Rainbow Village

# PARENT HANDBOOK

## RAINBOW VILLAGE

## DAY CARE CENTRE

# Table of Contents


| | |
|---|---|
| Philosophy of Rainbow Village Day Care Centre | pg.3 |
| Program Statement Policy | pg.4-11 |
| Program Statement Implementation Policy | pg.12 |
| About our Services Policy | pg.13 |
| Phohibited Practices Policy | pg.14-15 |
| Supervision Policy | pg.16-17 |
| Supervision Policy for Volunteers and Students | pg.18 |
| Placement and Volunteer Policy | pg.19-20 |
| Registration, Orientation and Withdrawal Policy | pg.21 |
| Termination of Care Policy | pg.22 |
| The Waiting List Policy | pg.23-24 |
| Posting a Serious Occurrence Policy | pg.25 |
| Field-Trip and Off-Site Activities Policy | pg.26 |
| The Health and Safety Policy | pg.27-30 |
| Safe Arrival and Dismissal Policy & Procedures | pg.31-34 |
| Nut-Free Zone Policy | pg.35 |
| No Smoking Policy | pg.36 |
| Playground Safety Policy | pg.37-38 |
| The Accessibility for Ontarians with Disability Act Policy | pg.39-40 |
| Emergency Management Policy and Procedures | pg.41-52 |
| Parent Issues and Concerns Policy and Procedures | pg.53-56 |
| Accident Reporting Policy | pg.57 |
| Fee Payment Policy | pg.58-59 |
| CWELCC Parent Fee Reduction Policy | pg.60 |
| Appendixes | pg.61-67 |

# Philosophy of Rainbow Village Day Care Centre

**Every child is an individual who has a unique personality and potential to reach their optimum level of physical, emotional, intellectual and social development.** Each child is unique in terms of their own personality, physical growth, mental growth, likes and dislikes. Understanding and supporting each child's individuality is the foundation of our program which strives to ensure every individual child's well-being and happiness.

We offer developmentally appropriate programming to meet the diverse experiences, backgrounds, abilities and needs of all children. Providing a warm, loving and nurturing environment that is carefully designed to meet each child's individual needs is our goal as a learning community. **We believe in play-based learning as the main vehicle through which children come to understand themselves, others and the world.**

Our learning experiences and activities offer a variety of materials and tools in which every child can find "their area of interest" within the child care environment. A child grows in multitudinal ways, including socially, physically, mentally and emotionally. Each developmental stage is interrelated; hence, the child excels when opportunities are provided to reach their optimum level. Our method of empowering each child's ability to exercise self regulation skills will involve a positive child guidance approach which is nurturing the child's critical thinking and inquiry skills. Our goal is that each child finds peace and happiness while going through each developmental stage. To ensure that this occurs, we provide a warm, loving, safe and consistent atmosphere for this to unfold and grow.

# Program Statement Policy

**At Rainbow Village, our goal is to provide a program that will meet every child's needs regardless of their class, family background, and culture.** We believe that children are "capable, competent individuals" with a unique set of abilities, interests and aspirations. These qualities are fostered in a healthy, safe and nurturing environment in which the child can grow physically, emotionally, socially and intellectually. Our curriculum focuses on supporting children in becoming life-long learners by providing them **a stimulating early learning and care environment** that inspires their natural curiosity and energy.

To inspire exploration, inquiry and discovery, all aspects of our program are supported by a creative, positive and nurturing environment, planned with each child's interest in mind and using the environment as a third teacher. Staff plan child-initiated, as well as adult-supported experiences for children, both indoor and outdoor. In addition to a structured daily program, children are offered time to rest and participate in quiet activities. We enhance these learning experiences by challenging the emerging capabilities and aspirations of each child. The individuality of each child shall be recognized, respected and developed to its full potential.

**Parent Partnership** is fundamental to our program. Rainbow Village promotes positive and open communication between parents and staff by inviting parents to come in and observe their child's work as well as discuss any concerns they have about their child's development. In addition, information will be provided via pamphlets and presentations regarding resources that will aid families based on needs observed. It is also an opportunity to connect with the larger community as each parent is encouraged to bring a friend or family member. Furthermore, to enhance rapport and build positive bonds with families "enrichment experiences/ activities" will occur during holiday season for children and parents are encouraged to participate whenever possible. Rainbow Village goals and approaches are designed to meet the requirements of the ***Child Care and Early Years Act, 2014*****(CCEYA)** and align with the Ministry of Education's policy statement, "***How Does Learning Happen? Ontario's Pedagogy For Early Years"*** **(HDLH)** as our guiding framework for programming and

*Learn through Play* pedagogy. We integrate the four foundations of learning—Well Being, Expression, Belonging and Engagement — as a means to nurture healthy development. This fosters a sense of self, a desire to play and learn through inquiry and exploration, and builds authentic relationships and connections among children and adults, hence, supporting children to make sense of the world around them and how and where they fit in.

To reflect *the four foundations of learning*, staff must create weekly plans that reflect well being, engagement, belonging and expression. The plans must then be implemented in the weekly learning experiences so as to focus on children's social, emotional, physical, creative and cognitive development in a holistic way by noting each skill set on the continuum of development document (ELECT). The weekly plan will serve as a guide for educators but ultimately children take their learning in their desired area/s of interest.

With this ideology being at the core of our planning, educators at Rainbow Village are dedicated and consistent in planning learning experiences for children that promote self-help skills, turn taking, sharing and self-regulating their emotions. Experiences are based on children's interests and progress from the known to the unknown, thereby fostering curiosity, encouraging an eagerness to learn and building a sense of self-worth through successful learning.

All volunteers and students on placement will be asked to read the HDLH framework specifically *"The Four Foundations of Learning, Goals for Children and Expectations for Program'*. This is an effort to assist children in understanding how to plan responsive inclusive experiences and how to interact with children.

**<u>Our Goals and Approaches</u>**

Rainbow Village Day Care Centre has set out the following goals to guide our program.

**1. To promote the health, safety, nutrition and well-being of the children:**

- Compliance with the Peel Public Health procedures and practices, including proper hand hygiene, diapering and toileting routines, washing & sanitizing of the environment, toys and equipment.
- All play equipment, furnishings, and learning environments are developmentally appropriate and safe for our children, while still allowing children to explore and take reasonable risks to build their sense of accomplishment and self esteem.
- Staff are aware at all times of the number and names of children that are in care, through frequent head counts, as well as immediate and accurate documentation of arrival, departure and transition times on the main and transitional attendance forms.
- Encouraging children to have a healthy respect for snacks and mealtimes through discussion, food-based activities, and role-modeling while ensuring good nutrition and safe food preparation and serving. This is achieved by providing them with the proper nutrition as is mandated by the Canada's Food Guide.

**2. To support positive and responsive interactions among children, parents and staff:**

- Snack and mealtimes are positive learning experiences that promote social interactions, self-help skills, and a time to engage and develop relationships with and between our children.
- Modelling positive, inclusive approaches to all interactions with all children, peers, parents and staff in the room throughout the day.
- Promoting the use of individually tailored strategies to diminish the need for behaviour guidance, emphasizing listening, responding to, and building on, child-initiated communication and conversation.

**3. To encourage the children to interact and communicate in a positive way and support their ability to self-regulate:**

- Children are aware of how the day is planned which allows for consistency, continuity, self-regulation, minimizing negative behaviours (ex. visual daily schedules).

- Staff develop an awareness of each child's cues while children further develop their self regulation and self-help skills during transitions times (ex. dressing for outdoors/indoor play)
- Balancing verbal and non-verbal interactions with children to model positive communications between children and support all forms of expression.
- Promoting interactions with children that foster self-esteem, support learning self-regulation of their emotions, and build empathy by helping them recognize and label peers' feelings and willing to offer help to others.
- Supporting parents on positive behaviour guidance and conflict resolution strategies through role-modeling, discussions and providing resources.

**4. To foster children's natural curiosity with an environment that invites exploration, play and inquiry:**

- Providing varied open-ended materials that engage children and can be used to investigate, imagine, think, create, and problem-solve.
- Using materials that reflect sensory, science and nature to spark the child's natural curiosity and encourage them to explore through cause-and-effect experimentation and observation.
- Exposing children to open-ended materials, accessories and activities to promote language and literacy development - vocabulary, questioning skills, recall abilities, print awareness, printing skills, and imagination.
- Providing an ample selection of a variety of construction materials and props for children to build, explore concepts, develop spatial awareness, manipulate two- and three-dimensional materials and problem solve, as well as develop social skills, such as co-operation and turn-taking.
- Providing ongoing opportunities for imaginative play with unlimited role-playing possibilities. Recording observations to plan activities based on each child's cues and interests and scaffolding on their skills and knowledge.

**5. To plan for and create positive learning environments and experiences in which each child's learning and development will be supported, including child-initiated and adult-supported experiences**:

- Recording and using observations, knowledge on the previous learning experience and the cues of the children to extend learning and create opportunities to support the child's individual learning path.
- Creating a visual environment through displays that are inclusive and are changed regularly to reflect the recent interests and artwork created by the children, supporting each child's developing sense of belonging.
- Providing independent creative experiences through different mediums for children to promote self-expression and individuality, and ensuring the Daily Schedule allows for flexibility to allow time to complete or extend the creative process.
- Providing a cozy and inviting quiet area to encourage natural opportunities for language and literacy development, including accessible props to enhance storytelling experiences (ex. puppets, felt boards).
- Exposing children to an assortment of cultural music and musical genres to promote skills, such as, language development, rhythm awareness, self-regulation and self-concept.
- Supporting children to initiate experiences, generate ideas, plan, make choices, and act spontaneously through play and following the child(ren)'s lead.
- Using the Emergent approach, planning adult-supported activities that reflect the children's interests by using recorded ongoing observations of individual children and group interactions.
- Recognizing that adult support is different for every child and tailoring the degree and approach of the support to complement the child's abilities, knowledge, temperament and interests.

**6. To incorporate indoor and outdoor play, active play, and rest / quiet time into the day, while giving consideration to the individual needs of each child:**

- Indoor play that occurs as soon as our centre opens at 7 a.m. and closes at 6.p.m. Once children are not eating, sleeping or outdoors, children are free to engage in cooperative, spontaneous, solitary, parallel or any kind of play desire to engage in provided that they and others are safe.

- Outdoor play for two (2) hours each day once the weather permits. An hour in the morning and another in the afternoon. Once outdoor, children are encouraged to engage in more active play and explore their natural environment,
- Children need their rest and so nap time is for two (2) hours on a daily basis from 12:30p.m. to 2:30p.m.
- There are areas in the environment that encourage and facilitate downtime or quiet time such as the book area and the drama area.
- All other areas are open and accessible so as to cater to the needs of all other children who have varying interest but capable and competent of choosing what, who and where they wish to explore

**7. To foster the engagement of, and ongoing communication with, families about the program and their children.**

- Parent and staff reviewing the child's Observation Chart form together to identify any specific needs and updating it, as needed.
- Encouraging families to be active participants in their child's care by assisting in the program (ex. enrichment experiences/ activities).
- Offering daily communication at drop off and pick up time between parents and teachers to share information regarding the child's day, verbally or via the Lillio app (formally HiMama)
- Reminding parents to check the centre's Parent Board, to read monthly newsletters, and to pick up resource materials to stay current on centre news, community events and child-related topics.
- Offering parents the opportunity to provide input and feedback on our programs and their child's care and learning with surveys and discussions with the Supervisor and staff.

**8. To involve local community partners, allowing them to support the children, families and staff:**

- Inviting community workers to visit the program
    - Rainbow Village is involved with local community partners such as Westwood Mall, Malton Neighbourhood Services, The Fire Station and High schools on

an ongoing and necessary basis. Families are made aware of the resources that The Malton Neighbourhood Services provides through the distribution of pamphlets/booklets/brochures and newsletters or through verbal communication that give relevant information based on the needs of the families in the centre. Children will go on field trips to explore the Mall, and the centre will partner with children from high schools who wish to volunteer and gain valuable experiences to prepare them for the world of work. Children will also take nature walks in and around the community in general a minimum of twice per year. The Fire Truck from the local fire station is annually invited to visit the centre to interact and engage with the children. This is an effort to make children aware of the role they play in their community and to foster a positive, authentic and meaningful relationship with outside partners who will both, directly and indirectly, impact the development of the children in our care.

- Attending Mississauga Public Library programs to support the children's literacy, language, social and research skills.
- Considering Resource Consultants as part of our team and working together on children's individual support plans.

**9. To support our staff and others who interact with the children at the centres in their continuous professional learning:**

- Offering regular in-house workshops on topics that are relevant to the current needs of the staff and children.
- Ensuring all staff maintain current certification in Standard First Aid & AED and CPR C and providing annual WHMIS training.
- Encouraging staff to attend workshops and conferences relevant to the profession.
- Providing staff with informative resources in print and online (Webinars from Child Development Resource Connection Peel (CDRCP), articles, studies, publications).
- Sponsoring staff to complete apprenticeship training to obtain their ECE and RECE certification.

**10. To document and review the impact of the strategies set out on the children and their families.**

- Photos and videos are taken of children to document children's progress, participation in activities and interactions with others via Lillio.
- Documentation portfolios which have children's art works, learning story books, periodical evaluation records, pictures are available to parents.
- Weekly programming documentation are posted on the program board
- Staff will complete and share with parents a Developmental Screening Tool provided by PIRS for children in the Toddler and Preschool program. A parent survey will be distributed to parents from time to time.

# Program Statement Implementation Policy

To ensure that all staff at Rainbow Village Day Care Centre consistently implement the Four Foundations of Learning—Belonging, Well-Being, Engagement, and Expression—the Licensee/Supervisor/Designate will:

- Check on a monthly basis to see if anecdotal notes have been written.
- At staff meetings incorporate a self- reflective piece in which staff highlight their strengths and needs and discuss how to enrich the learning experiences of ALL children in the centre.
- On a weekly basis ensure that program planning supports/reflects/demonstrates *The Four Foundations of Learning* and demonstrates the skill set as shown on The ELECT document.
- Assess the environment consistently to ensure learning materials are accessible and encourage exploration and inquiry by children.
- Encourage staff to engage in Professional Learning workshops so that their teaching/learning experiences with children and each other can be kept up- to- date with the current pedagogical teaching methodologies.
- Encourage Peer Mentoring amongst each other to facilitate and generate new and fresh ideas.

The Evaluation Form which is done twice per year will further assist staff in fulfilling and implementing the expectations of The Program Statement's policies and procedures.

If The Program Statement's policies and procedures are not implemented, and it hampers the development of children in all or any domains, the concerning behaviour will be addressed verbally immediately.

Depending on the severity, staff's employment could be terminated.

# About our Services Policy

We offer full-time child care service to children aged under 5 years old. Rainbow Village Day Care Centre is **open Monday to Friday from 7:00am to 6:00pm**. We are **closed on all major statutory holidays.** Rainbow Village Day Care Centre has a subsidy agreement with Region of Peel.

**NOTE**: **Snow Day Closer** - When the Dufferin-Peel Catholic District School Board closes due to inclement weather, Rainbow Village Day Care Centre will also be closed for the day. Parents will be notified of the closure via our emergency email contact system before 7:00am on the same day.

**NOTE:** Parents/guardians are responsible for the **full payment of childcare fees regardless of their child's attendance.** Fees remain payable during periods when a child is absent from the program, including illness, vacation, personal absences, and statutory holidays.

No fee deductions, credits, or refunds will be provided for days when a child does not attend the Centre. This policy ensures that your child's space remains reserved and available upon their return.

WE ARE **CLOSED** ON THE FOLLOWING HOLIDAYS:

- Thanksgiving Day
- Labour Day
- 2 Professional Learning Days
- Family Day
- Victoria Day
- Canada Day
- Good Friday and Easter Monday
- Holiday Closure (2 weeks)
- Civic Day

# Phohibited Practices Policy

Prohibited practice is any behaviour by a staff, volunteer or placement student that puts children at risk or that can inhibit a child's growth, self-esteem or healthy development. All Rainbow Village Day Care staff, volunteers and placement students are aware that the following practices are unacceptable at the center.

- Corporal punishment of the child
- Physical restraint of the child, such as confining the child to a highchair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
- Locking the exits of the child care centre or home child care premises for the purpose of confining a child or confining a 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
- 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.
- Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding
- Inflicting any bodily harm on children including making children eat or drink against their will.
- Sexual abuse, sexual misconduct or engaging in a prescribed sexual act, as those terms are defined in the Early Childhood Educators Act, 2007. O. Reg. 137/15, s. 48; O. Reg. 126/16, s. 34; O. Reg. 197/26, s. 1
- Any form of abuse, including physical and/or emotional ill-treatment, sexual abuse, sexual misconduct, prescribed sexual acts, neglect, negligence, or

exploitation, that results in actual or potential harm to a child's health, survival, development, or dignity within the context of a relationship of trust or power.

- Interacting or relating to children or vulnerable people outside of the center. (E.g. weekend home visits, babysitting, online chatting, etc.)

# Supervision Policy

All staff members at Rainbow Village Day Care Centre are responsible for the adequate supervision of children. No child may be left unattended at all times. Staff must always be aware of the environment and the location of children, adjusting supervision accordingly.

**Staff should:**

- Be aware of all the children in the group, even when attending to an individual child. Staff must frequently scan the room, count the children, and ensure that areas that are not visible are supervised by another staff member and ensure substitution when there is the need to leave the room.
- Staff should anticipate and take action to ensure safety, while balancing children's needs to explore and take risks deemed appropriate for their developmental growth.
- Ensure that there is an appropriate number of staff in the room at all times.
- Ensure the front door and playground gates are closed after entry and exit.
- Ensure that staff will be close enough to children to intervene in the event of an unsafe or harmful occurrence developing and possibly escalating.
- Ensure that children are not left alone on the playground or in the classroom.
- Head counts must be completed before and after a transition with a group of children from one activity area to another (example: playroom to playground).
- Have a clear view of all children in the group at all times by placing oneself in a position or location that optimizes supervision of the entire group.
- Always put the portable panel to ensure that children are prevented from having access in and out of the room.
- All children upon arrival or departure must be marked in or out on the daily attendance sheet, indicating the time of arrival or departure. This must be done at the time when the child is released from the parent/guardian to the receiving staff upon arrival or from the supervising staff to the parent/guardian upon departure.
- When beginning a shift, staff must confirm verbally with the supervising staff on duty, the number of children in attendance and check this against the attendance

clipboard. This same procedure must be completed when leaving or returning from breaks, lunches, etc.

- Head counts of children are to be completed on a frequent basis throughout the day, minimally 2 to 3 times per hour. Head counts are to be checked against the attendance clipboard.
- Attendance clipboards are to be kept with each group of children at all times.
- Daily attendance sheets must also record all children that are absent, on vacation, or absent due to illness.

# Supervision Policy for Volunteers and Students

The purpose of the Supervision Policy for Volunteers and Students is to assist in supporting the safety and well being of the children enrolled.

The volunteer or student will be monitored by an assigned staff member. The assigned staff member will review the following policies and procedures listed below with the volunteer/student. Volunteers and or student will sign and date the policy once reviewed.

1. Behaviour Management Policies
2. Staff Policy Checklist
3. Playground Policy
4. Anaphylactic and Emergency Procedures

Volunteers and students are not permitted to be alone with a child unsupervised. Volunteers and students are not to be counted in the staffing ratio.

No child is supervised by a person under 18 years of age.

Criminal reference checks are required for all volunteers having direct contact with children dated in the last six months. This does not apply to students placed in the program by an educational institution, except for College and University students.

All Parents who are attending field trips with their child/children as volunteers require a criminal reference check. A staff member will always be present with parents, students, and volunteers.

# Placement and Volunteer Policy

**Purpose**

This policy provides the standard of what is expected of students/volunteers and the service to get the most experience out of the workplace.

**Responsibilities of Students/Volunteers**

- Be professional in your contacts with service staff, parents, children and service users
- Keep all information obtained confidential regarding children, staff, and families
- Obtain permission from Mentor staff member& Parent for any observation, information used in assignments coursework carried out
- Take responsibility for your own learning
- Participate in all tasks/ activities associated with the role of children worker
- Read and become familiar with the centre's regulations
- Arrive Punctually. In case of being late, contact the center to inform them of the unexpected delay.
- In case of being sick, students are required to have a mandatory monitoring period at home until the symptoms are resolved.

**Responsibilities of Supervisor**

- Ensure that the student has an orientation period to familiarise themselves with policies, procedures, planning routine etc.
- Ensure the student signs off on an agreement with the Policies & Procedures of the service.
- Clarify starting & finishing time expected from the student.
- Introduce student to all staff children and families
- Share appropriate information and experiences with the student

- The student will have the support of one member of staff who will be introduced to them as a mentor teacher; this staff member will agree to support, supervise the student and provide feedback on the student's progress while in the service.
- Ensure the student is clear on whom to speak to in the event of concerns or difficulties while on placement.
- Ensure the student has signed confidentiality agreement
- Sign off on agreement with the Policies & Procedures of the service
- Follow the dress-code appropriately and seek clarification
- Keep a record of student attendance
- Arrange regular supervision with the student.
- Ensure that the student is not left alone/unsupervised with children
- Ensure student is not required to administer medicine
- Ensure student is not required to attend to injured children
- Ensure students are not required to deal directly with parents unless supervised

# Registration, Orientation, Withdrawal Policy

**Registration**

Parents are given a registration package for enrolment in the program after paying a non-refundable fee. All forms must be filled out completely prior to starting and individual plans should be in place if the child has any health, medical conditions (Authorization for Drug/Medication Administration form or Individual Medical Plan) or special needs (see Appendix A.)

**Orientation**

When a child has been registered and enrolled in our centre, families will be given a tour of the center which can be arranged during the operating hours. During the visit, parents are given a tour of the facility which consists of:

- Meeting the staff members in their classroom
- Viewing our licence and tour of the facility
- Looking at program information posted
- Viewing the weekly menus
- Checking the cubby and toileting areas
- The playground and the classroom

**Withdrawal Process**

Our Withdrawal Policy is designed to protect the Centre from financial loss resulting from unexpected withdrawals and to minimize the expense when such withdrawals occur. If you wish to withdraw your child from Rainbow Village Day Care Centre, **a minimum of 3 week's written notice is required.**

**Prepaid tuition fees are non-refundable (non-negotiable).** A child's final day of enrollment will be **processed as a Friday**, provided the required three-week written notice has been given. This applies regardless of the day on which the withdrawal notice is submitted.

# Termination of Care Policy

Our staff will make every effort to meet the individual needs of each child enrolled in the program.

There may be situations, however, where we may not be able to meet these needs. The parent(s) will be kept informed of all efforts and areas of concern through formal and informal discussions with teachers and the Supervisor. All meetings with parents will be well documented. The continued placement process will be followed and after all these capacity-building steps have been taken, Rainbow Village Day Care Centre may recommend withdrawal of care:

- Lack of payment of fees
- Conduct that is injurious to the physical emotional or intellectual well-being of others
- Lack of compliance with the centre policies
- Behavior that creates a potential safety hazard to children and staff
- Verbal abuse, harassment, or threatening of children/staff
- The inability of our program and staff to meet the child's individual needs
- Individual needs of a specific child that interfere with those of other children or put others at risk

In the event the centre withdraws a child due to the above circumstances, the parent(s) of the child will receive a Termination of Service letter. The contents of the letter includes:

- The child's last date at the centre
- The grounds for termination
- A notice period of 1 month for the parents to find alternative care arrangements.

Once the termination letter is issued, the children's services consultant will be notified if applicable.

# The Waiting List Policy

Rainbow Village Day Care Centre is committed to maintaining a fair, transparent, and compliant process in accordance with the Ontario Child Care and Early Years Act (CCEYA) and related regulations. The waitlist is securely maintained to ensure the privacy and confidentiality of all families.

Rainbow Village Day Care Centre does not charge a fee or deposit to place a child on the waitlist. Families interested in securing a space in our program must complete the waitlist registration form available on our website at **www.rainbowvillagedaycare.com**.

(1) **Information collected for the waitlist includes:**

a) Parent/guardian's name, address, and phone number

b) Child's name and date of birth

c) Emergency contacts

d) Requested start date and date of intake

(2) **Priority for Placement**

Children will generally be placed on the waitlist in order of the date and time the inquiry is received, followed by the requested start date and the child's age. However, placement may also be influenced by the following considerations:

- Requests from child protection or welfare agencies
- Siblings of children currently enrolled in the program
- Children transitioning from another classroom within the Centre
- Previously enrolled children returning to the program
- Children of Centre employees

(3) **Offering a Space**

When a space becomes available, the administrative team will review the waitlist to match the opening with the child's age and the needs identified by parents/guardians. Only the eligible families will be contacted by email with an offer of placement.

(4) The Supervisor or an administrator will also respond to inquiries from families and may provide an estimate of the likelihood of a space becoming available.

(5) Rainbow Village Day Care Centre is committed to maintaining the waitlist in a manner that safeguards the privacy and confidentiality of all children and families.

# Posting a Serious Occurrence Policy

The safety and well-being of our children in licensed childcare programs is the highest priority. In spite of all the best precautions, serious occurrences can sometimes take place.

Licensed childcare centres are required to post information about serious occurrences that happen at a centre. A "Serious Occurrence Notification Form" will be posted at the centre in a visible area for 10 days. This posting will give parents information about the incident and outline follow up actions taken and the outcomes while respecting the privacy of the individuals involved.

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

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

**http://www.ontario.ca/ONT/portal61/licensedchildcare**

# Field-Trip and Off-Site Activities Policy

From time to time the Rainbow Village Day Care Centre will go on different excursions throughout the neighbourhood. Parents will sign a consent form which covers all local neighbourhood excursions.

We also go on field trips which may include public transit or school bus transportation. An individual consent form will need to be signed by the parent or guardian. Parents are also welcome to attend field trips with the centre. **There is an additional charge for the trips. If you do not wish for your child to attend the field trips/ excursions it will be necessary for you to arrange alternative care for the day. You will be required to still pay for the Child Care fees for that day.**

Rainbow Village Day Care Centre will require parents to attend field trips with their child/children if Rainbow Village Day Care Centre Staff is not comfortable taking them due to:

1. Medical condition listed in the Individualized Medical Plan for a child
2.Behaviour
3. Any safety concern

A medical kit and emergency contact list are always available on excursions and trips.

# The Health and Safety Policy

## 1. Responding to and reporting child illness, health concerns, accidents, and injuries

Your child's health is a matter of major importance to all of us. Upon enrolment, you must file with us a standard health form that lists the immunization record. A daily health inspection is given upon each child's arrival at school. Your child must be free of any illness or symptoms that are listed below before returning to the center:

Your child may be sent home if any symptoms of illness appear during the day and will be immediately isolated from other children, and you will be contacted for immediate pick up. **Here is the list of symptoms which requires a minimum 24 to 48 hrs monitoring period as well as the mandatory condition to be followed to confirm the return date.**

| **Illness** | **Monitoring Period** | **Notes** |
|---|---|---|
| Fever (or had a fever the previous day) | 24 hours | |
| A heavy nasal discharge | 24 hours | Doctor's note required to return |
| Pus or discharge from the eyes<br><br>Pink/Red Eyes | 24 hours | From the first day of medication applied<br><br>Doctor's note required to return |
| Diarrhea, vomiting, or any other gastrointestinal symptoms | 48 hours | A confirmation of secondary symptoms during the monitoring period |
| Rash or single/cluster bumps | 24 hours | Doctor's note required to return |
| A consistent cough | 24 hours | |
| Any other symptoms of a possible communicable disease. | | Please notify the center immediately if the child does have a communicable disease or has been in contact with someone who has. A noncompliance letter will be issued for any non communicated symptoms if they were found later) |

In the case of an accidental injury that we feel is of a serious nature, we will make an immediate attempt to contact a parent first. If it is necessary, we will call in any outside emergency care that we feel we will need. The center will maintain a consent form signed by the parents agreeing to this provision. **It is to the child's benefit that you keep us up-to-date on telephone numbers and other pertinent information.**

**2. Administration of medication**

Any operator who agrees to administer drugs and medication must comply with requirements found in the *Child Care and Early Years Act., 2014*

- Only prescription medication will be administered at the centre. Non-prescription medication will only be administered if accompanied by a doctor's note specifying the dosage, administration times and duration of treatment.
- Parents are required to email the Supervisor for approval before bringing any medication to the centre. Medication may only be brought in once it has been reviewed and approved.
- Parents must complete and sign a **Medication Authorization Form** before any medication can be administered. The form must clearly state the required dosage and administration times.
- Parents must hand-deliver all medication in its **original container.** The original container must clearly indicate the date of purchase, child's name, dosage, treatment start date, expiry date and any relevant instructions. Medication will be administered in accordance with the instructions on the label.
- All medication must be stored according to the specified storage instructions and kept in a locked container, inaccessible to children.
- Any medication not collected by the parent will be disposed of after 14 days, unless otherwise specified by the doctor.

**3. Children Belongings**

- Children should wear clothing that is comfortable and appropriate for indoor and outdoor play. No party shoes, flip-flops, crocs for outdoor play. Running shoes or

boots are accepted only. In the spring and fall, the weather is unpredictable, so please provide a variety of warm and light clothing. Snow pants in winter are necessary even if there is no snow. A hat in summer is essential. Please make sure all items are labelled, especially boots, mitts and snow pants.

- Your child always needs to have an extra set of clothing at the centre, even the kindergarten children. If your child does not have extra clothes when needed, you will be called to bring some over or pick up your child. Remember to change your child's clothing seasonally.
- Your child will need a small blanket for sleep time, preferably one that can remain here. Bedding will be sent home every Friday and if soiled for you to do laundry. Bedding must be returned on Monday.
- Diapers and wipes need to be supplied if applicable.

Note: Please label all your child's belongings including clothing, shoes, outdoor gears, bags, water bottles, and etc. The center is NOT responsible for any lost items at the center.

**5. Parking**

Please do not leave your vehicle parked in front of the entrance doors when you drop your child off and pick them up. This area must be kept clear as a fire route all the time.

Also, please do not park in designated spaces, which are saved for the church use only. Your respectful use of the parking lot is much appreciated.

**5. No personal items left in the cubby area**

The cubby area is regarded as an area with children's easy access for the transition times to change their clothes**.** It is highly possible that anything in the bag or cubby can be taken out by a child and consumed by children. It could pose a great danger to the safety of the children at the center. Staff will go through every child's bag on a daily basis and discard anything found in the bags or cubbies. Only children's diapers, changing clothes, shoes, boots, clothes or winter gear (gloves, hats, scarves, neck warmers or earmuffs) are allowed either in the bags or cubbies)

**The items NOT allowed in children's bag or cubbies**

- food (regardless in a container or not)
- drinks (baby bottles, juice boxes, nutritional drinks, water bottles)
- Baby formulas
- leftover food or treats (candies, gums, chocolates)
- **medication or medical devices (puffers, a glucose meter, coughing candies)**
- stationary items (pencils, crayons, markers)
- small sized toys, books, or deflated balloons
- child sized jewelry (rings, earrings, bracelets), hair elastics, clips, or combs
- cell phones, tablets, or an electronic device
- children's make-up (lipsticks, lip balms, brushes, facial painting or tattoos)
- Bug spray, perfumes (these are highly hazardous materials to young children)
- **baby lotions, sunscreens, diaper creams, or Vaselines**

  (see Appendix B). These are highly hazardous materials, too. These items should be brought to the staff and the parents should fill out the forms to be used in the center and kept out of the children's reach.

# Safe Arrival and Dismissal Policy & Procedures

**Purpose**

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

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

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

**Policy**

Rainbow Village Day Care Centre will ensure that any child receiving childcare at the centre is only released to the child's parent/guardian or an individual that the parent/guardian has provided written authorization the child care centre may release the child to. Where a child does not arrive in care as expected or is not picked up as expected, staff must follow the safe arrival and dismissal procedures set out below.

**Procedures for Safe Arrival**

**I. Accepting a child into care**

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

- greet the parent/guardian and child.

- ask the parent/guardian how the child's evening/morning has been and if there is anything to notify the centre. When the parent/guardian has indicated that someone other than the child's parent/guardians will be picking up, the staff must confirm that the person is listed on **Authorized Pick -Up person's list** or where the individual is not listed, ask the parent/guardian to provide authorization for pick-up in writing via **a note or email**. (phone call message or verbal messages to the staff is not acceptable)
- document the change in pick-up procedure in the daily Staff Logbook.
- sign the child in on the classroom attendance record.

## II. Where a child has NOT arrived in care as expected

1. Where a child does not arrive at the centre and the parent/guardian has not communicated a change in drop-off (e.g., phone call, email or Hi Mama message), the staff in the classroom must:
    - commence contacting the child's parent/guardian no later than 10 am via Hi Mama messages. Staff shall try to contact the parent/guardian via phone or message until 12:30.
    - the parent must indicate the child's absence by 10 am. Then staff will attempt to contact the family **between 10 am to 12:30. The staff will make a note if there was no response via message or call.**

2. In case the staff was not able to reach the parents to confirm the child's absence from the centre by 12:30, the staff must:
    - mark the child as "no-show" and make a note in the communication log book.
    - The staff will report it to the Supervisor of "no-show" and document it in the staff log book. The Supervisor will email the parents to confirm the absence without notice.
    - If the child's absence is marked as no-show for 3 continuous days, the Supervisor will call the police or Children's Aid Society to report the unidentified absence of the child.

- If a parent continues to fail in communicating with the center via daily check in email, message or call to notify the late drop off or absence, the Supervisor will issue a first WARNING LETTER to the parent for non-compliance with the center policy.

## III. Procedures for Safe Dismissal

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

- Check the staff logbook to confirm that the parents provided the centre with a written notice via Email/Message/note in advance.
- Check the photo identification of the individual and confirm the individual's information against the written notice.
- All individuals must have their Photo Identification checked for the first time pick up.

## IV. Where a child has not been picked up as expected (before centre closes)

Where a parent/guardian has previously communicated with the staff a specific time or timeframe that their child is to be picked up from care and the child has not been picked up **by 5:40 pm,** the staff on duty shall contact the parent/guardian by phone call and advise that the child is still in care and has not been picked up.

- Where the staff is unable to reach the parent/guardian, staff must call all the persons listed on **the authorized pick-up person list**. Where the individual picking up the child is an authorized individual and their contact information is available, the staff shall proceed with contacting the individual to confirm pick-up.

- Where the staff can't reach any of the parent/guardian or authorized individual, the staff shall call the individuals on **the emergency contact list.**
- Where the staff can't reach any of the parent/guardian or authorized individual who was to pick up the child, the staff shall wait until program closes and then refer to procedures below under "where a child has not been picked up and program is closed"

## V. Where a child has not been picked up and the centre is CLOSED

1. Where a parent/guardian or authorized individual who was supposed to pick up a child from the centre and has not arrived by 6 pm, staff shall ensure that the child is given an activity, while they await their pick-up.
2. One staff shall stay with the child, while a second staff proceeds with calling the parent/guardian to advise that the child is still in care and inquire their pick-up time. The staff shall contact the parent/guardian first and then proceed to contact the authorized individual responsible for pick-up if unable to reach the parent/guardian.
3. If the staff is unable to reach the parent/guardian or authorized individual who was responsible for picking up the child, the staff shall contact all the individuals listed under emergency contacts on the child's file, etc..
4. Where the staff is unable to reach the parent/guardian or any other authorized individual listed on the child's file (e.g., the emergency contacts) **by 6:30 pm,** the staff shall proceed with contacting the local Children's Aid Society (CAS) 905-363-6131. Staff shall follow the CAS's direction with respect to next steps. The Supervisor will be notified of the incident and document it for future reference.

Staff will only release children from care to the parent/guardian or other authorized adult who are at least 18 years old. Under no circumstances will children be released from care to walk home alone.

# Nut-Free Zone Policy

Rainbow Village is the Nut Free Zone. Nut allergies can cause an Anaphylaxis emergency which can be life threatening to children with nut allergies. Our centre is trying our best to remain as a nut free environment for the safety of the children with severe nut allergies.

- **Any kind of food from home is NOT allowed** in the centre: any type of main dishes, snack or drinks are not allowed to be brought in.

- Any kind of **unpackaged or unlabeled store-bought food is NOT allowed** in the centre: bread, pastries, chocolates, candies, donuts or cookies which don't have clear labels that the ingredients are nut free are not allowed to be brought in at any time.
- For birthday celebrations, only prepackaged cupcakes with clear labels of Nut Free ingredients are allowed. An unpackaged birthday cake with no labels from a local bakery is not allowed as their facility often processes nut containing products. Parents should consult with the Supervisor in advance.

- An exception to the No Home Food policy can be made due to a variety of reasons, including religious observance, severe allergies, food intolerances or special needs of the child. Where a child requires special foods and is bringing meals or snacks from home as an exception to No Home Food policy, the parent will be required to provide it according to the instructions on the **Individual Feeding Plan (Food Plan).** Supervisor will review with parents for the information such as:

    - Food or drink supplied by a parent will be in a container labelled with the child's name.
    - Food or drink that requires refrigeration or to be stored at room temperature is kept in the fridge or at a designated spot in the kitchen at temperature directed by the public health.

# No Smoking Policy

Rainbow Village Day Care Centre is a designated NO SMOKING AREA; smoking is prohibited anywhere on the premises as this is a health and safety issue and it is for the well being of the children, other staff, parents, volunteers and anyone who visits. The Smoke-Free Ontario Act prohibits smoking or holding lit tobacco in a child care centre. Smoking is prohibited at all times in a childcare centre whether or not children are present.

Staff members, students, volunteers, parents, and visitors will be reminded of this policy while on the premises or outside the premises on trips, visits, functions, and other events when in the presence of the children.

**Responsibilities and Procedures:**

1. “No smoking” signs are posted at the entrance/exit of the centre and in the washroom of the centre.

2. Notice will be given to all parents of the smoke-free policy before their child is enrolled.

3. Students and volunteers prior to commencement of their placement will also be informed about the smoke-free policy.

4. The smoke- free policy will also be included in the parent handbook.

5. The policy will be reviewed with staff at beginning of employment and during review of all policies

# Playground Safety Policy

**Purpose:**

- To be in compliance with the Ministry of Education Playground Safety Policy and to ensure that outdoor play occurs in a natural environment that is beneficial to children's physical, social, mental development or total well-being and learning.
- To ensure that the staff to child ratios are met on the playground at all times.
- To maintain a creative and safe environment for children.
- To teach children how to play safely by reinforcing the safety rules and the reasons for such safety rules to be practiced on a daily basis.

**Requirements:**

- To observe and enforce playground rules as outlined.
- To encourage and interact with children.
- To ensure that outdoor play equipment is kept in a safe and clean condition and in a good state of repair.
- To ensure that there is a sufficient variety of toys that are available and accessible and allows for rotation

**Duties:**

- On a daily basis, complete inspection prior to using the playground.
- Check children's clothing daily for sources of entanglement such as scarves (when applicable), drawstrings and laces.
- Analyze the playground and have a plan for staff positioning, making sure that staff is moving through the play area continuously and continually and checking hidden areas.
- Stay close to the steps for any possible slip, fall or any possible accident.
- Staff must keep interactions and engagement with children positive and nurturing.

- Stay within reach of younger children at all times to provide physical support when needed.
- Role model proper behaviour and respect for equipment.
- Act as a spotter for challenging equipment or areas which need repairs or close inspection to prevent any accident.
- Encourage children to use equipment properly
- Stop bullying behaviour immediately.
- Keep parents informed on safety issues
- Never reduce ratios on the playground.
- Take seasonal precautions, such as sanding ice, sweeping leaves and water, safe pest control and safe weed control to make sure that playground is kept in a clean and appealing manner at all times.

# The Accessibility for Ontarians with Disability Act Policy

Rainbow Village Day Care Centre is committed to excellence in serving all customers including people with disabilities. We as an organization will prevent barriers faced by people with disabilities so that we are more accessible to them and their needs. People with a full range of disabilities include physical, vision, hearing, sensory, mental health, developmental and learning.

**Our Accessible Customer Service Plan is as follow:**

- We will ensure that our staff at Rainbow Village Day Care Centre are trained and familiar with various assistive devices that may be used by customers with disabilities while accessing our services in our child care centre.
- We will communicate with people with disabilities in ways that take into account their disability.
- A person with a disability who is accompanied by a support person will be allowed to have that person accompany them on the premises. Fees will not be charged for that support person.
- In the event of a planned or unexpected disruption to our child care services, every customer including those with a disability will be notified promptly about the disruption. A sign will be posted that includes information about the reason for the disruption, its anticipated length of time and a description of an alternative facility for child care if available. This notice will be placed at
  the entrance door, parent bulletin board, and corridor areas.
  Rainbow Village Day Care Centre will provide training to employees who deal with the public. ie. Supervisor, Early Childhood Educators, Early Childhood Assistants, and Cook.
- Training will include:
    - An overview of the AODA (Accessibility for Ontarians with Disability Act) 2005 and the requirement of customer service standard

- How to interact and communicate to people with various types of disabilities?
- How to interact with people with disabilities who use an assistive device or require the assistance of a support person?
- What to do if a person with a disability is having difficulty in accessing our service?

- Staff will be updated on any changes to our plan

  Customers, who wish to provide feedback on our child care services can comment by email, speak verbally with our Supervisor/director, or to any staff member. Feedback will be given to the Supervisor and/or director who will respond back to the customer within 48 hours. Complaints will be addressed according to our organization's regular complaint management procedures.

# Emergency Management Policy and Procedures

**Purpose**

The purpose of this policy is to provide clear direction for staff and Licensees to follow to deal with emergency situations. The procedures set out steps for staff to follow to support the safety and well-being of everyone involved.

Clear policies and procedures will support all individuals to manage responses and responsibilities during an emergency, resulting in the safest outcomes possible.

**Definitions**

*All-Clear:* A notification from an authority that a threat and/or disaster no longer pose a danger and it is deemed safe to return to the child care premises and/or resume normal operations.

*Authority:* A person or entity responsible for providing direction during an emergency situation (e.g. emergency services personnel, the Licensee).

*Emergency*: An urgent or pressing situation where immediate action is required to ensure the safety of children and adults in attendance. These include situations that may not affect the whole child care centre (e.g. child-specific incidents) and where 911 is called.

*Emergency Services Personnel:* persons responsible for ensuring public safety and mitigating activities in an emergency (e.g. law enforcement, fire departments, emergency medical services, rescue services).

*Evacuation Site:* the designated off-site location where shelter is obtained during an emergency. The evacuation site is used when it is deemed unsafe to be at or return to the child care centre.

*Licensee*: The individual or agency licensed by the Ministry of Education responsible for the operation and management of each child care centre it operates (i.e. the operator).

*Meeting Place:* the designated safe place near the child care centre where everyone is to initially gather before proceeding to the evacuation site, or returning to the child care centre if evacuation is not necessary.

*Staff*: Individual employed by the Licensee (e.g. program staff, Supervisor).

*Unsafe to Return:* A notification from an authority that a threat and/or disaster continue to pose a danger and it is unsafe to return to the child care premises.

**Policy**

Staff will follow the emergency response procedures outlined in this document by following these three phases:

1. Immediate Emergency Response;
2. Next Steps during an Emergency; and
3. Recovery.

Staff will ensure that children are kept safe, are accounted for and are supervised at all times during an emergency situation.

For situations that require evacuation of the child care centre, the **meeting place** to gather immediately will be located at: **For Rainbow Village Day Care Centre: Parking Lot of St. Hugh and St. Edmund Church**

If it is deemed 'unsafe to return' to the child care centre, the **evacuation site** to proceed to is located at: **Westwood Square Shopping Mall**

Note: all directions given by emergency services personnel will be followed under all circumstances, including directions to evacuate to locations different than those listed above.

For any emergency situations involving a child with an individualized plan in place, the procedures in the **child's individualized plan** will be followed.

If any emergency situations happen that are not described in this document, the Supervisor will provide direction to staff for the immediate response and next steps. Staff will follow the direction given.

If any emergency situations result in a serious occurrence, the serious occurrence policy and procedures will also be followed.

All emergency situations will be documented in detail by the Supervisor in the daily written record.

**Phase 1: Immediate Emergency Response**

| Emergency Situation | Roles and Responsibilities |
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| **Lockdown** | 1) The staff member who becomes aware of the threat must inform all other staff of the threat as quickly and safely as possible.<br><br>2) Staff members who are outdoors must ensure everyone who is outdoors proceeds to a safe location.<br><br>3) Staff inside the childcare centre must:<br>• remain calm.<br>• gather all children and move them away from doors and windows.<br>• take children's attendance to confirm all children are accounted for.<br>• take shelter in closets and/or under furniture with the children, if appropriate.<br>• keep children calm.<br>• ensure children remain in the sheltered space.<br>• turn off/mute all cellular phones and<br>• wait for further instructions.<br><br>4) If possible, staff inside the program room(s)should also:<br>• close all window coverings and doors.<br>• barricade the room door.<br>• gather emergency medication and<br>• join the rest of the group for shelter.<br><br>5) Supervisor will immediately:<br>• close and lock all child care centre entrance/exit doors, if possible; and<br>• take shelter.<br><br>**Note: only emergency service personnel are allowed to enter or exit the child care centre during a lockdown.** |
| **Hold & Secure** When a threat is in | 1) The staff member who becomes aware of the external threat must inform all other staff of the threat as quickly and safely as possible. |

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| the general vicinity of the child care centre, but not on or inside the child care premises. E.g. a shooting at a nearby building. | 2) Staff members who are outdoors must ensure everyone returns to their program room(s) immediately.<br><br>3) Staff in the program room must immediately:<br><br>• remain calm.<br>• take children's attendance to confirm all children are accounted for.<br>• close all window coverings and windows in the program room.<br>• continue normal operations of the program; and<br>• wait for further instructions.<br>4) Supervisor must immediately:<br><br>• close and lock all entrances/exits of the child care centre.<br>• close all blinds and windows outside of the program rooms; and<br>• place a note on the external doors with instructions that no one may enter or exit the child care centre.<br><br>**Note: only emergency services personnel are allowed to enter or exit the centre during a hold and secure.** |
| **Bomb Threat**<br>A threat to detonate an explosive device to cause property damage, death, or injuries (E.g. phone call, bomb threat, receipt of a suspicious package.) | The staff member who becomes aware of the threat or disaster must:<br><br>• remain calm.<br>• call 911 if emergency services are not yet aware of the situation.<br>• follow the directions of emergency services personnel; and<br>• take children's attendance to confirm all children are accounted for.<br><br>A. Where the threat is received by telephone, the person on the phone should try to keep the suspect on the line as long as possible while another individual calls 911 and communicates with emergency services personnel.<br><br>B. Where the threat is received in the form of a suspicious package, staff must ensure that no one approaches or touches the package at any time. |
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| **Disaster Requiring Evacuation** A serious incident that affects the physical building and requires everyone to leave the premises. (E.g. fire, flood, power failure) | 1. The staff member who becomes aware of the disaster must inform all other staff of the incident and that the centre must be evacuated, as quickly and safely as possible. If the disaster is a fire, the fire alarm pull station must be used and staff must follow the centre's fire evacuation procedures.<br><br>2. Staff must immediately:<br>• remain calm.<br>• gather all children, the attendance record, children's emergency contact information and any emergency medication.<br>• exit the building with the children using the nearest safe exit, bringing children's outdoor clothing (if possible) according to weather conditions.<br>• escort children to the meeting place; and<br>• take children's attendance to confirm all children are accounted for.<br>• keep children calm; and<br>• wait for further instructions.<br>3. If possible, staff should also:<br>• take a first aid kit; and<br>• gather all non-emergency medications.<br><br>4. Designated staff will:<br><br>• help any individuals with medical and/or special needs who need assistance to go to the meeting place (in accordance with the procedure in a child's individualized plan, if the individual is a child); and in doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation.<br>• If individuals cannot be safely assisted to exit the building, the designated staff will assist them to Church located upstairs which is a higher level and ensure their required medication is accessible, if applicable; and<br>• wait for further instructions.<br><br>5. If possible, the site designate must conduct a walk-through of the child care centre to verify that everyone has exited the building and secure any windows or doors, unless otherwise directed by emergency services personnel. |
| **Disaster – External** | The staff member who becomes aware of the external environmental threat must inform all other staff of the threat as quickly and safely as possible and, according to |

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| **Environmental Threat** An incident outside of the building that may have adverse effects on persons in the child care centre. (E.g. gas leak, oil spill, chemical release, forest fire, nuclear emergency) | directions from emergency services personnel, advise whether to remain on site or evacuate the premises.<br>**If remaining on site:**<br><br>1) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room immediately.<br><br>2) Staff must immediately:<br>• remain calm.<br>• take children's attendance to confirm all children are accounted for.<br>• close all program room windows and all doors that lead outside (where applicable)<br>• seal off external air entryways located in the program rooms (where applicable);<br>• continue with normal operations of the program; and<br>• wait for further instructions.<br><br>3) Supervisor must:<br>• seal off external air entryways not located in program rooms (where applicable);<br>• place a note on all external doors with instructions that no one may enter or exit the child care centre until further notice; and<br>• turn off all air handling equipment (i.e. heating, ventilation and/or air conditioning, where applicable).<br><br>**If emergency services personnel otherwise direct the child care centre to evacuate,** follow the procedures outlined in the "Disaster Requiring Evacuation" section of this policy. |
| **Natural Disaster: Tornado / Tornado Warning** | 1) The staff member who becomes aware of the tornado or tornado warning must inform all other staff as quickly and safely as possible.<br><br>2) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room(s) immediately.<br><br>3) Staff must immediately:<br>• remain calm.<br>• gather all children.<br>• go to the basement or take shelter in small interior ground floor rooms such as washrooms, closets or hallways. |

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| | • take children's attendance to confirm all children are accounted for.<br>• remain and keep children away from windows, doors and exterior walls.<br>• keep children calm.<br>• conduct ongoing visual checks of the children; and<br>• wait for further instructions. |
| **Natural Disaster: Major Earthquake** | 1) Staff in the program room must immediately:<br>• remain calm.<br>• instruct children to find shelter under a sturdy desk or table and away from unstable structures.<br>• ensure that everyone is away from windows and outer walls.<br>• help children who require assistance to find shelter.<br>• for individuals in wheelchairs, lock the wheels and instruct the individual to duck as low as possible, and use a strong article (e.g. shelf, hard book, etc.) to protect their head and neck.<br>• find safe shelter for themselves.<br>• visually assess the safety of all children; and<br>• wait for the shaking to stop.<br><br>2) Staff members who are outdoors with children must immediately ensure that everyone outdoors stays away from buildings, power lines, trees, and other tall structures that may collapse, and wait for the shaking to stop.<br><br>3) Once the shaking stops, staff must:<br>• gather the children, their emergency cards and emergency medication; and<br>• exit the building through the nearest safe exit, where possible, in case of aftershock or damage to the building.<br><br>4) If possible, prior to exiting the building, staff should also:<br><br>• take a first aid kit; and<br>• gather all non-emergency medications.<br><br>5) Individuals who have exited the building must gather at the meeting place and wait for further instructions.<br><br>6) Designated staff will: |

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| | • help any individuals with medical and/or special needs who need assistance to go to the meeting place (in accordance with the procedure in a child's individualized plan, if the individual is a child); and in doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation.<br>• If individuals cannot be safely assisted to exit the building, the designated staff will assist them to a safe area away from windows and ensure their required medication is accessible, if applicable; and<br>• wait for further instructions.<br><br>7) The site designate must conduct a walkthrough of the child care centre to ensure all individuals have evacuated, where possible. |

**Phase 2: Next Steps During the Emergency**

1) Where emergency services personnel are not already aware of the situation, the Supervisor must notify emergency services personnel (911) of the emergency as soon as possible.

2) Where the child care centre has been evacuated, emergency services must be notified of individuals remaining inside the building, where applicable.

3) If the Licensee is not already on site, the site designate must contact the Licensee to inform them of the emergency situation and the current status, once it is possible and safe to do so.

| **List of Emergency Contact Persons:** |
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| Local Police Department: Malton Community Police Station (905) 453-2121 ext. 2620<br><br>Ambulance: Peel Region Malton Satellite Paramedic Ambulance Station 911 or(905) 791-7800<br><br>Local Fire Services: Mississauga Fire Station 105 911 or (905) 615-3777 |

Licensee/Director/Supervisor: Joon Kim (416) 559-1818

Site Designate: Avis McNeil (416) 886 -2396

4) Where any staff, students and/or volunteers are not on site, Supervisor or Staff on duty must notify these individuals of the situation, and instruct them to proceed directly to the evacuation site if it is not safe or practical for them to return to the child care centre.

5) Staff must wait for further instructions from emergency services personnel. Once instructions are received, they must communicate the instructions to staff and ensure they are followed.

6) Throughout the emergency, staff will:
   - help keep children calm.
   - take attendance to ensure that all children are accounted for.
   - conduct ongoing visual checks and head counts of children.
   - maintain constant supervision of the children; and
   - engage children in activities, where possible.

7) In situations where injuries have been sustained, staff with first aid training will assist with administering first aid. Staff must inform emergency personnel of severe injuries requiring immediate attention and assistance.

| **8a) Procedures to Follow When "All-Clear" Notification is Given** | |
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| **Procedures** | 1) The individual who receives the 'all-clear' from an authority must inform all staff that the 'all-clear' has been given and that it is safe to return to the child care centre.<br>2) Designated staff who have assisted individuals with medical and/or special needs with exiting the building will assist and accompany these individuals with returning to the child care centre.<br>3) Staff must:<br>• take attendance to ensure all children are accounted for;<br>• escort children back to their program room(s), where applicable; |

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| | • take attendance upon returning to the program room(s) to ensure that all children are accounted for; where applicable; and<br>• re-open closed/sealed blinds, windows and doors.<br>4) Licensee / Supervisor will determine if operations will resume and communicate this decision to staff. |
| **Communication with parents/ guardians** | 1) As soon as possible, Supervisor / Staff on duty must notify parents/guardians of the emergency situation and that the all-clear has been given.<br>2) Where disasters have occurred that did not require evacuation of the child care centre, Supervisor / Staff on duty must provide a notice of the incident to parents/guardians by phone.<br>3) If normal operations do not resume the same day that an emergency situation has taken place, Supervisor / Staff on duty must provide parents/guardians with information as to when and how normal operations will resume as soon as this is determined. |

| **8b) Procedures to Follow When "Unsafe to Return" Notification is Given** | |
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| **Procedures** | 1) The individual who receives the 'unsafe to return' notification from an authority must inform all staff of this direction and instruct them to proceed from the meeting place to the evacuation site, or the site determined by emergency services personnel.<br>2) Staff must take attendance to confirm that all children are accounted for, and escort children to the evacuation site.<br>3) Designated staff who have assisted individuals with medical and/or special needs with exiting the building will assist and accompany these individuals to the evacuation site. |

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| | 4) Supervisor / Staff on duty will post a note for parents/guardians on the child care centre entrance with information on the evacuation site, where it is possible and safe to do so.<br>5) Upon arrival at the evacuation site, staff must:<br>• remain calm;<br>• take attendance to ensure all children are accounted for;<br>• help keep children calm;<br>• engage children in activities, where possible;<br>• conduct ongoing visual checks and head counts of children;<br>• maintain constant supervision of the children;<br>• keep attendance as children are picked up by their parents, guardians or authorized pick-up persons; and<br>• remain at the evacuation site until all children have been picked up. |
| **Communication with parents/ guardians** | 1) Upon arrival at the emergency evacuation site, Supervisor/ Staff on duty will notify parents/guardians of the emergency situation, evacuation and the location to pick up their children.<br>2) Where possible, Supervisor / Staff on duty will update the child care centre's voicemail box as soon as possible to inform parents/guardians that the child care centre has been evacuated, and include the details of the evacuation site location and contact information in the message. |

**Phase 3: Recovery (After an Emergency Situation has Ended)**

| | |
|---|---|
| **Procedures for Resuming Normal Operations** | ● If centre is possible to reopen we will reopen the centre to resume operations<br>● If not possible to reopen the centre we will find temporary location<br>● Contact parents via phone or email |

| | |
|---|---|
| | • Contact volunteers/students via phone or email<br>• Contact Ministry of Education Program Advisor<br>• If necessary, contact Insurance Company |
| **Procedures for Providing Support to Children and Staff who Experience Distress** | If staff, volunteers, students or children experience stress related to an emergency event at Rainbow Village Day Care Centre, Rainbow Village Day Care Centre management will provide individuals or parents/ guardians with the contact information for Crisis Lines to access appropriate mental health supports & services.<br>Peel Children's Centre - Crisis Response is 24/7<br>85A Aventura Court, Mississauga, ON L5T 2Y6<br>905-795-3500<br>Centralized Intake: 905-451-4655 |
| **Procedures for Debriefing Staff, Children and Parents/ Guardians** | The Supervisor must debrief staff, children and parents/guardians after the emergency.<br>The Supervisor will send a memo providing details of the emergency situation and when the centre will resume regular service. |

# Parent Issues and Concerns Policy and Procedures

**Purpose**

The purpose of this policy is to provide a transparent process for parents/guardians, the Supervisor/Licensee and staff to use when parents/guardians bring forward issues/concerns.

**Definitions**

*Licensee*: The individual or agency licensed by the Ministry of Education responsible for the operation and management of each child care centre it operates (i.e. the operator).

*Staff*: Individual employed by the licensee (e.g. program room staff).

*Supervisor:* An individual employed by the licensee who runs the operator if the licensee is not available.

**Policy**

Parents/guardians are encouraged to take an active role at the 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 and ongoing communication with parents/guardians about the program and their children.

All issues and concerns raised by parents/guardians are taken seriously and will be addressed in the proper manner. An initial response to an issue or concern will be provided to parents/guardians within 1-2 business day(s). The person who raised the issue/concern will be kept informed throughout the resolution process. If this timeline cannot be met, the parents/guardians will be informed of the reasons and given a revised timeline.

Issues/concerns may be brought forward verbally or in writing to the staff or the Supervisor depending on the nature of the issues. 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. Also, 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. the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or 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 Supervisor and/or licensee.

**Escalation of Issues or Concerns**

Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to the Supervisor or Licensee.

Issues/Concerns related to compliance with requirements set out in the Child Care and Early Years Act, 2014 and Ontario Regulation 137/15 should be reported to the Ministry of Education's Child Care Quality Assurance and Licensing Branch.

Issues/Concerns may also be reported to other relevant regulatory bodies (e.g. local public health department, police department, Ministry of Environment, Ministry of Labour, fire

department, College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers) where appropriate.

**Contact:**

Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or childcare_ontario@ontario.ca
Director, Licensee and Supervisor: Joon Kim 416-559-1818

**Procedures**

| Type of Issue or Concern | Steps for Parent and/or Guardian to Report Issue/Concern: | Steps for Staff and/or Licensee in responding to issue/concern |
|---|---|---|
| **Daily Program related**<br>- Schedule<br>- sleep arrangements<br>- toilet training<br>- program activities<br>- feeding arrangements<br>- child's adjustment or progress<br>- other children including bullying<br>- accidents, etc. | Raise the issue or concern Directly to<br>• the classroom staff (in person by phone or message) | **RESOLVE** the issue with the parent who raise the concerns<br>• Listen and seek to understand the issue/concern at the time it is raised<br>• Try to resolve it immediately if possible<br>• Direct the issue to the Supervisor if it can't be resolved by the staff<br>• If follow up is needed, arrange for a meeting with the parent/guardian within 1-2 business day(s).<br><br>**DOCUMENT** the issues/concerns in the Staff Logbook including:<br>• the date and time<br>• the name of the staff member<br>• the name of the parent<br>• the details of the issue/concern<br>• any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.<br><br>If issue/concern is unresolved: parents are encouraged to speak directly with the |

| Type of Issue or Concern | Steps for Parent and/or Guardian to Report Issue/Concern: | Steps for Staff and/or Licensee in responding to issue/concern |
|---|---|---|
| | | Supervisor if the educator is unable to resolve their issue/concern. |
| **General, Centre- or Operations-Related**<br>• child care fees<br>• hours of operation<br>• staffing<br>• waiting lists<br>• menus<br>• Centre policies<br>• Other parents, etc. | Raise the issue or concern to<br>• the Supervisor or Licensee. | • Listen and seek to understand the issue/concern at the time it is raised<br>• Try to resolve it immediately if possible<br>• Support the parents to understand the issue better by providing explanation if needed<br>• If follow up is needed, arrange for a meeting with the parent/guardian within 1-2 business day(s)<br>• Document the issues/concerns |
| **Staff, students, volunteer, Supervisor, and/or Licensee-Related** | Raise the issue or concern to<br>• the Supervisor or Licensee.<br>All issues or concerns about the conduct of staff, students, volunteers, etc. that puts a child's health, safety and well-being at risk should be reported to the Supervisor as soon as parents/guardians become aware of the situation. | If there is an allegation/suspicion of child abuse, the Supervisor will inform the family member of his/her duty to report suspected child abuse to a child protection agency and will provide the contact information. Supervisors will:<br><br>• Make a report to a child protection agency.<br>• File a Serious Occurrence Report to the Ministry of Education within 24 hours of receiving the report from the family member.<br>Supervisors will share the outcome (founded/unfounded) of any investigation |

# Accident Reporting Policy

If a child receives an injury while in care at Rainbow Village Day Care Centre, staff members will contact parents and communicate effectively and clearly about the incident. All Staff members are also required to fill out an Accident Report Form (see Appendix C.). This form will state what happened, and if any, first aid was administered. The parents will be asked to sign the report upon arrival. The original copy will be kept in the child's file and a copy of the report will be provided to the parents.

For any injury above the neck, parents must be notified immediately via phone, message or emails.

If necessary, the parent may be asked to pick up their child to seek appropriate medical attention.

If the staff is unable to reach the parent or the emergency contact by phone, messaging via app or e-mail, a Rainbow Village staff member will assume the responsibility and seek medical assistance for the child.

*Staff members who complete an Accident Report will make sure all the areas are filled in with required information. The completed report will be verified by the Supervisor after confirming the details in the staff log book regarding the accident.

# Fee Payment Policy

All child care fees at Rainbow Village Day Care Centre are paid in advance. The CWELCC reduced rate applies to the base fees only; the payment processing fees and other charges listed below are not reduced under the CWELCC program. Parents/guardians are asked to review the following payment terms, which are also included in the Financial Agreement signed at registration.

**1. Fee payment**

Fees are paid in advance for each payment period, as outlined below:

- Due date: Payment is due 15 days before the start of each payment period.
- Invoices: An invoice is sent through Lillio 20 days before the start of each payment period, based on your payment schedule.
- Late payment: If payment is not received by the due date, a late payment fee of $5 per day will be charged, starting the day after the due date, until payment is received in full.

**2. Payment Method**

- Lillio (formerly HiMama): All tuition payments are made through Lillio, the child care management app used at the centre.
- Accepted payment types: Credit card (Visa, Mastercard, Amex) or EFT (electronic funds transfer/Debit Card).

**3. Payment Processing (Service) Fees**

A service fee is applied to each payment depending on the payment type selected:

- Visa or Mastercard: 2.90% per transaction
- Amex: 3.25% per transaction
- EFT (Debit Card): 0.6% per transaction

**4. Changing Your Payment Card**

- It is mandatory to inform the centre before changing the card paired with your Lillio account. If a different card is paired with the Lillio account without informing the centre, a fine of **$100** will be charged.

**5. Failed or Returned Payments**

- For any cheque returned by the bank, a missing cheque after delivery, or a Transaction Failure Notice from Lillio, a fee of **$25** will be charged to cover the bank charge. This fee will be added to the next invoice.

**6. Late Pick-Up Fee**

- The centre closes promptly at 6:00 p.m. A late pick-up fee of $15.00 will be charged, plus an additional $15.00 for every 15 minutes after 6:00 p.m. The fee is paid directly to the staff member who stayed with the child. If payment is delayed, the fee will be added to the next invoice through Lillio. A receipt is not issued for late pick-up fees.

**7. Fees During Absences and Closures**

- After enrollment has commenced, full fees are payable for vacation days, sick days, and any other absent days until the child's attendance is terminated.
- Fees are payable for Ontario statutory holidays, winter break (2 weeks), the designated holiday closure, Professional Learning (PL) days, and snow day closures, as outlined in the Registration Package.

**8. Fee refund**

- If overpayment occurred due to a subsidy rate change, or unexpected center closure, fee refund will be made to the parent either by checks or credit on their Lillio account to cover the next invoice.

If you have any questions about your invoice or payment, please speak with the Supervisor.

We appreciate your cooperation in keeping payments up to date, which helps us continue providing quality care for every child.

# CWELCC Parent Fee Reduction Policy

Rainbow Village Day Care Centre participates in Canada Wide Early Learning and Child Care (CWELCC) program and the parent fees have been reduced according to the CWELCC guidelines. The reduction is only eligible for the base fees and are not eligible for the non-base fees. The new rates for the base fees are effective on January 1, 2025.

1. **Base Fees**

| Age Group | Full Rate (Daily) | Reduced Rate |
|---|---|---|
| Toddler | $61.6 | $22 |
| Preschooler | $49.9 | $22 |

2. **Fee Refund**

Any payments made to the center due to the subsidy rate changes or payment for the Professional Learning Day closure will be fully refunded to the parents or processed as credit for the future payment.

| Fee | Full Rate | Reduced Rate |
|---|---|---|
| Late pick up fees (starting 6pm) | $15 and above | N/A |
| Extra Administration Fees (letters for doctor, work, tax related or any other uses, Fine for the failed bank transaction or returned checks) | $25 | N/A |
| Field Trip Fees | Variable | N/A |

# Appendix A.

## INDIVIDUALIZED PLAN FOR A CHILD WITH MEDICAL NEEDS

*This form must be completed for a child who has one or more acute* or chronic** medical conditions such that he or she requires additional supports, accommodation or assistance.*

**Child's Full Name:** Click here to enter text.

**Child's Date of Birth:** Click here to enter text.
(dd/mm/yyyy)

**Date Individualized Plan Completed**: Click here to enter text.

Photo of Child
(Recommended)

**Medical Condition(s):**

☐ Diabetes ☐ Asthma
☐ Seizure ☐ Other: Click here to enter text.

### Prevention and Supports

**STEPS TO REDUCE THE RISK OF CAUSING OR WORSENING THE MEDICAL CONDITION(S):** *[Include how to prevent an allergic reaction/other medical emergency; how not to aggravate the medical condition (e.g. Pureeing food to minimize choking)]*
Click here to enter text.

**LIST OF MEDICAL DEVICES AND HOW TO USE THEM** (if applicable)**:** *(e.g. feeding tube, stoma, glucose monitor, etc.; or not applicable (N/A))*
Click here to enter text.

**LOCATION OF MEDICATION AND/OR MEDICAL DEVICE(S)** (if applicable)**:** *(e.g. glucose monitor is stored on the second shelf in the program room storage closet; or not applicable (N/A))*
Click here to enter text.

**SUPPORTS AVAILABLE TO THE CHILD** (if applicable)**:** *(e.g. nurse or trained staff to assist with feeding and/or disposing and changing of stoma bag; or not applicable (N/A))*
Click here to enter text.

### Symptoms and Emergency Procedures

**SIGNS AND SYMPTOMS OF AN ALLERGIC REACTION OR OTHER MEDICAL EMERGENCY:** *[include observable physical reactions that indicate the child may need support or assistance (e.g. hives, shortness of breath, bleeding, foaming at the mouth)]*
Click here to enter text.

**PROCEDURE TO FOLLOW IF CHILD HAS AN ALLERGIC REACTION OR OTHER MEDICAL EMERGENCY:** *[Include steps (e.g. Administer 2 puffs of corticosteroids; wait and observe the child's condition; contact emergency services/parent or guardian, parent/guardian/emergency contact information; etc.)]*
Click here to enter text.

Special Instructions:

- *Acute: a condition that is severe and sudden in onset that, if left untreated, could lead to a chronic syndrome.
- **Chronic: a long-developing syndrome that can develop or worsen over an extended period of time.
- Each child with medical needs requires their own individualized plan. If significant changes and updates are required to this individualized plan, a new individualized plan must be completed.
- An additional individualized plan is not required for a child with an anaphylactic allergy, if the child does not otherwise have a medical need, as these children must already have an individualized plan under the anaphylactic policy.
- Children's personal health information should be kept confidential.

| |
|---|
| **PROCEDURES TO FOLLOW DURING AN EVACUATION:** *(e.g. ice packs for medication and items that require refrigeration; how to assist the child to evacuate)* |
| **PROCEDURES TO FOLLOW DURING FIELD TRIPS:** *(e.g. how to plan for off-site excursion; how to assist and care for the child during a field trip)*<br>Click here to enter text. |

**Additional Information Related to the Medical Condition (if applicable):**

| |
|---|
| Click here to enter text. |

☐ This plan has been created in consultation with the child's parent / guardian.

**Parent/Guardian Signature:**

| | |
|---|---|
| **Print name:**<br>Click here to enter text. | **Relationship to child:**<br>Click here to enter text. |
| **Signature:** | **Date:** (dd/mm/yyyy)<br>Click here to enter text. |

The following individuals participated in the development of this individual plan (optional):

| First and Last Name | Position/Role | Signature |
|---|---|---|
| Click here to enter text. | Click here to enter text. | |

Frequency at which this individualized plan will be reviewed with the child's parent/guardian:
Click here to enter text.

**AUTHORIZATION FOR DRUG/MEDICATION ADMINISTRATION**

**Rainbow Village Daycare Center**

*This form must be completed by **the parent** of a child who is requesting that a drug or medication be administered during hours that the child receives child care, in accordance with the center's medication administration policy and procedures.*

## Child's Full Name:

Child's Date of Birth (dd/mm/yyyy):

Date Authorization Form Completed (dd/mm/yyyy):

Date Authorization Form Updated (dd/mm/yyyy):

| | |
|---|---|
| Name of Drug or Medication (as per the original container label): | |
| Date of Purchase or Date Dispensed: (dd/mm/yyyy) | |
| Expiry Date: (dd/mm/yyyy) | |
| Authorization Start Date: (dd/mm/yyyy) | |
| Authorization End Date: (dd/mm/yyyy or ongoing) | |

## Staff Administration Assignment:

The MAIN staff who are to administer the Medication to my child:_____

The 2nd staff who are to administer the Medication:_____

## Medication Administration Schedule:

☐ The drug or medication needs to be administered according to the following schedule:

| Day(s) of the Week | Time(s) to administer/ Intervals | Amount/Dosage | Additional Information (where applicable) |
|---|---|---|---|
| | | | |

## If medication is to be administered on an 'As Needed' basis:

The written instructions must clearly indicate the situations under which the medication should be given. This could include the physical symptoms that must be present, the behaviour the child must be exhibiting or the child's temperature.

☐ The drug or medication needs to be administered when the following **physical symptoms** are observed:

For coughing, please specify: Occasional, or Consistent for 5/15/30 min.

☐ The Amount/Dosage to be given:

## Medication Storage Location

| Staff Room (Med. Box) | Kitchen Fridge (Med. Box) | The emergency Bag.<br>(Staff wears/staff shelf at Room) |
|---|---|---|
| | | |

The keys to the Med boxes are **in the office**.

## Doctor's note required:

**For any Non-Prescribed medications** such as Tylenol or coughing medication, there should be a doctor's note to be administered at the center.

## Parent/Guardian Authorization Statement:

I hereby authorize the person in charge of drugs or medications at Rainbow Village Daycare Center to administer the above-named drug or medication to my child and handle the drug or medication in accordance with the procedures I have provided on this form.

I understand that expired drugs or medications will not be administered to my child at any time in accordance with the centre's medication administration policy.

I understand that staff at Rainbow Village Daycare Center are not medically trained to administer drugs and medications.

Completed by Parent:

| Print name: | Relationship to Child: |
|---|---|
| Signature: | Date Signed: (dd/mm/yyyy) |

Received By Staff:

| Print name: | Classroom: |
|---|---|
| Signature: | Date Signed: (dd/mm/yyyy) |

The administration of this medication is verified by:

Supervisor Signature:_____ Date:_____

Child's Name:_____Name of Medication:_____Child's Class:_____

ALWAYS review the Parent/Guardian medication instructions (1st page) and Health Care Provider's medical order (on the medication) prior to EVERY administration.

Instructions should be attached to this sheet.

**For any Non-Prescribed medications such as Tylenol or coughing medication, <u>there should be a doctor's note for the use attached to this sheet.</u>**

| Date Given | Time Given At HOME | **Time Given** At Center | **Next Time** to be given At Center | **Amount** Given | Comments/Note | Staff who administers | Witness Signature |
|---|---|---|---|---|---|---|---|
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When medication has been discontinued, it should be returned to the parents or disposed of properly.

Appendix B.

Rainbow Village
CHILD CARE CENTRE

***Permission form for the Administration of***
***Non-Prescription Diaper Creams, Powders, Vaseline, Lip Balms, Ointment or Sunscreens***

To staff at Rainbow Village Daycare Centre:

I hereby request permission for the below non-prescription topical diaper cream, powder, Vaseline, ointment or Sunscreen to be administered to my child by a childcare staff member at the centre.

I understand that I must supply the centre with the topical diaper cream, powder, Vaseline, ointment or Sunscreen in the original container labeled with the child's name, name of product, and the directions for administration.

This permission is limited to the following topical medications: Diaper changing or other ointments free of antibiotic, antifungal or steroidal medications and medicated powders.

**Name of Child**: _____ Date of Birth: _____

Name of Product (including the exact brand name) _____

# Schedule of Administration (How often?) (circle one)
When rash is observed / At every diaper change /Once a day at ____:____ (time)/
Specify other _____

Site of Administration (Location of application) _____

Reason medication is being administered: To prevent rash or specify other_____

Medication shall be administered from (**indicate date range**) __ __/___/__ __ to __ __/___/__ __

**Name of Parent/Guardian**_____ Date: _____

I have administered at least one dose of the above medication to my child without adverse side effects.

Signature: _____ Tell) _____

Authorization form received by: _____
**(Name & Signature of staff)**

Start Date: _____ End Date: _____

Appendix C.

# Accident Report

Date:_____ Time of Accident: _____

Child's Name:_____Age:_____

Describe the injury:

_____

_____

Describe how the accident occurred:

_____

_____

What First Aid was given?_____

Follow up treatment necessary? _____

Witness' Name: _____ Signature: _____

Staff's Name: _____ Signature:_____

## I have been informed of this accident.

Parent Name:_____Date:_____

Parents Notified of the accident:_____By phone(___) In Person (___)

**Did the parent obtain the copy of the report?**: Yes (___) Date:_____

No (___) Parent declined the copy (____)

Parent's Signature:

_____

**Was the accident documented in the Staff Log Book?:** Yes (___) Date:_____

_____

Supervisor Signature: