands that a late fee may be charged to their account when their child is picked up late, unless special arrangements have been made with the agency. **Extra time is not subsidized therefore after 3 times of being late in excess of**

5 minutes we will start charging \$2.50 per minute charge. This is in an effort to minimize staff costs and to keep the cost of providing care as low as possible.

Food

The centre provides lunch and morning and afternoon snack. Children are asked to try each food served. If your child has a severe diagnosed food allergy alternate food will be provided. Parents must provide all baby foods, formulas and there must be enough for the entire day.

Toys

We have a variety of age appropriate toys for your child to enjoy. Children are encouraged to share all materials and toys as part of their learning experience. It is very hard to share that special toy that was brought from home. We discourage children from bringing toys from home and cannot take responsibility for lost or damaged personal possessions.

Fees

Child care fees will be billed on the first day of each month. We require payment by cheque or cash. Postdated cheques are welcome. Your fees purchase the space you have registered for and any additional care will be billed accordingly. You are responsible for fees even if your child is not in care. Child care fees are tax deductible. Official receipts will be issued in January or upon withdrawal from the program. These must be retained for income tax purposes. No other statement will be issued.

Overdue Accounts

If your account is overdue by 60 days (2months) or \$1000.00 we will require the full amount to be paid within 30 days. If the amount is not paid after 30 days your child care will be terminated and the outstanding balance will be sent to a collection agency.

Subsidy

Gore Bay Child Care Centre has purchased a service agreement with DSB. Ask us for information on applying for subsidy.

Illness

Staff are required, according to the Day Nurseries Act, to make a general health assessment on a child's arrival. If a child is ill and not able to function within the program including outdoor play, she/he should not be admitted into the program. If symptoms occur while the child is in care the parent will be asked to pick up the child. Parents are encouraged to have a backup provider in case of illness. Parents are required to call the program if their child is ill and will not be attending. We have a policy in place called HEALTHY CHECK where we check for the following symptoms:

- fever of 100.7 or higher
- If your child is unable to participate in the program due to illness they will be sent home.

Full Fee Families Sick Day Policy

Full Fee families will have a total of 12 sick/absent days a year. Sick days are pro-rated from when you start using care.

It will be up to the families to track their sick/absent days. As the billing is done at the beginning of each month, if you have any absent/sick days during that month, you will be credited on the next month's invoice.

If there are any discrepancies the sign in and out sheets will be used to settle the discrepancy. So please remember to sign in and out each day.

Intake Process

Upon visiting the Gore Bay Child Care Centre you will be given a registration package. It is essential that all the forms are completed and returned to staff on your child's first day. Expect some changes in your child's behaviour as they adjust to being in centre based care. Staff have tips and information on helping your family through this adjustment.

Rest

It is a requirement of the day nursery act that children attending centre based care have a rest/sleep period each day. Children who cannot sleep are encouraged to rest quietly.

Clothing

Children should be dressed in clothes comfortable to play in. Please understand that some play is messy and children will sometimes get dirty. Outdoor play is an important part of our program so please send the proper outdoor wear. Indoor shoes are necessary, as are running shoes for gym time. Please send at least one complete set of extra clothing especially if your child is toilet training.

Medications

In accordance with the day nurseries act staff can only administer prescription medication prescribed to the child and is in the original container. If giving over the counter medication such as Tylenol, medication must also be in the original container. You will be required to fill out an authorization form, outlining dosage and times to be given. Medication of all kinds must be given directly to a staff member. At no time are medications to be in the diaper bag.

Health

Our program complies with public health regulations regarding contagious diseases.

Immunizations

Public health requires that all immunizations must be kept up to date. As your child receives more inoculations, please call public health and our centre to keep us informed.

Confidentiality

All personal information provided by parents is strictly confidential. Staff signs letters of confidentiality as a requirement of employment.

Supervision

The Day Nurseries Act clearly states ratios that must be maintained. Children are under the supervision of a responsible adult at all times.

Child Guidance

A positive approach is used in guiding children. Each situation and child is dealt with individually. Methods used include;

- Redirection: guiding a child into an acceptable option when engaged in an unacceptable activity.
- Logical and Natural Consequences: are used to make children aware of the results of their actions.
- Limit Setting: The staff will develop boundaries for the group.
- Modelling: The staff will demonstrate the appropriate ways of problem solving and interacting.
- Providing Choice: children are given options around choices and encouraged to start making decisions for themselves.
- Anticipating Problems: The staff plans and prepares the environment with health and safety in mind.
- Positive reinforcement: The staff will encourage and emphasize appropriate behaviour.

Parents

Quality child care is a partnership between parents and staff.

- Parents are encouraged to visit and participate in our programs whenever possible.
- Changes in a home situation should be communicated.
- Please take the time to discuss your child's day.
- Formal Parent/Teacher conferences will be held upon request.
- At any time please feel free to call the centre to discuss your concerns.
- It is your responsibility to sign your child in and out, please make every effort to do so.

Vacation

Children will be given 10 days' vacation for the year. Parents will not be charged when 2 weeks' notice is given.

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transportation time to and from daycare. The parent(s) understands that a late fee may be charged to their account when their child is picked up late, unless special arrangements have been made with the agency. **Extra time is not subsidized therefore after 3 times of being late in excess of 5 minutes we will start charging \$2.50 per minute charge. This is in an effort to minimize staff costs and to keep the cost of providing care as low as possible.**

Field Trips

Children who wish to join us on field trips will be required to be in care at least 1 other day prior to each field trip. This will give the staff and children time to build a rapport with one another. By doing this we believe it will allow for better safety for the children when on field trips as children tend to be more rambunctious and less willing to follow the rules when there is change in their routines, which field trips certainly do.

Feedback

Parent feedback is encouraged. We will have a parent rep that will address concerns and other comments. The parent rep is Beverly Wright.

Discontinuation of Services

Services may be terminated at the discretion of the supervisor for failure to abide by the above policies, or if the program is unsuitable for your child. Excluding any serious concerns where the child's safety, well-being or the safety of another child or the staff is in jeopardy. A month's notice of discontinuation of services will be given.

I _____ have read the Parent Handbook and agree to the conditions and terms.

Parent/Guardian Signature

Date

Staff Signature

Date