

CHEER DAY CARE CENTRE OF SCARBOROUGH

****PLEASE READ THOROUGHLY****

The Toronto Chinese United Church
3300 Kennedy Road
Scarborough, Ontario
M1V 3S8
Telephone: (416) 292-4720

Welcome to Cheer Day Care Centre (CDCC). Our Centre is a registered non-profit corporation, administered by a volunteer Board of Directors.

PHILOSOPHY AND GOALS

We strive to provide a positive learning environment that enhances your child's level of development, through daily activities such as creative arts, music, dramatic play, story reading, manipulative and cognitive toys, indoor and outdoor play and field trips.

Our goals are:

- To provide a safe and healthy learning environment
- To guide and nurture the physical, social, emotional, and intellectual growth of each child
- To provide an environment which encourages positive self-esteem and independence
- To expand the child's knowledge of the world around him/herself
- To promote family and social values
- To give the child a knowledge of God, His creation, His love and His care.

ACCESS AND EQUITY POLICY

CDCC welcome each and every child and family, providing programs and an all-inclusive environment. Children and Staff will have access to information and training about other cultural/racial identity, especially those relevant in our Day Care Community. Wherever possible, CDCC will employ Staff that reflects various cultural, national origin and racial identities. Through role modelling, Staff shows children ways to respond positively to similarities and differences in their daily interaction with others. All children are given equal opportunities to engage in all experiences and interactions regardless of gender, race, ethnic origin, religion and culture. Our program will provide resources that reflect diversity in family structures. Appropriate information, about varying ability development to foster understanding that we are all similar and different, is available.

OUR STAFF

Our Centre is staffed with qualified teachers trained in Early Childhood Education and Recreational Leadership, with a special knowledge and experience in the methods of child guidance to the ages of the children in the Centre. All staff has First Aid and CPR certification and also clearance from Vulnerable Sector Check, Offence Declaration or Attestation. They are interested and dedicated to carry out a quality program for your child. CDCC may have volunteers and/or Early Childhood Education students working in the Centre under the direction and supervision of the staff. Self-development is encouraged.

The center will consider supporting a maximum of one approved workshop per eligible staff per year in so far as budget limit allows. If two or more employees are interested in attending the same course at the same time, opportunity will be given to those who did not take any training workshop in the previous year(s).

SUPERVISION OF VOLUNTEERS AND STUDENTS

The day care supervision policy and procedures for volunteers and students that includes the following:

- a) Every volunteer and student is supervised by an employee at all times;
- b) No child will be supervised by any person under 18 years of age and/or by someone who is not an employee of CDCC.
- c) No volunteer or student is permitted to be alone with any child;
- d) Volunteers and students cannot be counted in staff-child ratios at any time.
- e) An employee always to be present with children to meet ratio requirements and respond in case of an emergency.
- f) Day Care permanent full-time staff members are the mentors to the volunteer or student.
- g) All volunteers and students are to read and sign the volunteers and students policy and procedures prior to starting in the classroom.

PARENT INVOLVEMENT

CDCC operates on an open door policy. We encourage the parents to interact and communicate with the staff and Board of Directors about the program and their children's progress. Parents and families are invited to attend the annual Christmas Festival and other parent/staff activities that may take place from time to time. Parents are welcome to share their experience in their expertise and interests with the children and staff in CDCC, through arrangement with the CDCC Supervisor.

Parents are encouraged to contribute written comments, issues, concerns or ideas with their contact information into a locked Suggestion Box located outside the daycare office. The Directors will retrieve the comments weekly, if any, to prioritize and respond within seven (7) working days. The enquiries and comments will be directed to the appropriate party to take action.

HOURS OF OPERATION

The Cheer Day Care Centre is open from 7:00 a.m. until 6:00 p.m. Monday to Friday except for statutory holidays. The Centre will be closed on the following days:

- New Year's Day
- Family Day (Ontario)
- Good Friday
- Victoria Day
- Canada Day
- Civic Day
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day

All programs will be closed at 4:00 p.m. on Christmas Eve and New Year's Eve. Advanced notice will be given for any exceptions.

PROGRAM STATEMENT

Cheer Day Care has a Program Statement that is consistent with the Minister's Policy Statement on programming and pedagogy issued under subsection 55 (3) of the Act. This is reviewed annually approved by the Board of Directors, staff and parents to ensure that it is aligned with the Minister's Policy Statement.

Program Statement Goals

- a) Promote the health, safety, nutrition and well-being
- b) Support positive and responsive interactions among the children, parents and child-care providers.
- c) Encourage the children to interact and communicate in a positive way, and support their ability to self-regulation.
- d) Foster the children's exploration, play and inquiry
- e) Provide child-initiated and adult supported experiences
- f) Plan for and create positive learning environments and experiences
- g) Incorporate indoor and outdoor play as well as active play, rest and quiet
- h) Foster the engagement of and ongoing communication with parents about the program and their children
- i) Involve local community partners and allow those partners to support the children, their families and staff
- j) Support staff, home child care providers or other who interact with the children at a child care centre or home child care premises in relation to continuous professional learning
- k) Document and review the impact of the strategies set out in clauses (a) to (j) on the children and their families

A copy of the Program Statement Policies and Procedures are available in the office. Parents can request the program statement through email or a hard copy.

OFF PREMISES ACTIVITIES

From time to time, the children may go on a field trip and/or participate in activities off the premises. These are communicated to the parents in writing and Consent Form has to be signed for the child to participate.

INCLEMENT WEATHER

In the event of extreme weather condition, parents can call the Centre and listen to the phone message for closing notice if the Centre needs to be remained closed.

If the Centre needs to close during the day (e.g. power failure, winter storm), parents will be notified and asked to pick up their child(ren) as soon as possible. Fees will be unaffected by any closures due to extreme weather or unforeseeable conditions. Parents are asked to ensure that they have a reliable plan in the event that an emergency prevents them from picking up their child(ren).

ADMISSIONS

Children are admitted to all programs operated by Cheer Day Care Centre on a first come, first serve basis. Children with Special Needs will receive programs planned by the Special Needs Consultants who are recommended by the Toronto Children's Services.

Prior to admission, as required by the Ontario Ministry of Education, each child must have an up-to-date record of immunization. If the parents decline to provide immunization record due to medical reason, their family physicians are required to complete a "Statement of Conscience or Religious Beliefs for child" issued by Ministry of Education. If it is for religious or conscience reason, the Statement has to be completed by parents. Both Statements must be approved by the Ministry before admission is granted.

Cheer Day Care Centre is licensed to admit children from 1.5 to 12 years of age. Subsidy is available for children between 1.5 to 4 years of age.

As mandated by Government regulations, subsidized children must be promoted from the toddler classroom to the preschool classroom once they turn 30 months old. In the event that there are no available subsidized spots open in the preschool classroom, parents will be asked to make alternative arrangements for child care. Parents will be given notice of the child's pending change in status a month before they turn 30 months old.

REGISTRATION PROCEDURE

The Supervisor will conduct a parent interview with one or both parents. A registration package including the Parents Handbook, all forms and the Child's starting date will be given to the parents at the time of the interview. These policies are very important to the Cheer Day Care Centre and must be read, understood and signed by the parents.

All children must provide an up-to-date immunization record prior to the commence date. Every time a child is vaccinated, parents must report this information to the day care supervisor to update his/her file.

Immunization Exemptions must be documented using approved ministry forms will be kept in the child's file.

- For medical exemptions, a legally qualified medical practitioner must complete the **Statement of Medical Exemption form**
- Parents who choose not to immunize their child must submit a notarized **Statement of conscience or Religious Belief Affidavit**

- In the event of an outbreak or case of a vaccine preventable disease (e.g. measles), children who are not immunized may be excluded from the child care centre. This is to minimize the risk of spreading the disease.

The registration fee, 2-weeks' deposit and the current month's tuition fee are required at least 1-week prior to the starting date to confirm the admittance.

FEES SCHEDULE AND PAYMENTS

Fee Schedule

Fees are based on enrollment, not attendance. No fee decreases for sick/missed days or statutory holidays will be provided.

Cheer Day Care Centre provide services for children between 1.5 to 4 years old. Fee subsidy service is also available to this age group. As a non-profit organization, the Centre sets its tuition fee at a rate sufficient to cover the operation costs. Different rates of fees are charged for toddler and preschool children to reflect the operating costs of the 2 types of classes.

For a child who does not stay for the full hours in a day, of 5-days in a week, at the time of enrollment his/her parent can apply for current daily rate for the number of days in a week that the child stays at the Centre.

Payment on Enrollment – Registration Fee and Fee Deposit

A non-refundable registration fee of \$20.00 is required on enrollment unless the child rejoins the Centre within 90-days. The fee deposit equivalent to 2-weeks fee is required on enrollment. The non-refundable deposit will be applied to the last two-week payment when the child leaves the Centre.

Payment of Tuition Fee and Outstanding Payments

Tuition fees should be paid monthly on the first Monday of the month by cheque for the first 2-weeks and post-dated cheques for the rest of the month. The amount of fee is fixed and will not be reduced for: statutory holidays, child absences, closure of the Centre due to inclement weather or unforeseeable conditions. At the end of each year, the Centre Supervisor will provide a fee collection schedule for the following year to facilitate payment of fee. Parents are welcomed to provide post-dated cheques for the entire year.

If the tuition fee is not paid in time, a written notice of the outstanding amount will be issued. \$10.00 late fee charges will be levied. If the fee is not paid within 2-weeks after the above written notice, the child's place in the Centre will be withdrawn.

When a Non-Sufficient Funds (NSF) cheque is received by the Centre, the parent will be required to pay the Centre the following day in cash, money order, or certified cheque. Service charge of current bank charge rates will be levied on each NSF cheque.

Admission for Subsidized Spaces

If parent is eligible for subsidy, Cheer Day Care Centre must be provided with copies of application and supporting documents. Subsidy acceptance letter must be received by the Centre prior to attendance.

If parents wish to start their child before subsidy acceptance, their child must pay the full fee until subsidy acceptance letter is received by the Centre.

Parents are responsible for the portion of fees that are not covered by subsidy and will be billed for these portions.

If parent becomes ineligible for any subsidy, they will be responsible for paying the full fee.

It is the parent's responsibility to keep all information current with the Toronto Children's Services Subsidy office and the Cheer Day Care Centre.

If children are denied admission due to CDCC's inability to accommodate the child's needs or family circumstances, then the Children's Services Consultant will be notified.

PART-TIME PROGRAM

The part-time program is offered to toddlers and preschoolers for families who choose not to have a full-time position from Monday to Friday.

For a child who does not stay for the full hours in a day or 5-days in a week at the time of enrollment, his/her parent can apply for current daily rates for the number of days in a week that the child stays at the Centre.

Part-time spaces may not always be available. Space would depend on whether our enrollment is full or not. Priority will be given to families who need full-time care. The part-time child will have the option to change to full-time position or give up the space for the family who needs full-time care.

***Fees are based on enrollment, not attendance. No fee decreases for sick/missed days or statutory holidays. ***

ARRIVALS AND DEPARTURES

When bringing your child to the Centre, parents are expected to bring their child(ren) into the building and help remove their child's outer clothing and place them in the child's cubby. Parents must then be sure that their child(ren) is/are under the supervision of the staff before leaving the premises.

In order to allow children to settle into the program and maintain the continuity and smooth operation of the child's care setting, all children are requested to arrive by 9:30 a.m. Should a child be arriving late, parents are asked to notify the staff by 9:00 a.m.

Children will be allowed to leave the Centre only with their parent(s) or the designated person on a regular basis unless other arrangement had been made. These arrangements should be made in advance and stated in writing to the Supervisor or staff on duty. In the event that a person other than a parent or the designated to pick up the child, the staff will ask for identification. Anyone picking up a

child must be over 18 years of age. For a youth between 15-17 years old to pick up a child, an Authorization Consent form must be signed by the enrolled child's parent.

In the event that someone has arrived and the above stated criterion was not met, the staff will attempt to contact the parent. If this process forces the child to remain at the Centre beyond 6:00 p.m., late fee charges will apply. Until a parent is contacted and permission is given, the child will not be released.

Parents are responsible to inform the Centre of any changes in contact information. Parents are also encouraged to read all the information posted on the Parent Bulletin Board and notices sent home from time to time.

AFTER HOURS PENALTY

If a child remains at the Centre past the closing time of 6:00 p.m. a late fee charge of \$10.00/child per quarter hour will be levied. A Late Fee form will be filled out and signed by the staff on duty and by the parent of the person picking up the child. Receipts will be issued and money's collected by the Centre will be passed on to the staff on duty for that evening.

Parents are asked to respect the closing times of the Centre and remember that staff is on personal time after 6:00 p.m. In the event that a family is habitually late to pick up their child, the child may be withdrawn from the program with immediate effect.

In the event that a parent, family member, or emergency contact will be late picking up the child, and has not contacted the Centre by 6:00 p.m. the staff on duty will call the parents. If by 7:00 p.m. there is no response from the parents, the staff on duty will call the Children's Aids Society and will be reported as abandoned.

WAITING LIST

When the enrolment of children in a particular age group has reached maximum capacity, a Waiting List for children applying is compiled and monitored by the Supervisor. A child's position on the Waiting List will be maintained until they reach the top of the list and a space in the appropriate age group becomes available. Once the child reaches the top of the list, the Supervisor will contact the parents to offer them the available spot. The parents have 48-hours to accept or decline the spot. Should they decline the offered space at the time, they can request their child's name to remain on the list. A subsequent refusal will result in their child's name being removed from the list. After which the family must re-apply to the waiting list. The Supervisor may disclose the status of the child's position on the List upon request from the parents. No fee is charged, collected or deposited for the placement of a child on the Waiting List.

WITHDRAWAL

The Cheer Day Care Centre requires that all parents provide written notice to the Supervisor **2-weeks prior to the withdrawal date of each child**. Advanced notice is required to ensure that your 2-week deposit is properly classified as your final payment of child care fees. If the 2-week notice is not served, the deposit will not be refunded.

Space cannot be guaranteed for families wishing to take their child out of the Centre for a period of time (e.g. Maternity leave, summer vacation). Parents can either continue to pay the regular fees to hold the space or be placed on the Waiting List.

In the event that a family has become delinquent with fee payments, the child may be withdrawn from Cheer Day Care with no notice.

If a family is habitually late in picking up their child(ren), the child(ren) may be withdrawn from the program with immediate effect. All outstanding fees would be due immediately.

Withdrawal due to Special Circumstances

Cheer Day Care Centre reserves the right to withdraw services for the following reasons:

1. A child's willful destruction of Centre property
2. A child's use of profane or improper language
3. A child's conduct which is injurious to the moral tone of the Centre or the physical or mental well-being of others in the Centre
4. A child consistently challenges reasonable guidance and instruction
5. A parent's refusal or inability to abide by the policies and procedures as set out in the Parent Handbook
6. A parent's conduct being harassing, belligerent, abusive or in any other manner inappropriate
7. Outstanding fees, either regular weekly fees or any other fees due from a late pick-up

Excessive Behaviour Management Issues

In the event that a child's behaviour is consistently causing disruption to the program, harm to other children or harm to property of the program, the child may be withdrawn. This extreme measure would only take place after consultation with the child's family and other child care professionals. All decisions made will be in consideration for the best interest of all children enrolled in the program.

Discharge due to Child's Inappropriate Behaviour

Each situation involving extreme behaviours and issues will be monitored and assessed by the Supervisor and Board of Directors. Each family and child will be treated with respect and dignity. Procedures will be followed and appropriate action will be taken with the best interest of all children in mind.

Prior to withdrawal, Toronto Children Services District Consultant will be notified of possible withdrawal. 2-weeks written notification may be given if a family is asked to withdraw a child. Regular fees and fees due during the notice will be levied.

Discharge due to Parent Issues

The Cheer Day Care Centre recognizes that parents, as our clients, are to be treated with the utmost respect. In the event that a parent's behaviour is such that could be construed as harassing, excessively rude, belligerent, and/or racist or in any other way creating tension or fear, the parent's child may be withdrawn from the program. Each situation is assessed and reviewed individually and in consultation with the Supervisor, Board of Directors, as well as, the Harassment Code of Ontario.

Procedure for dismissal as initiated by CDCC

If after documentation of meetings with parents as well as use of support services and it is apparent that CDCC is unable to accommodate the child's needs or family circumstance, the Children's Services Consultant is notified and parents will be referred to other services.

NUTRITION

The Centre supplies a morning and afternoon snack and a hot lunch each day. Morning snack is served between 8-8:45 a.m. Children arriving at the Centre after 8:45 a.m. will miss the opportunity to participate in this snack. All meals and snacks are provided daily by a catering company as decided by the Centre from time to time. The menus are based on a 4-week rotation and contain full nutritionally balanced diets as suggested by the Canada Food Guide and CCEYA. They are posted on the Parent Board. Children with a food allergy, sensitivity, or restriction due to religion, are provided with alternatives.

REST TIME / SLEEP SUPERVISION POLICY AND PROCEDURE

Each child over 18-months of age up to 4 years of age in attendance for 6-hours or more in a day, has a rest period not exceeding 2-hours in length after lunch.

A child under 44-months of age as of August 31 of the year who is unable to sleep during the rest period, will not be kept in bed for longer than the duration of 1-hour and is permitted to engage in quiet activities.

Parents of children who regularly sleep at the Child Care Centre will be advised of the policy and procedure regarding children's sleep. Parents will be consulted respecting a child's sleeping arrangement at the time the child is enrolled and any other appropriate time (e.g. transitions between programs or rooms or upon a parent's request).

A cot will be assigned to each child and its location is posted on the board in the sleeping area, to ensure children are readily identified. The Sleeping Area would have sufficient light to conduct visual check. This area is supervised by staff, which performs direct visual check of all sleeping children during the sleep time. Each hour the sleep room staff will complete the visual check including their initials and also the time next to each child's name. The observation of any significant changes in a child's sleeping patterns, signs of stress or unusual behaviours during sleep will be documented and communicated to parents, resulting in adjustments to the manner in which the child is supervised during sleep.

Supervisor will ensure that the sleeping procedure is followed at all times in accordance to the policy. A log will be maintained to record the direct visual checks, the review of Sleep Supervision Policies, Procedures and Individualized Plans with the staff and volunteers. All records are dated and kept in a locked cupboard in the Office for at least three years.

CLOTHING AND LINEN

For the comfort of all children, it is mandatory that at least 1 set of clothing remain in your child's cubby at all times. Parents should monitor for size, weather/season appropriate clothing and change if necessary. A complete set should include the following:

- A top

- A pair of pants
- Underwear
- Socks
- Extra sweater

Also, it is important to note that to meet regulations as set out in the CCEYA, the children play outside for 1-hour in the morning and 1-hour in the afternoon. So such things as snow pants, hats, boots, and mittens, should be brought every day during the cool and cold seasons. Sunscreen and sun hats should be brought every day during the warm and hot seasons. Please label all articles of clothing brought to the Centre to prevent loss. Parents are also required to provide their children with a blanket for rest time. The blankets will be sent home to be laundered every Friday and are to be returned to the Centre on the following Monday.

All cot sheets are scheduled to be laundered weekly and when soiled or wet. All children's soiled clothing are sent home for cleaning in a sealed plastic bag. It is the parents' responsibility to ensure that there is extra clothing available in the children's cubbies when changes are needed.

In the event that your child requires changing during the day and does not have appropriate clothing, a parent may be called and asked to bring a set of clothing or pick up their child. Limited spare clothing is kept at the Centre for emergency only.

Physical education will be also part of our program. Therefore, children are required to have running shoes with no black rubber soles, t-shirt, shorts or track pants, available at all times.

Since outdoor play is an important part of our program, children should wear comfortable play clothes that allow him/her to explore and enjoy their environment without fear of getting dirty.

The Cheer Day Care Centre firmly discourages toys brought from home and will not take responsibility if toys are broken, damaged, or lost.

HEALTH CARE POLICY

In assessing a child's wellness and ability to participate and remain at the Centre, staff must take into consideration a number of factors including:

1. Signs and symptoms of communicable diseases
2. Exclusion criteria (e.g. illness that prevents child from participating in activities; greater need for care than the staff can provide; illness poses a serious health risk if it spreads to others)
3. A designated room or area for isolating ill children

The staff will complete an Illness form if there is any change in the health or well-being of a child during the day. Staff must use their judgment and may consult with the Supervisor to decide on whether to inform the parents of their child's health condition or ask the child to be picked up.

The following is a list of symptoms/illness where a child may be sent home:

1. Fever 38°C or higher
2. Diarrhea and/or vomiting – 2 or 3 times
3. Undiagnosed rash
4. Communicable diseases
5. Persistent pain
6. Head Lice

7. Pink Eye
8. Serious cough

Staff will have the parents signed the Illness Form and keep the copy in the child's file, as well as to make a note in the daily log.

Toronto Public Health is to be notified if any child is diagnosed with any of the communicable diseases listed under Toronto Public Health fact sheets.

- Communicable disease reporting number is 416-338-7790
- Outbreak reporting number is 416-392-7411

In the event that a child has been sent home due to communicable diseases he/she is not to return to the Centre until:

1. A note from a medical doctor stating he/she is well enough to return to the centre AND is not contagious, OR
2. He/she has been on medication for 24 hours (e.g. pink eye)

Parents are encouraged to arrive at the Centre promptly if they receive a phone call from a staff indicating that their child is ill and must be picked up. Parents are encouraged to have reliable back up plans with friends and family members who are authorized and able to help them out in the event that parents are unable to leave work. The Centre is not equipped to care for children who are ill. If a parent does not arrive within a reasonable time, staff may need to resort to contacting the Emergency Contacts of the child.

ANAPHYLAXIS POLICY

Anaphylaxis is a life-threatening allergic reaction triggered by foods, insect stings, medication, exercise, and latex. Avoidance of a specific allergen is the cornerstone of management in preventing anaphylaxis. Foods that commonly produce allergic problems include milk, soy, egg, wheat, fish, and nuts. Reactions to peanuts and shellfish are usually more severe than other foods.

Many children have severe allergies to nuts and nut products. The allergen can include Anaphylactic Shock, a reaction that can be fatal if left untreated. For the safety of our children, Cheer Day Care Centre strives to provide a **nut-free environment**. ALL NUTS AND NUT BY-PRODUCTS ARE PROHIBITED FROM THE DAY CARE. Snacks are provided by the day care centre and have been carefully selected to ensure that they do not contain nuts or nut by-products. The Centre does not encourage parents to bring food from the outside for children.

Insects may cause allergic reaction. However, avoiding them completely is more difficult to achieve. Therefore, certain precautions are made to reduce the risk of exposure:

- Removal of insect nest in the playgrounds
- Proper storage of garbage in well-covered containers
- Removal of nuts/shells from animals in the playgrounds

Epinephrine is the treatment of choice in the emergency management of any child having a potentially life-threatening allergic reaction. Children with anaphylaxis are required to have **ONE (1)** EpiPens (not expired) prescribed by a physician with the appropriate administration instructions documented on the Occasional Medical form provided by the Centre. All staff will have anaphylaxis training. The parent's of

a child who may have an anaphylactic reaction is required to fill out and document on the Child Medical Alert form before the child starts at the Centre.

All children receiving emergency epinephrine will be immediately transported to a hospital by ambulance. The time that the epinephrine was administered must be logged and the empty case of epinephrine must accompany the child to the hospital.

ALLERGY AND FOOD RESTRICTION POSTING

A list of the names of child/(ren) with food allergy or food restriction is posted in the Classrooms and in any other areas that children may be present (e.g. playground, gym....etc.). Where it is not practical to post, the allergy and restriction list is readily available to staff.

SMOKE-FREE POLICY

The Cheer Day Care Centre is a smoke-free Centre. Therefore, smoking or holding a lighted cigarette on the premises is prohibited, including the playground, whether children are present or not. Any person who refuses to comply is in contravention of the Smoke-Free Ontario Act. They can face a fine up to \$5,000.00.

ACCIDENTS

If an accident occurs and a child needs medical treatment, the parent will be contacted immediately and will be required to meet the child and a staff member at the nearest hospital as soon as possible. Not so serious accidents will be documented in the form of an Accident Report, filled out by the staff and signed by the parent. The original report will be placed in the child's file.

MEDICATION ADMINISTRATION POLICY

In order to ensure safety and minimize the risk of error, our Centre has implemented the following procedure regarding the administration of drugs to your child:

1. Prior to sending any medication to CDCC for the children, parents are encouraged to administer such medication to their children at home to ensure unpleasant reaction would not happen.
2. Each prescription medication must be accompanied by a Medication Authorization Form provided by the staff and signed by the parent in the morning. A non-prescription medication must have a written authorized note by a doctor and attached to the Medication Authorization Form signed by the parent
3. The exact dosage and times of medicine to be administered is to be clearly stated on the Medication Authorization Form
4. All medications, both prescribed and non-prescribed, must be in original containers and have the child's name on it
5. A parent must hand-deliver the medication and the written instructions on the Medication Authorization Form to the sign-in staff member
6. Medication will be stored as directed and kept in a locked container either in the fridge or kitchen cupboard
7. All children receiving medication will receive it according to the instructions in the Medication Authorization form. If there is a change in administration time, the parent needs to sign off on the old form and a new Medication Authorization form will be required

8. Any error in administration of medication (eg. Medication to the wrong child, dose error, or dose missed) will be recorded and reported to the Supervisor who will then notify the parent(s) of the child

BEHAVIOUR MANAGEMENT POLICY

The following policy applies to children enrolled in the program. We feel that behaviour management is an integral part of our program as it complements our Philosophy and Goals. It also ensures the smooth running of our program and teaches children to learn to respect others, themselves and property. The policies have been compiled according to the Child Care Early Years Act (CCEYA). Each staff understands and complies with the policies and procedures posted.

Role modelling is seen as the best way to prepare children to conduct themselves in a socially appropriate manner. This is achieved through encouraging the use of verbal communication in an open, honest manner. The Cheer Day Care Centre provides a quality program that is age appropriate. Ensuring that children are active, stimulated, challenged and has opportunity for success while consistently seeing staff model appropriate behaviour to help foster happy developing children.

Behaviour Management

The Cheer Day Care Centre uses a positive approach to behaviour management taking into account of the child's development, understanding, needs and abilities.

Staff will convey clear, consistent, and simple limits in a positive way. Children are reminded of appropriate behaviour. In the event of a child's misbehaviour, the focus will be placed on the child's behaviour, rather than the child, stating what should be expected. Simple explanations and offers of alternative choices will be given to the child to help them explore the better choice of their behaviour.

If a child's misbehaviour continues, a firm and calm tone will be used to indicate the expectation of the child. Children will learn to be clear about their consequences where behaviour differs from what is expected of them (e.g. Denial of privileges or removal from the troubling situation) each time.

Cool-down time is to sit with a staff member or to a quiet place in the room and ask to think about what they have done to necessitate this consequence. Cool-down time is kept short each time (1-minute of each year of the child's age). The child will then be asked to indicate verbally which activity he/she would like to participate in and what the appropriate behaviour should be.

List of Prohibited Practices

No one shall permit to do the followings to any child under the child care service

- a) Corporal punishment of the child;
- b) Physical restraint of the child;
- c) Locking the exits of the child care centre for the purpose of confining the child;
- 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.

CHILD ABUSE

Any case of suspected child abuse must be reported to the Children's Aid Society and to the Ministry of Education and Family Services. It is the professional obligation of the staff to report such a suspicion. If they do not report, they can be held liable.

1. If a staff person has reasonable grounds to suspect child has been abused, they must report it to the Children's Aid Society. They should inform the Supervisor of her intent to call. They should request that the Supervisor be present while the call is made.
2. The staff records observations on the Serious Occurrence form.
3. The staff and Supervisor will then follow any advice provided by the Children's Aid Society.
4. Once contact with the Children's Aid Society has taken place, the name of the Children's Aid Society worker is recorded on the Serious Occurrence form.
5. The Chair of the Board is informed of the serious occurrence. Confidentiality will be maintained.

Note: Anonymous calls to the Children's Aid Society may be made at any time. Staff is aware of the importance of reporting to the Children's Aid Society for the sake of the child. It is not the duty of the staff to allege or accuse, but only report suspicion.

SERIOUS OCCURRENCE PROCEDURE

Serious Occurrence includes the following scenario while the child is attending the Day Care Centre:

- Death of a child occurred within the Day Care Centre and off the premises;
 - Serious accidental life-threatening injury or life-threatening illness received;
 - Allegation and accusation of abuse or mistreatment of a child against staff, volunteers and temporary care providers;
 - Situation where a child is missing or is temporarily unsupervised
 - Any unplanned disruption of normal operations or the closure of the Day Care Centre that poses a risk to the health, safety or well-being of children receiving day care at the Day Care Centre
- e.g. a. Fire
b. Flood
c. Gas Leak
d. Detection of Carbon Monoxide
e. Outbreak
f. Lockdown
g. Other Emergency Relocation or Temporary Closure

All Serious Occurrences must be reported to the Ministry of Education through CCLS within 24-hours of becoming aware of an occurrence. Then, a Serious Occurrence Notification form will be posted for a minimum of 10 business days. If the form is updated with additional information, the form will remain posted for 10 business days from the date of the update.

An analysis of all serious occurrences as well as the action taken by CDCC that occurred in the previous calendar year is performed and documented annually.

EMERGENCY POLICY AND PROCEDURE & Fire Drill Practices

A fire drill will be conducted on monthly basis. This also will include checking the fire extinguishers and the smoke alarms. The fire alarm system is tested annually.

Under Power Outage, Fire and Flooding situations

All children will be escorted by the staff and volunteers out of the Building by following the Emergency Procedure and Evacuation Route Map as posted in classrooms as well as various locations in the Building. A designated staff will assist any special needs' child(ren) during the evacuation.

All children will then be taken to the Emergency Shelters located at **Mary Ward Childcare Centre**, 3200 Kennedy Road, Scarborough, ON M1V 3S8 (416-297-9660). In the event of inclement weather, an alternate emergency shelter is designated at **Pizza Pizza**, 3380 Kennedy Road, Scarborough, ON M1V 3S8. A designated staff will also notify the parents or other designated contacts of the situation. Parents will be advised to pick up their children at the Shelter.

Deranged and/or Intruders' situations

Staff would gather the children into a room; lock the door and take attendance. Supervisor or the Acting Supervisor will assess the situation and call 911 to obtain Police help.

CONFIDENTIALITY

Children's records are strictly confidential. Only the following parties have the right to access their records at CDCC:

- Parents (record of their own children only)
- CDCC staff
- City of Toronto Consultants, Children's Services
- Program Advisors, Ministry of Education