

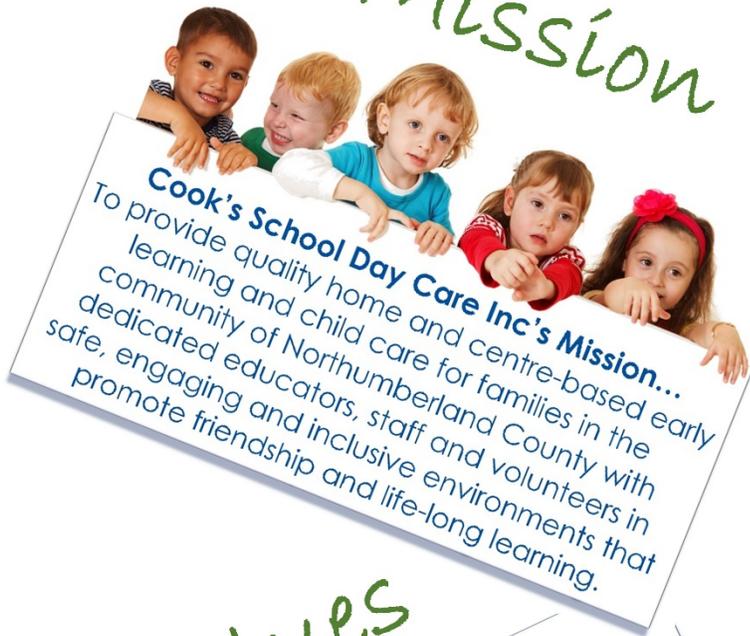
Victoria Park Child Care Centre

Learning through PLAY



2019 Parent Handbook

Mission



Cook's School Day Care Inc's Mission...

To provide quality home and centre-based early learning and child care for families in the community of Northumberland County with dedicated educators, staff and volunteers in safe, engaging and inclusive environments that promote friendship and life-long learning.

Motto



Learning through play
building friendships along the way.

Values



Vision



Provide the leading safe and nurturing early learning and child care environment.



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History of Cook's School Day Care Inc

1985	Cook's School Day Care Inc established on Danforth Road, Cobourg as a not-for-profit early learning and child care centre.
1987	Cook's Home Child Care Agency founded to meet the needs of families with infants and families whose hours of school or work could not be accommodated within our centre-based program.
1989	Victoria College Square Day Care, a second centre-based program, created in historical Victoria College in Cobourg, to meet the ever-increasing need for regulated early learning and child care in the Cobourg area.
1993	Cook's School Day Care Inc becomes a registered charity; the organization can issue income tax receipts to the many Individuals and Businesses of this community who generously assist this organization through donations of money, goods and services.
1995	Closure of Victoria College and purchase of the Knights of Columbus building on Queen Street in Cobourg; Victoria Park Child Care Centre is established to continue to provide early learning and child care services to those families within the Cobourg area. Cook's Home Child Care Agency is housed within Victoria Park Child Care Centre.
2005	After almost 20 years at the Danforth Road location, our Cook's centre is relocated to 700 D'Arcy Street in Cobourg. Although the name for this division of our program changed from Cook's School Day Care to Cook's Child Care Program, we have maintained and added many great educators and increased our early learning and child care spaces.
2014	Exciting announcement: The Cook's School Day Care Inc family blends under one roof on September 2nd, 2014! The two centres join as one at the current Victoria Park location with a new and exciting extended hours option (6am to 7pm) unique to Cook's School Day Care Inc. The process has been an incredible adventure and proves to be even more fantastic to have all our amazing educators and support educators together as we continue to strive to offer our quality early learning and child care service to this community. Cook's Home Child Care Agency continues to be housed within Victoria Park Child Care Centre.
2015 to 2016	A new addition added to our centre featuring a new accessible main entrance, office at the entrance, an elevator, an educator resource & rest area, and a new staircase to 2 nd floor. Funding support from the County of Northumberland made this dream possible!
2018	Cook's made further strides to provide our service in a way that respects the dignity and independence of children, families, educators and our community with differing abilities. A barrier-free and an extra regular washroom were added on 2nd floor. Automatic door openers were installed on our main entrance and elevator doors. The projects support our goal to reach full accessibility. The Ministry of Education approved our child care centre's maximum operating capacity increase each day from 73 children to 80 children, 12 months to 13 years.

Welcome to Cook's School Day Care Inc.

This Handbook provides basic information about the early learning and child care program provided at Victoria Park Child Care Centre. We urge all families to read, understand and agree to follow the guidelines in place to help us ensure that we provide the children with safe, reliable, high quality early learning and child care. This booklet is a snapshot of all that Cook's has to offer. To learn more about Cook's School Day Care Inc, please speak with us or visit our website www.cooksdaycare.ca and our Facebook page, <https://www.facebook.com/CooksSchoolDayCareInc> . Please keep checking back - they are updated often.

High Quality Early Learning & Child Care

Established in 1985, Cook's has built a solid reputation as an excellent early learning and child care provider. Cook's believes:

- Parents are entitled to affordable, accessible, safe, reliable, well-managed, high quality early learning and child care for their children.
- Every child deserves a safe, warm and caring environment where respect, care and understanding are priorities. Cook's is committed to children growing and developing to their maximum potential. Fostering each child's self-esteem, feelings of self-worth and value will promote their emotional, physical, social and intellectual growth and development.
- Children are unique individuals. Cook's is inclusive and encourages children to learn about and celebrate their uniqueness and that of others.

Our Team

Cook's non-discriminatory recruitment practices create a team of educators and board members from diverse backgrounds who support the families and communities we serve. Our board of directors are interested parents and community members who volunteer to govern the organization, as a whole.

All parents are encouraged to consider becoming a part of the Cook's School Day Care Inc board of directors!

The executive director, centre supervisor, early childhood educators, dietary staff, enhanced staffing support, and administrative support staff are the backbone of Victoria Park Child Care Centre. The executive director, ECE consultant/home visitor, and administrative support staff manage Cook's Home Child Care Agency. Our early childhood educators are registered with Ontario's College of Early Childhood Educators (CECE) or actively pursuing a diploma in early childhood education to obtain eligibility to register with the CECE. Cook's educators have a thorough understanding of the developmental needs of children.

Educators use the professional resource developed by the Ministry of Education, **How Does Learning Happen? Ontario's Pedagogy for the Early Years** to plan activities that facilitate learning through play and provide a balanced program that supports children's optimum development.

Our educators respect and abide by the numerous Ministry of Education requirements for registered early childhood educators and licensed early learning and child care programs.

Our Professionals

Cook’s educators must:

- Provide proof of current qualifications, training and certifications.
- Review and sign-off on a number of policies and documents as required by the organization and the various Ministries overseeing licensed early learning and child care programs. The list includes but is not limited to those indicated on the following page.

Review & Sign Agreeing to Adhere: Annually and as Changes Occur	
<ul style="list-style-type: none"> • Current Staff Manual • Current Program Statement • Accessibility Standards for Customer Service Policy • Administration of Medication Policy • CECE Code of Ethics & Standards of Practice • Children’s Schedules Policy • Confidentiality & Privacy Policy • Criminal Reference Check Policy • Drop-off & Pick-up of School Children Policy • Educator Training & Development Policy • Fire & Emergency Policy • Health & Safety – General Policy • Health & Safety - Bullying, Harassment & Violence Policy 	<ul style="list-style-type: none"> • How Does Learning Happen? • Implementation & Monitoring Policy • Medical Needs, including Anaphylaxis Policy • Medical Needs – Individual Emergency Response Plans • Photography Policy • Playground Safety Policy • Prohibited Practices Policy • Safety & Security Policy • Sanitary Practices Policy • Serious Occurrences Policy • Sleep & Rest Policy • Supervision of Children Policy • Volunteer & Student Supervision Policy
Required Proof of Current Qualifications, Training & Certifications: Prior to Commencement of Duties, Annually/Ongoing as Required, and as Changes Occur	
<ul style="list-style-type: none"> • Early Childhood Education Diploma (or proof of enrollment in an approved institution) • Current Registration with College of Early Childhood Educators (CECE) • Accessibility – Integrated Accessibility Standards Policy & Training (General Requirements, Information and Communications, Employment Standards, and Disability and Human Rights) • Accessibility – Accessible Employment Practices Policy • Children’s Aid Society Record Check • Proof of Flu Vaccine or Affidavit Indicating Not being Vaccinated 	<ul style="list-style-type: none"> • Epinephrine Training Confidentiality Agreement • Health Assessment Form, including up-to-date immunization and two-step tb test • Official Criminal Reference Check, including Vulnerable Sector Search (every 5 years) and Offence Declaration (annually). • Current Standard First Aid and Infant/Child CPR • WHMIS 2015
Ongoing Awareness of and/or Working Knowledge	
<ul style="list-style-type: none"> • Ministry of Education Child Care Centre Licensing Manual • A Contravention of Policies & Procedures Policy • Early Enrollment Policy • Feedback, Grievance, Issues & Complaints Policy • Head Lice Policy • Illness & Wellness Policy • Immunization Policy • Inclusion Policy 	<ul style="list-style-type: none"> • Progressive Discipline Policy • Reserving a Child Care Space for a Break in Service Policy • Retention of Records Policy • Safe Drinking Water Policy • Self-Regulation Policy • Social Media Policy • Waitlist Policy • Water Safety Policy • Weather Policy

Parents as Partners

We believe mutual respect is key to developing healthy relationships with our families. We encourage and strive to make regular connections in person or by other means (e.g., notes, posting information on bulletin boards, emails, social media updates). Your child's success in our program is important.

Our educators will share information with you regularly. We are eager for you to share your knowledge about your child's learning strengths and preferences and day-to-day experiences. We invite you to collaborate and work together with us to ensure we are providing the best possible learning experience for your child.

Who We Welcome to Our Programs

The centre-based program is designed to serve the needs of children 12 months to 13 years, while the Home Child Care Agency provides service for those children who are 3 weeks to 13 years. In order to accommodate the varied schedules of the families we serve, we offer flexible hours and days of care. We are inclusive and welcome ALL children who may benefit from our programs. Children are encouraged to be themselves and have respect for others.

Early Learning & Child Care Programs

Cook's operates a variety of programs to meet early learning and child care needs. Cook's currently operates toddler, preschool, kindergarten and school-age programs in our centre from 6am to 7pm, Monday to Friday. Cook's is licensed under the Child Care and Early Years Act (CCEYA) through the Ministry of Education and subject to the regulations established by the Government of Ontario and County of Northumberland.

Daily activities geared to age and development for both indoors and outdoors include:

- small and large group activities
- Creative art
- music, songs and movement
- computer activities
- language and listening and sensory

Days of Closure

In conjunction with the Municipal government for this area, Cook's recognizes the following days as "Days of Closure" and will be closed for said days:

New Year's Day (Jan 1)	Family Day (Feb)	Good Friday (Mar or Apr)
Victoria Day (May)	Canada Day (Jul 1)	Civic Holiday (Aug)
Labour Day (Sep)	Thanksgiving Day (Oct)	Christmas Day (Dec 25)
Boxing Day (Dec 26)	Christmas Eve and New Year's Eve at 2pm	

Regular fees are billed for ALL days indicated above - no exceptions. When a child is enrolled with Cook's School Day Care Inc, this condition is accepted as part of the payment policies.

Excursions & Off-Site Adventures

At times, under the direct supervision of our educators, children participate in excursions off of the property. The adventures may include, but are not limited to: neighbourhood walks, local parks, beach visits, library, community centre, theatre, or the zoo and various out of town attractions by chartered bus. The focus of the off-site adventures is providing an enhanced safe and stimulating play and learning experience for her children.

At registration, you will be asked to give permission for supervised neighbourhood walks. Other off-site excursions will require your authorization to be granted for each individual event on a permission form provided by Cook's.

Fostering Expression

The following quote is an excerpt from the How Does Learning Happen document and is supported by Cook's educators.

- *Support children's expression in all forms. For example, some programs are rethinking art activities – moving away from using pre-cut materials or expecting children to complete specific adult-determined products and instead considering children's art as a form of expression.*
- *When educators provide good-quality materials and ample time throughout the day, children are encouraged to express themselves through drawing, painting, sculpture, movement, music, and storytelling to communicate their exploration of the materials or to represent their ideas, experiences, and understanding of the world.*

Guns, Swords, War Toys & Weapons

All of the above are forbidden at the centre. **To assist us with minimizing aggressive play, we insist that any toy of this nature be left at home.** Your assistance in this matter is greatly appreciated!

Group Placement by Age

Room	Ages	Educator to child ratio	Max # children	Proportion that must be qualified educators
1st Floor				
Toddler	12 - 30 months	1:5	15 3 may be 12 – 18 months	1 of 3
Preschool	30 months - 6 years	1:8	24 5 children may be 18 - 30 months <u>or</u> 44 months - 7 years	2 of 3
2nd Floor				
Room 1: 2 Options				
Preschool	30 months - 6 years	1:8	24 5 children may be 18 - 30 months <u>or</u> 44 months - 7 years	2 of 3
Kindergarten	44 months - 7 years	1:13	26 5 children may be 30 months - 6 years	1 of 2
Room 2: 2 Options				
School-age	68 months - 13 years	1:15	15 3 children may be 44 months -7 years	1
Preschool	30 months - 6 years	1:8	14 3 children may be 18 - 30 months <u>or</u> 44 months - 7 years	1 of 2

How Does Learning Happen? Ontario's Pedagogy for the Early Years (HDLH)

The Minister's policy statement names **How Does Learning Happen? Ontario's Pedagogy for the Early Years** as the document to be used for the purpose of guiding programming and pedagogy (teaching methods) in licensed child care programs. **How Does Learning Happen? Ontario's Pedagogy for the Early Years:**



- Promotes a shared understanding of children as competent, capable and rich in potential. Children will flourish and grow when given daily opportunities to experience belonging, well-being, engagement and expression.
- Describes pedagogical approaches to guide educators and administrators in considering how best to support children's learning and development.

Our Early Childhood Educators and those working with young children and families now have the HDLH professional learning resource at their fingertips to inspire critical reflection and countless discussion opportunities. It provides a framework to really think about the types of experiences, environments and interactions that we provide to support and engage the children and families. The link to this resource is available on our website.

This resource helps to strengthen quality, guide quality initiatives and professional learning opportunities and inspire each educator to be the best they can be. It helps educators look carefully at what they do, to think about the why of their practice and to understand how their actions impact the children and families.

Play & Learning in Action

With family permission, the educators

- Post photos of the children in action on the television monitor in our main entrance.
- Post children's photos in or outside each room with a short story added. These are called learning stories. The photos and descriptions capture play and learning in progress.
- The educators also maintain a separate logbook for each child that contains learning stories. These books are not shared with other families to safeguard each child's material.

The educators are observing and documenting the children's development and enjoyment. What a wonderful way for you, the parent, to see how and what your child is doing and accomplishing. Keep an eye out for your child!!

The County of Northumberland provided funding to allow the early learning and child care programs in the County to purchase iPad's for every age group to support the documentation process. Very much appreciated!

Money Matters & Schedules

Fees

Cook's operates on a fee-for-service basis. Parent fees are approved annually by the volunteer Board of Directors and the County of Northumberland. Parent fees help to cover the expenses for children in the centre including snacks and lunch, mortgage, utilities, taxes and salaries. Fundraising helps to offset the costs for program enhancements such as craft supplies, special events and excursions. Parents must sign the PARENT / GUARDIAN AGREEMENT found on the application form, accepting responsibility of the financial arrangements BEFORE we will accept your child/ren's enrollment.

Enrollment – Administration Fee

All families are required to pay a **non-refundable ADMINISTRATION FEE (\$20.00/child or \$30.00/family)** upon enrollment and **every January 1st**, thereafter. The Administration Fee will be included with your first pre-authorized debit and every January 1st pre-authorized debit thereafter while enrolled in our programs. If you must temporarily withdraw from the program for a period of time, you are required to pay the **ADMINISTRATION FEE** upon return to the program unless the minimum fee or holding fee is paid to hold and guarantee your child's placement. **A \$30 Activity Fee is due for every child enrolled in the school-age summer program to help cover the costs for excursions and program enhancements.**

Fee Payment: Pre-Authorized Debit (PAD)

All the families enrolled with Cook's are required to register with Pre-Authorized Debit to have childcare fees automatically withdrawn from your personal savings or chequing account. Upon enrollment, you must complete the Pre-Authorized Debit Agreement. Pre-Authorized Debit amounts are calculated directly from the information you provide on your schedule request form. You are responsible for FULL PAYMENT of the schedule you submit and any approved extra days you may require. You may contact the office to confirm the amount of the transaction. **The office must be informed of any changes to your banking information immediately. The completion of a new PRE-AUTHORIZED DEBIT (PAD) AGREEMENT will be required.** Although childcare fees may no longer be paid using cheque or cash, fundraising items may still be paid for using cheque or cash.

We Calculate What You Owe IN ADVANCE - Based on the Schedule You Submit

Payment Method #1: Paying once per month on the 1st or the 15th

- The amount for the 1st of the month will pay for care scheduled from the 2nd of that month to the 1st of the following month or
- The amount for the 15th of the month will pay for care scheduled from the 16th of that month to the 15th of the following month.

Payment Method #2: Paying twice per month on the 1st and the 15th

- The amount for the 1st of the month will pay for care scheduled from the 2nd of that month to the 15th of that month and
- The amount for the 15th of the month will pay for care scheduled from the 16th of that month to the 1st of the following month.

Adjustments

Adjustments for a particular period (overpayments or underpayments due to changes in schedules) will be made on the next transaction date. It is your responsibility to make certain

that we are fully aware of your care needs in advance to assist with ensuring accuracy in our calculations.

Holding Fee – Two Days per Week per Child

At the discretion of the administration, a holding fee during an extended absence from the program may be accepted to secure your child's space in the program.

The ability and length of time Cook's is able to provide this placement guarantee is limited. If granted, the space will be reserved for a maximum of two months. Regular fees apply after that time.

Particulars:

If your child will not be attending our program for a full month (Example: off during the month of July), you will be required to:

- provide **FOUR** weeks' advance written notice of the off-time to the office on the form provided by Cook's
- **pay in advance for the two days/week per child for each month off using the payment schedule already in place.**

The minimum monthly fee is not applied to the annual registration fee. This interruption to your regular schedule is considered a temporary withdrawal.

This policy was developed to assist with ensuring continuity for the children as well as the stability and viability of the organization.

Receipts

A receipt for payments made for child care fees made for the year will be issued on or before February 28th to attach to your income tax return. A separate receipt is issued for the value of any charitable donations made to the organization during the year.

Many thanks to those who are able to make donations of goods, services and/or cash to Cook's School Day Care Inc!

Income Tax receipts WILL NOT BE MAILED but will be available for pick-up in the child care centre office. Special circumstances, such as early preparation of the receipt, may be considered if the family is moving from the area. A service fee of \$5.00 is charged to reprint your Income Tax Receipt.

Subsidy - Fee Assistance

If you feel you may require financial assistance to pay your child care costs, please contact Northumberland's Department of Social Services at (905) 372-1003 or 1-800-354-7051. A needs assessment will be conducted to determine your eligibility for obtaining assistance.

Charitable Donations & Pledges

Cook's School Day Care Inc is a **not-for-profit, charitable** organization. Any person or group who donates goods and/or services will receive a tax receipt for the value of the donation which can be used for income tax deduction purposes. To be eligible for a receipt the value of the item or service must be able to be verified.

Fundraising activities assist us with keeping our fee increases to a minimum and purchasing program enhancements for our centre and home-based programs (toys & equipment, program supplies, field trip costs, some food costs, etc.).

Each calendar year ALL families are encouraged to participate in fundraising activities and donate an amount suitable for your family to help cover the costs noted previously. For your convenience, a pledge commitment section is provided on the application form. You can choose to:

- Not contribute for the year.
- Make a single lump sum contribution for the year to be paid on a pre-authorized debit transaction date that best suits your family. You will indicate the date on the application form.
- Choose a manageable contribution amount to be added to each pre-authorized debit transaction during the year.

Charitable donation and pledge tax receipts are issued by the end of February for the previous calendar year.

Schedules

Child Care Schedule Request forms are provided for families to specify, in advance, the days and hours of care required. Each form covers a two-month period with the deadline it is due to be completed, signed and submitted to the office clearly stated on the bottom. The form is available in your child care centre office and on our website www.cooksdaycare.ca (*Application Forms & Handbooks* tab).

Minimum Attendance per Week

ALL children are required to be scheduled for a minimum of two (2) days per week.

If your child attends less than the required two (2) days in the week, you will be billed for two (2) days. **Exceptions:**

See **Free Off-Time** to follow.

Schedule Changes

You are responsible for the schedule you submit.

Change Notice

- Two weeks' advance written notice is required for a permanent change to your child's schedule.
- Two weeks' notice is required before the change occurs for the period September to June.
- Four weeks' notice is required for changes in July and August.

Requests

- Requests for changes to schedules (adding days or cancelling days) must be submitted to the office on the **Change to Schedule** form provided by Cook's.
- Added days must be approved to ensure space is available. Because we adhere to strict educator to child ratios and space requirements, **NEVER arrive unannounced without prior approval - we may not be able to accommodate an extra child.** Cook's will make every attempt to accommodate requests for changes to schedules.

Free Off-Time

For Toddler & Preschool Children

Each child will be allowed up to three weeks of “free” off time each calendar year based on the average number of days your child attends the program.

If your child normally attends:

- 5 days / week, the child may be absent 15 days for which no charges apply.
- 4 days / week, the child may be absent 12 days for which no charges apply.
- 3 days / week, the child may be absent 9 days for which no charges apply.
- 2 days / week, the child may be absent 6 days for which no charges apply.

For Children Enrolled in Junior/Senior Kindergarten and Older (at January 1st)

During the school year

- With appropriate notice, no fees are billed for any child not scheduled to attend PA days, during Christmas and March breaks. If appropriate notice is not given, you will be required to pay the two (2) day minimum fee each week.
- Other time off during the school year will require payment of the full regular fee. We do appreciate and need notice for odd days off for appointments, school trips, etc.

During summer break

- Each child is entitled to one “free” off week in July and August provided appropriate notice is given. If appropriate notice is not given, you will be required to pay the two (2) day minimum fee each week.

Service Charges & Consequences

Funds Not Available

Each time a transaction cannot be completed on the first attempt (insufficient funds), you will be charged a **\$15 administration fee**. This \$15 charge will be added to the childcare fees calculated for the next pre-authorized payment date. We have contracted with the bank to make one attempt to secure the funds within two business days after the transaction fails. Please keep this in mind and ensure funds are available for the second attempt.

If the second attempt fails, you will be notified immediately to cover all fees plus an **additional \$30 administration fee**. You may be asked to pay for services in advance using cash or certified cheque. You risk losing your childcare space if payment for your child’s care cannot be secured. Our final measure in securing payment is to involve the local collection agency.

Stop Payments

If you stop payment on a scheduled transaction, you will be charged an **automatic \$30 service fee**. You will risk having your child care service discontinued if you stop a regularly scheduled payment that covers the costs of your child’s care.

Late Fee & Over-Time Charges

The child care centre is open 6:00 am to 7:00 pm, Monday to Friday. All parents/guardians arriving prior to 6:00 am or after 7:00 pm (according to the child care centre clock) will be charged the fee of **\$5.00 per minute per family**. Should a parent/guardian arrive prior to 7:00 pm, but remain past 7:00 pm, the fee will be charged. The premises, including the playground must be vacated by 7:00 pm. The fee will be billed to your child care account. You will be required to consent to the additional amount being added to the next scheduled pre-authorized debit transaction. The amount may be paid by instalments that are acceptable to Cook's. The full amount of the late fee/over-time charge is paid to the educators who stay with your child.

OUR PROGRAM STATEMENT

Cook's School Day Care Inc has developed and will continually reflect on our detailed program statement that is consistent with the Ministry of Education's policy statement relating to the operation of early learning and child care programs. The program statement outlines how Cook's continues to strive to ensure high quality experiences that lead to positive outcomes for children's learning, development, health and well-being.

The program statement is available on our website and facebook pages. It is available in hard copy upon request. The document will be reviewed on an ongoing basis and updated as appropriate. Input is always welcome. The program statement will include goals to guide programming and pedagogy (teaching methods) and the approaches that will be implemented in the program to:

- Promote the health, safety, nutrition and well-being of children.
- Support positive and responsive interactions among the children, parents, child care providers and educators.
- Encourage children to interact and communicate in a positive way and support their ability to self-regulate.
- Foster children's exploration, play and inquiry.
- Provide child-initiated and adult-supported experiences.
- Plan for and create a positive learning environment in which each child's learning and development will be supported.
- Incorporate indoor and outdoor play, as well as active play, rest, and quiet time, into the day, and give consideration to the unique needs of the children receiving child care.
- Foster the engagement of and ongoing communication with parents about the program and their children.
- Involve local community partners and allow those partners to support the children, their families, and educators.
- Support educators or others who interact with children in relation to continuous professional learning.
- Document and review the impact of strategies on children and their families.

The elements above supported the development of the program statement and are now used to strengthen ongoing reflection and discussion in relation to all areas of the program.

Policies & Practices

Cook's has developed a number of policies to ensure the safety and well-being of the children registered. The policies of Cook's School Day Care Inc can be accessed on our website and Facebook page. Paper copies are available upon request. Many of the policies in place are directed by the Ministry of Education, Ministry of Labour, Ministry of Health, Ministry of Environment and County of Northumberland.

Absent Child

If your child will not be attending, please notify the educators at the centre by 10 a.m.

Appropriate Clothing

Provide simple play clothing that is free of complicated fasteners that is washable to eliminate feelings of fear of getting dirty. Children must be ready to participate in the daily activities upon arrival. Please do not request or expect the educators and caregivers to change a child from pajamas into daytime clothing.

Always provide at least one full extra set of clothing for your child - regardless of age. All of the children are involved in a variety of activities that can become quite messy. Toileting mishaps can happen at any age. Remember to change the size of the extra clothing as your child grows.

PLEASE LABEL EVERYTHING.

If your child borrows clothing from our limited "extra" supply because his/her extra clothing has already been used, please launder and return the items immediately. Children must have appropriate outdoor wear. Provide sweaters, jackets, splash pants, boots, snow pants, mittens, caps/hats, etc. depending on the temperature and weather conditions. We enjoy at least one hour in the morning and one hour in the afternoon of outdoor activities (Ministry Regulation). We do not keep children inside – you may be called to provide your child's necessary items to participate in our activities **(including walking to and from school)**.

Safe Footwear

Indoor shoes are required. A fire drill is conducted at least once per month and we do not have time to put on shoes nor do we have enough educators to carry the children. Children are allowed to remove their shoes when playing in the dramatic area to use other footwear; however they must be put on once they leave the area. Children wearing slip-on shoes, without a heel strap, are not permitted to use the climbing structures outdoors. Outdoor footwear must securely remain on the child's feet for all climber activities.

Arrival & Departure

Often, the child care centre educators relay important information to families arriving to drop off and/or pick-up their children. **We insist that all children be escorted INTO and FROM the Centre.** You may feel you are allowing your child the opportunity to display his/her independence and maturity when you allow him/her to enter and/or exit the building unattended. For safety reasons, do not allow your child/ren to exit or enter the building or parking area unattended. Educators must be informed of your child/ren's arrival to ensure that our attendance records are accurate at all times. Similarly, inform the educators when you are departing with your child/ren and escort your child/ren from the centre.

IMPORTANT: If no parent/guardian has arrived by 7:00 pm and we cannot reach you, the persons you have indicated as persons to whom your child may be released on the child's application form, will be contacted to pick up your child.

If Cook's cannot reach you or your emergency contact people by 7:30 pm, we will contact the local authorities at that time. If contact is made with the parent, guardian, or emergency contact person and the child remains in care at 8:00 pm, the authorities will be contacted. It is felt that one hour past closing is enough time to make arrangements for pick up.

Bullying, Harassment & Violence

Cook's School Day Care Inc is committed to providing a work environment in which all individuals are treated with respect and dignity, free from any form of bullying, harassment or violence. Bullying, harassment and violence will not be tolerated from any person in the workplace. Cook's School Day Care Inc will take all reasonable measures to prevent incidents and protect workers.

Zero Tolerance

Although clients and members of the public are not governed by this policy, **the organization does not tolerate any behaviour constituting bullying, harassment and/or violence** to be exhibited by clients/public toward the workers of the organization.

Verbal or physical aggression directed by a parent, guardian or adult toward a staff or child care provider of Cook's School Day Care Inc will result in this person being asked to leave the premises immediately.

If this request is not followed, the local authorities will be contacted to intervene.

Future admittance to the property may be refused.

Child & Family Services Act

The Child and Family Services Act states that every person who has a reason to believe that a child is at risk has a legal obligation to report his or her suspicions immediately to the Children's Aid Society. Cook's is committed to meeting the legal requirements of the Child and Family Services Act and to ensuring the safety and protection of each child enrolled.

Cook's educators are trained to spot signs of child abuse and neglect. If there are reasonable grounds to suspect abuse or neglect, educators are required to file a report. It will be the responsibility of the Children's Aid Society to investigate suspicions and evaluate the situation.

Educators can be fined \$1,000 for failing to report a situation.

Custody Agreements

PLEASE BE ADVISED, in situations where custodial concerns are occurring, the day care may not refuse the release of a child to a parent at the request of the other parent. We must have an up-to-date legal custodial document on the premise in the child's file, specifically outlining the custodial arrangements.

With the safety and well-being of the child in mind, please be prompt with providing all necessary documentation that will alleviate such problems.

Emergency Contacts

Parents are required to provide emergency contacts that can be reached in case parents cannot be reached, during an emergency. Only authorized people will be permitted to pick-up children. People authorized to pick up children must show photo identification. Please ensure that the contacts are aware of their responsibility and that their contact information is kept up-to-date. If the individual picking up your child is under 16 years of age, you must supply written consent to allow the release to happen.

Emergency Management

Cook's has emergency management policies and procedures, including but not limited to:

- Fire & Emergency
- Health & Safety
- Medical Needs, including Anaphylaxis
- Safety & Security
- Serious Occurrences

In the event of an emergency, parents are notified at the earliest convenience using the following methods:

- In person, by phone, email.
- Posted notices in the building or as close to the building as possible if the emergency involves the structure.
- Posted notices on the website and Facebook pages.
- Local media, if a significant emergency affecting operations.

The complete policy is available on our website or in hard copy upon request.

Evacuation

In the event of a full evacuation from the child care centre, please keep the following information in mind:

- Parents will be contacted from the emergency shelter as soon as possible. Attending to the children's safety is our priority. The phone message will be brief to allow for all calls to be made promptly. Information regarding the situation may be obtained at a later time.
- We will attempt to have a person stationed at a safe location near the child care centre to inform those persons who we were unable to contact about the place where the child may be picked up.

Emergency Shelters

Primary Shelter:

St. Peter's Church, on the east corner of College Street and King Street

Alternate Emergency Shelter:

Salvation Army Cobourg Community Church, 59 Ballantine Street

Extreme Situations & Weather Can Affect Our Service

The safety of the children and educators in our programs is top priority for us! Safety concerns may result in the administration making an emergency decision that affects the service we provide (example: closure of the centre for a part or full day). Decisions of this magnitude are given careful consideration because we fully understand the impact the decision will have on families. The deciding factor comes down to one simple statement, “Is there real or potential risk to the children and/or educators if we continue with the “expected” service.” If the answer is an obvious, “yes”, a choice to modify the service, at that time, for that particular circumstance, must be made. Every measure will be taken to inform those affected by the decision at the earliest convenience, with as much notice as possible.

Please refer to the **Extreme Situations and Weather Can Affect Our Service** chart found inside the back cover. Examples and details are provided regarding the situations that could potentially affect the service.

For the situations described, families are not charged the regular fee because we have made the choice to modify our service and in most cases families have needed to make alternate arrangements for the day. We maintain a direct link to Environment Canada and receive regular emergency situation updates from the County of Northumberland during all seasons. Situations involving intense heat, extreme wind chill factors, electrical storms, ice storms, heavy rainfall, etc. do keep us from participating in outdoor activities on occasion.

At times, our outdoor periods are simply reduced to allow for some outdoor active play. Again, decisions to modify our service and our programs are directly affected by any “real or potential threat to our children’s and educators’ safety”.

When Buses Cancelled / Schools Closed

Parents of school children are asked to tune into local radio (example 93.3) to be informed of bus and school interruptions, especially during questionable weather. When your child’s bus or school is not available, a space for your child can only be offered at the centre if we have space and staffing to accommodate the extra children. We will not jeopardize our licence for any reason.

If you have already dropped your child off before a cancellation occurs, you will be contacted immediately to determine next steps. If we do not have space or staffing to cover, you will be required to make your own arrangements as soon as possible.

You may choose to arrange your own school transportation when buses are cancelled. Please confirm with us.

The non-school full day fee (or extended day fee if applicable) is charged because we have not budgeted for extra staff or supplies for days when the school is closed or buses are cancelled.

Feedback, Grievances, Issues & Concerns

All feedback, grievances, issues and concerns pertaining to the operation of the organization, made by staff / home child care providers or families are addressed in a prudent and efficient manner and in good faith in what is believed the best interest of the organization. Families and staff / home child care providers are encouraged to offer ongoing feedback in a timely manner that best suits their personal style (in person, in writing, via email, by phone, etc.). Feedback forms are readily available on the website on the *Contact Us & Feedback* tab and at the entrance to the centre for those who choose that method of feedback.

The person who raised the issue will...

- Be provided a level of detail that respects and maintains the confidentiality of all parties involved.
- Receive an initial response to an issue or concern within one business day.
- Be kept informed throughout the resolution process.

The complete policy is available on our website or in hard copy upon request.

First Aid and Emergency Response

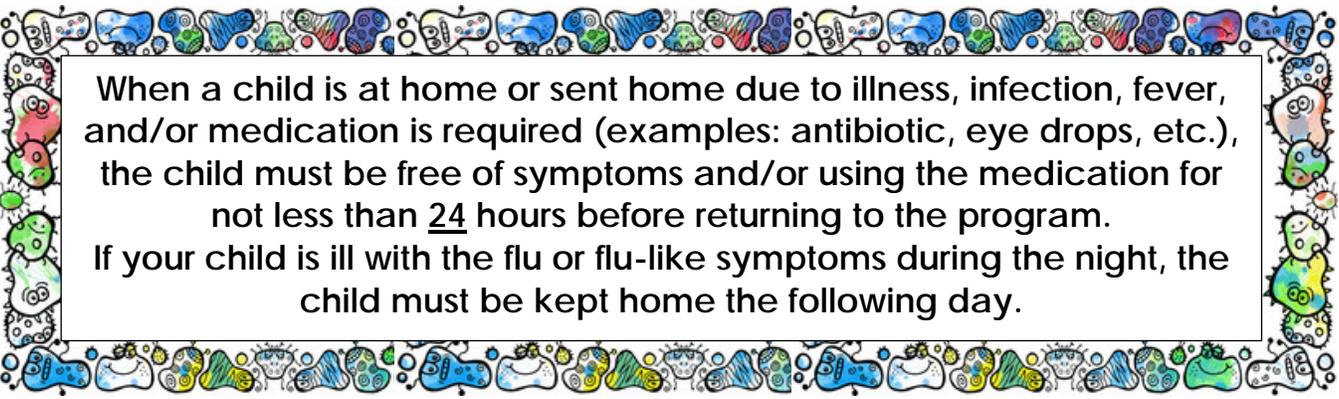
Minor accidents and illnesses are common occurrences with children. All Cook's educators have valid Standard First Aid Certification to respond to minor cuts and/or bruises. When a minor occurrence happens, parents are notified of and asked to sign an incident report form at pick-up time. The parent is given a copy of the report.

Serious accidents or illnesses will be reported to parents immediately. Parents will be requested to pick-up their child at the earliest convenience and seek medical attention if needed. If during program time, there is an emergency requiring immediate medical attention, Cook's educators will call 911 and accompany the child to the hospital. Parents will be notified and requested to meet the child and Cook's educators at the hospital.

Illness

Every Cook's staff member helps to reduce the outbreak of infectious diseases and illnesses in our program by following strict and regulated hygiene, sanitation and infection prevention and control practices. Parents/guardians are asked to also help control the spread of illness among the children and staff. Parents/guardians are asked to keep children experiencing symptoms of contagious ill-health at home until the signs are no longer present. Symptoms include, but are not limited to: fever, vomiting, diarrhea, discharge from the eyes, skin rashes or itching, and severe or croupy coughs.

Health checks are completed at each child's arrival and throughout the day by educators to help minimize the spread of illness in the centre. When symptoms of ill-health are observed, the child may not remain in care (will not be admitted for the day or parent/guardian will be notified and asked to pick the child up).



When a child is at home or sent home due to illness, infection, fever, and/or medication is required (examples: antibiotic, eye drops, etc.), the child must be free of symptoms and/or using the medication for not less than 24 hours before returning to the program.
If your child is ill with the flu or flu-like symptoms during the night, the child must be kept home the following day.

In some cases, a medical certificate may be required for re-admittance (example: skin rash confirmed not a risk to others).

If your child is too ill to attend elementary school, he or she is also too ill to attend our program.

Immunization

Your child's health, safety and well-being are very important to all of us. Upon enrollment, you must present us with your child's record of immunization so we may copy it for our files and our local Health Unit for their records.

A child may not start in our program until such time as proof of immunization or a written affidavit (on a Ministry form available from the program) that excludes the child from being immunized is provided for our files.

Families are required to provide proof of any further boosters once enrolled in the program. The Health Unit will contact families if immunization records are not current.

Medical Needs, including Anaphylaxis

Cook's School Day Care supports the medical needs of any child and employee, student, volunteer, contract worker (including home child care providers and persons ordinarily resident in a home child care setting) by reducing the risk of exposure to any causative agents or situations that may exacerbate the medical condition or cause a reaction (e.g. anaphylactic reaction). **The complete policy is available on our website or in hard copy upon request.**

Medical Needs

Medical needs include any physical, developmental, mental, sensory, behavioral, cognitive, or emotional impairment or limiting condition that requires medical management, health care intervention, and/or use of specialized services or programs. The condition may be congenital, developmental, or acquired through disease, trauma, or environmental cause and may impose limitations in performing daily activities or substantial limitations to life activity. Care for individuals with extra requires specialized knowledge from additional training and an increased awareness and attention, adaptation, and accommodative measures beyond what are considered routine. Examples: anaphylaxis, asthma, diabetes, heart condition, seizures, etc.

Anaphylactic Reactions

Some allergic reactions cause tissues in the mouth and throat to swell and this will impair breathing. This is a severe allergic reaction and is a life-threatening emergency because body tissues are deprived of oxygen, causing body systems to fail. Anaphylaxis can happen within seconds, minutes or hours of a substance entering the body. As a rule, the sooner the child's body reacts, the worse the reaction will be.

Individual Emergency Response Plan (IERP)

An IERP that details how to support a person's medical needs/risk of anaphylaxis is completed by the person or parent/guardian of a child with identified needs/risks and the supervisor. IERP's are reviewed by the parent every 6 months

Reducing the Risk of Exposure - Public Notification

If applicable, copies of the IERP, including photo for each person at risk of anaphylaxis or having a serious medical condition will be displayed prominently in each activity/eating area and the office. Copies will also be kept with the children's emergency information available for trips or emergencies off the premises.

If there is a person at risk of anaphylaxis, prominently placed notices informing all to not bring the causative agent (food, substance, etc.) into the centre/home will be posted at in the main entrance for the duration of the person's involvement in the program.

Medication Administration

We do not accept non-prescription medications for any child (i.e. cough syrup, vitamins, etc.) Only physician-authorized and prescription medications will be administered by our child care centre educators and home child care providers.

The **only exception** to this policy involves:

- Children who are prone to spiking high fevers in a short period of time. A limited supply of fever-reducing medication (i.e., Tylenol, Tempra, etc.) may be kept on the premises. The child care centre educators and home child care providers will administer only one dose of the medication to a child whose temperature has risen quickly to allow time for the child to be picked up by his/her Parent or Guardian and kept home until the fever is controlled.
- Children who require diaper cream.

As recommended by the Ministry, medication will not be given unless:

- A Medication Form, which is supplied by Cook's School Day Care Inc, is fully completed prior to any medication being administered, including diaper cream applications.
- Medication is in the original container.
- Prescription Medication states the correct child's name, medication name, dosage, time(s) to be given, length of time to administer and expiry date noted on the pharmacist's label.
- The Parent or Guardian must label non-prescription diaper cream.
- All labels are intact and easy to read.
- If the medication is to be administered "as necessary" (i.e., asthma medication), the parent must state, on the child care centre's medication form, the types of symptoms/reactions that could be observed during the period when the medication is required and being taken.

IMPORTANT!

- Parents must hand-deliver all medication to the educators to be locked in the appropriate refrigerated/non-refrigerated container.
- For the safety of all children, ALL medication must be stored in a locked container while on the child care centre premises. Exception: medication for life-threatening illnesses or reactions will be kept safely and readily available by an educator or the child if physician's consent is on file indicating the child is mature enough to be in control of the medication (example: Epi-pen). If the child has possession of this medication, the educators will monitor that it is safely stored at all times.
- Please ask for assistance to store/retrieve your child's medication.
- Medication will not be released to a child. It must be picked up by a parent/guardian.
- It is the parent's/guardian's responsibility to ask for the child's medication at the end of the day - it is not the educator's responsibility to remind you to take medications home.

NEVER leave medication in your child's bag, pack or basket. Always hand-deliver medication to and educator.

Parents MUST complete the medication form BEFORE any medication will be given.

Menu

Healthy and nutritious snacks and lunch are prepared daily and served on the premises. Our menus are available on our website and Facebook page. You may request a paper copy. Our nutritious and delicious snacks and lunches are prepared on-site at our centre and home child care settings.

Dietary educators working in our centre-based program hold valid Food Handlers Certificates. The menus follow the Canada Food Guide standards and are reviewed regularly by the local Health Unit's Dietician and during the Ministry's annual licensing inspection.

Our menu rotates on a five-week basis to allow for a variety of different snacks (morning and afternoon) and lunchtime meals to be served.

Homo milk is served to all children in the toddler group and 2% milk is provided for all other children and educators.

If your child has limitations with regard to this or any other food, be sure to inform the educators and note them on your child's application form. Any requests for variations or substitutions to the current menu must be directed to the administration. Parents will be asked to supply **labelled** food for a child who has nutritional requirements that are not provided by the child care centre.

Children are never forced to eat and privileges are never taken away. Children are encouraged to try what is provided; therefore do not send snacks or lunches for your child simply because he or she is a picky eater.

Breakfast

Because breakfast is one of the most important meals of the day, the educators will support and assist the families of our early arriving children with providing this nourishment. In order for our educators to set up and offer the activities for the day, we ask that the following guidelines be followed:

- **All breakfast items (food & containers) MUST be clearly labelled with the child's name.**
- Breakfast food items are supplied by the parent/guardian for each child.
- We will offer milk for cereal if a child wants milk. **We are nut-free and peanut-free in our centre because of allergies. Please do not bring in any items containing nuts or peanuts.**
- For sanitary reasons, dishes and cutlery must be obtained through the educators.

Baby Bottles

We discourage bottles in the centre because we prefer to encourage the use of toddler cups. If you feel you must provide a bottle for your child:

- It must be clearly labelled with your child's name.
- The liquid you provide for your child's bottle (especially milk) must be delivered in a separate labelled container which will be transferred to the labelled bottle as required.
- At the recommendation of the Health Nurse, it will not be provided to your child while he or she is lying down (may result in ear infections & tooth decay).

Nut-Free, Peanut-Free & Other

Due to allergies, NUTS AND PEANUTS are not served in our program.

Please do not send your child with food that contains or may contain nuts (including, but not limited to peanut butter and honey nut cheerios).

Any other items identified to cause anaphylactic reactions to a child or staff present in the program will be eliminated from the program as required. A notice will be posted at the main entrance.

Prohibited Practices Policy

Respecting Ontario Regulation 137/15

Young children benefit from a supportive approach that encourages positive interactions with other children and adults, rather than from a negative or punitive approach to managing unwanted behaviour. To protect the emotional and physical well-being of the children in our programs, Cook's School Day Care Inc does not permit:

- a. Corporal punishment (causing deliberate pain or discomfort in response to undesired behaviour).
- b. Physical restraint of the child, such as confining the child to a high chair, car seat, etc. 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 as a last resort and only until the risk of injury is no longer imminent.
- c. Locking the exits of the premises for the purpose of confining the 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 plan.
- d. Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;
- e. Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding.
- f. Inflicting bodily harm on children including making children eat or drink against their will.

Additional Information

Rather than setting out practices to be used to manage children's behaviour, the administration and educators examine and set out in the program statement how to support positive interactions between children, families, staff and the community.

Research from diverse fields of study shows that children who attend programs where they experience warm, supportive relationships are happier, less anxious and more motivated to learn than those who do not. Experiencing positive relationships in early childhood also has significant long term impacts on physical and mental health, and success in school and beyond.

How Does Learning Happen provides information on ways adults can engage in positive, responsive interactions and why this is critical for children's overall learning, development, health and well-being.

Release of Your Child

No child will be released to a person who has not been authorized to do so. We **MUST** receive written or verbal authorization for changes. **If possible, introduce all guardians and your back-up person(s) to the educators.**

Any person you designate to pick-up your child must be able to supply a form of photo identification (Driver's Licence, Health Card, Student Card, photo supplied and signed by you). Although the person may be the child's parent or have dropped off or picked up your child on a previous occasion, it is possible that not all educators have met the person before. A child will not be released until identification is confirmed. This may take some time. There is no exception to this rule, and we know you understand our position. If the individual picking up your child is under 16 years of age, you must supply written consent to allow the release to happen.

Extra Safety Measures

In the opinion of the educators, if any parent/guardian appears unable to assume care and control of the child when arriving to pick-up the child (walking, riding or driving), the following steps will be taken:

1. At your wish, we will arrange alternate transportation, (i.e., call a family member, a friend, or taxi).
2. If you choose not to accept the arrangements of alternative transportation and choose to leave with your child, we will contact the local police detachment to inform them of our concern.
3. If the pick-up person is an alternate authorized by the parent/guardian, every attempt will be made to contact the parent/guardian to confirm the new pick-up arrangements. If the parent/guardian cannot be reached the steps above will be followed.

Reserving a Child Care Space for a Break in Service

Cook's School Day Care Inc's financial stability relies on operating at or as near to licensed capacity as possible. Families requiring a break in service from our programs will be given the choice to:

- **Withdraw** from the program and re-register when care is required, and space is available.
- If it is feasible to the organization, Cook's may accept payment to hold a space in our program for a limited time. **Pay the equivalent of two days per week per child.**

The maximum length of time a space will be held due to a break in service is two months. Full fees apply after the break in service period.

Scent-Free Facility

Scented products can aggravate health problems for some people, especially those with asthma, allergies, and other medical conditions.

Thank-you for your cooperation.

We
Share
the
Air!



Please avoid the use of perfume, aftershave, scented hairspray, cologne and other scented products.

Serious Occurrences

It is the policy of Cook's School Day Care Inc to ensure the safety of the children and educators. In the event of a serious occurrence, during the organization's hours of operation, the appropriate Ministry-directed reporting and public notification procedures will be followed.

Serious Occurrence Definition

1. Death of a Child
2. Allegation of Abuse and/or Neglect
3. Life-threatening Injury or Illness
4. Missing or Unsupervised Child(ren)
5. Unplanned Disruption of Normal Operations: Fire, Flood, Gas Leak, Detection of Carbon Monoxide, Outbreak, Lockdown, Other (Emergency Relocation or Temporary Closure)

Reporting and Posting a Serious Occurrence

A verified serious occurrence is reported immediately to the parents/guardians, the organization's Administration and Board Executive Members, and all pertinent others (i.e., Police, Fire, Children's Aid). A written report is forwarded to the County and Ministry children's services departments within 24 hours of the occurrence.

A serious occurrence notification form is completed and posted for a minimum of 10 days in a conspicuous place - adjacent to the centre's licence to operate to communicate information to the parents about the serious occurrence that has occurred in the child care centre.

Personal and private information is protected when a serious occurrence notification form is posted.

Sleep & Rest-Time

In the afternoon, our program makes every effort to organize time, space and materials to support the children's varied needs for sleep, rest and quiet time. Cots and bedding are provided. Special bedding, blankets and stuffed animals from home are welcomed and properly stored.

Rest-time allows the educators time to complete tasks that cannot be accomplished when the children are actively involved in activities (i.e. recording visual checks of resting children, cleaning and disinfecting toys, washing floors, cleaning bathrooms, updating written records, etc.) and offset each other for their mid-day break.

While not all children need a mid-day nap, young children benefit from periods of quiet relaxation to balance their active play. Children's needs may change from day to day or week to week. The need for rest and sleep varies greatly at different ages, and even among children of the same age. Rest is an important part of the day for all children and time is provided for quiet activities or a nap if required.

Special Instructions

Sleep and rest time should be of such duration that normal sleep patterns at home are not disrupted. Programs should take into consideration instructions given from parents regarding their children's sleep and rest period.

These instructions should be followed as closely as possible while taking into consideration the needs of the individual child.

Ministry Direction:

If a parent has provided instructions for the child to not sleep during the day but the child is falling asleep at the table, the licensee should provide a rest period for this child.

The licensee can explain to the parents that the child required a nap that day because the child was unable to stay awake.

The complete policy is available on our website or in hard copy upon request.

Smoking and Vaping

Please respect the fact that our child care centre property is a NON-SMOKING setting. By order of the Local Medical Officer of Health, you must extinguish all cigarettes, cigars, pipes, etc. BEFORE you enter our parking lot. This policy assists with ensuring the health and safety of those persons (children and adults) who suffer from smoke-related allergies, asthma, etc. Any educators or volunteer of this organization is not permitted to smoke and/or vape while involved in a function of this organization or while in the presence of any child/ren of this organization during a child care event.

Volunteers & Placement Students

Volunteers and placement students complement our high quality early learning and child care teaching team and administration.

Some work directly alongside educators:

- Youth completing high school cooperative placement hours.
- Students on placement from a variety of post-secondary programs, such as college and university early childhood education programs.
- Parents, family and community members assisting with trips.

Some work indirectly to support the administration of the organization:

- Parents, family and community members assisting with fundraising activities.
- Individuals holding a position on our board of directors to contribute to the enhancement and development of high-quality early learning and child care.

Volunteers and placement students must:

- Provide proof of a clear criminal record check, including vulnerable sector screening (completed within 6-months).
- Successfully pass the Children's Aid Society background check search.
- Complete applicable training and agree to adhere to the regulations of the policies of the organization.

Volunteers and students never have unsupervised access to children in our programs, are not responsible for the children, and are not counted in the adult-to-child ratio.

Waitlist

Cook's School Day Care Inc is committed to developing and maintaining waitlist policy and practices that are transparent, fair and consistent.

Administration

- To gain access to the waitlist, families may complete the online **Waiting List Request Form** available on the Cook's School Day Care Inc website or contact the programs directly to be placed on the home-based and/or centre-based program **Wait List Registry**.
- No fee is charged to have a child added to the waitlist.
- When a space becomes available, the family at the top of the waitlist will be contacted, regardless of whether the space is full-time or part-time.
- Once a placement is offered, a family will be charged the registration fee.
- A reservation fee to hold a space is charged if the family is not in a position to accept the position at that time and wishes to secure the space for the near future (no longer than two months). Refer to the **Reserving a Child Care Space** policy.

Special Considerations

Priority will be granted to:

- Siblings of children currently enrolled. To be included on the waitlist the family must provide the administration with a **Waiting List Request Form**.
- Families waiting for a transfer to another Cook's School Day Care Inc program.
- Children of current Cook's School Day Care Inc employees. To be included on the waitlist, the employee must provide the administration with a **Waiting List Request Form**.

Confidentiality

The personal information of families is safeguarded at all times. All information not applicable to the person or family wishing to ascertain the position of their child on the waitlist will be blocked/blacked out before the requested information is provided. For example, the waitlist sheet containing the position in question may be photocopied with all personal information of other families on the list blacked out.

County of Northumberland Support

Parents

Cook's School Day Care Inc has a purchase of service agreement with the County of Northumberland that allows eligible families who are enrolled in our programs to receive financial assistance from the County to help pay child care fees.

Educators & Providers & Programs

Northumberland County supports Early Learning & Child Care programs with establishing adequate compensation levels for employees and home child care providers and maintaining quality programs through:

- General Operating Grant
- Wage Enhancement Grant
- Special Purpose Funding to support repairs and maintenance and play-based learning
- Professional development opportunities.

Funding assistance for special projects is available on occasion through the County. There have been funds available for health & safety, transformation costs, and capital projects.

When Funding is Available

To ensure the most pressing and critical health and safety needs are met in our community, proposals are reviewed based on the following criteria:

1. Health and safety concerns identified as a recommendation by Ministry of Education Program Advisor, HKPR Health Inspector, Local Fire Inspector, and/or CSA Approved Playground Inspector.
 2. An organization's financial resources as reported in the most recent audited financial statements.
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Cook's is Fortunate

Cook's has benefitted from receiving Special Purpose funding assistance from the County of Northumberland on a number of occasions over the years. To follow are just some of the ways in which Cook's has been supported by Northumberland County.

- **Play-based Learning:** funds received to assist with purchasing program equipment and supplies to support play-based learning.
 - **Health & Safety / Repairs & Maintenance:** examples of costly items for which we have received assistance - new playground equipment, windows, roofing, kitchen upgrades.
 - **Transformation Funding (assistance from the County in 2014 to assist with the blending of our centre-based programs):** examples - strategic planning, legal, home child care equipment upgrades and advertising costs.
 - **Capital Funding:** major modifications to the building to accommodate the blending of our two-centre based programs into one location. The features of the addition are: a new accessible main entrance, office at the entrance, an elevator, an educator resource & rest area, and a new staircase to 2nd floor.
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- **Preschool Expansion Funding (2018):** funds received to assist with renovation costs to add additional washrooms on 2nd floor to allow for a second preschool group to be established; also funds to purchase program materials and supplies to support more preschool children.
- **Provincial Affordability Initiative Funding (2018):** funds from the provincial government and distributed through the County to provide fee refunds to families with children under 4 years, wage enhancement for staff and program enhancements.

Parent Handbook Annual Review & Update

Please note that the Board of Directors and Administration review this document annually. We encourage Parents / Guardians to offer suggestions regarding additions to our handbook. All submissions will be considered.

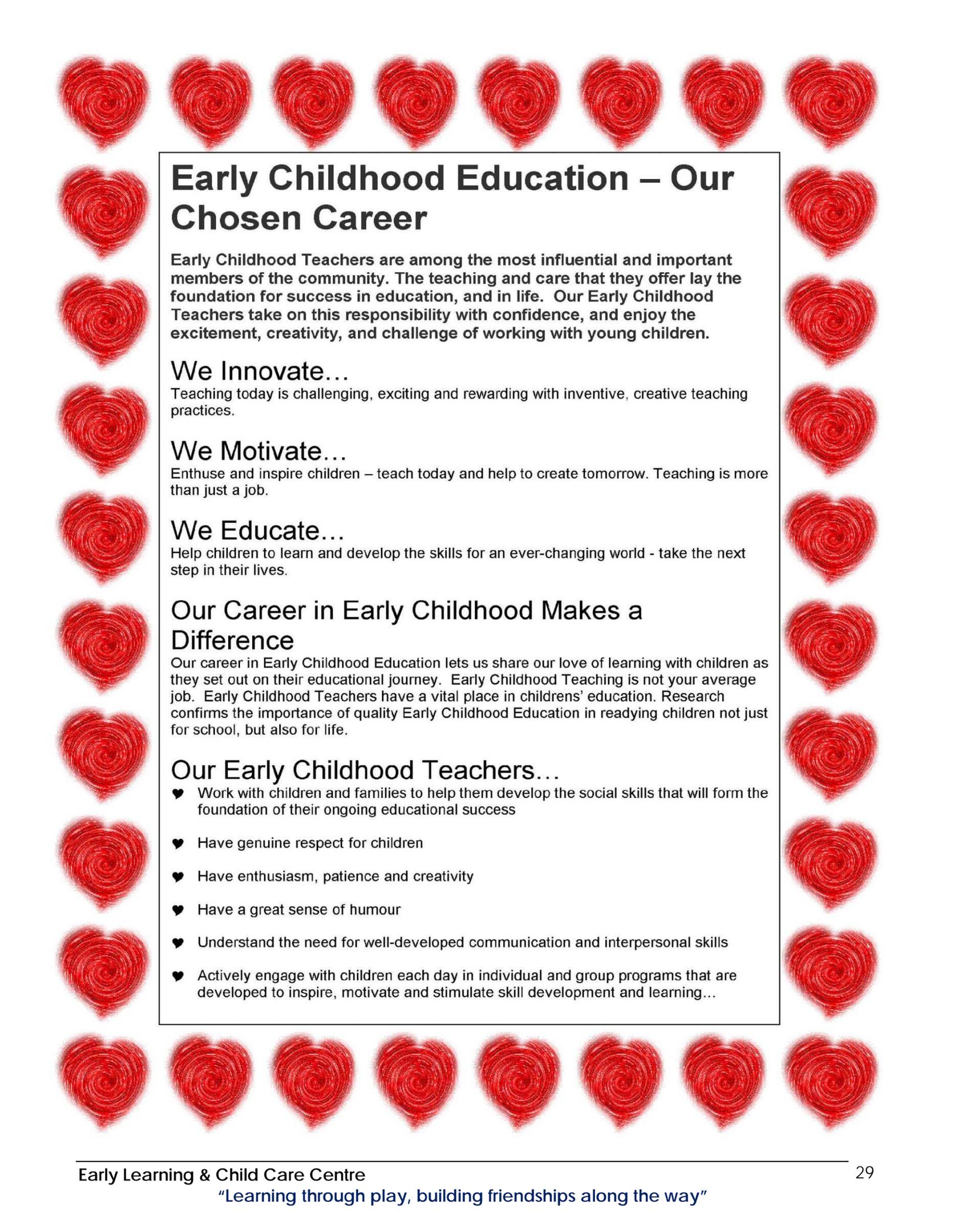
Withdrawal Policy

You are required to provide **two weeks' written notice** if you plan to temporarily or permanently withdrawn your child from our program. If you choose to temporarily withdraw, **there is no guarantee that your child's space will be available unless the holding fee is paid for the space during your absence.** Please see Reserving a Child Care Space for details and limitations. Regular fees are billed until written notice is received and during the two-week notice period. You are welcome to use the service during the notice period. Holiday time may not be used in lieu of a withdrawal notice from the program.



to

**Cook's School
Day Care Inc.**



Early Childhood Education – Our Chosen Career

Early Childhood Teachers are among the most influential and important members of the community. The teaching and care that they offer lay the foundation for success in education, and in life. Our Early Childhood Teachers take on this responsibility with confidence, and enjoy the excitement, creativity, and challenge of working with young children.

We Innovate...

Teaching today is challenging, exciting and rewarding with inventive, creative teaching practices.

We Motivate...

Enthuse and inspire children – teach today and help to create tomorrow. Teaching is more than just a job.

We Educate...

Help children to learn and develop the skills for an ever-changing world - take the next step in their lives.

Our Career in Early Childhood Makes a Difference

Our career in Early Childhood Education lets us share our love of learning with children as they set out on their educational journey. Early Childhood Teaching is not your average job. Early Childhood Teachers have a vital place in childrens' education. Research confirms the importance of quality Early Childhood Education in readying children not just for school, but also for life.

Our Early Childhood Teachers...

- ♥ Work with children and families to help them develop the social skills that will form the foundation of their ongoing educational success
- ♥ Have genuine respect for children
- ♥ Have enthusiasm, patience and creativity
- ♥ Have a great sense of humour
- ♥ Understand the need for well-developed communication and interpersonal skills
- ♥ Actively engage with children each day in individual and group programs that are developed to inspire, motivate and stimulate skill development and learning...

Extreme Situations & Weather Can Affect Our Service

HOW?	WHY?	WHEN WILL YOU KNOW?	COMMENTS
Closure for a full day * No fee charged for the day	Extreme weather (heavy snowfall, ice, wind-chill, high wind speed, heavy rainfall, etc) overnight into daytime	At the earliest convenience after 6:00am	Road and property maintenance workers unable to clear the roads and a safe entrance to our property
	Power outage upon opening and for an extended period – unable to maintain a 20 °C indoor temperature	At the earliest convenience after 6:00am	Utility company unable to confirm when power will be restored
Delayed opening * We understand most will already make alternate arrangements * No fee charged for delay time or the day if care not used	Extreme weather (heavy snowfall, ice, wind-chill, high wind speed, heavy rainfall, etc) overnight	At the earliest convenience after 6:00am	Road and property maintenance workers are delayed clearing the roads and a safe entrance to our property
	Power outage upon opening	At the earliest convenience after 6:00am	Utility company can confirm that power will be restored at a specific time and the temperature can be maintained at 20 °C
Early closure * No fee charged for the period of closure	Extreme weather (heavy snowfall, ice, wind-chill, high wind speed, heavy rainfall, etc) during hours of operation and onward	At the earliest convenience	Road and property maintenance workers unable to clear the roads and property; concern about children getting picked up and staff getting home safely; Environment Canada posts and extended warning
	Power outage for an extended period – unable to maintain a 20 °C indoor temperature during hours of operation and onward	At the earliest convenience	Utility company unable to confirm when power will be restored
Reduced outdoor time	<u>Cold weather:</u> temperature with wind-chill is -12°C and -17°C <u>Hot weather:</u> UV index is between 8 and 10 and/or the humidex is between 30 °C and 39 °C	When you pick-up your child	The age of the children and the conditions of the playground will be given consideration
No outdoor time	Extreme weather (heavy snowfall, ice, wind-chill, high wind speed, high UV index, high humidex, heavy rainfall, electrical storm, etc) during hours of operation <u>Cold weather:</u> temperature with wind-chill is lower than -17°C <u>Hot weather:</u> UV index is 11 or over and/or the humidex is 40 °C or over	When you pick-up your child	Conditions are deemed unsafe for outdoor activities or worsen during the day and a warning is issued by Environment Canada
No escort to school * No fee charged for this part of the day	Extreme weather during hours of operation Example: high winds, electrical storm	6:00am (that day)	Conditions are deemed unsafe for outdoor activities or worsen during the day and a warning is issued by Environment Canada Children will be escorted only if the children have layers of warm clothing, with an outer layer that is wind-resistant; a warm hat, mittens or insulated gloves, waterproof winter footwear, and a scarf/balaclava/neck warmer to cover neck and face (exposed skin) – no exceptions.
No pick-up from school * No fee charged for this part of the day	Extreme weather (heavy snowfall, ice, wind-chill, high wind speed, high UV index, high humidex, heavy rainfall, electrical storm, etc) during hours of operation	Noon (that day)	Children will be escorted only if the children have layers of warm clothing, with an outer layer that is wind-resistant; a warm hat, mittens or insulated gloves, waterproof winter footwear, and a scarf/balaclava/neck warmer to cover neck and face (exposed skin) – no exceptions.

- Check the Environment Canada website regularly to be up-to-date on weather watches & warnings for Cobourg at http://weather.gc.ca/city/pages/on-75_metric_e.html.
- Please ensure your back-up contact people indicated on your child's application form are current and can be reached in the event that you are not available.

2019 CENTRE-BASED CHILD CARE FEE GUIDE

Effective January 1, 2019

ANNUAL ADMINISTRATION FEE: \$20/Child or \$30/Family
(Due Upon Enrollment & Every January 1st Thereafter)

SCHOOL-AGE SUMMER PROGRAM ACTIVITY FEE: \$30/child

JR TODDLER (12-18 MONTHS) – NO HALF DAY RATE	
Regular Full Day – up to 10 hours	\$44.00
Extended Full Day – more than 10 hours	\$49.00
TODDLER (18-30 MONTHS)	
Regular Full Day – up to 10 hours	\$41.00
Extended Full Day – more than 10 hours	\$46.00
Half Day – up to 5 hours	\$28.00
PRESCHOOL (30 MONTHS UNTIL START SCHOOL)	
Regular Full Day – up to 10 hours	\$38.00
Extended Full Day – more than 10 hours	\$43.00
Half Day – up to 5 hours	\$27.00
JK/SK – NO HALF DAY RATE	
Regular Full Day – up to 10 hours	\$36.00
Extended Day – more than 10 hours	\$41.00
Before <u>and</u> After School	\$25.00
Before School Only	\$16.00
After School Only	\$19.00
SCHOOL-AGE – NO HALF DAY RATE	
Regular Full Day – up to 10 hours	\$38.00
Extended Day – more than 10 hours	\$43.00
Full Day with Bus Trip Excursion	\$48.00
Before <u>and</u> After School	\$25.00
Before School Only	\$16.00
After School Only	\$19.00
NURSERY SCHOOL	
Daily (2 hours, mornings only, NO lunch)	\$18.00
<p><u>REGULAR FULL DAY:</u> 5-10 Hours • <u>EXTENDED DAY:</u> More than 10 Hours • <u>HALF DAY:</u> Less than 5 Hours</p>	
Minimum Attendance / Payment Per Week: TWO DAYS	



learning through play,
building friendships along the way



Centre- and home-based child care in Cobourg &
Northumberland County

COOK'S SCHOOL DAY CARE INC

BOARD OF DIRECTORS

board@cooksdaycare.ca

EXECUTIVE DIRECTOR

Lynn Stubbings, RECE, AECEO.C
stubbings@cooksdaycare.ca

ADMINISTRATIVE ASSISTANT

Dianne Smith
admin@cooksdaycare.ca

VICTORIA PARK CHILD CARE CENTRE

SUPERVISOR

Sharon Welsh, RECE
vic.park@cooksdaycare.ca

COOK'S HOME

CHILD CARE AGENCY

ECE CONSULTANT / HOME VISITOR

Heather A'Court, RECE
cooks.home@cooksdaycare.ca

www.cooksdaycare.ca

www.facebook.com/CooksSchoolDayCareInc/