



Parent Handbook

Jamesville Bennetto Early Learning & Child Care Centre

Jamesville Children's Day Care Centre
St. Lawrence Catholic Elementary School

Where Community Grows

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JAMESVILLE BENNETTO

EARLY LEARNING & CHILD CARE CENTRE

WELCOME

Welcome to Jamesville Bennetto Early Learning & Child Care Centre. We are a Not-for-Profit Child Care Centre licensed under the Ministry of Education. We are visited annually by a program advisor to have our licenses renewed. The Centre is governed by a Board of Directors comprised of community members, parents and members from agencies interested in the well-being of Jamesville Bennetto's children and families.

OUR MISSION STATEMENT

Jamesville Bennetto Early Learning & Child Care Centre works with and supports the diverse families of our community by providing professional child care in an environment that promotes respect, inclusiveness, and individuality. Staff, students and volunteers provide a positive learning environment for your child that supports and enhances their level of development.

Through play experiences and the guidance of Registered Early Childhood Educators, your child will be exposed to experiences that will stimulate curiosity, initiative, independence, self-esteem, decision making capabilities, positive interactions, respect for others, physical activity developing gross motor skills, fine motor development, and early literacy and school readiness.

ABOUT US

Jamesville Bennetto Early Learning & Child Care Centre is located within Bennetto Elementary School at 47 Simcoe St. East and St. Lawrence Catholic Elementary School at 88 Macaulay St. East. The Centre came into being as a result of Christ Church Cathedral's outreach program and being a community partner with the local elementary schools. We are an inclusive program sensitive to the multicultural diversity in our community. Jamesville Bennetto has a commitment to integrate those children with special needs into the regular classroom setting with age appropriate role models. Specifically, our Centre is sensitive to unique aspects of each child's individual development, pattern and timing of growth and cultural background. Our teachers work closely with other professionals such as resource teachers, social workers and speech pathologists. Jamesville Bennetto staff offer support for parents and care givers in guiding their child's behaviour effectively and accessing community resources and support.

We have an 'Open Door' policy. Parents are welcome at the Centre at any time but keep in mind we need to be sensitive to the needs of the individual child and the whole group. Parent participation is supported and encouraged.

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WAIT LIST/ENROLMENT PROCESS

Name of Child Care Centre: Jamesville Bennetto Community Care and St Lawrence Before and After School Program

Date Policy and Procedures Established: July 23, 2021

Date Policy and Procedures Updated: January 25, 2024

PURPOSE

These policies and the procedures within provide for waiting lists to be administered in a transparent manner. It supports the availability of information about the waiting list for prospective parents in a way that maintains the privacy and confidentiality of children.

The procedures provide steps that will be followed to place children on the waiting list, offer admission, and provide parents with information about their child's position on the waiting list.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for a child care centre that maintains a waiting list to have related policies and procedures.

Note: definitions for terms used throughout this plan are provided in a Glossary at the end of the document.

POLICY

General

- Jamesville Bennetto Community Care and St Lawrence Before and After School Program will strive to accommodate all requests for the registration of a child at the child care centre.
- Where the maximum capacity of a program has been reached and spaces are unavailable for new children to be enrolled, the waiting list procedures set out below will be followed.
- No fee will be charged to parents for placing a child on the waiting list.



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Procedures

Receiving a Request to Place a Child on the Waiting List

1. The licensee or designate will receive parental requests to place children on a waiting list via email.

Placing a Child on the Waiting List

1. The licensee or designate will place a child on the waiting list in chronological order, based on the date and time that the request was received.
2. Once a child has been placed on the waiting list, the licensee or designate will inform parents of their child's position on the list.

Determining Placement Priority when a Space Becomes Available

1. When space becomes available in the program, priority will be given to children who are currently enrolled and need to move to the next age grouping, siblings of children currently enrolled and children of staff.
2. Once these children have been placed, other children on the waiting list will be prioritized based on program room availability and the chronology in which the child was placed on the waiting list.

Offering an Available Space

1. Parents of children on the waiting list will be notified via phone or email that a space has become available in their requested program.
2. Parents will be provided a timeframe of 24 hours in which a response is required before the next child on the waiting list will be offered the space.
3. Where a parent has not responded within the given timeframe, the licensee or designate will contact the parent of the next child on the waiting list to offer them the space.

Responding to Parents who inquire about their Child's Placement on the Waiting List

1. The Program Supervisor or Executive Director will be the contact person for parents who wish to inquire about the status of their child's place on the waiting list.
2. The Program Supervisor or Executive Director will respond to parent inquiries and provide the child's current position on the list and an estimated likelihood of the child being offered a space in the program, when it is possible. It is difficult to determine time frames as the waitlist is very fluid. Parents/caregivers will be notified 2-4 weeks prior to having a space available for their child.

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Maintaining Privacy and Confidentiality

1. The waiting list will be maintained in a manner that protects the privacy and confidentiality of the children and families on the list and therefore only the child's position on the waiting list will be provided to parents.
2. Names of other children or families and/or their placement on the waiting list will not be shared with other individuals.

Additional Procedures

A family may be removed from the waitlist after 5 days of attempted communication to inform them of the space available to them.

GLOSSARY

Licensee: The individual or corporation named on the licence issued by the Ministry of Education responsible for the operation and management of the child care centre.

Parent: A person having lawful custody of a child or a person who has demonstrated a settled intention to treat a child as a child of his or her family (all references to parent include legal guardians, but will be referred to as "parent" in the policy).

Regulatory Requirements: Ontario Regulation 137/15

Waiting Lists

75.1 (2) Every licensee that establishes or maintains a waiting list described in subsection (1) shall develop written policies and procedures that,

- (a) explain how the licensee determines the order in which children on the waiting list are offered admission; and
- (b) provide that the waiting list will be made available in a manner that maintains the privacy and confidentiality of the children listed on it, but that allows the position of a child on the list to be ascertained by the affected persons or families.

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PROGRAM STATEMENT-REVISED AUGUST 30, 2019

Jamesville Bennetto Early Learning & Child Care Centre is dedicated to supporting children's development, learning, health and well-being through caring and responsive Registered Early Childhood Educators (RECE). The Registered Early Childhood Educators at the Centre focus on active learning, exploration, play and inquiry. We see all children and their families as competent and able, and as active participants in all aspects of the program.

The Child Care Early Years Act, 2014 focuses on strengthening the child care programs, to increase the number of high-quality experiences for our children. The CCEYA authorizes the Ministry of Education to issue policy statements regarding programming and pedagogy for the purpose of guiding Operators of Child Care and Early Years Programs.

How Does Learning Happen? Ontario's pedagogy for the Early Years (2014) is the document that we use as a support and guide. This document has a strong pedagogical focus, indicating that pedagogy is not a prescriptive formula that lays out a specific curriculum, but rather challenges the status quo and explores **HOW** learning happens for children.

How Does Learning Happen is divided into four foundational conditions that are considered essential to optimal learning and healthy development for children, they are as follows;

Belonging refers to a sense of connectedness to others, an individual's experience of being valued,

of forming relationships with others and making contributions as part of a group, a community and the natural world.

Well-Being addresses the importance of physical and mental health and wellness. It incorporates capacities such as self-care, sense of self and self-regulation skills.

Engagement suggests a state of being involved and focused. When children are able to explore the world around them with their natural curiosity and exuberance, they are fully engaged. Through this type of play and inquiry the children develop skills such as problem solving, creative thinking and innovating, which are essential for learning and success in school and beyond.

Expression or communication (to be heard as well as to listen) may take many different forms. Through their bodies, words, and use of materials, children develop capacities for increasingly complex communication. Opportunities to explore materials that support creativity, problem solving, and mathematical behaviours. Language- rich environments support growing communication skills, which are foundational for literacy.

The above mentioned four foundations apply to all classrooms regardless of the children's age, and should not be viewed as separate elements of the program. This statement and the following goals are a living document that will be reviewed and adjusted as required.

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GOALS

- ALL staff will promote the health, safety, nutrition and well-being of each child by providing a clean and safe environment, access to drinking water throughout the day, and ensuring that Canada's Food Guide is followed when planning the children's nutritional intake for the day. The RECEs will ensure that they will eliminate any unnecessary disruptions throughout the child's day while minimizing transitions. The RECEs will remove all environmental issues that could cause undue stress to the children, as well as removing/reporting any hazards that may cause injury. Educators will familiarize themselves with ALL information concerning any medical conditions, exceptionalities, allergies, food restrictions, medication requirements, parental preferences in respect to diet, exercise and rest time.
- ALL staff will carry out and support positive and responsive interactions among the children, parents and child care providers. The Supervisor will support this through the hiring of qualified, responsive and well trained RECEs who support families in their role as primary caregivers, and understands the needs of each child as an individual.
- ALL staff will encourage children to interact and communicate in a positive way, and support their ability to self-regulate. Children will be supported and acknowledged as competent, curious and rich in potential. Staff will support self-regulation in children (Self-Regulation is the ability to gain control over bodily functions, manage powerful emotions as well as maintaining focus and attention). Self-regulation in early development is influenced by a child's relationship with important adults in that child's life, including the RECEs in the program. All staff will provide the experiences, support and encouragement that help young children learn to self-regulate, which is a crucial component of quality care.
- ALL staff will foster the child's exploration, play and inquiry. This is done by the RECE providing a variety of activities within an environment rich in content that allows for child-directed choices, active play as well as places for solitude. This is done through RECEs observing, documenting and then supporting the children's interest, knowledge and life experiences.
- ALL RECEs will provide child-initiated and adult supported experiences. They will observe the children and use that information to plan and create a positive learning environment that is based on interests of the child, and supported by all the adults in the child care environment. Educators will be responsible for introducing new ideas, interests, facts, concepts, skills and experiences to widen the child's knowledge and life experiences.

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- ALL RECEs need to be reflective practitioners who learn about children through actively listening, observing, documenting and authentic communications with families and other RECEs. They will observe and learn how children make meaning through their experiences in the world around them. They will use this information to guide meaningful and authentic communication and interactions on a daily basis. The RECEs will do this by planning for and creating positive learning environments and experiences in which each child's learning and development will be supported and which is inclusive of all children, including children with individualized plans.
- Each child will experience two hours of outdoor play (weather permitting) daily, as well as a time to rest and sleep as required, quiet and active times as stated in the CCEYA while being mindful of each child's individual needs and parental direction.
- Regular and ongoing communication with families is an important component of the child's day. Communication can take many forms i.e. in person, by phone, e-mail, on the Sandbox Parent Portal System or through written and posted photographs and documentation throughout the centre.
- There are many community agencies that families can be directed to based on the observations and communications. The RECE will provide the Supervisor feedback based on observations, communications and interactions with the child and family in regards to any recommended supports in the community. This information will be shared with the families.
- The Executive Director and Supervisor will provide ongoing opportunities for educators to engage in critical reflection and discussion with others about pedagogy and practice and to support continuous professional learning.
- ALL staff will support and build on a climate of trust, honesty and respect in the workplace, working collaboratively in order to provide a safe, secure and healthy environment that is inviting for all families.
- Document and review the impact of the program strategies within the program statement goals and approaches for updates annually as applicable.

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PROGRAM STATEMENT IMPLEMENTATION

- All staff, students and volunteers will read the Program Statement and sign off in the Policy and Procedure binder prior to being left alone with the children, when a statement has been modified, as well as part of the individual annual goal setting meetings for staff.
- The Supervisor will review the sign off by staff and ensure that the process has been completed. Should the Supervisor not feel confident that the RECE understands the program statement, another review and breakdown of the statement will take place prior to sign off.
- Each classroom will maintain a binder containing observations, plans and documentation (either originals or photographs) to support their understanding of the program statement and their role in the delivery of the program. Copies of documentation will be given to the relevant child/family once sharing has completed.
- The Supervisor will meet with the staff on a regular basis to review and ensure a clear understanding of the program statement. The Supervisor will view each staff as competent and able, and give them time to be heard and respected, and to reflect on their own performance and

their contributions to the environment and the development of each child in their care. The Supervisor will use observations, interactions and conversations to monitor staff.

- The staff will continuously reflect on the "How Does Learning Happen" document by reflecting on the questions and scenarios as given out by the Supervisor, working through the reflection exercises in the document and reviewing their observations of the children. They will engage the children in meaningful activities by maintaining communication with families and the team to create trusting relationships. Working together with co-workers creating safe and healthy environments as well as engaging in self-reflection on a regular basis.
- All Early Childhood Educators will make a commitment to abide by the standards of their profession as set out in the College of Early Childhood Educators Code of Ethics and Standards of Practice. All Early Childhood Educators will hold themselves accountable.



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The following are prohibited practices at Jamesville Bennetto Early Learning & Child Care Centre and may result in immediate termination of employment:

PROHIBITED PRACTICES

No staff shall:

- Lock or permit to be locked for the purpose of confining a child the exits of a day nursery, or confining a child in an area or room without adult supervision.
- Use a locked or lockable room or structure to confine a child who has been withdrawn from other children.
- Abuse a child physically, verbally or emotionally.
- Deprive the child of basic needs including food, shelter, sleep, toilet use, clothing or bedding.
- Use corporal punishment of a child.
- Use physical restraint of a child, such as confining the child to a high chair, car seat, stroller or other device for the purpose of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting themselves.
- The 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-worth, dignity or self-respect.
- Inflicting any bodily harm on children including making children eat or drink against their will.



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CONTRAVENTION POLICY

All Staff members, students and volunteers are expected to comply with the programs' stated policies and follow procedure in respect to behaviour guidance. Failure to comply could result in one of the following:

- Verbal warning
- Written warning or dismissal

Various criteria will be considered in determining which action will be implemented. They are:

- Seriousness of the offence
- Actual or potential risk of harm to the child.
- Past performance of employee in general
- Any previous disciplinary actions taken

Any staff, student or volunteer that does not adhere to the disciplinary policy of the program will be dealt with as follows:

- The supervisor will gather facts from witnesses to the incident
- Any witness to the incident will write an account of what happened and sign and date it. The individual directly responsible for the incident will write an account and sign and date it
- Supervisor will review and conduct an interview with the individual

- The supervisor will determine the actions to be taken, verbal warning, written warning, probation period or dismissal
- The supervisor and individual will sign an agreement as to the course of action taken and any further action to be taken in the event that a similar situation may occur

MONITORING POLICY





In order to ensure practices set out in the program statement are being followed the following processes will be in place:

- Classroom observations will be recorded minimum of twice a year. Feedback and conversations will follow each observation. Documentation, date and time will be recorded and kept for 3 years.
- Parent and staff surveys will provide questions that give parents and educators opportunity to reflect on the implementation of the program statement in the classroom.
- Reflection and conversations at staff (monthly) and team (weekly) meetings will further promote the program statement and support children's learning.
- Classroom assessments and checklist will be completed once a year or when necessary to assess situations.
- Staff, students and volunteers will review and sign off on the Monitoring Policy annually and whenever it is modified.

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PROGRAM INFORMATION

PROGRAM OVERVIEW

Groups	Age	License Capacity	Number of Staff	Ratio
 Infants	0-18MOS	10	4	1:3
 Toddlers	1.5YRS-2.5YRS	15	3	1:5
 Preschool	2.5YRS-5YRS	24	3	1-8(10)
 School Age	6-12YRS	145	10	1-13, 1-15

DAYS AND HOURS OF OPERATION

Jamesville Bennetto Early Learning & Child Care Centre

MONDAY - FRIDAY
7:00 am to 6:00 pm

Jamesville Bennetto Early Learning & Child Care Centre is closed the following statutory holidays:

- New Years Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- August Civic Holiday
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day

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ATTENDANCE, ABSENCE, AND RELEASE OF CHILDREN

- Parents are responsible to report any absence or late arrival to the classroom teacher by 9:30AM.
- Children should be dropped off at the Centre by 9:30AM each day to ensure their full participation in the program.

STAFF, STUDENTS AND VOLUNTEERS

- Our Centre is staffed in accordance with the Child Care Early Years Act 2014 (CCEYA). Qualified Early Childhood Educators are in good standing with the College of Early Childhood Educators and trained personnel with experience in the field, provide care for the children in our program. Staff are required to continue training through workshops and professional development. All staff, students and volunteers are trained in First Aid and CPR.
- It is important at Jamesville Bennetto that we continue strong links with the community and those agencies that support high quality child care. Whenever possible we will support training and experience for students and volunteers in the child care and related fields. Students and volunteers will be supervised by an employee at all times and are not permitted to be left alone with the children.

- We are a teaching facility that employs Early Childhood Apprentices who work during the day and attend school in the evening to complete their education with the goal of graduating from Mohawk College (ECE Program). Mohawk College and students from various secondary schools who have an interest in the field also do placements with us.
- All staff, students and volunteers are vetted through the same process which includes criminal reference checks, health checks etc., prior to engaging with the children in our care.



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SAFE ARRIVAL AND DEPARTURE POLICY

Updated November 23, 2023

PURPOSE

This policy and the procedures within help support the safe arrival and dismissal of children receiving care.

This policy will provide staff, students and volunteers with a clear understanding of their roles and responsibilities for ensuring the safe arrival and dismissal of children receiving care, including what steps are to be taken when a child does not arrive at the child care centre as expected, as well as steps to follow to ensure the safe dismissal of children.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding the safe arrival and dismissal of children in care.

Note: Definitions for terms used throughout this policy are provided in a Glossary at the end of the document.

POLICY

GENERAL

Jamesville Children's Day Care Centre will ensure that any child receiving child care at the child care centre is only released to the child's parent/guardian or an individual that the parent/guardian has provided written authorization the child care centre may release the child to.

- Jamesville Children's Day Care Centre will only dismiss children into the care of their parent/guardian or another authorized individual. The centre will not release any children from care without supervision.
- A parent/guardian may request that a child who is 10 years old or older be released from child care without supervision. Parents/Guardians must provide written and signed authorization and instructions for the release of the child including the time of dismissal.
- Where a parent/guardian provides written instructions for the release of their child from care without supervision, the parent/guardian is aware that the child care is no longer responsible for that child upon their dismissal.
- Where a child does not arrive in care as expected or is not picked up as expected, staff must follow the safe arrival and dismissal procedures set out below.



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PROCEDURES

ACCEPTING A CHILD INTO CARE

When accepting a child into care at the time of drop-off, program staff in the room must:

- Greet the parent/guardian and child.
- Ask the parent/guardian how the child's evening/morning has been and if there are any changes to the child's pick-up procedure (i.e., someone other than the parent/guardian picking up). Where the parent/guardian has indicated that someone other than the child's parent/guardians will be picking up, the staff must confirm that the person is listed on their registration form or where the individual is not listed, ask the parent/guardian to provide authorization for pick-up in writing (e.g., note, in Lillio or email).
- Document the change in pick-up procedure in the daily written record.
- Sign the child in on the classroom attendance record.

WHERE A CHILD HAS NOT ARRIVED IN CARE AS EXPECTED

Where a child does not arrive at the child care centre and the parent/guardian has not communicated a change in drop-off (e.g., left a voice message or advised the closing staff at pick-up), the staff in the classroom must:

- Inform the [other classroom teachers and supervisor and they must commence contacting the child's parent/guardian no later than 9:30 a.m. Staff shall send a text message or message via Lillio. Staff must contact at least once and leave message and continue to do so until a response is received. If children attend before and after care, staff may check with school administration to verify an absence.

Once the child's absence has been confirmed, program staff shall document the child's absence on the attendance record and any additional information about the child's absence in the daily written record.

RELEASING A CHILD FROM CARE

The staff who is supervising the child at the time of pick-up shall only release the child to the child's parent/guardian or individual that the parent/guardian has provided written authorization that the child care may release the child to. Where the staff does not know the individual picking up the child (i.e., parent/guardian or authorized individual),

- Confirm with another staff member that the individual picking up is the child's parent/guardian/authorized individual.
- Where the above is not possible, ask the parent/guardian/authorized individual for photo identification and confirm the individual's information against the parent/guardian/authorized individual's name on the child's file or written authorization.

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WHERE A CHILD HAS NOT BEEN PICKED UP AS EXPECTED (BEFORE CENTRE CLOSURES)

Where a parent/guardian has previously communicated with the staff a specific time or time frame that their child is to be picked up from care and the child has not been picked up by 6:00 pm, the program staff shall contact the parent/guardian by a phone call, text or a message on Lillio and advise that the child is still in care and has not been picked up.

- Where the staff is unable to reach the parent/guardian, staff must [call again until they are able to reach a parent, guardian or someone authorized to pick up the child. Where the individual picking up the child is an authorized individual and their contact information is available, the staff shall proceed with contacting the individual to confirm pick-up as per the parent/guardian's instructions or leave a voice message to contact the centre.
- Where the staff has not heard back from the parent/guardian or authorized individual who was to pick up the child the staff shall contact the program supervisor. The program supervisor will contact the Executive Director.

WHERE A CHILD HAS NOT BEEN PICKED UP AND THE CENTRE IS CLOSED

Where a parent/guardian or authorized individual who was supposed to pick up a child from care and has not arrived by 6:00pm, staff shall ensure that the child is given a snack and activity, while they await their pick-up.

One staff shall stay with the child, while a second staff proceeds with calling the parent/guardian to advise that the child is still in care and inquire their pick-up time. In the case where the person picking up the child is an authorized individual, the staff shall contact the parent/guardian first and then proceed to contact the authorized individual responsible for pick-up if unable to reach the parent/guardian.

If the staff is unable to reach the parent/guardian or authorized individual who was responsible for picking up the child, the staff shall contact authorized individuals listed on the child's file.

Where the staff is unable to reach the parent/guardian or any other authorized individual listed on the child's file (e.g., the emergency contacts) by 6:30pm, the staff shall proceed with contacting the local Children's Aid Society (CAS) 905 522 1121. Staff shall follow the CAS's direction with respect to next steps.

DISMISSING A CHILD FROM CARE WITHOUT SUPERVISION PROCEDURES

Staff will only release children from care to the parent/guardian or other authorized adult. Under no circumstances will children be released from care to walk home alone.

Where a parent/guardian has provided written authorization for their child to be released from care without supervision, one staff in the program must be responsible for dismissing the child from care. Prior to dismissing the child from care, the staff shall review the written instructions for release provided by the parent/guardian and release the child at the time set out in the instructions. The staff shall document the time of departure from care as well as their initials on the attendance record.

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GLOSSARY

Individual authorized to pick-up/authorized individual: a person that the parent/guardian has advised the child care program staff in writing can pick-up their child from care.

Licensee: The individual or corporation named on the license issued by the Ministry of Education responsible for the operation and management of the child care centre and home child agency.

Parent/guardian: A person having lawful custody of a child or a person who has demonstrated a settled intention to treat a child as a child of his or her family.

Regulatory Requirements: Ontario Regulation 137/15

Safe arrival and dismissal policy

50. Every licensee shall ensure that each child care centre it operates and each premises where it oversees the provision of home child care has a policy respecting the safe arrival and dismissal of children that,

(a) provides that a child may only be released from the child care centre or home child care premises,

(i) to individuals indicated by a child's parent, or

(ii) in accordance with written permission from a child's parent to release the child from the program at a specified time without supervision; and

(b) sets out the steps that must be taken if,

(i) a child does not arrive as expected at the centre or home child care premises, or

(ii) a child is not picked up as expected from the centre or home child care premises.

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ENROLMENT AND ORIENTATION

An interview will be arranged prior to the enrolment of a child. During this time please ask any questions and discuss any concerns you may have about your child starting at the Centre. No question is unimportant. An overview of the enrolment package and immunization history form will be discussed with parents. At this time, the families will be given a tour of the Centre and be introduced to staff. Play visits are encouraged and may be required prior to your child's start date. The supervisor may schedule 2-3, 1-hour play visits, where the child can be observed participating in the classroom. Parents must remain with their child.

The Jamesville Bennetto program has an "open door" policy which welcomes parents into our program at any time. We ask that parents please be sensitive to the fact that some children may not respond well to visits from their parents especially during the new adjustment to the Centre. Parents are encouraged and welcomed to call during the day to see how their child is doing. It is understood that staffs' first priority is supervising the children and they may not be readily available to chat with parents all the time. If you have a concern that cannot be addressed immediately please feel free to have the staff call or set a time when they are available for discussion. Please be aware that sometimes during the program, certain times may be better for visits than others.

NOTICE OF TERMINATION

We require that parents give 2 weeks' notice of withdrawal of a child from the program. Parents are responsible financially for the 2 weeks whether the child attends or not. The Centre may terminate services if the policies are not being followed, fees are not being paid or the needs of the child or family are not being met.

Please refer to your child's enrolment form for more details.

Please inform the Centre of any change of information such as contact number, address, phone number, etc. Parents are required to inform the Centre about any updates to immunization information.



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MEALS & SNACKS

Updated July 22, 2021

At Jamesville Bennetto Early Learning & Child Care Centre we provide a hot lunch, morning and afternoon snacks for children birth to 4 years. Lunches are prepared fresh daily and take into consideration the taste of young children. The menu provides a wide variety of food selection based on Canada's Food Guide. We are sensitive to the special dietary needs of the individual child. Please inform the Centre during initial interview if your child has any food allergies or restrictions and record this on your child's enrolment form. Allergies are posted in the kitchen, in classrooms and on attendance clipboards.

Weekly menus are posted at the front entrance. Menus are planned in a 4-week rotation with variation in summer and winter. If there is a change to the daily menu it will be posted on our parent board at the entrance of the Centre. All staff at Jamesville Bennetto are required to complete a Safe Food Handlers course. We are a nut-free facility and there may be children in the program with food allergies.

We do not allow outside food of any kind for any of our programs.

Some exceptions will be made on a case-by-case basis. The Supervisor will review the request in consultation with the Executive Director. Should the exception be made, the following is required;

- Included in the Daily Log: Name of the item, child to whom and when it should be provided, including care instructions i.e. should be refrigerated, how to warm if necessary
- Label the item with the child's name
- Label the item with an expiry date
- Record the child's consumption of the item

SCHOOL AGE

These programs provide nutritious morning and afternoon snacks daily. Lunch will be provided when our program runs during school breaks/P.A. days. Children play hard all day and need to replenish their young bodies with healthy food in order to develop and keep up their energy.

Weekly snack menus are posted on the parent information board, classroom bulletin board, and kitchen. Please remember that we are a nut-free facility.

JAMESVILLE BENNETTO EARLY LEARNING & CHILD CARE CENTRE

FEES

Fees for the Centre are set according to the ongoing costs of maintaining a quality program. It is important that fees are paid promptly and by a consistent method. Payment is required by the end of the month of care.

An income tax receipt can be obtained from our Lillio online system in February for the previous year.

Parents are responsible to pay fees for absent days, sick days and holidays.

Pre-Authorized Debit (PAD) contracts are acceptable forms of payment. PAD withdrawals are processed on the 21st of each month.

We are enrolled in the Canada Wide Early Learning and Child Care system fee reduction program and our rates reflect enrolment as of January 2023.

BASE RATE PER DAY

PROGRAM

INFANT	\$32.45
TODDLER	\$24.82
PRESCHOOL	\$20.04

UP TO 6TH BIRTHDAY

BEFORE SCHOOL	\$10.10
AFTER SCHOOL	\$12.00
BEFORE AND AFTER SCHOOL	\$12.00
FULL DAY	\$19.09

AFTER 6TH BIRTHDAY

BEFORE SCHOOL	\$5.00
AFTER SCHOOL	\$10.00
BEFORE AND AFTER SCHOOL	\$15.00
FULL DAY	\$40.40

There are no non-fee based fees billed to parents. No extra charges for additional costs; for example, school trips.

JAMESVILLE BENNETTO

EARLY LEARNING & CHILD CARE CENTRE

LATE FEES - NON BASED FEE

Late fees will be strictly enforced if a parent arrives after 6:00pm. It is the parents' responsibility to collect your child and their belongings so the Centre can close promptly.

We understand that situations may arise when you arriving late may be unavoidable, please know that we will continue to ensure that your child is cared for until you arrive safely.

The fees will be as follows and is owed directly to staff required to stay beyond their regular shift.

Please note that the staff are not paid past 6:00pm and these fees are due the day that they stay late with your child.

\$15.00 for a parent who arrives after 6:00pm.
\$5.00 for every 5 minutes after 6:15pm.

FIELD TRIPS

During the routine program, excursions in the neighbourhood may occur due to weather, playground conditions or special themes. Parents sign a general consent form in the enrolment package to allow their child to participate. Throughout the year your child's group or the whole centre may go on a special outing. A notice will be sent home detailing the trip, mode of transportation, cost etc. A permission slip allowing your child to participate will need to be signed and returned to the Centre. Parents who choose to have a child not participate may have to make alternate care arrangements for that specific day. Parents are still financially responsible for this day. Trips and outings are great opportunities to expand on our program and are a lot of fun for the staff and children.



JAMESVILLE BENNETTO

EARLY LEARNING & CHILD CARE CENTRE

POSSESSIONS AND CLOTHING

The daily program has your child, weather permitting, playing outdoors a minimum of 2 hours per day. Please ensure your child is dressed appropriately for all weather conditions.

SUMMER

Cool, loose fitting shirts and shorts, sun hat, running shoes.

WINTER

Snow suit/pants, mitts, scarf, hat, winter boots.

SPRING/FALL

Mud pants, rubber boots, warm jacket.

Each child is required to have a change of clothing in a plastic bag in their cubby. Please ensure that all articles of clothing are labeled clearly with the child's name. We will not be responsible for any lost property.

It can be very upsetting for a child to lose a special possession. We recommend that children leave their toys and property at home unless it is for a special activity. At Jamesville Bennetto Early Learning & Child Care Centre, children may bring a special blanket or soft toy for comfort at sleep time. This needs to be labeled as well and will be laundered once a week.

SUNSCREEN

It is essential that children be protected from the harmful rays of sun. We spend a great deal of time outdoors in the warm weather and a lot of the program is done on the playground. We require all the children to wear sunscreen unless there are medical reasons not to. Parents must provide a bottle of sunscreen with a minimum SPF of 30. The bottle must be labeled with their child's name. Parents are asked to apply sunscreen to their child before they arrive at the Centre. When children go outside later in the day staff will re-apply sun screen. We will provide a permission form for the staff to apply sun screen when you register your child. If parents do not have access to sunscreen, we will provide a bottle for them.



JAMESVILLE BENNETTO EARLY LEARNING & CHILD CARE CENTRE

PARENT ISSUES AND CONCERNS POLICY

Updated November 16, 2017

The purpose of this policy is to provide a transparent process for parents/guardians, the child care licensee and staff to use when parent/guardians bring forward issues or concerns. Parent issues or complaints are not a “serious occurrence”. An allegation of abuse would be a serious occurrence and the serious occurrence policy is to be followed.

POLICY

GENERAL

Parents/guardians are encouraged to take an active role in our Child Care Centre and regularly discuss what their child(ren) are experiencing with our program. As supported by our program statement, we support positive and responsive interactions among the children, parents/ guardians, child care providers and staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Our staff are available to engage parents/guardians in conversations and support a positive experience during every interaction.

Information about this policy and the process to be followed is included in the Parent Information Package. Information about this policy will also be posted on parent information boards and the contact information for the Licensed Child Care Programs Supervisor will be posted.

All issues and concerns raised by parents/guardians are taken seriously and will be addressed.

Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parents/guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents/guardians within 5 business days. The person who raised the issue/concern will be kept informed throughout the resolution process.

Investigations of issues and concerns will be fair, impartial and respectful to parties involved.

CONFIDENTIALITY

Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents/guardians, children, staff, students and volunteers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children’s Aid Society).

JAMESVILLE BENNETTO

EARLY LEARNING & CHILD CARE CENTRE

CONDUCT

Our centre maintains high standards for positive interaction, communication and role modelling for children. Harassment and discrimination will therefore not be tolerated from any party.

If at any point a parent/guardian, provider staff, student or volunteer feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or licensee.

CONCERNS ABOUT THE SUSPECTED ABUSE OR NEGLECT OF A CHILD

Anyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.

If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the local Children's Aid Society (CAS) directly.

Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the Child and Family Services Act.

For more information, visit:

<http://www.children.gov.on.ca/htdocs/English/childrensaidthereportingabuse/index.aspx>

Please note that these policies remain in effect during extraordinary circumstances. When a change is necessary, parents will be informed via Sandbox, email, or on our website.

PROCEDURE

Parents/guardians will be informed of the Jamesville Bennetto Feedback Policy. Information about the policy is in the Parent Information Package and parents/guardians will be given a copy of the Jamesville Bennetto Feedback Policy in the format that they choose (i.e. electronic or hard copy).

Staff who receive communication about a concern or issue will ensure the parent/ guardian is aware of the Jamesville Bennetto Feedback Policy, will provide a Jamesville Bennetto Feedback Policy form if the parent wishes to put their issue or concern in writing, and will document the communication in detail in the child care program daily log:

- **The date and time the issue/concern was received;**
- **The name of the person who received the issue/concern;**
- **The name of the person reporting the issue/concern;**
- **The details of the issue/concern, including the general category of concern i.e.: program related, Centre or Operations related, Staff related, Student/ Volunteer related;**
- **Any steps taken to resolve the issue/ concern and/or information given to the parent/guardian regarding next steps or referral.**

JAMESVILLE BENNETTO

EARLY LEARNING & CHILD CARE CENTRE

Staff will inform the Supervisor of the communication received and the documentation completed. The Supervisor will inform the Executive Director.

The Executive Director will report any compliance issues or concerns with licensing requirements to the Ministry of Education's Child Care Quality Assurance and Licensing Branch.

Issues/concerns that are reported through the Client Feedback Form will be addressed as outlined in the Jamesville Bennetto Client Feedback Policy.

CLIENT FEEDBACK POLICY

We are committed to:

- Being responsive and open to any suggestions or concerns made by you.
- Being solution focused to address the concerns of all who are involved.
- Making every effort to include suggestions when we made changes or develop our services/ programs.

PURPOSE

- Outline the rules and guidelines that we follow to respond to concerns and suggestions.
- Make sure that there are processes in place for you to provide feedback.
- Help us to address all concerns by keeping records of them so that we can review, resolve and monitor the outcomes.
- Encourage you to give suggestions as your feedback makes us stronger.
- Have a process in place for us to receive, review, incorporate and monitor the outcomes.
- Confirm that both you and staff are aware of the details of this policy.



JAMESVILLE BENNETTO

EARLY LEARNING & CHILD CARE CENTRE

POLICY

The client feedback policy ensures that all feedback and concerns are recorded and responded to fairly, and in a timely manner. The Executive Director of Jamesville Bennetto Early Learning & Child Care Centre has the overall responsibility for this policy. The Supervisor of Jamesville Bennetto Early Learning & Child Care Centre is responsible for managing the Client Feedback Policy and will forward all concerns to the Executive Director.

We encourage you to offer suggestions or concerns about the organization, the activities or the behaviour of volunteers or staff to use the Client Feedback Form. If you have used the formal process but are not satisfied with the results, you have the right to contact the Chair of the Board of Directors yourself. This information can be obtained from the Executive Director. All clients, staff, students and volunteers of Jamesville Bennetto will be informed about the Client Feedback Policy. Clients will get a copy of this policy.

Through this process we will:

- Record, review and store all suggestions and concerns for future planning.
- Address all concerns in a confidential manner (only those who need to know will be informed).
- Ensure all concerns will be considered and reviewed in a fair manner (no action will be taken until all information is gathered and reviewed).
- Always be respectful of those who have concerns and will not treat them differently than any other person using our services.
- Keep all information related to the concern in a Client Feedback File and not in an individual client or staff file.

As a client you have the right to have a support person with you during any discussions about your concerns with Jamesville Bennetto Early Learning & Child Care Centre.

If you would like to contact the Chairperson of our Board of Directors, please email them at:

board@jamesvillebennetto.ca



JAMESVILLE BENNETTO

EARLY LEARNING & CHILD CARE CENTRE

FEEDBACK PROCESS

It is important to know that all formal concerns must be in writing - signed and dated.

When submitting a suggestion, please do so in writing through the mail or give the feedback form in a sealed envelope to any Jamesville Bennetto Early Learning & Child Care Centre staff.

Please review the process below before sharing your concerns:

Step 1

Put your concern in writing using the feedback form that can be found at the front entrance of the Children's Centre.

Step 2

We will contact you within 5 business days of receiving your concern to let you know the concern has been received.

Step 3

We will give you a copy of the Client Feedback Form, if you did not make one.

Step 4

If needed we will ask you for any missing information we may need to complete the form.

Step 5

You will be asked to sign the Client Feedback Form, if you have not already done so.

Step 6

We will contact you within 2 weeks of confirming we received your completed form to set up a meeting. At this meeting we will discuss your concerns and work towards resolving them. If a meeting is not possible, we will try to resolve your problem by phone or by letter.

Step 7

We will contact you in writing within 3 business days of that meeting to share what took place, what was discussed and what was agreed upon.

If no solution has been made, the Executive Director will take your concern to the Board Chair and that individual will contact you within 5 business days of receiving the documents.



JAMESVILLE BENNETTO

Early Learning & Child Care Centre

CLIENT FEEDBACK FORM

Please complete and submit this form to a **Jamesville Bennetto Early Learning & Child Care Centre** staff in a sealed envelope and inform them if you require a copy for your records.

You may also email it to the Chairperson of our Board of Directors:
board@jamesvillebennetto.ca

1. What program location did you use?

2. When did you receive the service? (please include dates)

3. Who did you deal with?

4. Is this a concern or a suggestion?

5. Please describe your experience:

Would you like us to contact you regarding this concern or suggestion?

Please circle one: Yes No

Please provide your contact information so that we can contact you/record your concern/suggestion:

Name: _____

Address: _____

City: _____

Postal Code: _____

Phone: _____

Email: _____

Signature: _____

Date: _____

OFFICE USE ONLY:

Date Received: _____

Staff Responding: _____

Date of Response: _____

Reviewed By: _____

Has the concern been resolved? Please circle one: Yes No

Details:

THANK YOU,
JAMESVILLE BENNETTO EARLY LEARNING & CHILD CARE STAFF

JAMESVILLE BENNETTO EARLY LEARNING & CHILD CARE CENTRE

EMERGENCY MANAGEMENT POLICY AND PROCEDURES

Jamesville Bennetto Early Learning & Child Care Centre programs have developed and adopted an Emergency Management Plan that sets out policies and procedures to follow in the event of an emergency. Some situations may require the evacuation of the premise, in the event the building is not cleared for return the children will be escorted to our evacuation site.

For Evacuation from Bennetto:

St. Lawrence Catholic Elementary School
88 Macaulay St. E
Hamilton, ON L8L 3X3

For Evacuation from St Lawrence:

47 Simcoe Street East
Hamilton, ON L8L 3N2

The Executive Director and supervisors will notify you over the phone and through our Lillio Parent Portal if this situation occurs. Please ensure that your contact information is current at all times.

In the event that the Child Care Centre will not be able to open due to an unforeseen disaster on premise, the Executive Director and supervisors will call you to inform them of the closure. A serious occurrence report will be filed with the Ministry of Education by the Executive Director immediately upon informing all parents.

QUALITY ASSURANCE

Jamesville Bennetto Early Learning & Child Care Centre is committed to providing a program that delivers high quality service to children and families. We will fully participate in the quality assurance program/initiative developed by the City of Hamilton, and investigate and participate in staff development that supports quality in the classroom. This will be evident in all aspects of the program and supported by staff.

CITY OF HAMILTON FEE SUBSIDIES

Parents who are eligible for fee subsidies through the City of Hamilton must provide verification before a child can start in the program. Parents are responsible for fulfilling all requirements of their contract with the City. If parents become ineligible for subsidy then they will be responsible for paying the full child care fee. As well parents are responsible to cover any payment not covered by the city for example excess use of absence days. Parents are responsible to update subsidy and book required appointments.



JAMESVILLE BENNETTO EARLY LEARNING & CHILD CARE CENTRE

HEALTH AND SAFETY

SUSPECTED CHILD ABUSE REPORTING

It is the legal responsibility of any staff, student or volunteer that has reasonable grounds to suspect a child is being abused to make a report to the appropriate agency.

INCLEMENT WEATHER CLOSURES

The Centre may have to close for emergency reasons due to inclement weather. Please be advised that if the Hamilton Wentworth District School Board or Hamilton Wentworth Catholic District School Board closes, then Jamesville Bennetto Early Learning & Child Care Centre will close as well. Parents are still responsible to pay fees for these instances.

ILLNESS OR INJURY

If your child is unable to participate in the regular program including daily outdoor play it is recommended that they remain at home. When your child has been off sick please ensure they are vomit, diarrhea, and fever free 24 hours before they return. This is in the best interest of all children in the Centre and will help minimize the risk of spreading illness. We ask that any child who displays any of the following remain at home:

- Fever
- Diarrhea
- Vomiting
- Yellow/green discharge from eyes or nose
- Unexplained rash

Children with a contagious disease will be excluded from the program for the recommended period of time. Please refer to the table on the next page, which are recommendations of the Public Health Department. A doctor's note maybe requested for re-admission into the program.

If your child becomes ill or is injured while in our care parents will be notified immediately and arrangements will be made to have the child picked up as soon as possible. If we are unable to locate the parent then we will proceed to call the emergency contacts as designated by the parent. In the case of injury or illness requiring immediate medical attention the child and their file will be transported to the nearest hospital while the parent is being contacted with pertinent information and instruction on where to meet staff and child. It is very important to keep all contact information up to date and to notify staff if you will be somewhere other than your contact number during the day.

**PLEASE ASSIST US IN THE
FIGHT AGAINST THE SPREAD
OF ILLNESS AND WASH YOUR
CHILD'S HANDS BEFORE
ENTERING THE PROGRAM.**

JAMESVILLE BENNETTO

EARLY LEARNING & CHILD CARE CENTRE

ILLNESS & PROGRAM EXCLUSION TABLE

Exclude a child with any of the following conditions:

Diarrhea	until 24 hours after last diarrhea bowel movement
Giardia	until diarrhea has stopped
Impetigo	until 24 hours of antibiotics
Influenza	until 5 days after symptoms began
Measles	until 4 days after rash appeared
Meningitis (bacterial or viral)	until child is recovered, decision to be made by physician
Mumps	until 9 days after swelling began
Pertussis (whooping cough)	until 5 days after antibiotics are started, or until 3 weeks if not treated with antibiotics
Pinkeye (yellow or white discharge)	until 1 full day of antibiotic treatment
Pinworms	until 24 hours after treatment is started
Pneumonia	until seen by a physician and permitted to return
Ringworm (body)	until treatment has started; keep child from swimming/ wading pools, and water play until treatment is complete
Rubella (German Measles)	until 7 days after onset of rash
Scabies	until 24 hours after treatment
Scarlet Fever	until 24 hours after starting treatment
Strep Throat	until 24 hours after antibiotics are started
Vomiting	until the vomiting stops, or it is determined that the vomiting is caused by a non-infectious condition

ADMINISTRATION OF MEDICATION

Staff will administer prescription medication only. It must be in the original container. The drug store label must have the child's name, the date and instructions for administration and storage on it. The parent will be asked to fill out an authorization form to allow the classroom teacher to administer the medication. It is preferable that arrangements be made to give medication at home.

JAMESVILLE BENNETTO

EARLY LEARNING & CHILD CARE CENTRE

SLEEP POLICY

GENERAL

All children will be provided with the opportunity to sleep or engage in quiet activities based on their needs.

Children under 18 months of age will be provided time to sleep based on their individual schedules, and will be assigned to a crib.

Only light, breathable blankets will be used for infants.

All children 18 months and older will be provided time to sleep for a period of no more than two hours each day, and will be assigned to a cot.

Where children are sleeping in a separate sleep room or area, their names will be listed on the White Board so that staff can immediately identify which children are present in the room/area.

PLACEMENT OF CHILDREN FOR SLEEP

Children under 18 months of age will be placed in their assigned cribs for sleep.

Children over 18 months of age who sleep will be placed on individual cots for sleep.

Parents of children under the age of 18 months that are in the toddler room will be given the option to allow their child to sleep in a cot. Parents must sign a permission form in this case.

All children who are younger than 12 months of age will be placed on their backs to sleep in accordance with the recommendations set out in Health Canada's document entitled "Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada", unless other instructions are provided in writing by the child's physician. Parents of these children will be advised of the Centre's obligation to place their child(ren) to sleep on their backs.

CONSULTATION WITH PARENTS

All parents of children who regularly sleep at the child care centre will be advised of the Centre's policies and procedures regarding sleep at the time of their child's enrolment and/ or any time the policies and procedures are revised, as applicable. This information will be available to parents in the Parent Handbook and on our Parent Information Board.

The Executive Director or Centre Supervisor will consult with parents about their child's sleeping arrangements at the time of enrolment and at any other appropriate time (e.g. when a child transitions to a new program or room, or at the parent's request).

Written documentation will be kept in each child's file to reflect the sleep patterns identified by their parent, and updates to the documentation will be made whenever changes are communicated to the Child Care Centre.

All sleep arrangements will be communicated to program staff by the Executive Director or Centre Supervisor after meeting with the parent/guardian.

JAMESVILLE BENNETTO EARLY LEARNING & CHILD CARE CENTRE

PARENT CONDUCT POLICY AND PROCEDURE

Jamesville Children's Day Care Centre strives to foster a safe and inclusive environment for all children, families, staff and community partners within our child care sites and recognizes the importance of positive interactions, communication and role-modeling for the children in our programs. Therefore, harassment and discrimination will not be tolerated from any party. If a parent/guardian and/or staff feels uncomfortable, threatened, abused, or belittled, they may immediately end the conversation and report the incident to the Executive Director. If the family involved has a subsidy contract with the City of Hamilton, the subsidy worker will be notified. If the program is located in a school, the Principal will also be notified of the incident.

Types of behaviour that are considered to be serious and unacceptable may include but are not limited to:

- Shouting, either in person or over the telephone
- Inappropriate posting on social media which could reflect negatively on a staff member, child/family member in the centre or the Organization
- Pushing, hitting, slapping, punching, kicking or any other physical attack
- The use of aggressive/rude hand gestures/exaggerated movements
- Physical threats
- Shaking or holding a fist towards another person
- Swearing or insulting language
- Racist or sexist comments
- Speaking in an aggressive/threatening tone
- Physically intimidating (e.g. standing very close)

Unacceptable behaviour may result in possible suspension or termination of services, require police involvement and/or legal action.

Please refer to the Parent Issues and Concerns policy and the Client feedback policy located in the parent handbook for the appropriate way of addressing any issues or concerns.

I have read the policy above and agree to adhere to it.

Parent Name: _____

Witness Name: _____

Parent Signature: _____

Witness Signature: _____

Date: _____

Date: _____

JAMESVILLE BENNETTO

EARLY LEARNING & CHILD CARE CENTRE

Parents will be advised by the supervising staff of any significant changes in their child's behaviours during sleep and/or sleeping patterns.

Staff will document their observations of changes in a child's sleep behaviour in the daily written record.

Any changes in sleep behaviours will result in adjustments being made to the child's supervision during sleep time, where appropriate, based on consultation with the child's parent.

DIRECT VISUAL CHECKS

Direct visual checks of each sleeping child (i.e. every child placed for sleep in a crib or cot) will be conducted to look for indicators of distress or unusual behaviours. Direct visual checks will be documented by staff on the Sleep Time Direct Visual Check Chart.

Direct visual checks are not required for children engaging in quiet activities, but these children will be supervised at all times.

For infants (children under 18 months of age), direct visual checks will be completed at a frequency based on consultation with each parent and may be increased based on the observed sleeping patterns and/or medical needs of each infant.

The frequency of direct visual checks and the steps to complete them will depend on the typical sleep patterns of each child and their age, as identified in the sleep supervision procedures provided in this policy.

Staff will ensure that all sleep areas have adequate lighting available to conduct the direct visual checks of sleeping children.

USE OF ELECTRONIC DEVICES

Where electronic devices are used to monitor children's sleep, staff will:

Not use electronic sleep monitoring devices to replace direct visual checks;

Check the monitor daily to verify that it is functioning properly (i.e. it is able to detect and monitor the sounds and, if applicable, video images of every sleeping child); and actively monitor each electronic device at all times.

ADDITIONAL POLICY STATEMENTS

Any infant under the age of 12 months will have the joint statement on safe sleep included in their enrolment package. Children who do not sleep will be monitored at all times and will be allowed to engage in quiet activities. Reduced ratios will be allowed during sleep time, however, ratios will be maintained when children are awake or active. Checks of electronic devices will be documented in the classroom daily log.

JAMESVILLE BENNETTO EARLY LEARNING & CHILD CARE CENTRE

PARENT/GUARDIAN IMPAIRMENT POLICY

Created: April 13, 2023

Jamesville Children's Day Care Centre is committed to creating a safe environment for children, families, staff, and volunteers. As part of our parent code of conduct, Jamesville Children's Day Care Centre has implemented a Parent/Guardian Impairment Policy.

The purpose of this policy to ensure the safety of both parents and children in our program.

This policy outlines the steps that will be taken in the event a parent/guardian arrives at the centre in an inebriated state. Contravention of this policy as per our Parent Code of Conduct will result in consequences which may include removal from Jamesville Children's Day Care Centre.

If staff suspects that a parent or individual picking up a child is inebriated, impaired, or unfit to care for the child, the child will not be released into that person's care. The child will remain under the supervision of the Centre's staff and the Centre will attempt to contact another authorized person to pick up the child. If no suitable alternate can be found the Children's Aid Society will be contacted to address the issue.

If a parent or guardian shows up inebriated at centre sponsored events, they will be asked to leave and provided transportation if required. Their child will not be released into their care.

Alcohol and illicit drugs are not allowed on centre property or at centre sponsored events. The consequences for failure to comply will include but are not limited to the family's expulsion from the centre.

Parent Name: _____

Witness Name: _____

Parent Signature: _____

Witness Signature: _____

Date: _____

Date: _____

JAMESVILLE BENNETTO

EARLY LEARNING & CHILD CARE CENTRE

VOLUNTEER AND STUDENT SUPERVISION POLICY

It is the intent of Jamesville Bennetto Early Learning & Child Care Centre to ensure that every child is supervised by an adult (At least 18 years of age) who is employed by the Centre at all times. Volunteers and students are welcome at Jamesville Bennetto Early Learning & Child Care Centre but will not at anytime be left alone to supervise children or be counted in the ratios. To ensure the safety and provision of the best experience for volunteers and student, the following procedures will be followed:

1. All volunteers will provide a criminal reference check to be reviewed by the Supervisor or Executive Director.
2. During the first week, the volunteer or student will review the Centre's policy binder that is available in all classrooms with their classroom teacher. When appropriate the policies will be reviewed annually afterwards.
3. Each student or volunteer will complete the orientation checklist with staff prior to or during their first week of commencement at Jamesville Bennetto Early Learning & Child Care Centre.
4. Students will be monitored during the 2 monitoring periods, along with all staff in the Centre.
5. Only employees of Jamesville Bennetto Early Learning & Child Care Centre will have direct un-supervised contact with the children in the Centre.
6. Students and volunteers will meet initially with their mentor and will have regular informal, and formal contact with them throughout their placement.
7. After the initial interview conducted by the Supervisor or Executive Director, each student or volunteer will be given a parent handbook to read prior to their placement.



JAMESVILLE BENNETTO

EARLY LEARNING & CHILD CARE CENTRE

BODIES OF WATER POLICY

Name of Child Care Centre:

Jamesville Bennetto Community Care and
St. Lawrence Before and After School Program

Date Created: February 15, 2024

Date Updated: February 24, 2024

PURPOSE

The purpose of this policy is to ensure that all children are safe and restricted from bodies of water unless parental permission is given and the following policy is adhered to.

POLICY

All children enrolled in programs operated by Jamesville Children's Day Care Centre will only participate in water related activities off site if a lifeguard is present who meets the requirements of clauses 17 (6) (a) (b) of Regulation 565 of the Revised Regulations of Ontario, 1990 (Public Pool) made under the Health Protection and Promotion Act; and have written policies and procedures regarding children's use of and access to the body of water. O. Reg. 126/16, s.21

PROCEDURE

- Children will only participate in **wading pools**.
- A staff ratio of 1:4 must be maintained at all times.
- Staff and children must be at arms-length of one another.
- Only children 6 years and up may participate.
- Parents/guardians give separate permission for their child/ren to participate.
- Identifying t-shirts must be worn by staff and children that are participating in all offsite excursions.
- At no time are children permitted to fully immerse in water.
- Children that do not comply with these procedures will not be permitted in the water and their parent/guardian will be notified as such upon pick up time.



JAMESVILLE BENNETTO

EARLY LEARNING & CHILD CARE CENTRE

NEW REQUIREMENT TO POST SERIOUS OCCURRENCES IN LICENSED CHILD CARE PROGRAMS

Dear Parent/Guardian:

The safety and well-being of our children in licensed child care programs is the highest priority.

Operators of licensed Child Care Centres and private-home day care agencies work diligently to provide a safe, creative and nurturing environment for each child. In spite of all the best precautions, serious occurrences can sometimes take place.

The Ontario government has introduced a new policy that requires licensed Child Care Centres and private-home day care agencies to post information about serious occurrences that happen at a Centre or a home location effective November 1, 2011. To support increased transparency and access to information, a "Serious Occurrence Notification Form" must be posted at the Centre or home location in a visible area for 10 days.

A serious occurrence could include:

- Death of a child,
- Abuse/Neglect or Allegation of Abuse/Neglect, Life threatening injury or illness,
- Missing or Temporarily unsupervised children,
- Unplanned Disruption of Service.

Licensed Child Care Centres and private-home day care agencies are already required to report serious occurrences to the Ministry of Children and Youth Services, which is responsible for child care licensing. This new policy requires child care operators to post information in their facilities so that parents also have access to it.

This posting will give parents information about the incident and outline follow-up actions taken and the outcomes, while respecting the privacy of the individuals involved. Longer-term actions taken by the operator will also be included to help prevent similar incidents in the future, where applicable.

Many factors may lead to a serious occurrence report. A serious occurrence does not necessarily mean that an operator is out of compliance with licensing requirements or that children are at risk in the child care program.

This new policy supports the government's efforts to increase access to information about licensed child care programs in Ontario. This includes the recent launch of child care licensing inspection findings on the Licensed Child Care Website which is available at:

<http://www.edu.gov.on.ca/childcare>

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PARENT PARTICIPATION/ORIENTATION CHECKLIST

PARENT PARTICIPATION

Parents are encouraged to participate in the program on a regular basis. Please join us for trips, special activities, and special occasions. If you have any special talents please share with your child's teacher as they may be helpful in our program.

Please take a few minutes to complete the following check list to ensure that all you need to know to help with child having a great start at Jamesville Bennetto has been covered.

ORIENTATION CHECKLIST

- ☐ Did you have a tour of the Centre? (live or virtual)
- ☐ Were you introduced to staff?
- ☐ Did you review the enrolment package with the supervisor?
- ☐ Did you review the health history form with the supervisor?

Were you shown the following:

- ☐ Parent Information Board?
- ☐ Children's Program Board?
- ☐ Menu Board?
- ☐ Are your child's personal belongings all labeled?
- ☐ Did you bring a change of clothes for your child?
- ☐ Does your child have all clothing items appropriate for weather conditions?
- ☐ Have all your questions been answered?



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Please note:

**Smoking is NOT Permitted in the
Child Care Building, School Building, or
Parking Lots that surround Jamesville
Bennetto Early Learning and
Child Care Centre.**



Early Learning & Child Care Centre

Where Community Grows