**TABLE OF CONTENTS**

INTRODUCTION………………………………………………………………...………2

OUR PHILOSOPHY…………………………………………………….…………..........2

PROGRAM STATEMENT…………………………………………….……….…...........2

NON – DISCRIMINATION STATEMENT…………………………………….…..........7

CODE OF BEHAVIOUR FOR STAFF AND CHILDREN……………………………...7

REQUEST FOR INFORMATION……………………………………………………..…7

SCHOOL POLICIES AND PROCEDURES………………………………………….8-21

1. PREREQUISITES TO ADMISSION…………………………………………..…8
2. ORIENTATION…………………………………………………………………..8
3. SCHOOL HOURS AND CLOSURES……………………………………………8
4. INCLEMENT WEATHER……………………………………………………..…9
5. DROP OFF AND PICK UP……………………………………………………….9
6. RATIOS AND GROUP SIZE…………………………………………………...10
7. ABSENCES AND LATE PICK UPS……………………………………………10
8. FIELD TRIPS AND PARENT VOLUNTEERS………………………………...10
9. PARENTS ISSUES AND CONCERNS…………………………………...……11
10. PARENT TEACHER INTERVIEWS…………………………………………...12
11. NIPISSING DISTRICT DEVELOPMENTAL SCREENING…………………..12
12. PROHIBITED PRACTICES……………...……………………………………..12
13. SLEEP SUPERVISION AND INFANT SLEEP POSITION…………………...14
14. ILLNESSES……………………………………………………………………...15
15. MEDICATION…………………………………………………………………..16
16. IMMUNIZATIONS AND ALLERGIES………………………………………..17
17. ANAPHYLAXIS POLICY AND PROCEDURE FOR FAMILIES AND STAFF…………………………………………………………………………...17
18. CHILDREN WITH MEDICAL NEEDS………………………………………...20
19. ACCIDENT/INJURY……………………………………………………………21
20. FIRE DRILLS AND EMERGENCY EVACUATION………………………….21
21. NUTRITION……………………………………………………………………..22
22. FOOD RESTRICTIONS………………………………………………………...22
23. PHOTOS AND VIDEOS………………………………………………………..23
24. TOYS FROM HOME………………………………...........................................23
25. WAITLIST………………………………………………………………………24
26. FEES, WITHDRAWALS AND CHANGES OF ATTENDANCE…………..…24

**INTRODUCTION**

Mr. Joey Zacca (Owner), the Director and all the staff of Zac’s Childcare & Montessori School thank you for your interest in our school and we welcome all of our students and parents.

Zac’s Childcare and Montessori School’s Parents Handbook is your guide. It outlines our policies and procedures. Please read it carefully and retain it for future reference.

**OUR PHILOSOPHY**

Zac’s Childcare and Montessori School believes that all children have the right to high quality care and education. We provide a secure and nurturing environment where their development and imagination are key.

Zac’s Childcare and Montessori School inspires imaginations and fosters a love of learning by focusing on positive learning experiences in a fun and playful environment. Our child-centered programs, playgrounds and classrooms create an atmosphere ideal for quality early childhood education.

**PROGRAM STATEMENT**

Zac’s Childcare and Montessori School is committed to ensuring the development of children within its care according to the Minister’s policy statement on programming and pedagogy. All families and educators are encouraged to familiarize themselves with our Program Statement and their roles and responsibilities when implementing these views. Our policies and procedures include best practices provided by the CCEYA.

P**lease see attached documents on the Ministry of Educations website to support this policy:**

1. How Does Learning Happen? Ontario’s Pedagogy for the Early Years
2. Ontario Early Years Framework
3. Ontario Early Learning Framework
4. Think Feel Act: Lessons from Research About Young Children
5. Early Learning for Every Child Today

Zac’s Childcare and Montessori School also uses the Montessori Approach in our Preschool program. Our Montessori program resembles and emphasizes How Does Learning Happen? in several ways. Since we know that children learn best by pursuing their personal interests and goals, children’s learning is guided through structure, use of materials and objects, and interactive lessons all towards an established set of goals for each child. The overarching principle mimics our best practices that call for the child’s behaviour to be constructive for his or her development, and for the community too.

**CHILDREN ARE COMPETENT, CAPABLE, CURIOUS AND RICH IN POTENTIAL**

Zac’s philosophy reflects the view of children as being competent, capable, curious and rich in potential with the support of age appropriate equipment, flexible routines, and provocative environments that encourage curiosity.

Our goals for children, consistent with the Ministry of Education pedagogy include the following:

* Every child has a sense of belonging when he or she is connected to others and contributes to their world.
* Every child is developing a sense of self, health, and well-being.
* Every child is an active and engaged learner who explores the world with body, mind, and sense.
* Every child is a capable communicator who expresses himself or herself in many ways.

To foster learning and support our children’s interests, Zac’s offers a variety of daily activities that nurtures the continuum of development presented in each age group. These areas include:

* Language and physical literacy
* Numeracy
* Music, dance and visual arts
* Active Outdoor Play
* Science, nature and technology
* Construction and design
* Rest time

**HEALTH, SAFETY, NUTRITION AND WELL-BEING OF CHILDREN**

Zac's Childcare and Montessori School understands the importance of physical and mental health and wellness. We are committed to working together with the children and families to create a healthy sense of self, incorporate opportunities to support self-care and promote self-regulation skills. Our program will nurture each child's healthy development and support their growing sense of self. We will be supporting our children's well-being through:

* A clean and safe environment
* Nutrition based on the Canada’s Food Guide
* Access to drinking water throughout the day
* Limited transitions and unnecessary disruptions to play
* Eliminating any environmental issues that may cause undue stress to the child
* Reducing or being mindful of hazards that may cause injury
* All Educators and students will familiarize themselves with all information concerning any medical conditions, exceptionalities, allergies, food restrictions, medication requirements, and parental preferences in respect to diet, exercise and rest time.

**Health and Safety**

Zac’s Childcare and Montessori School is committed to ensuring the health and safety of all adults and children within our care. We strive to exceed all health and safety requirements of the Ministry of Education and local government bylaws.

**Nutrition**

Zac’s Childcare and Montessori School is committed to ensuring the health and well-being of children within its care. We collaborate with Food for Tots in order to provide nutritious and appealing meals to our children that exceed Canada’s Food Guide standards. Our standard menu is prepared with a registered dietician and our support educators are required to obtain their Food Handling and Safety Certification when preparing or distributing meals to our children. Our menus are posted throughout our school and website and we are able to accommodate any dietary or religious food requirements for our children in our programs.

**RELATIONSHIPS AMONG CHILDREN, FAMILIES, EDUCATORS AND COMMUNITY PARTNERS**

Zac’s Childcare and Montessori School works with families and their children as a team. By using a multidisciplinary approach, we understand that sometimes it takes a village to raise a child and the importance of each element represents. We foster collaborative and co-operative relationships between children and the adults. We view the community as a valuable resource and our educators plan learning opportunities to engage the community in our programs.

We promote a sense of belonging for children and their families in our classrooms by creating positive interactions and collaboration of families. We are committed to working collaboratively with all our community partners as well in order to meet the best interest of the children and their families.

**POSITIVE SELF-EXPRESSION, COMMUNICATION AND SELF-REGULATION**

At Zac's, we have developed policies, practises and environments that respect and support inclusion, meaning participation, and a sense of belonging for all children. Through positive learning environments and experiences, active play-based learning, encouraging children's self-expression, communication, and self-regulation our children will be able to have the ability to better control their emotions and bodily functions as well as maintain focus and attention.

Our Early Childhood Educators will encourage children to interact and communicate in a positive way, and support their ability to self-regulate on a daily basis; acknowledging that each child is competent, curious and rich in potential. Educators will support self-regulation in children. Self-regulation in early development is influenced by a child’s relationship with the important adults in that child’s life, including the ECEs in the program. All educators will provide the experiences, that will support and encourage our young children to learn to self-regulate, which is a crucial component of quality care.

Our program will focus on active play-based learning and foster children's exploration by providing a variety of activities, and an environment that is rich in content and that encourages choices. The children will be provided with child-initiated experiences and will be supported by qualified, attentive and interactive Early Childhood Educators

The Early Childhood Educators will observe the children and use that information to plan and create a positive learning environment that is based on the 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.

All Early Childhood Educators need to be reflective practitioners who learn about children through listening, observation, documentation, and discussion with others, families in particular, to understand children as unique individuals. They will observe and listen to learn how children make meaning through their experiences in the world around them, and use this to have meaningful interactions, and engage children on a daily basis.

**OUTDOOR PLAY, ACTIVE PLAY AND REST**

Each child will experience indoor, and two hours of outdoor play (weather permitting) daily, as well as a time to rest and sleep if needed, quiet and active times, always being mindful of each child’s needs and parental direction.

**PARENT ENGAGEMENT AND COMMUNICATION**

Regular and ongoing communication with parents is an important component of the day. Communication may be in person, by phone, e-mail or through written and posted communication tools. Communication needs to come from all members of the organization, the Owner, the Director, the Assistant Director and all educators.

**COMMUNITY PARTNERS**

Educators and parents will be directed to resources outside of the centre if necessary and community partners such as early year’s services, subsidy representatives, speech therapists, support services, occupational therapists, counsellors, etc., this will be an important part of the centres support to all children and their families. We view the community as a valuable resource and our educators plan learning opportunities to engage the community in our programs. We seek out opportunities to expand our knowledge and to learn from others in the community.

**SUPPORTING EDUCATORS IN CONTINUOUS PROFESSIONAL LEARNING**

Zac's Childcare and Montessori School is committed to hiring, training and fairly compensating educators. Our non-discriminatory hiring practices provide individuals of all backgrounds the opportunity for employment. All of our educators are respected, supported and treated fairly. All educators attend mandatory professional meetings and are committed to continuous professional learning.

Zac's Childcare and Montessori School will provide ongoing opportunities for educators to engage in critical reflection and discussion with others about pedagogy and practice, to support continuous professional learning. If we are unable to bring in resources ourselves we will utilize our community partners and attend on going workshops.

All educators will build a climate of trust, honesty and respect in the workplace, working collaboratively in order to provide a safe, secure, healthy and inviting environment for all children and their families, building and maintaining healthy professional relationships that encourage growth and offering support and mentorship.

All educators hired will fulfill the mandatory requirements with professional development as per the Child Care and Early Years Act.

**DOCUMENTING AND REVIEWING THE IMPACT OF OUR PROGRAM STATEMENT**

Zac's Childcare and Montessori School recognizes that pedagogical documentation is a way for our program educators to learn about how children think and learn. Our educators make daily observations of children in the program and utilize the observations to produce a program that is reflective of all the children's needs.

The purpose of our documentation is also:

* A way to value children's experiences and help them to reflect back on those experiences and what they have been learning
* An opportunity to make children's learning and understanding of the world visible- to themselves, to other children, to their parents and other families, to the program educators
* A way to reflect of developmental growth over a period of time
* A process for program educators to co-plan with children about learning
* A dialogue with families about children's experience and an invitation for parents to add their own documentation about their children's learning
* A self-reflection opportunity for program educators, as they participate in continuous professional learning

Zac's Childcare and Montessori School will be reviewed annually by all educators members to ensure it remains current and aligned with the Ministers policy statement.

**NON – DISCRIMINATION STATEMENT**

Zac’s Childcare & Montessori School does not discriminate against any child or their families or any employee on the basis of race, colour or national and/or ethnic origin.

Any type of discrimination that occurs will not be tolerated and will be dealt with by the Director. Persons who become aware of any kind of discrimination are asked to inform the Director who will handle the matter immediately and in confidence.

**CODE OF BEHAVIOUR FOR STAFF, CHILDREN AND PARENTS**

* At all times we are to respect each other and the school rules.
* We are to show respect for each other’s feelings, opinions, rights, freedoms and property.
* We are to treat each other in a positive, friendly and supportive way.
* If you have any concerns; please arrange to speak to the office staff. The classroom teachers are supervising the children. Thank you.

Any infringement on this CODE OF BEHAVIOUR may result in dismissal from the center and/or program.

**REQUEST FOR INFORMATION**

Our Policy is to provide the children a healthy atmosphere; nourishing food and the right developmentally appropriate education until they become five years of age or upon entry to kindergarten. We will not issue any letter or information in regards to children for custody or legal purposes unless it is requested by the court or a lawyer. Such requests will be forwarded to our lawyer at the expense of the party who requested the information.

**SCHOOL POLICIES AND PROCEDURES**

1. **PREREQUSITES TO ADMISSION**

To complete the application process, the following must be returned to the school before the child’s first day:

1. A complete application form.
2. A complete **ndds** form.
3. Emergency medical treatment card. (Will receive from office on first visit at school).
4. Up to date Public Health Immunization form.
5. A non – refundable deposit of $100.00 plus 50% of the first month’s fee.
6. Post dated cheques for 6 months or more.
7. Signed form stating receipt and understanding of Zac’s Childcare and Montessori School Handbook, anaphylactic policy & photo consent.

A 2% late payment penalty for fees that have not been provided by the 1st of each month will apply as necessary.

1. **ORIENTATION**

Depending on the child’s age and needs, an orientation visit by the parent and child together is recommended. All orientation visits need to be arranged with the Director two weeks prior to the admission date.

Some children have a difficult time separating from their parents or caregivers. We ask that you work with us to help transition your child into the program gently to minimize the separation anxiety that can occur.

When your child comes to school remain positive and send them off with a hug, a kiss and a smile. Arrange enough time for an unhurried arrival but do not linger unnecessarily. Lingering sends mixed messages to the child and they can misinterpret your hesitation as fear. **Always remember to say goodbye to your child and tell them that you will be back later.**

1. **SCHOOL HOURS AND CLOSURES**

Zac’s Childcare & Montessori School is open from 6:30am to 6:00pm Monday to Friday, with the exception of Christmas Eve\* and New Years Eve\*. We are a full childcare centre and are open year-round. We do close for the following statutory holidays.

New Years Day Civic Holiday

Family Day (3rd Monday in Feb) Labour Day

Good Friday Thanksgiving Day

Victoria Day Christmas Day

Canada Day Boxing Day – December 26

\*New Years Eve and Christmas Eve is a 12:30pm close. Late fees also apply.

In the event of severe weather, the centre will close. This is for the safety of all the children, their families and the staff. We will follow the advice of the weather reports and the School Boards. A decision will be made by 6:30am if the storm has been overnight.

In the event of a storm coming in during the day, the parent(s) are asked to plan accordingly. Again, this is for the safety of all the children, their parents and the staff. If you are unable to come early for your child(ren) then we ask that you contact your emergency pick up person(s) to come as soon as possible. Please remember to call the Centre and give authorization for the emergency pick up. The emergency pick up person will be required to show valid photo identification before the child will be released.

Notice of closure of the centre will be on the center’s answering machine at **905-849- 7474.**

**FEES ARE DUE IN FULL FOR ALL THE ABOVE CLOSURE TIMES.**

1. **INCLEMENT WEATHER**

In the event of inclement weather due to rain, ice, snow storm or extreme temperatures (i.e. higher than 30 degrees C or lower than -10 degrees C.) the children will not be allowed to participate in outdoor activities. As an alternative, indoor gross motor activities will be set up in the classrooms by the staff for the children. Changes will be posted in the classrooms along with the daily program plans.

All activities will be set up 15 minutes ahead of time to ensure a smooth and safe transition for the children.

Any changes to any of the programs must have the consent and approval of the Director.

1. **DROP OFF AND PICK UP**

The centre opens no earlier than 6:30am and closes no later than 6:00pm.

If you know that you are going to be late to pick up your child please contact your emergency pick up person to come in your place and call the Centre to give authorization. The emergency pick up person will be required to show valid photo identification before the child will be released into their care.

1. **RATIOS AND GROUP SIZE**

In most programs, children arrive and depart at different times and attendance fluctuates throughout the day. To accommodate staffing requirements during arrival, nap time and departure the Child Care and Early Years Act has provided a provision that allows classrooms to have a reduced staff-child ratio. Please see the attached schedule that reflects these ratios and group size.

|  |  |  |
| --- | --- | --- |
| Name of Age Category | # of Children in Room | # of Staff Required |
| Toddler | 1-8 | 1 |
| 9-15 | 2 |
| Preschool | 1-12 | 1 |
| 13-24 | 1 |

\*Reduced ratios do not apply to children under the age of 18 months

1. **ABSENCES AND LATE PICK UP**

If your child is going to be absent, late or picked up early during the day for an appointment, please inform the office and the room teacher. If your child is absent due to illness, please notify the office as to the nature of the illness.

In the event of a late pick up from **ANY OF THE PROGRAMS, $15.00 for the first 15 minutes for each child will** **be charged**. A late Pick Up form must be signed at the time of pick up. All Late fees are to be paid directly to the office, and are due on the same day or the following day. Late Fee charges are $1.00 per minute after the first 15 minutes. These late fees apply after 6:00pm.

1. **FIELD TRIPS AND PARENT VOLUNTEERS**

Field trips are an important part of our summer curriculum and will be taken primarily by the children who attend our Preschool programs.

Individual permission slips must be signed and returned by the parent before the child will be permitted to participate.

We welcome all parent participation whenever possible. Criminal reference checks including vulnerable sector will be requested.

Volunteers and placement students will be provided with direct supervision when working with the children by an employee.

Volunteers and Students cannot be counted in the child/staff ratios at any time.

Volunteers and Students are not permitted to be alone with the children at any time.

1. **PARENT ISSUES AND CONCERNS**

Parents 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.

All issues and concerns raised by parents/guardians are taken seriously by the Licensee and School Director 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 parent/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 2 **business day(s).** 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).

**Conduct**

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

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

**Concerns about the Suspected Abuse or Neglect of a Child**

Everyone, 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](http://www.children.gov.on.ca/htdocs/English/childrensaid/reportingabuse/CASLocations.aspx) (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*.

1. **PARENT TEACHER INTERVIEWS**

Parent teacher interviews will be held twice a year.

Your child’s teacher will post a notice for parents to sign and make an appointment to meet with them at a mutually convenient time during the selected weeks.

**Please remember that it is extremely difficult for the teacher to speak with parents during programming times**. If you have a concern and would like to meet with the teacher, an appointment can be made through the office to discuss your concerns.

1. **NIPISSING DISTRICT DEVELOPMENTAL SCREENING**

The **ndds** is a developmental screening tool designed to be completed by a parent or caregiver. Zac’s utilizes this tool as it provides a snapshot of your child’s development during the time of completion. The areas of development covered by the **ndds** include vision, hearing, emotional, fine motor, gross motor, social, self-help, communication, and learning and thinking. The screens coincide with key developmental stages up to age six. By utilizing this tool we will be able to monitor and communicate regarding your child’s development throughout their time here at Zac’s.

Each family will be provided an age appropriate **ndds** form to complete prior to starting with us at Zac’s

1. **PROHIBITED PRACTICES**

This policy contains requirements and best practises with respect to discipline, punishment and isolation measures that are used in this setting according to Ontario Regulation 137/14.

**THE FOLLOWING FORMS OF DISCIPLINE ARE NOT PERMITTED:**

1. Corporal punishment of the child;
2. physical restraint of this 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 the 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;
3. Locking the exits of the child care centre or home child care 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 policies and procedures;
4. 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;
5. depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
6. inflicting any bodily harm on children including making children eat or drink against their will.

**INTENT** This provision forbids corporal punishment and other harmful disciplinary practices to protect the emotional and physical well-being of children. These practices are never permitted in a child care centre. Young children benefit from an affirming approach that encourages positive interactions with other children and with adults, rather than from a negative or punitive approach to managing unwanted behaviour.

A written record of each review will be kept in the employees file and must contain the date of the review and the signatures of both the employee and the person who made the review.

Parents may read and review the complete **PROHIBITED PRACTISES POLICY & PROCEDURE** at any time. It is available in the office and is posted in the front entrance hall.

In order to provide an opportunity for all children to grow and develop into healthy adults, we strive to provide a stimulating environment that promotes development and pro-social behavior and a happy friendly atmosphere.

The following behaviour management practices are encouraged:

**ACCEPTABLE CHILD GUIDANCE EXPECTATIONS:**

* Rules and expectations should be clear and communicated in a developmentally appropriately way. A combination of words and pictures is most effective.
* Consistency - be firm and fair to ensure the child’s self esteem is enhanced in a positive manner.
* Redirection - provide two or three choices of alternate activities that match the individual child’s stage of development. The adult has the control of the activities and the child has the control of the choices.
* Eye Contact – be at the child’s level with eye contact when getting the child’s attention.
* Language – use simple, one, two or three word sentences the child will understand.
* Directions – use positive rather than negative directions and only give one direction at a time.
* Time – give the child time to process the request before prompting again.
* Acknowledgement – acknowledge and praise the correct action.

Behaviour is a form of communication. When children cannot communicate their feelings appropriately, they may act out and display inappropriate behaviour. It is important to understand a child’s reason for behaving in a disruptive manner.

The more we promote the behaviour we desire, the less we will need to use consequences to diminish inappropriate behaviours.

1. **SLEEP POLICIES AND SUPERVISION**

Zac’s Childcare and Montessori School’s Sleep Supervision and Supervision Policy is intended to ensure the safety of the children within its care consistently throughout all areas of the day. Our staff are required to abide by the best practises provided by Child Care and Early Years Act and the **Joint Statement on Safe Sleep**. This includes, for our infants under the age of 12 months, placing each child on their backs to sleep in a crib that has a firm mattress and a fitted sheet, moving them to sleep in a crib or cot if they have fallen asleep in a stroller, swing, bouncer or car seat and removing all extra items to reduce risks of suffocation. This requirement may only be waived if otherwise noted by a medical doctor.

**Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada** - <https://www.canada.ca/en/public-health/services/health-promotion/childhood-adolescence/stages-childhood/infancy-birth-two-years/safe-sleep/joint-statement-on-safe-sleep.html>

For our infant program, a **direct visual check** is to be completed every 10 minutes and for our toddler and preschool program a **direct visual check** isto be completed every 30 minutes. Staff will document their observations and checks on our sleep checklists that are available for all families to see.

Staff will be required to consult with all parents with respect to each child’s sleep arrangements, including preferences, accommodations and precautions and will document these arrangements in a manner that is appropriate for each classroom. Please notify our staff if any of these arrangements change.

1. **ILLNESSES**

Zac’s Childcare and Montessori School’s Illness Policy is intended to protect all children, staff and families from communicable diseases. Please respect and adhere to the following policies and assist in minimizing the likelihood of communicable diseases being spread within this setting.

Parents and Staff must familiarize themselves with the general signs and symptoms of infections and communicable illnesses.

* **An elevated temperature, pallor, flushing or listlessness.**
* **An acute cold, nasal discharge or coughing.**
* **Vomiting or diarrhea.**
* **Red or discharging eyes or ears.**
* **Undiagnosed skin rashes or infections.**
* **Unusual irritability, fussiness and restlessness.**

The Halton Health Department requires that children do not attend school when suffering from any communicable disease. The recommended period of exclusion is as follows:

* Chicken Pox (Varicella) Until well enough to participate in all activities

regardless of the state of the rash

* Diarrhea Until 24 hours after the diarrhea stops \*

\*Depending on the cause, the Health Department may require a longer period of exclusion.

* Fifth’s Disease (Parvovirus) No Exclusion

Children well enough to participate in all activities can attend school

* Impetigo Until the antibiotic prescribed by a doctor has been

Taken at least 1 full day

* Measles (Rubeola) For at least 4 days after the rash begins
* Mumps For at least 5 days after the swollen glands first

appear

* Pink-eye (Conjunctivitis) Until the antibiotic prescribed by a doctor has been

taken for at least 1 full day

* Ringworm Until treatment has started
* Rubella (German Measles) Until at least 7 days after the rash first appears
* Scarlet Fever Until antibiotic treatment prescribed by a doctor has

been taken for 1 full day

* Strep Throat Until antibiotic treatment prescribed by a doctor has

been taking for 1 full day

* Whooping Cough (Pertussis) Until antibiotic treatment has been taken for at least

5 Full days. If no treatment is given, exclusion for 3 weeks from when the cough began.

See Appendix or visit [www.halton.ca](http://www.halton.ca) as reference.

A child who has contracted any of the above diseases may return to school after the recommended exclusion time. A doctor’s note indicating that they are in good health and able to return to school will be required. The following exclusion periods reduces the chance of an outbreak occurring. In the event of an outbreak, signage will be posted throughout our school accompanied with possible extended exclusion periods and vigorous cleaning and sanitizing strategies.

Any children exhibiting signs of diarrhea or vomiting or fever must be picked up immediately and may return to school only after they have been symptom free for 24 hours. A Sick Child Form must be signed at the time of pick up.

Any children exhibiting signs of an unexplained rash will be required to be picked up immediately. Your child will not be able to return to school unless the rash is completely subsided or you have a written notice from a physician stating that the rash is not contagious. This does not apply or include children with prior skin conditions or skin conditions accompanied by a physician’s note. I.e., Eczema, heat rash or a diaper rash. A Sick Child Form must be signed at the time of pick up.

The family whose child is unable to participate fully in our daily program due to any possible concerns will be contacted and families will remain informed if conditions worsen.

Please notify the school if your child becomes infected with any of the diseases listed above.

Parents **MUST** play their part in trying to curb epidemics by keeping their children home if they feel their child is too ill to participate in all aspects of our program including outdoor play.

1. **MEDICATION**

If you would like any medication to be administered to your child while at school, you must adhere to the following guidelines to protect the child and the staff:

* All medications must be prescribed by a doctor and must have a pharmacist’s label attached with clear administration instructions.
* All medications must be in the original containers with the child’s name clearly marked on it.
* Antibiotics must first be administered at home by the parent before being administered at school. This is in case of an allergic reaction.
* Outdated medications will not be administered.
* A **MEDICATION PERMISSION FORM** must be completed for each day that your child requires medication.
* Children who require fever reduction medication every 4 hours will not be allowed to attend school.
* All non-prescription medications must be accompanied by a doctors note.

**16. IMMUNIZATIONS AND ALLERGIES**

* Immunization information must be provided by the parents before the first day of school.
* All allergies must be listed on the child’s enrolment form.
* If your child develops any new allergies not listed on the form, please notify the office immediately**.**
* If your child’s allergy goes away we need notice in writing from a parent.

**17. ANAPHYLAXIS POLICY AND PROCEDURE FOR FAMILIES AND STAFF**

This policy provides direction to Zac’s Childcare & Montessori School’s administrators, staff and parents about the appropriate response on both the Centre and individual person level to minimize the inherent risks to children and others who are identified as being susceptible to anaphylactic reactions due to individual allergy conditions.

The intent of this Anaphylaxis Protocol is to create a safe learning and working environment for all persons with severe allergy conditions.

* Zac’s Childcare & Montessori School recognizes that each student’s medical condition is unique and must be dealt with individually.
* The safety of anaphylactic children in the Centre setting depends on the cooperation of the entire centre community.
* This policy and Zac’s Childcare & Montessori School’s “Anaphylaxis Protocol” addresses legislation requirements in the *“Anaphylactic Student Protection Act (2005) also known as “Sabrina’s Law”* and any legal requirements related to the Criminal Code and civil law.

**STAFF REQUIREMENTS**

The Director has the responsibility to coordinate communication of information to all Centre staff and to ensure that appropriate staff is familiar with all requirements and expectations of Zac’s Childcare & Montessori School’s “Anaphylaxis Protocol”.

All staff are required by lawto attend to anaphylactic children should an anaphylactic situation arise. Zac’s Childcare & Montessori School shall maintain adequate and sufficient insurance coverage for all staff when administering epinephrine with an EpiPen® or Twinjets “within the scope of their duties”.

**ZAC’S CHILDCARE AND MONTESSORI SCHOOL’S COMPRENENSIVE PLAN**

Implement Zac’s policy in the centre, in reference to the Anaphylaxis Protocol:

1. Strategies that reduce the risk of exposure to anaphylactic causative agents in classrooms and common Centre areas,
2. A communication plan for the dissemination of information on life-threatening allergies to parents, and employees.
3. Regular training (by the child’s parent, guardian or doctor) on dealing with life threatening allergies for all permanent, part time and occasionalemployees and others who are in direct contact with children on a regular basis.
4. The centre will develop an individual plan for each child who has an anaphylactic allergy.
5. Upon registration, parents and guardians are asked to supply information on life threatening allergies to be annually reviewed by the Director.
6. A file shall be maintained for each anaphylactic child that will include current treatment, evidence of the prescription and current emergency contact list.

**Individual Child Plan to Include:**

1. Details informing permanent, part time and occasionalemployees and others who are in direct contact with the child on a regular basis of the type of allergy, monitoring and avoidance strategies and appropriate treatment.
2. A readily accessible emergency procedure for the child including emergency contact information.
3. Location and storage of epinephrine auto-injectors (EpiPen® or Twinject).
4. The Individual Child Plan is the vehicle to discuss situations unique to individual children’s symptoms and treatment options.

**Administration of Medication**

1. Employees are preauthorized to administer medication or supervise a child while he or she takes medication in response to an anaphylactic reaction. Up-to-date treatment information must be on file in the child’s Individual Plan file.

**Obligation to Keep Centre Information**

1. It is the obligation of the child’s parents or guardians to ensure that the information in the child’s file is kept up-to-date with the medication that the child is taking, including any changes in parent contact information.

**Emergency Administration of Medication**

1. If an employee has reason to believe that a child is experiencing an anaphylactic reaction, the employee must administer an epinephrine auto-injector (EpiPen® or Twinject) or other medication prescribed to the child for the treatment of an anaphylactic reaction, even if there is no preauthorization to do so.
2. No action for damages shall be instituted respecting any act done in good faith or for any neglect or default in good faith in response to an anaphylactic reaction in accordance with the Act, unless the damages are the result of an employee’s gross negligence.

Zac’s Childcare & Montessori School shall develop administrative procedures in order to implement this policy.

**Treatment**

Because anaphylaxis can be life-threatening, it should be treated as an emergency. Most people with moderate to severe anaphylaxis are hospitalized for observation, even when emergency treatment brings the symptoms under control. This hospitalization enables prompt treatment if the symptoms reappear several hours later.

Patients with allergies or who have a history of anaphylaxis should always carry two epinephrine auto injectors.

**Sabrina’s Law, 2005**

The act is named in memory of Sabrina Shannon, a 13-year old Ontario student who died in September 2003.

Sabrina, who had severe food allergies, suffered a fatal anaphylactic reaction after eating French fries which are thought to have been inadvertently contaminated with milk product, although, this could not be definitively ascertained.

On May 16, 2005, the Ontario Legislative Assembly passed Bill 3, a private member's bill sponsored by Dave Levac, Liberal Member of Provincial Parliament (MPP). The law affects all publicly funded Ontario school boards and schools and is the first of its kind in Canada.

On January 1, 2006, it became law for all school boards in Ontario to have standards in place to protect children at risk for anaphylaxis. Bill 3: An Act to protect anaphylactic pupils (“Sabrina’s Law”) requires schools to reduce the risks of causative allergens, identify children with life-threatening allergies, establish emergency measures to treat a reaction, provide regular staff training in the use of epinephrine, and ensure school-wide communication of the standards.

**Zac’s Childcare and Montessori School**

In compliance with Sabrina’s Law, Zac’s Childcare and Montessori School encourages awareness and positive behaviours that can reduce the risks of anaphylactic reactions.

Please take a moment to read through our:

* Anaphylaxis Policy
* Anaphylaxis Risk Reduction Strategies
* Action Steps for Anaphylaxis Management (Posted in all classrooms)
* Recognize an Anaphylactic Reaction mini poster (Posted in all classrooms)
* How to use the EpiPen and Twinject mini posters (posted in all classrooms)

If your child has a potentially life-threatening allergy please make sure you fill out and sign our

* Anaphylaxis Emergency Plan
* Anaphylaxis Emergency Response Training Session Form

If your child has a potentially life-threatening allergy please make sure you contact the Director to book a time to train the staff about your child in the case of an anaphylactic reaction.

**18. CHILDREN WITH MEDICAL NEEDS**

Zac’s Childcare & Montessori School’s requires that an individual plan be developed for any child that may require additional supports or accommodations due to a chronic or acute medical condition by the parent/guardian and in conjunction with any regulated professional the parent/guardian believes should be consulted.

The review of each individualized plan by staff, students and volunteers will support the child(ren)’s ability to participate in our program, and will provide staff with all necessary information to deal with any medical situation pertaining to the child.

If a child has a medical need that needs extra supports in our program please make sure a parent/guardian completes our **Individualized Plan for Children with Medical Needs**

If there are any changes to the current needs of a child or the need for special training requirements please ask the parent/guardian to contact the School Director to book a time to train the staff about your child and complete an updated individualized plan.

**19.** **ACCIDENT/INJURY**

**In the case of minor injuries:**

A qualified teacher will administer first aid and make the child as comfortable as possible.

An accident report will be filled out and signed by the teacher, the Director and the parent (at pick up time).

If deemed necessary the parent will be notified of the accident prior to pick up time. Otherwise parents will be notified upon pick up.

**In the case of emergency illness or injury:**

A qualified teacher will administer first aid and make the child as comfortable as possible.

911 will be called.

The parent(s) will be called immediately after.

A teacher will accompany the child in the ambulance and remain with the child until the parent(s) arrive.

**20. FIRE DRILLS AND EMERGENCY EVACUATIONS**

**Fire Drills will be held at least once a month.**

**In the case of a fire drill:**

* An alarm will sound.
* Children and staff will line up.
* Staff will count the children and follow evacuation procedures that are posted in each classroom.

**In the case of an emergency evacuation:**

* Stay calm and assist children.
* Instruct children to put down toys and line up at the door quietly.
* Teacher 1 leads children to designated safety area.
* Teacher 2 retrieves the bag with the attendance record, emergency information, emergency medications, and first aid kit.
* Teacher 2 scans the room, closes the door and joins the children with Teacher 1.
* Meanwhile, the Director or designate phones 911 then assists with children as needed.
* Once a group is outside, the group leader checks attendance and informs Director or designate if a child or staff member is missing.
* No person shall re-enter the building until the “all clear” has been given by the Director, designate or Fire Chief.

In the event of an evacuation the children will be taken to the emergency shelter at:

**CANLAN ICE SPORTS – OAKVILLE**

**23OO CORNWALL ROAD**

**OAKVILLE, ONTARIO**

**905-845-6989**

The Director or designate will then call all parents, assure them that their child is safe and request that they arrange to have their child picked up as soon as possible.

1. **NUTRITION**

nutrition, menus, kitchen etc.

Zac’s Childcare and Montessori School provides a hot nutritious lunch and a morning and afternoon snack.

* All meals to meet the requirements of the Canada Food Guide.
* Nutritious snacks are served in the mornings and afternoons.
* A hot nutritious meal containing the four food groups is served at lunchtime.
* As required under the CCEYA parents are requested to provide nutritious food for infants less than 1 year of age.
* All foods and packages are to be checked against the children’s listed allergies to ensure that in the case of an allergy the contents are allergen free.

1. **FOOD RESTRICTIONS**

Children are not to bring food, gum or candy to school. **Please inform the centre of ANY allergies or special dietary requirements for your child and complete a food restriction form (provided by each classroom) for every change.**

Please be advised that **NO FOOD OF ANY KIND IS TO BE BROUGHT IN TO THE CENTRE** from home.

If there are any special occasions where a family would like to bring cookies, cake or treats, permission from the Director or Kitchen staff is needed prior to the day of. Also, all goods must be in the original packages, unopened and the package must be labeled with all ingredients and say **NUT FREE**.

**ZAC’S CHILDCARE AND MONTESSORI SCHOOL OPERATES IN A NUT-FREE & PORK FREE ENVIRONMENT.**

**Menus**

* Zac’s Childcare and Montessori School is a catered Centre. No cooking is done on the premises.
* Menus for the current and following week are posted in both the kitchen and on the parent notice board.
* All food allergies and religious preferences are to be posted in the kitchen and serving areas. Keep in mind that food allergies may be life threatening.

**Kitchen**

* The counters, prep surfaces and floors are to be cleaned as necessary during the day with a thorough cleaning at the end of the day.
* All prepared foods must be covered and stored to ensure they maintain their full nutritional value.
* Dishes must be sanitized and put away after use.
* Cleaning products must be kept inaccessible to children at all times by replacing them in the storage area after each use. The storage area must be locked or inaccessible to the children.

**Staff**

Classroom tables are disinfected before and after snacks and lunches using a mix of 1-part bleach to 100-parts water.

* The tables are set for each group: bibs for toddlers and infants, napkins for each child and the adults.
* To provide a relaxed atmosphere during lunch there should be at least one staff sitting at each lunch table to assist the children and to encourage quiet conversation and appropriate eating habits
* Monitor and/or assist the children to serve themselves and to clean up after their meals.

**IT IS IMPORTANT TO NOTIFY STAFF OF ANY DIETARY OR ALLERGY CHANGES THAT MAY OCCUR THROUGHOUT THEIR TIME AT ZAC’S.**

**23. PHOTOS AND VIDEOS**

From time to time and on special occasions Zac’s Childcare and Montessori School takes photos and videos that may be displayed in the school, on the school’s website or on promotional material. Should the photos be useful for advertising purposes parents will be asked for permission and to sign a release form prior to any images being used.

**24. TOYS FROM HOME**

Toys from home are not to be brought to the Centre, unless requested by the staff for show & tell or a soft toy for sleep time. Prior to bringing in any items please check with the teachers. All items from home must be labeled with the child’s name.  **We are not responsible for lost, broken or stolen items.**

**25. WAITLIST**

A waitlist will be formed when full enrollment has been reached in the daycare.

Procedure:

1. The number of children in the daycare is governed by the Community Care Licensing Regulations.
2. Children are accepted into the daycare on a first come basis.
3. The child’s name is entered on the computer according to the date of the initial phone call.
4. When an opening for the daycare occurs the School Director will contact the parents or guardians of the first child on the waiting list by telephone.
5. Children will be removed from the waitlist upon the following reasons:
   1. Parents or guardians request
   2. Child is over 44 months of age
   3. Family has moved away or phone number is out of order (the client is then unreachable)
   4. Family fails to respond after 3 attempts have been made (either via phone number or email)

**26. FEES, WITHDRAWLS AND CHANGES OF ATTENDANCE**

**FEES FOR THE FULL MONTH ARE DUE BEFORE THE BEGINNING OF EACH MONTH.**

Post dated cheques, dated for the 1st of each month, are required until the end of the calendar year. Please inform the Director if you change your banking information.

If fees are not paid by the 1st of the month, a 2% interest fee will be applied. A charge of $10.00 applies to all NSF cheques.

**30 DAYS WRITTEN NOTICE** is required in the event of a child’s withdrawal from the school or one month’s fee will be charged. Families will receive 1 block week unpaid per year for vacation after the first year of care. This week is non-transferable.

**FULL PROGRAM FEES WILL BE CHARGED IF THE 30 DAYS WRITTEN**

**NOTICE IS NOT RECEIVED**

If you wish to temporarily withdraw your child a permanent space cannot be guaranteed.

Zac’s Childcare & Montessori School does reserve the right to request that a child be withdrawn when it has been determined that the programs at Zac’s Childcare cannot meet the child’s needs or they are breaking the code of behavior. We will work with you to assist you in finding alternate more appropriate care. We also reserve the right to request that a child or parent be withdrawn from the centre if the policies are not followed or fees are not paid in a timely manner.