



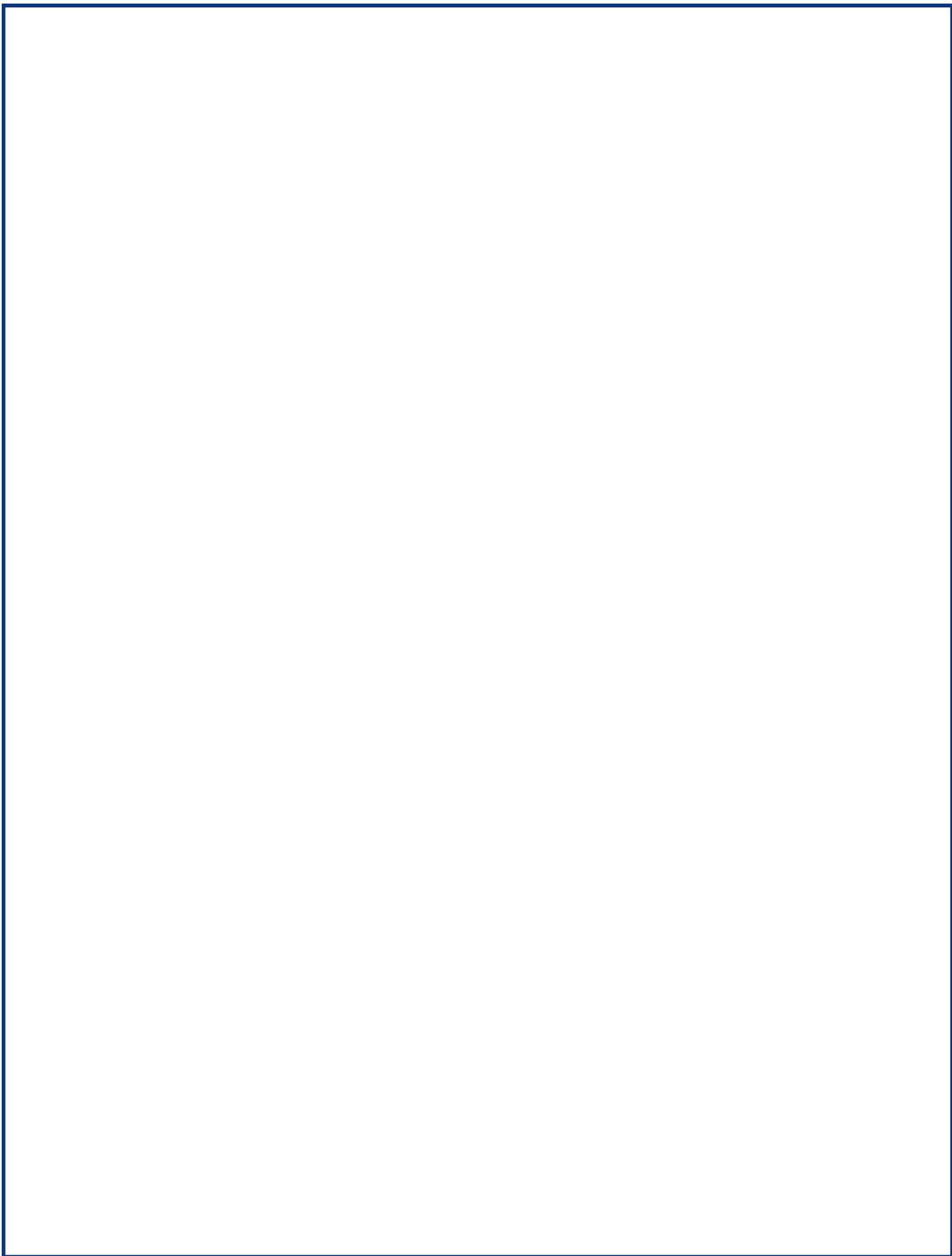
# PARENT HANDBOOK

Infants, Toddlers and Preschool

March 2024



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**Revised Policy: Prohibited Practices (see page 9)**

# CHILDREN'S CENTRE

## PROGRAM STATEMENT

To ensure that we provide high quality experiences for families and children, our programming and pedagogy is guided by the How Does Learning Happen? Ontario's Pedagogy for the Early Years (2014) document.

We believe that every child:

- Needs to feel a sense of belonging, feel connected to others and feel that they are able to contribute to their world.
- Needs to develop a strong sense of self, health and wellbeing.
- Is an active and engaged learner who explores the world with body, mind and senses.
- Is a capable communicator who can express themselves in many ways.

Within a warm, nurturing environment, children actively participate in positive, interactive experiences that are based on their current interests and real life experiences. Our programs are flexible and creative and provide children opportunities for decision-making and growth towards independence and responsibility.

We view children as resourceful and competent, capable of complex thinking and rich in potential. By observing the children's interaction and language, we learn about their interests, experiences and needs. By recognizing and acting upon teachable moments, the program staff engage children in planning activities that are meaningful and relevant to their world. With the guidance of the staff, projects are chosen that generate a sufficient amount of interest and curiosity to provoke children's creative thinking and problem solving, and are open to different avenues of exploration.

Developing the ability to self-regulate is an essential part of a child's healthy development. Understanding and helping children to develop self-regulation skills, is a key component of the Children's Centre. Self-regulation develops over time with maturation, experience and nurturing adult support.

Self-regulation is the ability to effectively monitor and modify one's own emotions, to focus or shift attention, to control impulses and to tolerate frustration or delay gratification.

A child must be calmly focused and alert in order to learn, communicate and self-soothe effectively. Good self-regulation skills are important for a child's social-emotional development, as research has shown that children who can successfully self-regulate are more resilient, have better relationships with others, and better academic outcomes.

We value positive and responsive relationships with families. By engaging families in a meaningful way, this partnership ensures that we are able to focus on their child's social, emotional, physical, creative and cognitive development in a holistic way.

We work in partnership with school boards and special needs resource agencies, such as All Kids Belong, to meet the individual needs of children and their families. By working collaboratively with parents and resource agencies, we ensure that strategies are implemented that reduce or eliminate barriers, effectively support each child's unique needs and development, and is inclusive of all children, including children with individualized plans.

Our educators are warm, caring, qualified professionals who are carefully chosen through a selection process designed to determine their ability to meet the needs of children.

Educators participate in regularly scheduled professional learning opportunities throughout the year. Individually, and within learning communities, educators review, discuss, share and reflect on topics that are relevant to providing quality care for children and effective support for families.

## PROGRAM STATEMENT GOALS AND APPROACHES

London Children's Program Statement is consistent with the Minister of Education's policy statement on programming and policy (O.Reg. 137/15), aligns with our policies and procedures, and is used to guide our work with children and families.

**Children have a strong sense of self, health and well-being.** Children are provided healthy snacks/meals daily. Food is not used as a reward or punishment and children are able to follow cues in regards to their own hunger or fullness.

**Children are viewed as resourceful, competent, capable of complex thinking and rich in potential.** Children are encouraged to feel powerful, independent, important and competent. They are provided with open-ended materials and sensory experiences that offer opportunities for exploration and discoveries.

**Our indoor and outdoor environments allow for limited transitions, flexibility for rest periods, and periods of uninterrupted play where safe risk measure are practiced.** Programming allows children the opportunity to sleep, rest or engage in quiet activities based on their individual need to self-regulate or regenerate.

**Children actively participate in positive, interactive experiences that are based on their current interests and real life experiences.** Programming and ongoing projects are generated from observations and children's emergent ideas and interests.

**By recognizing and acting upon teachable moments, educators engage the children in planning activities that are meaningful to their world.** Children are provided with open ended materials that allow for the natural flow of creativity and the opportunity to make representations of what they understand or imagine.

**Children are supported in developing self-regulation skills.** Educators demonstrate a calm, positive approach to guiding children, and provide them with the tools necessary to help them problem solve and communicate. They interact with children in a manner that maintains the child's sense of self-worth, respect and dignity.

**Families are valued through positive and responsive relationships.** Families are valued as contributors with unique knowledge, experiences and strengths. They are welcomed into the program and are invited to participate in the planning and sharing of ideas and resources. They see their lives, language and interests reflected in the program.

**Families are engaged in a meaningful way to ensure that educators are able to focus on the children's social, emotional, physical, creative and cognitive development in a holistic way.** Educators are mindful of building relationships to meet the individual needs of the child and family. By participating in ongoing communication with parents, educators exchange information and involve them in decision-making for their child.

**All children are valued and have opportunities to participate with their peers, in activities that promote their emotional, physical, social and intellectual growth and development.** Educators work in collaboration with school personnel, Family Centres and community resource agencies, such as All Kids Belong, to meet the individual needs of the children and their families.

**Educators are warm, caring, qualified professionals, carefully chosen through a selection process designed to determine their ability to meet the needs of children.** Educators participate in regularly scheduled professional learning opportunities throughout the year. Individually or within specific learning communities, educators review, discuss, share and reflect on topics that are relevant to providing quality care for children and effective support for families.

**Program Coordinators document and review the impact of the approaches on the children and their families.** Program Coordinators, or designates, conduct regular program visits to document, review and discuss with the educators, the impact of the approaches on the children and their families.

## ACCESSIBILITY AND INCLUSION

LCC is committed to providing high quality, inclusive programs and practices that respond to the individual abilities and needs of every child. We know that children need to feel valued, have friends and feel that they belong. At LCC, we provide safe, caring environments where all children are valued and have opportunities to participate with their peers, in activities that promote their emotional, physical, social and intellectual growth and development. We foster each child's sense of belonging and feelings of self-worth through respectful and supportive relationships among staff, children, their families and the community.

LCC staff work in partnership with parents and special needs resource agencies, such as All Kids Belong, to meet the individual needs of children and their families. By working collaboratively with parents and resource agencies, we ensure that strategies are implemented that support each child's unique needs.

**LICENSING** is obtained through the Ministry of Education (MEDU) to operate our Children's Centres. The program is inspected and licensed annually and a license is issued upon successful completion of the licensing procedure. More information about licensing is available on the Ministry website at [www.edu.gov.on.ca/eng/parents](http://www.edu.gov.on.ca/eng/parents).

## CHILD CARE STAFF

Our warm and caring staff are qualified professionals, carefully chosen through a selection process designed to determine their ability to meet the needs of young children. All program staff have an Early Childhood Education Diploma and are members in good standing with the College of ECE. Staff are required to have a valid first aid certificate, infant/child CPR, an up-to-date immunization record and a Vulnerable Sector Check prior to employment.

## PROFESSIONAL DEVELOPMENT

London Children's Connection is committed to ongoing professional development and staff are supported in the implementation of our innovative approach to program planning, through imbedded professional learning and participation in ongoing professional development.

**VOLUNTEERS AND STUDENTS** may participate in a child care opportunity by fulfilling the requirements of the Vulnerable Sector Check, participating in a Policy and Procedure review, and at the discretion of London Children's Connection. All volunteers and students participating in a child care opportunity will be under direct supervision of staff and will never be left alone with the children. All students and volunteers will participate in tasks and responsibilities that are directly related to their school curriculum / volunteer position.

## PROGRAM HOURS

Our Children's Centres operate every school day from 7:00 am – 5:30 pm. The programs do not operate on statutory holidays. Full-day care is offered on PA Days, during March Break, throughout the summer and between Christmas and New Year's.

**PROGRAM CLOSING TIME** has been established in consideration for the children and the length of their day, and to correspond with parent's needs. If an unexpected situation arises and you are unable to pick up your child by 5:30 p.m., please arrange for another adult to do so. This person must be identified on your child's registration form.

**CENTRE CLOSURES** may result due to circumstances beyond our control (ie: severe inclement weather, power failure). For announcements of centre closures, please visit our website ([www.lcc.on.ca](http://www.lcc.on.ca)), Facebook page, or Twitter profile. If during the program hours the centre is not able to operate due to power failure or similar circumstances, you will be contacted immediately. Refunds will not be issued for school closures that are beyond our control.

## PROGRAMS

An **Infant program** is offered at Cedar Hollow, Summerside, Westmount and White Oaks Children's Centres for children ranging in age from 0–18 months. The individual needs of each child are met promptly and sensitively, through an abundance of cuddles and stimulating learning experiences. Secure emotional attachments and strong, nurturing relationships are developed between children and program staff.

Our **Toddler program** offers care for children ranging in age from 18 months to 2 ½ years. The individual needs of each child are met through the development of strong, nurturing relationships. As well as being exposed to many exciting activities daily, the children learn self-help skills such as dressing, eating and toileting.

Our **Preschool program** offers care for children ranging in age from 2 ½ - 5 years. In our children's centres, we embrace the emergent curriculum approach to early childhood education. This is a child focused and teacher

framed approach to learning. Within a warm, nurturing environment, children participate in positive experiences which are based on their current interest and real life experiences. Our programs are flexible and creative and provide children opportunities for decision making and growth towards independence and responsibility.

In order to accommodate each child's needs, our home-like environments provide a variety of stimulating and rich learning centres, which include; writing, creative arts, sensory play, discovery, dramatic play, reading, blocks, woodworking and computers. Ample time is provided in the learning centres to ensure children have enough time to develop their ideas and work on their skills.

### **SAFE ARRIVAL AND DEPARTURE**

Parents have the primary responsibility for ensuring their child arrives safely at the program.

Children must always be accompanied by an adult when arriving or departing from the centre.

### **ABSENCES**

If a child does not arrive at the centre and the parent has not given prior notice of the absence, staff will take the following steps:

- Circle the space on the Sign In/Out document in red pen
- Within a half hour of the child's expected time of arrival, check the centres phone for a message from the parent.
- Contact the parent by phone or text.
- If the parent cannot be reached, a message will be left for them to contact the centre as soon as possible.
- If the parent has not been reached within half an hour, call the emergency contacts
- Follow the usual Sign In and Out procedure for documenting attendance (refer to staff manual)

After 3 incidents of the parent not contacting the centre regarding a child's absence, the Coordinator will call the parent to review the policy and find a mutually convenient way to ensure communication of absences.

### **LATE PARENT**

Program closing time for the Children's Centre is 5:30 p.m.

If a parent is unable to pick up their child by closing time, they will be asked to arrange for another adult to do so and to immediately contact the centre by telephone to inform the staff of the change. A child is never to be released to someone who does not have permission to pick them up.

No child is to be left unattended or released into the care of an unauthorized person. Staff are responsible for waiting with the child in the centre until a parent arrives and the child can be released into their care.

If at program closing time, a parent has not arrived to pick up the child and the program has not been advised of alternate arrangements, the following steps will be taken:

- 5:35 p.m. Staff will try to contact the parent by telephone.
- 5:40 p.m. If the parent cannot be reached, staff will phone the emergency contact person listed on the child's information sheet. If the emergency contact picks up the child, staff will continue to try and contact the parent to let them know.
- 5:45 p.m. If the authorized people cannot be reached, staff will contact the Program Coordinator or designate to inform them of the situation and to receive further instructions. If the Program Coordinator cannot be reached, staff will call On Call. Staff will remain in the building with the child and will offer a snack.
- If the Custodian asks the staff to leave the building, staff will not comply. When the child is picked up, the staff will inform the Program Coordinator.

### **UNKNOWN ADULT COMES TO PICK UP CHILD**

A child may only be released to persons who have been named on the child's registration form, which has been signed by the parent. If this person is unknown to the staff, their picture identification will be requested.

The parent/guardian must give written permission for any person that is not listed on the child's registration form to pick up their child. If an adult comes to pick up a child and their name is not on the registration form, the following steps will be taken:

1. The staff will inform the adult that there is no written permission to release the child to them.
2. Staff will call the parent to inform them of the situation.
3. In case the parent gives direct instructions to release the child to the adult who has come to pick up their child, the following steps will be taken:
  - a. The parent's verbal confirmation will be documented in the Daily Journal
  - b. The parent will be asked if they would like to add this person to the child's registration form
  - c. The adult will be asked for photo identification
4. If the parent cannot be reached, or the parent is unable to come to the program, the emergency contact person(s) will be called and asked to come to pick up the child.
5. Under no circumstances is the child to be left with the adult during this process. If the adult insists upon taking the child before parental consent is received, the parents will immediately be contacted to inform them of the situation.

Note: Anytime this situation occurs, the Program Coordinator (or designate) will be immediately contacted.

### **APPROACHES FOR GUIDING CHILDREN'S SUCCESS**

Our aim is for the children and staff to have a safe and enjoyable time at the program. We establish reasonable limits for behaviour which are consistently monitored by all staff. These limits are appropriate to the developmental level of the child and consider the health, safety, and the rights of all individuals. A positive approach is used to guide the children, and each situation and child is considered individually. Our methods include: redirection, logical and natural consequences, limit setting, modeling, providing choices, anticipating situations, recognizing appropriate behavior and involving children in conflict resolution.

### **ILLNESS OF A CHILD**

London Children's Connection follows the guidelines as set out by the Middlesex-London Health Unit. If your child becomes ill during the program and is unable to actively participate in program activities, they will be isolated from the rest of the group. Care will be provided until you can be contacted and your child can be taken home. If we are unable to contact you, we will telephone the emergency contacts on your child's registration form and request that they pick your child up from the centre. We would then continue to try and contact you to inform you of the situation.

### **HEALTH AND ADMINISTRATION OF MEDICATION**

All prescription medication must be in the original container with a prescription label that is clearly marked with your child's name, date, name of medication, and the instructions for storage and administration. Program staff will only administer medication according to the instructions on the prescription label. Program staff will not accept a non-prescription topical cream if the contents include an identified allergen for any child enrolled in the program.

Homemade treatments, essential oils or topical creams will not be administered. A medication form must be completed and signed by the parent /guardian prior to administering medication to a child. Our staff will document and initial: the dosage, time given, and any side effects observed each time medication is administered. Please ensure that the medication is passed on to the Program Staff for safe storage.

All ongoing medication information must be reviewed, signed and dated by the parent annually, or if changes are made, to ensure the information is accurate and up to date. We may ask you to follow specific guidelines to ensure the safety of all children in our care.

**Emergency Medication:** If a child requires an emergency medication, the medication must always be accessible in case of an emergency. A child will not be accepted into the centre if this medication is not on site.

### **ANAPHYLAXIS POLICY**

Some allergic reactions range in severity from uncomfortable to severe (anaphylactic reactions). Anaphylactic reactions may begin mildly with itching around eyes and mouth, flushing, hives or a cough. However, in some cases, symptoms can increase quickly to include swelling of the mouth and throat, difficulty breathing, nausea, vomiting, weakness and confusion. A drop in blood pressure may deprive the heart and brain of oxygen, leading to unconsciousness or death.

All of this can occur in minutes and immediate medical relief is necessary. Because of the unpredictability of reactions, if a child with an allergy expresses any concern that a reaction might be starting, (especially if the child has suffered an anaphylactic reaction in the past), the staff will respond immediately and follow the instructions in the child's **Anaphylaxis Action Plan**.

London Children's Connection recognizes the importance that children with life-threatening and severe allergies have a safe environment in which to participate fully. All possible strategies to reduce the risk of exposure to the causative agents will be practiced. It must be noted, however, that it is not possible to reduce the risk to zero.

### **Preschool and Toddler Aged Children**

Dietary Planners purchase, prepare and provide nutritious meals and snacks that incorporate family cultural preferences, and that are in accordance with Health Canada: Eating Well with Canada's Food Guide. Menus include a variety of new and familiar, healthy, and appealing foods. Children are provided with a nutrient rich diet that is low in potentially harmful ingredients such as trans-fats, sodium and added sugar.

All food is stored, prepared and served so as to maintain maximum nutritive value. A rotational menu is planned and posted for your reference. As some children enrolled in the program may have life-threatening food allergies, outside foods may not be brought into the centre. Please take a few minutes to review the rotational menu and inform the Coordinator if there is any item that will cause your child to have an anaphylactic reaction. Every effort will be made to substitute a food to which a child has an anaphylaxis allergy, with a similar food that does not contain the allergen.

Exceptions from this policy may include children enrolled with multiple life-threatening food allergies that cannot be accommodated in the centre, as well as infants who are not yet on table foods.

If a parent prefers to prepare and bring foods from home for their child's lunches and snacks:

- All foods provided by the parent must be labelled with the child's name, the name of the enclosed contents, and the current date.
- All foods will be stored in a manner to ensure maximum nutritive value.

### **Infants**

- Each infant under one year of age is fed in accordance with the written instructions from their parent.
- Parents will supply all foods while their infant is eating only pureed foods, baby formula and/or infant cereal.
- All foods provided by the parent must be labelled with the infant's name, the name of the enclosed contents, and the current date.
- Once the infant no longer requires pureed foods and/or formula, table foods and whole milk will be provided by the centre.
- Parents are required to try all new foods three times at home, before it will be served to their infant.
- Parents will be informed if a child with a life-threatening allergy is enrolled in your child's program. You will be asked to follow certain guidelines or restrictions to avoid supplying food related to the child's allergy, in order to ensure the safety of all children in the program.

### **REGISTRATION OF A CHILD REQUIRING AN ACTION PLAN**

For children who have an anaphylaxis allergy, severe asthma, diabetes, seizure disorder, or any other chronic or acute medical condition, an Action Plan will be established between the parent and Program Coordinator and reviewed with program staff. All Action Plans must be reviewed, signed and dated by the parent annually, or if changes are made, to ensure the information is accurate and up to date. The information on the Action Plan is pivotal to ensuring the child's health and safety while in program.

### **Anaphylaxis Action Plan**

Once the parent and Program Coordinator complete, sign and date an Anaphylaxis Action Plan, the parent will train the Program Coordinator (or designate) on the steps to take in the event that their child has an anaphylactic reaction.

Prior to commencing care, the Program Coordinator (or designate), will train the program staff on the steps to take in the event of an anaphylactic reaction. During their initial orientation and annually thereafter, all program staff will be trained on how to use an Epi-Pen.

If a child requires the administration of emergency medication, the parent must complete a Medication Authorization and Administration form.

All ongoing medication information and Action Plans must be reviewed, signed and dated by the parent annually, or if changes are made, to ensure the information is accurate and up to date. We may ask you to follow specific guidelines to ensure the safety of all children in our care.

### **EMERGENCY MEDICAL ATTENTION**

The health, safety and well-being of the children in our care, are our highest priority. In the case of illness or injury to a child, the staff of London Children's Connection will immediately proceed in obtaining emergency medical treatment as deemed necessary. Parents/guardians will be notified immediately in such an emergency.

In order to ensure the safety of a child with a life-threatening medical condition, it is imperative that the parent/guardian provides complete and accurate medical information.

**EMERGENCY EXPENSES**, such as any expense incurred in handling an emergency illness of a child, will be the responsibility of the parents/guardians. Parents will be informed of all accidents, as well as requested to review and sign an Injury Report. Please inform staff as soon as possible if medical treatment was sought after an injury in our program.

### **OUTDOOR LEARNING**

Experiences in nature are very important to the development of young children. It enhances physical health, intellectual development and emotional well-being, and increases focus and academic achievement. Learning outdoors provides opportunities for curiosity and wonder, and provides a different and meaningful learning environment.

Our daily program schedule allows children the opportunity to participate in outdoor activities every morning and afternoon. To help your child feel comfortable and ready to explore and learn in the outdoors we ask that you provide appropriate clothing for the weather each day (ie: rain boots, raincoats and splash pants for wet days: snow pants, boots, hats, extra mittens, etc. for cold, snowy days).

It is advised to keep an extra set of clothing on site for your child so that children have the freedom to explore and create while eliminating the stress of getting dirty or wet. All items must be clearly labeled with your child's name. Every effort will be made to locate misplaced or missing items; however, we cannot be responsible for lost items.

During summer months, children must wear a hat, preferably with a wide brim or neck flap to protect their sensitive ears and neck. To reduce the risk of injury as children participate in outdoor activities, children must wear secure footwear such as running shoes or sandals with a full ankle strap and rubber grip bottoms.

We request that you provide sunscreen, to help ensure that your child is protected from the harmful rays of the sun. Due to allergies and skin sensitivities, the sunscreen must be in the original container, clearly labelled with your child's name. We recommend using a broad spectrum UVA and UVB sunscreen, with SPF #30 or higher.

Please ensure your sunscreen does not contain any nut ingredients. As there is a waiting time for sunscreen to become affective, we request that you apply sunscreen on your child, prior to coming to the program.

Also, please send your child with water bottle, clearly labelled with your child's name.

**EXCURSIONS** may take place throughout the year to special places of interest. Notice will be posted in advance of the excursion, informing you of the destination, time and date. You will be required to sign a permission form allowing your child to participate.

### **PERIODS OF REST**

The well-being of all children in our programs is supported through programming that supports each child's varied psychological and biological rhythms by providing materials, time and space for active play, rest and quiet time.

Rest is an important part of the day for all children. The need for sleep and/or rest time varies greatly among children. Preschool and toddler aged children may sleep for up to two hours daily. If children are unable to sleep after half an hour they can get up from their cots to participate in quiet activities for the remainder of the period. Children enrolled in a kindergarten program are permitted to sleep, rest, or engage in quiet activities, based on their individual needs.

All infants under 12 months of age will be placed on their back for sleep, until they are able to roll from their back to their stomach or sides on their own. Any request to place an infant in a different position for sleep (ie: on their side or stomach) will require a written letter from the child’s physician.

Please inform the Program Coordinator of your child’s sleep preferences and/or required accommodations. We work in partnership with parents to ensure that the duration of each child’s rest period while participating in our program, does not disrupt normal sleep patterns at home.

**ADDRESSING MATTERS OF CONCERN – A Solution Focused Approach**

We work in partnership with parents, school personnel and community partners to meet the individual needs of children and their families. We value positive, respectful and responsive relationships and foster engagement and ongoing communication with parents about the children and the program.

Open communication with parents is essential to a quality child care experience. Program staff will discuss your child’s day with you and will ask for your feedback to ensure your child has a positive experience in our program. All issues and concerns brought forward are taken seriously and every effort will be made to address and resolve issues and concerns as quickly as possible. An initial response will be provided within two business days.

Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents, children, staff, students and volunteers, except when information must be disclosed for legal reasons (ie: CAS, Ministry of Education, College of Early Childhood Educators).

London Children’s Connection strives to meet the needs of all children and families enrolled in our child care programs. However, in certain situations it may become necessary for a discussion regarding alternate child care options. London Children’s Connection does not make this decision lightly and makes every reasonable effort to meet each child’s needs so that they can participate in a meaningful, purposeful and successful manner in the program.

Depending upon the nature of your concern, please follow the steps below:

Nature of Issue/Concern	Steps to Report Issue/Concern
<p><b>Program:</b> (schedule, sleep arrangements, toilet training, programming activities, feeding arrangements.)</p>	<ol style="list-style-type: none"> <li>1. Raise the issue/concern directly with program staff.</li> <li>2. If the issue cannot be resolved, contact the Program Coordinator.</li> </ol>
<p><b>General Operations-Related:</b> (child care fees, staffing, waiting lists, menus)</p>	<p>Raise the issue/concern directly with the Program Coordinator.</p>
<p><b>Staff, Student, Volunteer</b></p>	<ol style="list-style-type: none"> <li>1. Raise the issue/concern directly with the individual.</li> <li>2. If the issue cannot be resolved, contact the Program Coordinator.</li> </ol> <p>All issues or concerns about the conduct of staff, students or volunteers that puts a child’s health, safety and well-being at risk should be reported to the Program Coordinator as soon as it becomes apparent.</p>

**DUTY TO REPORT**

The duty to report is an ongoing obligation. If there are reasonable grounds to suspect that a child is or may be in need of protection, by law, a report must be made to the Children’s Aid Society. The duty to report overrides the provision of any other provincial statute.

**SHARING OF PERSONAL INFORMATION**

London Children’s Connection values and respects the confidentiality of all families in our programs, however, outside agencies such as Children’s Aid Society, the Ministry of Education, and the Middlesex-London Health Unit have the authority to ask for information about children participating in licensed programs. If asked by an authority, we will provide information as required.

**CHANGES IN REGISTRATION INFORMATION** must be relayed to the Program Coordinator immediately. In the event of an emergency, your child's safety could depend on the accuracy of this information (ie: address, phone number, work information, emergency contacts). When changes occur, you will be requested to sign and date the updated registration form as verification of accuracy.

**PARENT INVOLVEMENT** is welcome in all aspects of the program. Feedback through questionnaires and ongoing communication with the program staff are valuable methods of contributing to your child's care.

### **VACATION TIME**

If your child is enrolled in the Children's Centre program for a consecutive period of 12 months, you will be entitled to take two weeks' vacation without charge. You are encouraged to take vacation time in blocks of not less than five (5) days. It is our intent to encourage families to take advantage of some quality vacation time together each year. Please note that eligible/no charge vacation days not used by anniversary date cannot be carried forward.

### **STATUTORY HOLIDAYS / PROGRAM CLOSURE DAYS**

New Year's Day	Good Friday	Labour Day	Christmas Day	Canada Day
Family Day	Victoria Day	Thanksgiving Day	Boxing Day	Civic Holiday

In addition, the centre is closed:

- a) For a few extra days during the Christmas Break. This varies yearly, depending on the dates of Christmas Day and New Year's Day. Notice of this closure will be posted well in advance.
- b) For an organization-wide professional development day on Easter Monday.

### **MONITORING COMPLIANCE AND CONTRAVENTIONS**

On a monthly basis, the Program Coordinator or designate visits the program to observe and document compliance with the implementation of program policies and procedures, Program Statement goals and approaches and Individual Support Plans. Follow up support is provided as required.

**REQUESTS FOR COPIES OF ATTENDANCE** must be made in writing by the requesting parent's legal counsel. Separate fees will be charged by the ordering party for each year and each location requested.

### **PROHIBITED PRACTICES**

Under No circumstances is the following permitted:

- a) Corporal punishment of a child;
- b) Physical restraint of a child, such as confining a child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only until the risk of injury is no longer imminent;
- c) Locking the exits of a child care centre or home child care premises for the purpose of confining a child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management procedures.
- d) Use of harsh or degrading measures or threats or use of derogatory language directed at or in the presence of a child that would humiliate, shame or frighten a child or undermine his/her self-respect, dignity or self-worth;
- e) Depriving a child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding;
- f) Inflicting any bodily harm on children including making children eat or drink against their will.

**FIRE DRILLS** are practiced once per month. Fire drills are recorded and initialed by the Program Coordinator. Posted by each exit door, is a detailed outline of the emergency procedures followed in case of evacuation of the centre, as well as the evacuation site. Please familiarize yourself with this information.

## **VISITING ANIMALS AND RESIDENT PETS**

The Thames Valley District School Board and London District Catholic School Board do not allow dogs on school property.

Service animals that accompany persons with disabilities shall be permitted entry to all services and facilities that are open to the public. If it is not readily apparent that an animal is a service animal, London Children's Connection may request a letter from a physician or nurse confirming that the person requires the animal for reasons relating to their disability.

## **EMERGENCY MANAGEMENT**

An outline of the emergency procedures that are followed in the event of evacuation, as well as information regarding the evacuation site, is posted in each program room. Please familiarize yourself with this information.

If an evacuation occurs (ie: false fire alarm) and the program can remain on site, parents will be verbally informed upon arrival to pick up their child. If an evacuation requires the program to move to the emergency evacuation site, parents/guardian's will be informed by telephone as soon as it is safe to do so.

## **SERIOUS OCCURRENCE NOTIFICATION**

The safety and well-being of your children is our highest priority, however, in spite of all the best precautions, incidents can sometimes happen. A "Serious Occurrence Notification Form" will be posted in a visible area on site, for 10 days, when an incident occurs that is deemed a serious occurrence, as per the government's definition. A serious occurrence does not mean that the program is out of compliance with licensing requirements or that the children are at risk at the centre.

**SMOKE-FREE ONTARIO ACT** requires licensed programs to comply with this regulation; therefore, no person may smoke or hold lighted tobacco, smoke or hold lighted medical cannabis, smoke or hold a designed product or substance, or use an electronic cigarette, in any location where childcare is provided by London Children's Connection, whether or not children are present.

## **ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT (AODA)**

London Children's Connection fully supports the AODA (Customer Service) Act. Should you require assistance in accessing information regarding our programs and services, please contact your Program Coordinator.

## REGISTRATION AND FEE INFORMATION

### DETERMINING OUR FEES

As a non-profit organization, fees are set at an amount that will cover the operating costs of the program.

### PAYMENT METHODS

Payment for your child's enrollment is due in advance of care.

1. A completed Pre-Authorized Debit (P.A.D.) form is required at the time of registration. Automatic withdrawals for your child's monthly child care fees will be processed the first business day of each month

Feel free to contact your Accounts Coordinator by the P.A.D. cancellation date shown on the last page of the Year at a Glance calendar, should you anticipate an issue with your payment. There will be a service fee for returned Pre-Authorized Debit.

2. If Pre-Authorized Debit is not possible, a series of post-dated cheques must be submitted prior to your child's start date. Cheques are to be dated for the first of each month. There will be a service fee charged for each cheque that is not cleared through the bank. Payment to replace returned items is required immediately by cash, certified cheque or money order.

Payment is required for all statutory holidays, as well as for all days your child is scheduled to be in care, regardless of illness or absence (please refer to the "Vacation" section for exceptions).

Services may be terminated by the Centre if policies are not followed, fees are not paid, or if the program is unsuitable for your child.

### REGISTRATION AND ORIENTATION PROCEDURE

We request that you visit the centre prior to enrollment in order to meet with the Program Coordinator, review your registration forms and observe the program. Your child should accompany you to familiarize him or her with the staff and the surroundings. The full registration package must be completed prior to your child participating in the program. Payment arrangements for the school year must accompany the registration package in order to process your child's enrollment.

Parent / Guardian #1 on the registration form is the designated parent / guardian who will receive all written correspondence. This parent will also be issued the annual income tax receipt by the end of February. A fee will be charged, should you request a duplicate income tax receipt beyond the past calendar year.

### WITHDRAWAL FROM THE PROGRAM

We require that you notify the Program Coordinator in writing, two weeks prior to withdrawing your child from the program. A refund will be issued for any resulting overpayment, provided the required two weeks' notice is given. In lieu of notice, two weeks' fees will be required.

A space cannot be guaranteed if you wish to temporarily withdraw your child. In the event of a temporary withdrawal, your child's name will be placed on the waiting list.

For parents enrolled for Pre-Authorized Debit, notice of your child's withdrawal must be received by the 15<sup>th</sup> of the month to ensure cancellation of your next scheduled automatic withdrawal.

### CHILD CARE FEE SUBSIDY

If you are receiving child care fee subsidy, assistance will continue based on approval from your subsidy provider (City of London). You must notify your subsidy provider:

- To arrange approval if your child will be absent five (5) or more consecutive days (ie: illness or vacation)
- To arrange approval for consistent absent days (ie: every Friday)
- To arrange approval for a change in your child's enrollment, transfer to another program or care provider
- When you withdraw your child from care
- If there are changes to your address, phone number or employment information

Note: If you do not receive prior approval for any of the above situations, subsidy will not pay for these absent days or changes, and you will be responsible for paying all full fees to London Children's Connection directly. Refer to the information sheet that you received from your subsidy provider for further details.

## **Sibling Requests**

Siblings do not automatically receive child care fee subsidy. If your Program Coordinator has contacted you to confirm your request for sibling care, you should contact your subsidy provider, who will confirm eligibility. Your Program Coordinator will be notified by your subsidy provider regarding your eligibility.

## **Interested in Child Care Fee Subsidy?**

Application forms are available from your Program Coordinator or by contacting the City of London at (519) 661-4834. Forms are also available on the City of London website at [www.london.ca/childcare](http://www.london.ca/childcare).

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## **WAITLIST POLICY**

London Children's Connection supports the utilization of London's centralized on-line child care waitlist (oneHSN). To provide families with quick, easy access to the oneHSN waitlist, LCC provides a direct link on our website. If parents require support to help them navigate through the waitlist site, LCC staff are available to assist you by contacting us at (519) 471-4300.

When registering children in our programs, we first look to meet the needs of the families currently registered (transfers between LCC programs, siblings, and/or moving children from one age group to another).

Once parents have completed the on-line waitlist, Program Coordinators are notified of the request by e-mail. Program Coordinators review the oneHSN waitlist regularly, and as spaces become available, they will contact families in order of application submission date, and the ability to meet the requested child care needs. Parents are welcome to call if they have questions, or to enquire about their status on the waitlist. Confidentiality is maintained at all times.

## **RESOURCE LINKS**

Ministry of Education Information on Child Care: [www.edu.gov.on.ca/childcare/](http://www.edu.gov.on.ca/childcare/)

How Does Learning Happen? Document: [www.edu.gov.on.ca/childcare/HowLearningHappens.pdf](http://www.edu.gov.on.ca/childcare/HowLearningHappens.pdf)

Middlesex-London Health Unit: [www.healthunit.com](http://www.healthunit.com)

Health Canada: [www.hc-sc.gc.ca/fn-an/index-eng.php](http://www.hc-sc.gc.ca/fn-an/index-eng.php)

Family Info: [www.familyinfo.ca](http://www.familyinfo.ca)



**LONDON CHILDREN'S CONNECTION**  
**Children's Centres**  
**Base Fee Schedule for September 2023**

<b>INFANT CARE</b> Available at Cedar Hollow, Summerside, Westmount and White Oaks Children's Centres	\$618.98 / month
<b>TODDLER CARE</b>	\$567.00 / month
<b>PRESCHOOL CARE</b>	\$517.39 / month

**Non-base fees:** An administrative fee of \$20.00 will be charged for a returned cheque or pre-authorized debit, a request for a duplicate income tax receipt beyond the current calendar year, or a request for documentation such as attendance sheets.

**Canada-Wide Early Learning and Child Care**

We are pleased to share that London Children's Connection is participating in the Canada-Wide Early Learning and Child Care system.