

Sunshine & Rainbows

Christian Daycare Centre

440 Hwy #8
Stoney Creek ON L8G 1G3
(905) 664-3440

Parent Handbook

Rev. 1/2023

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Participant in the Canada Wide Early Learning and Child Care Initiative CWELCC).

PHILOSOPHY

At Sunshine and Rainbows Christian Daycare Centre we strive to help each child learn through relationships with those working with young children and families. We provide an understanding of how everyday learning takes place in an early year setting as well as a loving, safe and stimulating environment. This will help give the child a sense of belonging, well-being and engagement in the program as well as a chance to express themselves.

We encourage open communication with parents and teachers to ensure a full and successful program for all children. We believe that all children should be treated with equality and respect, and that their cultural diversity be embraced and acknowledged. By being a Christian Centre, we encourage Christian values and morals through daily prayers, as well as recognizing the celebration of Christian holidays.

PROGRAM STATEMENT

At Sunshine and Rainbows Christian Daycare Centre all our qualified staff strive to ensure that all children are viewed as being competent, capable, curious and rich in their potential. These goals will be achieved on a daily basis through **pedagogical documentation** as well as following through with the four foundations of How Does Learning Happen (belonging, well-being, engagement and expression).

Now more than ever at our centre we support children and families as we recover from the challenges of these difficult times. We put measures in place to support the immediate health, safety and well-being of children, families as well as our staff. Children need responsive and caring relationships and an environment that supports exploration and play while being safe and encouraging social distancing. Through daily screening we can take the opportunity to connect and engage with families to ensure a positive and comforting experience.

Through daily interactions and ongoing observations, our staff will continue to promote the health, safety, nutrition and well-being of each child. This will be carried through by ensuring that the children practice self-help and self-care skills and where healthy meals and snacks following the Canada Food Guide are provided with a positive eating environment that is responsive to each child's need of hunger and fullness.

All staff will also facilitate a safe and stimulating environment both indoor and outdoor while fostering the children's exploration, inquiry and play. This will be achieved through observations and positive interactions with the children in order to understand their interests, strengths and abilities. To ensure a healthy and safe environment, a child's daily health check, daily inspection of playground and equipment (shelves, chairs etc), toys and monthly fire drills are completed.

The centre will continue to support all positive and responsive interactions among the children, parents, child care providers and staff by ensuring that ongoing high-quality care and relationships are achieved. Our staffs have ample opportunities to openly communicate with each other through monthly team meetings and staff meetings to discuss the meaningful

interactions that take place in the classroom.

The children will be encouraged to interact and communicate with peers and staff in a positive way that will help support their ability to self-regulate. This can be achieved by the educator being responsive and attuned to the child's individual cues, by providing a calm voice tone, getting down to the child level and being aware of the child(s) arousal states and responses to various stressors. These strategies will focus on the child and will help them to recognize and moderate their emotional state and impulses.

At the centre the staff will foster the engagement of an ongoing communication with parents about the program and their children. Parents are encouraged to take place in any involvement within the centre during any special events that may occur, thus making them feel comfortable and create a sense of belonging. Families contribute diverse social, cultural and personable perspectives into the centre, through daily discussions with staff, bringing in photographs of family members and offering personal items to help make the child feel comfortable (i.e., Blanket).

The centre is involved with local community partners and allows those partners to support the children, their families and staff. Community partners such as Afflicted Services for children and youth (ASCY), College of ECE, Community Living and Public Health are various organizations that help support in the education and training of our staff. These partners provide guidance and connections for our staff, families as well as the children in the program. Through these connections our families are able to engage with people, places and the natural world in their local environment.

The staff are able to plan for and create positive learning environments and experiences in which each child's learning and development will be supported. This can be achieved through daily interactions, reflections, as well as child-initiated play. The implementation of a safe and stimulating environment in which the child can express their varied abilities through active play, such as gross motor activity, music and movement, dramatic/ role playing and as well as creative art which offers challenges that are within each child's capability and understanding.

The centre incorporates indoor and outdoor play, as well as active play, rest, and quiet time, into the day, and gives consideration to the individual needs of the children receiving child care. The children go outside two hours or more each day, weather permitting, where various activities and gross motor movement opportunities are offered. Since all children in the program have their own, individual needs, some may require more rest than others. All children are offered the opportunity to take the time to have quiet time or rest during the program, whether it be in the library centre, or a designated rest area. The centre facilities a learning environment which supports positive and active engagement and unlimited exploration based on observations of what each child is engaged in and experiences, thus fostering a program that evolves around the children's interest and individual needs.

The centre thrives on providing a child initiated and adult supported experience in an environment that is equipped with interesting open-ended materials that can be utilized in various ways and creating an inviting, investigative and complex play environment. This will be achieved by encouraging each child to problem solves, self-regulate and communicate. Through

such play, the child's ability to achieve self-discipline, self-awareness, as well as the development of social skills and flexibility will improve.

Through various training opportunities, the centre will continue to support the staff in continuous professional learning. This will be achieved by attending up to date and current courses through our organization. Monthly staff meetings and team meetings give the staff opportunities to share their professional knowledge and experience. As educators we strive to strategize various ways on how to better understand and support the individual development of the child.

At Sunshine and Rainbows Christian Daycare Centre we believe that early learning is a crucial part in a child's life. Through the guidance and support of Early Childhood Educators the child's learning will become enriched with valuable experiences and meaningful relationships with both the educator and peers.

Through constant observations, documentation and reflection, the educators work together with families to exchange information about the child's interests, language, culture and development so that the overall experience is greater than what the families or educators alone can provide.

PROGRAM STATEMENT IMPLEMENTATION POLICY

Policy

To ensure children and their families receive high-quality care from the staff members at Sunshine and Rainbows Christian Daycare Centre, all employees, volunteers and students will review the Program Statement before working/participating in the classroom with the children and sign that they understand their role/responsibilities. Knowledge of policies and procedures will support all aspects of the Program Statement.

Procedures:

1. As part of the orientation process, all employees, volunteers and students will review the Daycare Centre **Program Statement**, prior to interaction with the children, on a full time or part time basis. The program statement will be placed in the policies and procedures binder, where there will be a sign off sheet for all staff, students and volunteers to sign once read, or if and when there have been any changes made or on a semi-annual basis.
2. The Supervisor/owner will record the date of the initial review of the Program Statement, along with each semi-annual review or if there have been any changes made, and will witness the signature of each staff member, volunteer or student when they review the policies.
3. As outlined in the 'Implementation of Policies and Procedures' policy, contraventions to the program statement may result in disciplinary action, in accordance with organization's personnel policies.
4. Children's Centre staff members will assume responsibility to ensure volunteers and students comply with the goals/expectations of the Program Statement. Should a situation arise that requires intervention, the staff member will inform the Supervisor/Owner as soon as possible and the Supervisor/Owner will meet with the staff member to discuss the contravention and determine an appropriate course of action (i.e., future training, mentoring and disciplinary action).
5. On a monthly basis during staff meeting, the owner or supervisor will review the Program

Statement with all staff to make sure everyone is clear in understanding its content. The staff will be supported, heard and respected in regards to their reflections on their own performance in the classroom and understanding of the development of the child (ren) in the classroom. The owner /supervisor will use all observations, interactions and conversations to monitor all staff to ensure that the Program Statement is being implemented within the classroom.

6. All staff are encouraged to work through the reflections exercises in the How Does Learning Happen documents and view any online videos that are available on their classroom tablets. They are also given a chance to review their observations of engaging the children during meaningful activities, by expressing open and positive communication with parents/guardians and building a trusting relationship with the families, while working together as a team to help keep the classroom a safe and healthy environment and by being able to make efforts towards self-reflection on a regular basis. All staff are able to collaborate on a monthly basis at their team meeting, as well as during the monthly staff meetings.

QUALITY ASSURANCE

Sunshine and Rainbows Christian Daycare Centre is committed to providing high quality early learning and child care experiences for children. We strive to align our practices with How Does Learning Happen, Ontario's Pedagogy for the early years and commit to full compliance with local and provincial regulations. We engage fully in the City of Hamilton's quality assurance process for early year's programs and services.

OUR QUALIFIED STAFF

Our staffs are carefully chosen and have appropriate qualifications, backgrounds and experience to ensure that quality care is given to all our children in the centre. They each have their own personal qualities and attributes to put into practice while planning, interacting and engaging in children's play each day. All our staff completes a Criminal Reference Check with a Vulnerable Sector Check through either Hamilton or Niagara Police services as well as they hold current and up to date First Aid/CPR training, AODA, WHMIS and Health and Safety. Our staff who holds Early Childhood Education diplomas are all current and up to date Registered Members of The College of Early Childhood Educators. Apprenticeship programs available through local community colleges in the Early Childhood Educator field are also completed by staff who have yet to obtain their Early Childhood Education diploma.

Our staff participate in both off and on-site training/professional development opportunities that discuss various types of development and better understanding of the latest requirements enforced by The Ministry of Education and the Child Care Early Years Act (CCEYA). We continue to strive to meet your child's needs on a daily basis. Regular evaluations and observations of staff and programming ensure ongoing high-quality care offered to all our families.

PROGRAMS AVAILABLE

Sunshine & Rainbows has facilities to accommodate the following services:

1. 15 Toddlers - ages 18 months to 27 months.

2. 32 Pre-schoolers - ages 27 months to 5 years.
3. Full or part-time (min. of 2 days/week) care is available between the hours of 7:00 a.m. and 5:30 p.m., five days per week, 52 weeks per year (excluding holidays). We are a full day program.
4. Two weeks' notice or payment in lieu of notice is required for permanent withdrawal.

Fees can be paid by cash or cheque and fees are required on the **first** day of the current week.

Fees are \$56.00 (daily) (**toddler**), Fees are \$193.00 (full time) and \$53.00 (daily) (**preschool**).

A late fee may be charged if payments are not made in time. Yearly receipts will be given for income tax purposes. Subsidized services may be available to eligible families. Further information may be obtained from the office.

Late fees (\$15 per 15 minutes or part thereof) are charged for children picked up after 5:30 p.m. Any late fees will go towards the closing staff.

A permanent space cannot be guaranteed if you wish to temporarily withdraw your child. Your child will be placed on a waiting list. Sunshine & Rainbows may terminate services if policies are not followed or fees are not paid.

Fees are to be paid for all weeks that a full-time or part-time child is enrolled at Sunshine & Rainbows, including statutory holidays, vacations and sick time off.

Canada Wide Early Learning and Child Care Initiative (CWELCC)

Sunshine & Rainbows has opted in to participate in the Canada Wide Early Learning and Child Care Initiative.

As per the CWELCC the fees for 2023 have been reduced by 62% for the year.

The parent contribution are as follows:

- Fees are \$26.46 (daily) (**toddler**)
- Fees are \$91.20 (full time) and \$25.05 (daily) (**preschool**)

Sunshine & Rainbows observes the following statutory holidays:

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

WAITING LIST AND REGISTRATION/ORIENTATION PROCEDURES

Once the centre has been contacted, parents can come in for a tour. Upon completion of the tour's families will go on a wait list (with all their information). Each tour lasts approximately 10-15 minutes. There is no registration fee to be on the waiting list. Accommodations will be made when space becomes available. We do ask for a call back from parents if the space is no longer

required. Parents can contact the owner/operator to find out information on their status for their daycare spot.

We encourage parents to come in for orientation. This will help the parent and child to familiarize themselves with our surroundings.

This will also introduce the parents to their ECE Teachers in the classroom and to go over our program.

We will go over the philosophy of the centre and the registration package and will be able to answer any questions or concerns you have.

Once the parent has completed the registration package, pre-visits will be set up. The 1st visit is to get on the waiting list and note you should bring your child with you so you can see them in the centre. The 2nd is two hours and the parent leaves, and if needed, the 3rd visit will be up to and including lunch. There is no charge to the parent, this will help the child feel comfortable and familiar with our centre. All children documentation is private and confidential.

It is required that each child's registration package be fully completed prior to admission of the centre. At Sunshine and Rainbows Christian Daycare Centre we request that all parents read our parent handbook to ensure that they are familiar with our philosophy, program statement as well as any pertinent information that may relate to their child i.e.) hours of operation, holiday closures, what your child needs to bring in.

Registration Package Includes

- . Registration Form
- . Registration Questionnaire
- . Emergency Contact Form
- . Authorization Form
- . Public Health Information
- . Medical Questionnaire
- . Parent Handbook

Fee Registration: A \$25.00 registration fee, once parent receive the registration package.

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Fee Subsidy for Children: Ensure you contact the City of Hamilton to notify them they you are coming to Sunshine & Rainbows Christian Daycare Centre. Daycare will receive information

from City of Hamilton of fee amount parents is to pay and expiry date for subsidy. At the end of each month daycare will give you an invoice for what is outstanding for parent's fees.

Renewal for subsidy is up to parents to contact the City of Hamilton to ensure your subsidy has been renewed.

DISCHARGE:

Should it ever become necessary to discharge your child from the centre, you will be given two weeks' notice. However, if issues are severe, termination will be effective immediately.

Reasons for Discharge:

- Failure to comply with the centre's policies and procedures
- Failure to make a payment
- Unexplained absence for a length of time (a month)
- Your child is displaying physical abuse or bodily harm towards the staff or other children in the centre
- Your child is displaying verbal abuse towards the staff or other children in the centre
- If the owner or supervisor is unable to come in contact with the family by phone or email
- If your child verbally or physically threatens to harm self, staff or other children in the centre
- In the case of a serious illness or death of the child

ARRIVAL & DEPARTURE

Young children depend on routines for their own sense of security. We recommend that you establish fixed hours to pick up and drop off your child. If your child is not going to be at the centre for the day, please phone the centre staff by 9:00 a.m. You may leave a message on the centre's voice mail. If your child will be away on vacation, please advise the staff of the dates that your child will be absent. In order to maintain your child's space in the program, your fees continue to be charged whenever your child is absent due to illness or vacation. Your child should be here no later than 9 a.m. to get the full program. It is also suggested that you not leave your child for longer than a 9-hour duration, since it makes for a very long day for your child. Upon arrival, please ensure that your child is properly dressed in clothing that is appropriate for physical activity for both indoors and outdoors. Also, please notify a member of the staff as to your child's presence. Similarly, when picking up your child, enter the building and make sure the staff knows you are leaving. Unless otherwise arranged, children will not be released to any person other than those specified on the emergency contact forms. If it is the first time someone other than yourself is picking your child up, proper identification is needed. I.e. Driver's License.

RATIO AND REDUCED RATIO

At Sunshine & Rainbows Christian Daycare centre follows the Child Care Early Years Act, The CCEYA mandates specific ratios for each age group of children.

<u>Room</u>	<u>Age</u>	<u>Ratio</u>
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		Teacher: children	
		8:30-4:30pm (Prime time)	7am-8:30am & 4:30-5:30
Toddler Room	18mon-30mon	1:5	1:8
Junior/Senior Pre-School Room	2 ½ yrs-4yrs	1:8	1:12

Note: Ratios change from 7am-8:30 am and again from 4:30pm-5:30pm, to allow the teacher's shifts to start and finish. We always stay at prime time ratio when on the playground. This is approved by the CCEYA and all daycares adhere to these ratios.

INCLUSION

At Sunshine and Rainbows, we fully support individuals who appear to have a physical/developmental disability. The centre is equipped for any individual who may require wheel chair access. Our school is linked with other community partners who support children with special needs. An individualized support plan will be put into place for each child with special needs. Each plan will include the child's specific needs, whether it be classroom adaptations, program planning as well as any learning aids or supports and classroom modifications to the physical, social and learning environment. All plans completed will be placed in each classrooms Individual Program Plan (IPP) binder. Staffs will updated Individual Program Plan as goals are met and IPP needs updating.

At the centre we provide an environment to ensure optimum success for all. With the assistance and guidance of our resource teacher a plan will be put into action. This will help the staff in supporting the child's needs and making sure that communications are sensitive, inclusive and non-discriminating.

Factors that included but are not limited to: social emotional, familial, physical, behavioral, developmental, cognitive, communicative or emotional factors are at risk of not maximizing their potential. Special needs encompass children who require support and assistance with daily living whether formally diagnosed or not, and whether a diagnosis is short or long-term in nature.

CHILDREN'S BELONGINGS

Please ensure that any items that are brought in from home are kept to a minimum as there is limited space to store them. Also, all personal items MUST be labelled with your child's name on it. Please be sure to remove all items from your child's cubby at the end of the day, as we are not responsible for any lost or stolen items. Any items that will be needed to be brought in will be included on your child's registration package i.e.) extra clothing, diapers, wipes, sippy cup etc.

PARENT-STAFF COMMUNICATIONS

All staff shall develop and maintain good relationships with the parent(s) of the children. Whenever and wherever possible, the wishes of the parents are to be incorporated into the daily

schedule. Parents are to be approached with respect and cordiality. At no time shall the staff enter into a disagreement with the parent, but rather seek the assistance of the Supervisor.

At Sunshine & Rainbows we encourage all parents and guardians to be involved in different aspects of our programs.

There are many ways to be involved:

1. Talk to your child's teacher
2. Look at your child's binder
3. Read Newsletters
4. Go on field trips
5. Attend special events like open houses and seasonal events.
6. Participate in centre fundraising events
7. Share your family's cultural background

PARENT ISSUES AND CONCERNS

At Sunshine & Rainbows Christian Daycare centre one of our guiding principles is to conduct our business in a manner that fosters and promotes effective 2-way communication between all staff and parents/guardians.

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

All issues and concerns raised by parents/guardians are taken seriously by owner/supervisor and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing. Responses 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.

You can do this by way of the following:

1. Speak to your Child's teacher
2. Seek clarification from, or voice your concerns to the Supervisor.
3. 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 the following:
 - By way of a note and put in black mail box at front of preschool rooms
 - By email at Kathy@sunshineandrainbow.com
 - By phone: 905-664-3440

Or

1. Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or childcare@ontario.ca
2. Local Police department 13 Lake Ave Stoney Creek, On 905-662-4655
3. Public Health Department 905-546-3500

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

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

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

At Sunshine & Rainbows Centre we maintain high standards for positive interaction, communication and role-modelling for children. Harassment and discrimination will therefore not be tolerated from any party.

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

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

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

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

Issues/concerns related to compliance with requirements set out in 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 etc.) where appropriate.

HEALTHY EATING POLICY

Sunshine & Rainbows Christian Daycare Centre promotes healthy eating by providing nutritious and safe foods in a supportive environment as per required by Canada's Food Guide.

Role modeling healthy eating behavior, by including healthy foods in creative play, and teaching activities for children, and by engaging, supporting and educating parents, students, volunteers and childcare staff.

Drinking water must be available at all times. Two snacks and a lunch are provided to all children in attendance (6 hours or more).

Menus are posted for parents to view for every 2-week rotation, both located at front entrance, toddler room and a daily posting is available at the back entrance. Any changes to the menu are required to be posted in daily log book for all staff to view and also changed on the menus.

*NOTE: Safe foods, meaning foods that are "allergy free" i.e.) free of nuts or eggs. Any type of food that may be of threat to any child, parents, student or staff will not be served in the centre. Also, all foods are to be handled/prepared properly in order to prevent the risk of food-borne illness, cross-contamination as well as choking.

Special Dietary Needs

The centre shall ensure where special dietary needs and feeding requirements have been made with respect to a child receiving care by parents/physician's request. Any food/beverage brought into the centre is to be labeled with child's name and stored properly.

CO-OP STUDENTS AND VOLUNTEERS

At Sunshine & Rainbows we promote opportunities for personal growth in our community. This would involve co-op students and volunteers. They would participate in an orientation and review of relevant policies and procedures. All co-op students and volunteers must complete a Criminal Reference Check with Vulnerable Sector search. Students/Volunteers are never left alone with children and supervised by a staff member at all times. Students/Volunteers are not included in the CCEYA legislated staff to child ratios.

CHILD ACCIDENT POLICY

It is the policy of the Centre that all parents will be notified of the occurrence of any accident either immediately or at the end of the day or at the discretion of the Supervisor depending on the extent of the injury. All injuries must be reported to the Supervisor. An accident form must be completed and a copy sent home to the parents. Teachers must make written notice of the accident in the daily log book under accident logs. Serious occurrences will follow the guidelines below.

It is the policy of the Centre that all parents will be notified of the occurrence of any accident either immediately or at the end of the day or at the discretion of the Supervisor depending on the extent of the injury. An accident form must be completed and a copy sent home to the parents.

PROHIBITED PRACTICES

The following child disciplinary practices are **strictly prohibited under the CCEYA:**

- corporal punishment
- physical restraint of the child, such as confining the child to a child chair, care 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 the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures.
- 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.

The staff/volunteers/students at Sunshine and Rainbow's will treat all children with respect and will use positive reinforcement and redirection when guiding behaviours. This will be monitored/observed by the supervisor when first hired and a minimum of 2 times per year after. The supervisor will be monitored/observed by the director. These observations are signed, dated and must be retained a minimum of 2 years after the entry is made.

SERIOUS OCCURRENCE and NOTIFICATION FORM POSTING

In our centre the safety and well-being of our children is the highest priority. We provide a creative and nurturing environment for each child.

In spite of all the precautions serious occurrences can sometime take place. The purpose of the Serious Occurrence Notification form is to provide a brief overview of a serious occurrence for parents to perusal.

A SERIOUS OCCURRENCE IS DEFINED UNDER THE CCEYA AS:

- a) The **death of a child** who receives child care at a licensed home premises or child care centre.
- b) **Abuse, neglect or an allegation of abuse or neglect** of a child while receiving child care at a home premises or child care centre.
- c) A **life-threatening injury to or a life-threatening illness** of a child who receives child care at a home premise or child care centre.
- d) An incident where a child who is receiving child care at a home premise or child care centre goes **missing or is temporarily unsupervised**.
- e) An **unplanned disruption of the normal operations** of a home child care premises or child care centre that poses a risk to the health, safety or will-being of children receiving care at a home child care premises or child care centre.

Serious Occurrence Notification form will be posted in the front communication board in foyer for all parents to see.

The form will be posted for a minimum of 10 business days. If the form is updated with additional information such as additional action taken by the operator, the form remains posted for 10 days from the date updated.

SYMPTOMS OF ILLNESS AND RETURN TO DAYCARE

At Sunshine & Rainbows we ensure the well-being of the children. Every child in the morning will be assessed for symptoms of ill health. If a child appears to be ill during the course of the day, we will contact the parent/guardian to pick up. Symptoms of ill health are recorded on daily health check and in child's file.

In the best interest of the child at the daycare isn't well enough, a stay home policy for 24 hours will be in effect for the following:

- Fever (100.0 or 37.0 C.)
- Diarrhea
- Vomiting
- Apparent discharge from eyes
- Runny nose with thick mucus

These are based on the guidelines from Public Health

**Please contact the daycare if your child(s) is off sick. **

A child with communicable disease (i.e., measles, chicken pox, strep throat and pink eye) should not attend daycare until the child is no longer contagious.

Staff should be notified if exposure has unknowingly been present at the daycare.

Head Lice

While head lice are not a disease and not deemed to be harmful by the Public Health department, the daycare requires that the child with the condition be kept at home until the appropriate treatment is completed. If lice are discovered at the centre, the child will be separated until parent/guardian can pick up. Precautions will be taken to ensure the lice is not spread, for example long hair will be tied back into pony tail/ bun, bedding/hats or toys that would attract lice will be disinfected to remove all live lice. Child needs treatment as soon as possible and can return to the centre within 24 hours. Another treatment in seven days is recommended.

Pandemic Plan

The safety and well-being of all children enrolled in Sunshine and Rainbows Christian Daycare Centre is the first responsibility of staff members. The purpose of this plan is to be prepared to appropriately respond in the event of a pandemic to protect the life, health and safety of children, employees, clients and co-op students/volunteers.

A pandemic is a worldwide spread of disease that affects an exceptionally high proportion of the population.

It is recognized that this plan will evolve as local, provincial and federal governments continue to monitor, assess and react to conditions that may lead to a pandemic event.

When a pandemic is confirmed by local public health authorities and the centre is told to close. The owner will inform the staff and parents at the centre, it is the responsibility of the owner to activate and terminate the plan and inform all parents at the centre

Infectious Disease Preparedness and Response for COVID-19

Policy

To ensure the health and safety all the children, staff and Co-op students/volunteers, Sunshine and Rainbows will adhere to the recommendations from the Ministry of Health and directives from Public Health Ontario. New policies will be shared with families to ensure they are aware of expectations.

Daily Operation/Set up of Equipment and Toy Usage Indoors and Outdoors

- Ensuring all toys used at the centre are made of material that can be cleaned and disinfected (e.g., avoid plush toys and no home toys).
- No outside food.
- Increasing the frequency of cleaning and disinfection of objects, toys and frequently touched surfaces. Using cleaning products registered in Canada with Drug Identification Number (DIN) (e.g., bleach). Washing with soap and water, then disinfect with bleach solution and rinse.
- When holding toddlers use blankets or cloths over childcare providers clothing and change the blankets or cloths between children.
- Linens must be laundered between children.
- Children must not share food, soothers, bottles, sippy cups, facecloths etc. Label these items with child's name to discourage accidental sharing.
- Do not use water or sensory tables.
- Do not use community playgrounds; however outdoor play at licensed childcare sites is encouraged in small groups which facilitate physical distancing.
- Increase distance between nap cots, if space is tight place children head to toe or toe to toe. Cots should be disinfected after each use.
- Limiting the total number of workers onsite during childcare centre hours (temporarily) and where they are assigned to work.
- Recognizes that physical distancing between children in childcare is difficult and encourages staff to maintain a welcoming and caring environment.
- Setting up the play space, physical distancing of at least 2 metres (6feet) must be maintained between cohort (is defined as a group of children and staff members assigned to them) and should be encouraged where possible.
- Spreading children out into different areas particularly at meals, bathroom and dressing time.
- Additional suggestion to help with physical distancing- planning activities that not involve shared toys or objects, when possible moving activities outside to allow space.

- All pre-planned events in the daycare are cancelled
- Avoiding singing activities indoors.
- Children bring their own sunscreen in labeled, form filled out and staff should use proper hygiene (example gloves, washing hands before and after application).
- Avoid getting close to faces of all children where possible.

Screening

Personal Protective Equipment (P.P.E.) must be worn by staff which will include face mask, protective shield and gloves at designated time and area:

- Screening area (mask, shield, gloves and gown)
- When cleaning and disinfecting classrooms, toys, kitchen area and bathrooms (mask and gloves)
- When diapering and assisting child with toileting (mask, shield and gloves)
- When cleaning and disinfecting blood and bodily fluid spills (mask, shield, gloves and gown)
- When caring for a sick child (mask, shield, gloves and gown)
- Kitchen staff (mask)

*When wearing a mask, you should wash your hands before donning the mask and after using the mask. All staff will have individual P.P.E. that will be sanitized or disposed of daily.

- All individuals, including children and staff must be screened upon arrival.
- Morning arrival will only be at front door entrance where staff will be set up to check child's temperature with a touch less thermometer and complete a Health screening form.
- We encourage the use of the provincial screening tool for everyone that enters the building. If they have not done so, there is a list of screening questions on the window in front foyer that will be asked by the screener.
- Parent will sanitize hands and then initial information and once cleared they can exit the building and child will be escorted to individual classroom to wash hands then participate in program.
- There will be postage on front door for parents/guardians to follow protocol of waiting entrance/screening while keeping a safe 2 metre distance.
- At pick-up time parents/guardians will pick up child at front entrance where staff will prepare child for exiting building by washing hands and guiding child out the door to parent/guardian will keeping social distance.
- If children are outside at pick up time, wait at parking lot gate until staff can guide your child out to you.
- Deny entry to any person including the child, staff, and child of a parent/guardian who meets the following criteria:
 - Symptoms to look for include or but not limited to mild cold, new /worsening cough, shortness of breath, sore throat, runny nose, nasal congestion(In the absence of underlying reason such as Seasonal allergies, nasal drip etc.), difficulty swallowing, loss of taste or smell, nausea/vomiting, diarrhea, abdominal pain, unexplained fatigue/malaise/myalgia, chills, conjunctivitis (pink eye),lethargy/difficulty feeding in

infants, head ache and fever (temperature is equal or greater than 37.8 C 100.0 F).

Protocols When Child/Staff Demonstrates Symptoms of Illness or Become Sick

- If a child/staff become sick while in the program, they should be isolated upstairs in owner/operators' office on an isolated cot with a staff member until family member is contacted for pick-up.
- Sick person should be provided with tissue and reminded of hand hygiene, respiratory etiquette and proper disposal of tissue.
- Sick child, a staff should remain with the child until parent/guardian arrives.
- If tolerated child should wear face mask. The staff should wear a mask, gown and eye protection at all times and not interact with others. Staff should also avoid contact with child's respiratory secretions.
- All items used by the ill child should be cleaned and disinfected and any items that cannot be cleaned (paper, books etc.) should be removed and stored in a sealed container for a minimum of 3 days.

Required Steps in an Outbreak

If an outbreak is declared at the centre the following measures must be taken:

1. Consult with and follow directions from Public Health
2. Notify all family, staff and essential visitors of the facility's outbreak status. (i.e., Letters and signage)
3. Enhance cleaning and disinfecting procedures
4. Enhanced screening procedures (i.e., increased frequency of health checks)
5. More frequent hand hygiene with children and staff
6. Review staff training on proper PPE use.

Child/staff is suspected of having or has confirmed COVID-19, licensees must report this to the **Ministry of Education as a serious occurrence.**

- Public Health will also be notified and they will provide any further direction on testing and isolation of close contacts.

***Exclusion-** Children/staff who test **negative** for COVID-19 must be excluded until 24 hours after symptom resolution. Children/staff who test **positive** for COVID-19 must be excluded from child care centre 14 days after the onset of symptoms and clearance has been received from the local public health unit. **Individuals who are not tested**, must be excluded for 14 days from onset of their symptoms.

*If you have any concerns or question contact your primary care provider , Public Health at 905-947-9848 or website: ontario.ca/corona virus.

Serious Occurrence

The definition of serious occurrence that licensees are required to report are:

1. A confirmed or suspected case of the coronavirus (COVID-19) in respect of a child who receives at the centre.

2. A parent of a child attending the centre.
3. A staff member.

*A suspected case is (a) if the person exhibits symptoms of the virus and (b) has been tested or has indicated they will be tested. *

As of November 2020, updates

Updated definition of a serious occurrence that licensees are required to report are:

1. A confirmed case of corona virus COVID-19 (i.e., a positive COVID-19 test result in respect of a child who receives care at the centre
2. A staff member

Updated Full Childcare Re-Opening Daily Operation-SEPTEMBER ,2020

All policy and procedures for Infectious Disease Preparedness and Response for COVID-19 are still effect.

All classrooms may return to maximum group sizes as set under CCEYA.

All adults in the centre are required to wear masks and eye protection at all times (exception for outdoor play).

Students completing post-secondary educational placement will be permitted to enter the centre and are subject to the same safety protocols as staff such as screening and use of PPE.

Updated Full Childcare Re-Opening Daily Operation-January ,2021

Ministry of Education is encouraging children younger than grade one to wear a non-medical mask while inside a child care setting. At this time, it is only recommended and **NOT** mandatory.

UPDATED ENHANCED CHILD CARE SCREENING & ISOLATION FOR HOUSEHOLD CONTACTS OF SYMPTOMATIC INDIVIDUALS FROM PUBLIC HEALTH-February 2021

Single –symptom screening

Children with any new or worsening symptoms of COVID-19, **even those with only one symptom** must stay home until:

- They receive a negative COVID-19 test result.
- They receive an alternative diagnosis by a health care professional (medical note).
- It has been 10 days since their symptom onset and they are feeling better.

Isolation requirement for household contacts of symptomatic Individuals

All asymptomatic household contacts of symptomatic individuals are required to quarantine until symptomatic individual receives a negative COVID-19 test result or an alternative diagnosis by a health care professional. If the symptomatic individual does not seek COVID-19 testing, all house

hold contacts must quarantine for 14 days from their last contact with that symptomatic individual.

Updated Full Childcare Daily Operation-June ,2021

Screening/Monitoring COVID-19 symptoms and use of Mask:

If a child, childcare staff, provider, placement student or visitor received a COVID-19 vaccination and the last 48 hours and has mild headache, fatigue, muscle aches and or joint pain that only began after vaccination and no other symptoms as indicated in the updated childcare screening tool, they may continue attending the child care program.

They are to wear a properly fitted mask for the enter time in the child care setting, remove only to consume food or drink at a safe 2 meter distance.

- If symptoms worsen passed the 48 hours or other symptoms develop, they should leave the childcare setting to self-isolate and seek COVID-19 testing.
- If a household received vaccination and experiencing mild symptoms they are not required to self-isolate unless symptoms worsen past 48 hours, they should immediately self-isolate and seek COVID-19 testing.

Updated Full Childcare Daily Operation-December 30, 2021

Child care operators are no longer required to notify families of positive COVID-19 cases or individual absenteeism due to symptoms related to COVID-19 within the centre. If absenteeism rises (approximately 30%) licensees are expected to send a template notification to families and staff that are affected in the centre, signed by the local medical officer of health. Please refer to attached chart Exposure to someone who has tested positive to COVID-19.

If your child/ren shows any of the following symptoms:

- Fever and/ or chills OR
- Cough OR
- Shortness of breath OR
- Decrease or loss of taste or smell OR
- **Two or more of:**
- Runny nose/nasal congestion
- Headache
- Extreme fatigue
- Sore throat
- Muscle aches/joint pain
- Gastrointestinal symptoms (i.e., vomiting or diarrhea)
- *Two rapid antigen tests will be provided by the centre to be sent home with families to complete testing at home. If test results are positive, inform centre and follow isolation protocols. If two consecutive rapid antigen tests, separated by 24-48 hours are both negative, the symptomatic individual is less likely to have COVID-19 and should isolate until symptoms are improving for at least 24 hours.

Updated Full Childcare Daily Operation-March 22, 2022

- Masking/Face shields will no longer be required, if staff member who choose to continue to do so the daycare centre will continue to provide these materials.

- If travelling outside Canada, individuals must wear a mask at all times for 14 days upon return and maintain a list of all close contacts.
- Cohorting and distancing will no longer be required for indoor and outdoor activities.
- Daily confirmation of screening for children and staff/provider will no longer be required, Individuals should continue to self-screen everyday before attending daycare.
- Continue to monitor for symptoms if ill health re: runny nose, cough, fever and stay home when sick.
- Parents/caregivers are welcomed back into daycare, front door and back gate only.

ADMINISTRATION OF MEDICATION

Sunshine & Rainbows will administer prescription drugs to children, in accordance with provincial legislation. This is what is required:

Whenever possible, parents are encouraged to administer medication to their children at home, if this can be done without affecting the treatment schedule. If medication must be administered to the child while attending the daycare centre, staff members will adhere to the procedure below. Children's personal health information is kept confidential.

- Written authorization, including dosage and times any drug is to be given.
- Medication in the original container, clearly labeled with the child's name, name of the drug, the dosage, the date of purchase and instructions for storage and administration of drug.
- Medication should be given out by the Supervisor ECE Teacher.

Medication should be written in the daily log.

Febrile Seizures: All children must have a form signed by a medical practitioner stating that any non-prescribed medication (Tylenol/Advil) may be administered in the event of a fever by supervisor (see form labeled Authorization of Administration of Oral Medication during School Hours). Any child requiring said form will have a form filled out and Individualized plan for a child with oral medication for staff roles and responsibilities posted in each classroom.

The medication is in each child's classroom and once administered the supervisor /owner will call parents.

INDIVIDUAL PLAN FOR A CHILD WITH MEDICAL NEEDS

At Sunshine & Rainbows is committed to ensuring the safety of all children. If a child who has one or more or chronic medical conditions such that he or she requires additional supports, accommodation or assistance. The centre takes all necessary steps to support the child's medical needs and ensure his or her inclusion in the program.

The Individual Plan shall be developed in consultation with the daycare and parent/guardian of the child and with any regulated health professional who is involved in the child's health care and who, in the parent/guardian opinion should be consultation.

If significant changes and updates are required to the Individual plan, a new individual plan must be completed.

The individual medical plan is reviewed with the parent/guardian every six months to ensure that there are any changes in the child's needs.

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

Allergies

Children who are enrolled at the centre who have allergies of any kind, which could be life-threatening, parents must inform the staff of the child(s) allergies on the medication and emergency contact form.

All allergies will be posted in each classroom, kitchen, foyer, outside play and any other area in which children may be present (walks field trips).

ANAPHYLACTIC POLICY

Upon enrollment at Sunshine & Rainbows Christian Daycare Centre, parents are required to complete an enrollment package, which includes information about the child's health and well-being as well as any allergies they may have. To ensure the health and safety of all children, Daycare Centre staff members will be informed about any allergies a child may have, and will establish avoidance strategies, as well as develop emergency response procedures. This policy and procedure align with Sabrina's Law, 2005 legislation.

Anaphylaxis is a serious allergic reaction and can be life threatening. The allergy may be food related, insect stings, medication, latex, etc. The purpose of the policy is intended to support the needs of children with severe allergies and provide a process for dealing with anaphylaxis in the centre and to implement preventative measures.

Lists of allergies are posted in the kitchen, in every classroom and at the front foyer on the parent board. An Epi-pen is kept in the individual classroom of the child who needs it, in the first aid kit. When on walks/field trips, the teacher in the classroom will take the Epi-pen in case of an emergency.

An ongoing medical/Anaphylaxis Emergency plan form is filled out and signed by both the parent and the child's doctor that allows us to administer at any time. This form is kept in the child's medical log book in the classroom.

When a new child enters the centre and requires an Epi-pen, either parent of that child will come into the centre and train the staff at the next staff meeting on the proper use of administration. If a child develops an allergy while enrolled at the centre, and an Epi-pen is required, an Anaphylaxis Emergency plan form is filled out and signed by the child's parents as well as physician.

Food brought in to the daycare from parents for their child should be documented in the daily

log book, record of food, should state where it was bought or if it was homemade, labeled, container and peanut free.

All allergies are to be posted in every classroom, foyer, and kitchen and in emergency binders. Food preparation guidelines are located in the kitchen.

Sleep Policies and Supervision

Ensuring that children receive the rest they require is important for healthy growth and development. In accordance with the Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada, the following procedure will be followed by all staff members.

Procedure:

1. Upon enrollment in the child care centre, each child will be assigned a cot by the classroom teacher. A diagram of cot placement will be posted in each classroom. Appropriate bedding will be provided by the children's centre.
2. Upon enrollment, during times of transition and when there is a change in staffing in a particular classroom, the classroom teacher will consult with the child's parents and former teachers, when applicable, to determine the child's sleep preferences.
3. Parents of children who regularly sleep are advised of the centre policy and procedures of the centre sleep policy. Documentation informs parents of their child(s) rest period. Sleep preferences will be recorded in the toddler daily logs and preschool sleep Monitoring chart which is located on communication board if slept or rested...
4. As the child develops and sleep patterns change, staff members will discuss these changes with the family to determine how these individual needs may be accommodated in the centre.
5. During the sleep period, staff members will ensure there is sufficient lighting to be able to see each child as they rest.
6. No child's head will be covered with a blanket during the sleep time, unless this is the preferred method of falling asleep for the individual child. Once the child is asleep, the blanket will be removed from the child's head to allow for visual checks.
7. Staff members will conduct visual checks on each child during the sleep period, by placing themselves in close proximity to the child and observing their breathing, skin tone, etc. and record this information on the Sleep Monitoring Chart form. Any unusual circumstances will be recorded in the comments section of the form, and will be shared with the parents upon pick-up.
8. As older children wake, they will be provided with quiet activities to engage in or will move to the 'wake up room' under the supervision of a staff member until the rest period is over.
9. At Sunshine and Rainbows Christian Daycare Centre, electronic sleep monitoring devices are not used.

EMERGENCY PREPARATION

In the event of an emergency Sunshine & Rainbows will ensure that all children and staff in

attendance will be properly supervised and kept in a safe environment.

Staff will follow the emergency response procedures outline, following these three Phases:

1. Immediate Emergency Response
2. Next Steps during an Emergency
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 centre, the meeting place to gather immediately will be located at the back parking lot fence.

If is deemed 'unsafe to return' to the centre, the evacuation site to proceed to is location at Smith Funeral Home 454 Hwy #8 Stoney Creek, On.

NOTE: All directions given by emergency services personnel will be followed under all circumstance, 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 owner/supervisor will provide direction to staff for the immediate response and next steps. Staff will follow the directions 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 owner/supervisor in the daily log book.

****Communication with Parents/Guardians****

1. As soon as possible the owner will notify parents/guardians of the emergency situation and that the all-clear has been given.
2. Where disasters have occurred that did not require evacuation the centre owner will provide a notice to parents/guardians about incident by way of telephone call and letter.
3. If normal operations do not resume the same day that an emergency situation has take place, the owner will provide parents/guardians with information as to when and how normal Operations will resume as soon this is determined.

The owner will debrief parents and guardians after the emergency by way of telephone calls, website, Newsletter.

Sunshine & Rainbows conducts fire drills on a monthly basis. All staff and children in attendance exit the building at designated exits points.

The fire drill inspection binder is located in the senior room cupboard. The fire drill is documented including date, time, who is in attendance and the owner/supervisor will sign once the drill is complete. The drill is also documented in the daily log book. All emergency and evacuations plan

and procedures are approved by the local fire department and are posted in each classroom and kitchen.

In each classroom there are emergency preparation containers with diapers, wipes, water, snacks, flashlights and first Aid Bag. Staff must do a yearly check on each emergency preparations container.

Outdoor Play and Sun Safety

In with our "Program Statement and as inspired by the document "How Does Learning Happen, our outdoor spaces have been inspired as spaces for learning, exploration and expression.

Integrating physical activity into the daily routine for a child, helps develop a foundation and love for movement and physical activity that will support health and well-being through the child's life. It is well known that all children benefit from time spent outside playing and exploring where they are able to connect with nature. Outdoor time connects their world and their community.

All children in the centre go outside everyday for at least 2 hours (weather permitting). Please ensure your child has outdoor wear (hats, gloves, coats etc)

We also promote sun safety so please ensure your child has sunscreen with their name on it.

WATER SAFETY AT OUR DAYCARE CENTRE

At our centre, our policy is that the children are not allowed into any pools or recreational pools both in the centre and outside the centre.

We will have water play, with usage of the sprinkler/hose system.

FIELD TRIPS/OFF-SITE ACTIVITIES/TRANSPORTATION

Throughout the year, trips are made to special places of interest. A notice will be sent home in advance of the excursion informing the parents of the destination, time and date. It will also include a permission slip to be signed and returned. All parents are welcome to accompany us.

Transportation is not available at this centre. Staff is not permitted to transfer children/parents/co-op students in their own vehicles.

DUE TO BAD WEATHER REGARDING DAYCARE CLOSURE

When severe bad weather occurs, it is our policy to close the daycare centre down. Our policy is to listen to the weather network, this will inform us of the severity of the storm. If this is first thing in the morning, we will call our parents to inform them of the closure. If this is throughout the day, we will contact our parents and wait with the children until pick up.

SMOKING POLICY

Sunshine and Rainbows is a smoke-free environment both indoors and outdoors. Smoking is prohibited at all times on the daycare premises. Also, smoking is prohibited during daycare functions/events (staff meetings, field trips, graduation)

- There are no smoking signs posted at the entrance and the back of the centre.

PETS

At Sunshine and Rainbows there is a no pet policy due to possible allergies in the centre.