

Beatty Buddies Daycare

Parent Handbook

AS AMENDED January 2020

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About Beatty Buddies Daycare

Welcome to Beatty Buddies Daycare! This handbook is a guide to inform parents about the program and policies of the daycare. Please address any questions about this handbook to the Managing Director.

Beatty Buddies is a non profit incorporated organization operated by a volunteer Board of Directors. The Board of Directors is made up some or all of:

- parents of children enrolled at Beatty Buddies Daycare
- Beatty Buddies Managing Director and Program Supervisor

Beatty Buddies Daycare is a licensed daycare centre that has been in operation since August 1987. It is located on the first floor and lower level of Earl Beatty Public School. It is a tenant of the Toronto District School Board building named Earl Beatty Public School.

Contact Information

55 Woodington Avenue, Toronto, ON M4C 3J6

Tel: 416-467-8687

After hours contact to Managing Director: 416-570-8687

Email: beattybuddies@bellnet.ca

Parent – Community Feedback / Concerns Email address (monitored by the Board of Directors):

beattybuddiesdaycare@gmail.com

Telephone Numbers, Email Addresses and Personal Information

Telephone numbers, email addresses and personal information of employees of Beatty Buddies Daycare, volunteers, Board of Directors and families of Beatty Buddies Daycare will not be shared without written consent of the person and the Managing Director. This policy also applies to former/previous associates of Beatty Buddies Daycare.

Mission

Beatty Buddies Daycare is a non-profit childcare centre founded by members of the Earl Beatty community. We are *committed to providing high-quality programming in a safe, secure and nurturing environment*, and we strive to continually meet the ever-changing needs of the children and families of this community.

Philosophy

We believe that children are competent capable and curious and have great potential. We also believe in providing an environment that is inclusive, safe and nurturing for children to explore, play, inquire and, most of all, have fun.

We believe that respect for diversity, equity and inclusion is vital for optimal development and learning. We recognize and respect the unique qualities of each child and family, including ancestry, culture, ethnicity, race, language, gender, gender identity, sexual orientation, religion, socio-economic status, family environment, and developmental abilities and needs. We view the diversity of children and families as an asset, and plan programs to reflect differences and enrich the environment.

At Beatty Buddies, we:

- involve children in daily experiences that help them develop a sense of responsibility, independence and self-worth.
- promote children's health and well-being by fostering exploration, play and inquiry—indoors and outdoors.
- provide children with opportunities for optimal growth by encouraging and facilitating individual, social, emotional, physical and intellectual development, including opportunities to expand creative interests and individual strengths.
- support families to bring their children to one place and watch them learn and grow in the same environment: a place where staff members are able to interact with families as a whole and see how each child fits into his or her family's structure
- provide an atmosphere that promotes and demonstrates respect and acknowledgement of Canada's diverse society.
- support an environment that parents, staff, volunteers and community representatives and Earl Beatty Public School work together to develop and maintain a high-quality daycare program in a safe, comfortable and healthy environment.
- offer activities that emphasize skills; self-esteem, self-respect, self-regulation and respect for others, allowing individual children and groups to interact in an appropriate and confident manner.
- encouraging and promoting open communication between Beatty Buddies Daycare, parents, Earl Beatty Public School and the surrounding community.

Program

We offer a learning program that is consistent with Ministry of Education policies and curriculum.

Our program structure is guided by the work done on Ontario's Pedagogy for the Early Years ("How Does Learning Happen") and supported by the Early Learning Framework (www.edu.gov.on.ca/childcare/oelf/).

The Early Learning Framework provides a shared language and understanding of child development. The goal is to support early childhood educators and other early learning practitioners as they work in early childhood settings. It is based on research and perspectives from diverse fields of knowledge. It recognizes the distinct values held by families, communities and cultures.

The framework's six principles provide a shared understanding of how young children experience and interact with the world around them:

1. The early years set the foundation for lifelong learning, behaviour, health and well-being.
2. Partnerships with families and communities help early childhood settings to best meet the needs of young children.
3. Respect for diversity, equality and inclusion is vital for optimal development and learning.
4. A planned program supports early learning.
5. Play is a means to learning that capitalizes on children's natural curiosity and exuberance.
6. Knowledgeable and responsive early childhood educators and other early learning practitioners are essential to early childhood settings.

We believe that learning and development happens within the context of relationships among children, families, educators, and their environment

and

we understand that for children to grow and flourish, the four following foundational conditions need to exist:

- A sense of **belonging**
- A sense of **well-being**
- Opportunities and support for **engagement**
- Opportunities and support for **expression**

We have adopted the strategies described below to create these conditions.

Strategies

Promote an environment that is healthy and safe, supporting good nutrition and general well being

As a licensed childcare operator, Beatty Buddies meets and exceeds health and safety requirements of the Ministry of Education and city bylaws. Checklists and specific protocols have been developed and are monitored by the administration that support quality standards.

Checklist protocols are required by all staff to document safety of the indoor and outdoor activity areas, general housekeeping, toy and equipment cleaning, health logs and accident logs. They are reviewed by administration daily, weekly and monthly as required for quality assurance. For example, the Daily Opening and Closing Checklist is reviewed by a designated Floor Captain or the Program Supervisor. It is then submitted to the Managing Director for review of patterns that may indicate required revisions in staff schedules. The Managing Director will follow up on any patterns that may be questionable or require investigation. The information collected will be documented as needed or required as per monthly report to the Board of Directors.

The Food and Nutrition Policy, developed by a parent committee, for staff, students, volunteers, parents and our catering partner that outlines our commitment to promote and sustain a healthy nutritional environment, encourages healthy eating practices and educates children about healthy foods and eating habits. The policy extends to all areas within Beatty Buddies where food and beverages are available. *(See Nutrition Policy)*

The selected catering specialist is considered a partner with Beatty Buddies and develops menus that reflects Beatty Buddies nutrition policy, guidelines of the Canada's Food Guide and Toronto Public Health Food Safe standards. *(See Food Menus and Caterer)*

Support positive and responsive interactions among children, families, staff and community partners

At Beatty Buddies, we strive to foster collaborative and co-operative relationships among children, families, staff, volunteers and community partners. We promote a sense of belonging for children and their families supporting the *"feeling of a community within a community"*.

We connect proactively with families through dialogue and open communication to resolve issues by working respectfully together as partners. A prescribed communication protocol is in place to support confidence and assurance to families, staff, volunteers and community partners.

The communication protocol is clear and responsive and includes:

- after hours support number for families and staff
- parent and staff specific email addresses for families and staff to share their comments, concerns, ideas with administration and the Board of Director's Chair and Personnel Committee
- participation with working groups or community partners such as the Earl Beatty staff, administration and parent council to share ideas and support collaboration

Positive interactions and collaboration between staff, families and the community serve as positive role modelling for the children. This is extended to the children as they are given the opportunity to develop personal responsibility and social skills, learn to problem-solve and to learn about diversity and inclusion.

The skills of conflict resolution are important to lifelong learning. As competent individuals, children are active participants in resolving conflicts. We encourage and support children as they can or able to come

up with ideas and solutions to problems that arise. We encourage children to interact and communicate in a positive way and support their ability to *self regulate. *(see Behaviour Guidance Strategies)*

An essential part of establishing and nurturing health, safety and wellbeing for children is through the connections they make with the program staff and volunteers. Each child's stage of development is an individual and complex interaction between developmental factors and their unique family, community and life experiences. The early years set the foundation for health and wellbeing, and taking children's stages of development into consideration is essential.

“Calm Alert and Happy” the research document written by Dr. Stuart Shanker, also included in the Early Learning Framework, discusses self-regulation—the ability to deal with stress and remain calm, alert is an important focus of the program. When children are calmly focused and alert, they are best able to modulate their emotions, pay attention, ignore distractions, inhibit their impulses and understand the consequences of their actions. We are continually learning about how to create learning environments and programming that helps support children's self-regulation. *(See the Behaviour Guidance Policy)*

Foster exploration, play and inquiry

Our programs focus on active play-based learning as the way that children naturally learn best. It is their natural response to the environment around them. When children are manipulating objects, acting out roles, or experimenting with different materials, they are engaged in learning through play. Play allows them to actively construct, challenge, and expand their own understandings through making connections to prior experiences, thereby opening the door to new learning. Intentional play-based learning enables children to investigate, ask questions, solve problems, and engage in critical thinking. Play is responsive to each child's unique learning style and capitalizes on his or her innate curiosity and creativity.

Each child is a unique individual who brings his or her own abilities to the program and deserves the encouragement and space to try new things, explore new ideas and develop their own unique creativity.

Our overall program is designed to provide child-initiated and adult-supported experiences.

Responding to the unique abilities, needs, and characteristics of each child, family, and community is central to supporting learning and development. Through positive adult-child interactions, staff members work closely with children to extend their learning by encouraging children to build upon their existing knowledge. They engage with children as co-learners as they explore their environments. They provoke children's thinking, create meaningful programs, and guide interactions with children and their families. They use a warm and positive approach to support children's developing ability to express emotions and take other perspectives into account. They also know when to stand back and observe and when to enter children's play to stimulate thinking.

Provide Child Initiated and Adult Supported Experiences

Our staff plan for and create positive, inclusive learning environments and experiences, focused on active play-based learning, and encouraging children's communication, self-expression, and self-regulation. We seek to be aware of, foster, support, encourage, respond to and document how children express themselves, the many “voices” they use to articulate their ideas, and the variety of “languages” they use to communicate. We also seek to honour and reflect children's home language and culture. Our staff recognize that responding to the unique abilities, needs and characteristics of each child, family and community is central to learning and development.

Plan for and create positive learning environments and experiences in which each child's learning and development will be supported and inclusive of all children, including children with individual support plans

Staff members plan for and create positive, inclusive learning environments and experiences in which each child's learning and development will be supported. The intention is support and facilitate the children's learning journey and increase their content knowledge and to focus on significant learning events.

Our staff seek feedback from parents about their child and family interests. They plan, create and facilitate a program based on the information shared, their observations of the children's play, the children's emerging interests, abilities and development. They share significant experiences of the day with families to encourage parents and children to extend learning at home. In this way, learning is extended, leading to deeper investigation and extending meaningful learning and growth.

Our staff recognize that a child may have cognitive, physical, social, emotional or communicative needs, or whose needs relating to overall development, are of such nature that additional supports and flexibility in programming may be required to support the child's learning journey. An Individual Learning Plan (ISP) may be developed in consultation with a parent of the child, the child (if appropriate for the child's age) and any regulated health professional or other person who works with the child in a capacity that would inform and support the plan. An ISP supports the individual child to participate in a meaningful and purposeful manner while receiving care in Beatty Buddies Daycare.

Incorporate indoor and outdoor play, active play and quiet time

Children's interests are valuable to their learning. We plan activities based on those interests and their development through a variety of experiences. The daily program includes time for indoor play and outdoor play. Music is a strong element of the daily program and the children have a variety of opportunities that showcase the value of music in learning and child development.

There is a daily rest time or quiet time for children based on their developmental needs. (*See Sleep Monitor Policy*)

The daycare environment, it's classrooms, common spaces and playground are viewed as the "third teacher". The environment is a reflection of the children, teachers and parents who live and learn there. It is meaningful, imaginative and respects the image of the child.

Foster the engagement with parents and open communication

We foster outreach, engagement and communication with families about our program and their children's learning experiences. We believe that families are experts on their children. Sharing knowledge is integral each child's success. In addition to daily interactions with program staff, we offer opportunities for parent feedback and involvement. We believe parent input is vital to support the growth and improvement of the overall program and service.

Working in partnership with families also helps us best meet the needs of the children in our program.

Families know their children best, and are the first and most powerful influence on learning and development. We involve parents to read the daily program highlights, to participate in their children's portfolios and encourage ongoing communication with program staff. This connects them to their children's early development, and enhances the child's learning and growth.

Involve local community partners and allow those partners to support children, families and staff

Beatty Buddies is an active part of the local community, and we encourage involvement from community partners in supporting children, families and staff.

- our staff support families access extra supports for children with special needs, including access to City of Toronto Resource Educators
- we coordinate resources with Earl Beatty staff and kindergarten teachers
- we coordinate program resources and professional practice with community child care centres
- we are an early learning resource to community Toronto District High School Family Studies and Parenting programs
- we offer student Beatty Buddies alumni and students from community high schools' Family Studies Programs volunteer opportunities to complete high school community service hours or gain experience and knowledge of Early Learning Career opportunities
- we provide learning opportunities and practical work experience to members of the community through the recruitment, placement, training and recognition of volunteers and students on placement.

Support staff and others in relation to continuous professional learning

We are committed to hiring, training and fairly compensating staff. We hire staff with a positive and sensitive attitude towards children. Our non-discriminatory hiring practices provide individuals of all backgrounds the opportunity for employment. We believe that all staff are entitled to be respected, supported and treated fairly. Each staff member is viewed to have worth and value and provides an important role in supporting in the program/organization.

Beatty Buddies Daycare is committed to the support of staff development for all staff. The key purpose is to facilitate personal and professional development enabling individuals and groups to achieve their full potential in the organization. Beatty Buddies Daycare also recognizes that, as an organization that supports lifelong learning, it has a special responsibility to encourage and support learning for all members of staff.

Beatty Buddies Daycare operational success is based largely on the contribution, commitment and achievements of individual members of its staff, working individually and in teams or groups. Beatty Buddies Daycare wants to support staff in the performance of their designated roles and to help them to fulfill their potential during the course of their employment. Training and development includes any activity which contributes to the enhancement of their knowledge, skills, competence, and working practices. Staff development is thus a key contributor to the success of individuals and ultimately to the success of the Beatty Buddies Daycare organization as a whole.

Formal professional learning is vital, but we also know that the most central professional growth happens day-to-day, as our staff co-learn with children and each other as self-reflective professionals. Team Program meetings are held once a week or as needed to review and interpret observations and reflection notes of the program and the children including looking at resources, materials, people, routines, expectations and strategies.

Personal professional growth and building self-awareness is an expectation through regularly reflecting on practices and engaging in new learning experiences, both individually and with colleagues. This is supported through time to plan on a weekly basis and monthly staff meetings and/or as needed or requested to organize, plan, reflect on the Beatty Buddies Program strategies.

At year end, all staff complete an annual Personal Review with Beatty Buddies administration. This for staff and administration to review and identify personal strengths, interests and opportunities for further development. The purpose and goals of the Review supports the Beatty Buddies organization commitment of quality service to families

Documentation and Practice to find meaning and what children do and experience

We believe that capturing and documenting our practice is a form of reinforcement of the learning process for children, staff, and families; evidence of our practice will be captured in our documentation including:

- “Getting to know your Child and Family” information form and orientation prior to starting in the program/classroom
- developmental checklists completed by families and our staff leaders
- classroom photographs, written word displays of children’s work i.e. posted learning stories detailing through photos evidence of an individual or group of children’s learning and development highlights
- art work samples with the child’s / children’s voices included
- children’s individual portfolios consisting of art work, photographs and information related to developmental milestones (toddler and preschool)
- daily highlights of the day posted outside of each room for families to participate in extending learning opportunities at home; outside of daycare (toddler and preschool) (kindergarten and school age is weekly)
- communication with families about What’s Happening @BeattyBuddies and the Earl Beatty Community
- sharing research and information with families about Early Learning; How Does Learning Happen
- encourage parents to share their thoughts about their child’s growth or about the program in general through meetings with staff and / or through the comments or concerns email address provided monitored by the Beatty Buddies Board of Directors

We move beyond reporting of children’s behaviour to find meaning in what children do and experience.

We see documentation as a way to value children’s experiences and help them to reflect on those experiences and what they have been learning. It is also an opportunity to make children’s learning and understanding of the world visible. Documentation allows staff members to reflect on developmental growth over time, and to co-plan with children about learning. It also provides an opportunity for staff to reflect on their own practice as they participate in continuous professional learning. Finally, documentation supports richer dialogue with families about children’s experiences and invites parents to share their own documentation about their children’s learning.

The Program and strategies are reviewed and assessed by the Board of Directors and Managing Director or as needed or warranted to determine the effectiveness of the strategies have been on the children, families, staff and the community as it is a living document and promotes our Mission Statement.

You are your child's first and best teacher. In the early years, your child learns about the world through you. Each day offers all kinds of opportunities for your child to learn, from counting the oranges you put in a bag at the supermarket, to naming the clothes he or she puts on. Anytime you are with your child, you will probably find chances for learning. You'll find your child repeating words and actions of yours. Children also need the chance to explore, play, try new things, talk, listen and solve problems. Give them some freedom to do things on their own, while you sit back and watch an active mind develop.

What You Will See in Beatty Buddies

Our classroom and extended outdoor areas:

- materials and classroom set up that is responsive to and reflective of the cultures of the children and staff
- interest areas that promote small group and individual activities; support imagination and learning in dramatic play, math, science, language, literature, art, music
- children's literature/ books are available in several areas of the room
- a variety of learning materials, interesting objects and art media (paint, crayons, scissors, papers, pencils, glue etc.) are freely available for children to explore
- displays of child created art work
- evidence that each child is valued as a member of the group i.e. child accessible individual storage areas with each child's name
- an area for children to retreat to when they need quieter time
- an outdoor area functions as an extension of the classroom and provides support for children's physical development

Our staff:

- are fully engaged with children, one on one and in small groups
- will look children in the eye with warmth, acceptance and real interest in what the child has to say
- extend children's language by asking related questions and waiting for children to respond
- gently guide and support children in learning self regulation and friendship/social skills with their peers
- tailor their interactions with each child in ways that support and respond to the child's individual personality and unique developmental needs
- welcome families and encourage them to be involved in the classroom

The children:

- busily engaged, genuinely interested in activities that challenge them and build on their curiosity about the world around them and how it works
- evidence of learning and development
- opportunities to make choices among activities to build on independence and responsibility

- and abundance of language/conversation among children and between adult staff-students-volunteers
- appear comfortable safe and cared for in the environment
- the sounds coming from play spaces are joyful, calm and inviting

Governance

Board of Directors

Beatty Buddies is a non profit incorporated organization operated by a volunteer Board of Directors. The Board of Directors is made up of some or all of:

- parents of children enrolled at Beatty Buddies Daycare
- Beatty Buddies Managing Director and Program Supervisor

The Board is legally responsible for:

- oversee and monitor the business affairs of the corporation on behalf of the members (families, clients, employees)
- adhering to the organization's by-laws; for setting policies and for legal and financial operation of the corporation
- recruiting; hiring the Managing Director; the annual review of the Managing Director
- remembering it is the Board as a whole that is the employer and not individual members that has the authority to make decisions

The Ontario Corporations Act stipulates that the Board of Directors are legally responsible for carrying out and maintaining the incorporation process

The Board as a whole is legally responsible for directing and governing the corporation and are directly accountable to:

- The clients / families who are considered the membership
- The Ontario Ministry of Education – Early Learning Years and Child Care
- The Ontario Ministry of Labour
- The Canada Revenue Agency
- Toronto Children's Services
- The Toronto District School Board
- Other related community, municipality, government agencies

Annual General Meeting

The annual general meeting is a legal requirement of a non-profit organization.

The parents of Beatty Buddies Daycare are general members of the Board of Directors and have one vote per family. All members are welcome to attend Board meetings. Notice of meetings is available in the daycare office.

Purpose:

- To review the past year's activities, reports including financial data
- To elect new Board members for the coming year*
- To amend the bylaws if necessary (at least 2 weeks prior to the AGM an amended and dated version of the Bylaws should be presented to the Board for commentary and then brought to the AGM)
- Notice to all families (members) stating the time, place, date and the agenda for the meeting

- Optional: staff Board appreciation occasion for community building and an opportunity to focus on those who have served the children and families over the year

*Interested persons can either nominate themselves or be nominated by someone else. If nominated by someone else, the nominees must agree. If there is only one nominee the person will be acclaimed. He or she can hold the role as an Officer (Chair, Treasurer, Secretary) for two- year terms, as long as they continue to be elected by the Forum's participants.

Staff and Volunteers

Managing Director

The Managing Director reports directly to the Board of Directors and is responsible for the following:

- Developing policies and programs
- Promoting supporting program mission, and strategies
- Guiding program
- Demonstrating knowledge of legal requirements
- Ensuring effective leadership and open communication
 - Checklist and log reviews ensuring quality assurance
 - Program concerns and complaints
 - Supporting and guiding Program Supervisor
 - Supporting Board of Directors
- Ensuring the financial viability of the daycare-monitor budget needs
 - Parent fee billing
 - General financials
 - Monitor and maintain waitlist
 - Monitor and maintain enrolment
- Providing staff/parent orientation
- Staff and volunteer recruitment / Hiring staff
- Supporting Board of Director orientation
- Ensuring open lines of communication between the Board of Directors, the school board, agencies, ministries, community outreach and advocacy
- Conducting service/staff reviews

Program Supervisor

The Program Supervisor reports directly to the Managing Director and is responsible for the following:

- Staff and volunteer schedules: staff assignments
- Staff training
- Catering and disposable collection -monitor
- Program supply order collection- monitor
- Weekly and monthly administrative reporting
- Promoting and supporting program strategies
- Supporting and guiding designated Floor Captains
- Supporting program delivery/program evaluation
- Ensuring and demonstrating knowledge of policies and procedures / monitoring staff - volunteer compliance
- Providing effective leadership and open communication

- Carrying out the duties of the Managing Director in her/his absence

Floor Captain

Responsible for the following:

- Providing program delivery/program monitor and support
- Providing staff Supports / monitoring staff – volunteer compliance
- Equipment and program needs monitor and reporting
- Daily checklist reviews; monthly administrative reviews
- Providing effective leadership and open communication
- Supporting Program Supervisor

Registered Early Childhood Educators

Report directly to the designated Floor Captain and are responsible for the following:

- Providing program delivery
- Demonstrating knowledge of policies and procedures
- Providing parent support
- Supervising children
- Supervising volunteers/students
- Providing effective leadership and open communication

Support Staff

Report directly to the Program Supervisor and are responsible for the following:

- Support program delivery
- May support supervising children
- Demonstrate knowledge of policies and procedures
- General housekeeping duties
- General kitchen duties

Students and Volunteers

Volunteers and students are not counted as staff at Beatty Buddies Daycare and are not permitted to be alone with any child or group of children; volunteers and students must be supervised by a Beatty Buddies Daycare employee

Report directly to the Program Supervisor and are responsible for the following:

- Meeting expectations and guidelines of the supervising school and/or Beatty Buddies Daycare

Ontario Registered Early Childhood Educators

The Ontario College of Early Childhood Educators was established under the “Early Childhood Educators Act, 2007” (“the ECE Act”). The College is a self-regulatory body that regulates Ontario’s early childhood educators in the public interest. The primary duty of the College, in carrying out its objects, is to serve and protect the public interest.

The ECE Act established the College to regulate the practice of early childhood education in the public interest and defines the scope of practice of early childhood education as follows:

“The practice of early childhood education is the planning and delivery of inclusive play-based learning and care programs for children in order to promote the well-being and holistic development of children, and includes,

the delivery of programs to pre-school children and school-aged children, including children with special needs;

the assessment of the programs and of the progress of children in the programs;

communication with the parents or persons with legal custody of the children in the programs in order to improve the development of the children; and such other services or activities as may be prescribed by the regulations.”

The ECE Act prohibits any person from engaging in the practice of early childhood education or holding herself or himself out as able to do so unless the person holds a Certificate of Registration issued under the ECE Act, subject to certain exceptions (section 3(1) of the ECE Act).

The ECE Act establishes **protected titles for members of the College: “early childhood educator”, “registered early childhood educator”, and the French equivalents of these titles. It prohibits any person other than a member of the College from using any of the protected titles or an abbreviation of any of those titles to describe her or his profession (section 4 of the ECE Act).**

The purpose of a protected title is to assure the public that any person who uses the title has met the educational and other requirements for entry to practise the profession and has obtained a Certificate of Registration issued by the College. It also assures the public that any person who uses the title is accountable to practise the profession of early childhood education in accordance with the ethical and professional standards of practice for members of the College.

Use of the Title

The ECE Act has recognized early childhood education as a profession and prohibits any person, other than a member of the College, from using the titles protected under the ECE Act. The protected title tells parents and guardians, employers, colleagues and members of the public that early childhood educators are professionals whose practice is guided and informed by the Code of Ethics and the Standards of Practice. If a member’s Certificate of Registration with the College has been revoked, cancelled or suspended:

- A notation will be entered on the College’s public register.
- The person may no longer engage in the practice of early childhood education or hold herself or himself out as able to do so (subject to certain exceptions).
- The person may no longer use the title “early childhood educator” or “registered early childhood educator” or the French equivalents or an abbreviation of any of them to describe herself or himself or her or his profession.
- The person may no longer represent or hold out (expressly or by implication) that she or he is a member of the College.

Use of Title and Professional Designation

A member of the College is required to use the title “registered early childhood educator” or “éducatrice de la petite enfance inscrite” or “éducateur de la petite enfance inscrit” in connection with her or his practice. A member is also required to use the professional designation RECE or EPEI in documentation used in connection with her or his practice.

For example, members of the College use the professional designation RECE or EPEI on reports, correspondence, letterhead, business cards, e-mail signatures, marketing materials, professional materials and websites.

The professional designation RECE or EPEI cannot be modified in any way. It must be written in all capital letters with no periods in between, and should appear after a person’s last name. If the individual has more than one professional designation, the designations should be separated by commas.

Misuse of Title

This professional advisory is intended to provide a context for the responsible, professional use of the protected titles “early childhood educator” and “registered early childhood educator” and their French equivalents. Only qualified early childhood educators, who hold a Certificate of Registration issued by the College, can use the protected titles “early childhood educator” (ECE) or “registered early childhood educator” (RECE) or their French equivalents.

Each of “ECE”, “RECE”, “EPE” and “EPEI” is an official mark (under the *Trade-marks Act* (Canada)); unauthorized use of any of them without the prior written consent of the College is strictly prohibited. It is a provincial offence for an individual who is not a member of the College to use the protected titles or their abbreviations. Upon conviction, a person is liable to a fine of up to \$5,000 for a first offence and up to \$10,000 for a subsequent offence. Under the ECE Act, the College may also apply to a court for a court order which requires a person to comply with the legislation.

Beatty Buddies Programs

Toddler Program

- For 15 children
- Year- round care from 7:30am to 6:00pm

Preschool Program

- For 24 preschool children
- For children opting out of kindergarten full time to attend Beatty Buddies
- Year-round care from 7:30am to 6:00pm

Kindergarten Before and After School Program and Summer Program

- Year round program offered to children enrolled in Earl Beatty Public School before the school day and after school
- Full day 7:30 am – 6:00 PM on Earl Beatty Professional Activity Days and during the school breaks winter break and March Break (lunch is offered on Winter Break, March Break and Summer Program)

School Age Before and After School Program

- School term program offered to children enrolled in Earl Beatty Public School before the school day and after school
- Full day 7:30 am – 6:00 PM on Earl Beatty Professional Activity Days and during the school winter break and the March Break
- Summer Program is optional (based on need); Full day 7:30 am – 6:00 PM lunch is offered for this program

School Age Summer Program

The summer program is very similar to a day-camp program. There are a variety of organized weekly special activities and events. A calendar of the summer program and all forms are ~~delivered~~ available to the parents prior to the start of the program. The Summer Program runs through July and August.

All staff are required for supervision; if a child is unable to attend the planned program, parents must make alternate arrangements for child care.

Operations

Hours of Operation

Beatty Buddies is open from 7:30 am until 6:00 pm, Monday to Friday, year-round, as long as there is sufficient demand and meets Toronto District School Board requirements (see Closures). The daycare is a tenant in a Toronto District School Board building and may be required to close as per directive.

Closures

Beatty Buddies Daycare is closed:

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Simcoe Day
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day
- *2 weeks prior to the Labour Day long weekend
- *1 week for December winter break

*please review fee schedule for exact dates as they may vary from year to year or check in with Beatty Buddies staff

Admission Policy

Beatty Buddies Daycare has an open and non-discriminatory admission policy. Childcare spaces are filled on a first-come, first-served basis according to a set of established priorities.

These priorities are listed as follows (in order of precedence): Note: All admissions are subject to the overriding requirement that the age of the child needing care will be compatible with the level and or classroom grouping in the daycare in which space is available, and in accordance with the current daycare licensing requirements.

Toddler/Preschool:

1. The full- time child who is currently enrolled at Beatty Buddies
2. Siblings of children enrolled in the program.
3. Children who require full time care (as opposed to part-time).
4. Children who are enrolled at Earl Beatty PS.
5. Children that live in the Earl Beatty community.

Before & After FDK Program: (Note: The Before & After FDK program is only available for children enrolled in FDK at Earl Beatty and is offered on a year to year basis according to community need)

1. The full- time child who is currently enrolled at Beatty Buddies, and has submitted a re-registration package before the re-enrolment deadline has priority to assume a space in the next higher age group/classroom grouping.
2. Siblings of children enrolled in the program.
3. Children requiring both before & after school care (those requiring full time care are given precedence).

School Aged Program: (Note: The Before & After School Age program is only available for children enrolled in Earl Beatty and is offered on a year to year basis according to community need)

1. The full -time child who is currently enrolled in the Preschool Plus or Before & After FDK Programs, and has submitted a re-registration package before the re-enrolment deadline has priority to assume a space in the School Aged Program
2. Children enrolled at Earl Beatty Public School based on grade level – youngest to oldest.
3. Children who require both before and after school care (those requiring full time care are given precedence).
4. Siblings of children enrolled in Beatty Buddies.
5. Number of continued years enrolled at Beatty Buddies.

Any requests to accommodate children in the Kindergarten Program or School Aged Program who do not attend Earl Beatty must be put in writing to the daycare Manager and will be considered on an individual basis.

Beatty Buddies Daycare will not be responsible for pick up or drop off of children on busses. Parents with school-aged children who are not enrolled in Earl Beatty PS must make alternative arrangements for children to arrive and depart from Beatty Buddies Daycare. The children will be considered out of Beatty Buddies care when picked up by the arranged designate. Alternative arrangements must be made in writing and approved by the daycare Manager in accordance to Beatty Buddies Daycare Arrival and Departure policies. (Exceptions may be made for children who are attending schools other than Earl Beatty for accessibility reasons.)

If Beatty Buddies Daycare is full, applications are held on a waiting list until space becomes available. Spaces are filled according to the ‘priority listing’ and date of application.

Waitlist

Parents that request to have their child added to the waitlist will be requested to provide the following information for our waiting list:

- Parents first and last names
- Best contact telephone number(s) and or email addresses

- Your child's name
- Date of birth (unborn children will not be added to the waitlist)
- **Home address**

How the waiting list works:

A fee is not required to have a child's name added to the waitlist

- The day a parent has contacted Beatty Buddies administration and received confirmation from Beatty Buddies, is the date recorded on the waiting list
- The parent will then be notified by email to confirm the date and the information requested by the daycare has been added to the waitlist. The parent is advised to keep a record of the email confirmation for their own records
- It is the responsibility of the parent to contact Beatty Buddies to update contact information.
- Spaces are open when a family or child leaves the Beatty Buddies Daycare. Families with children enrolled in the program are required to provide one month notice to withdraw from Beatty Buddies program. The months of July, August and September generally have the most movement in the daycare.
- Only once the withdrawal is confirmed in writing can we begin to add another child for the space.
- Administration will review the waitlist and determine the next child eligible for the space beginning from the top of the list (the earliest date).
- A parent is contacted from the waiting list by email and telephone and given a specified time frame to return the call and express continued interest in the space available.
- The parent contacted will have first official refusal of the available space.
- When a family has been offered a space, there is a specific time to accept the space in writing and provide the required deposit and registration fee. This deposit is applied to the first month of care.
- If the parent is eligible for a subsidy from the City of Toronto will be required to have written confirmation from Toronto Children's Services and a deposit and registration fee will be determined between the family and the Managing Director based on affordability.
- If a parent chooses not to take the space and wishes to remain on the list, placement on the wait list remains the same.
- Placement on the waitlist will remain until the child has aged into the kindergarten and school age or there is a request to be removed from the list.
- The waitlist process for children in kindergarten and school age programs is at the time of registration. A separate waitlist for the two programs are kept until the end of the calendar year only.
- Information about a child's placement on the list is available on request from the family (this information is available while maintaining the privacy and confidentiality of the other names posted on the list)

Getting Started at Beatty Buddies Daycare

Prior to your child's start date the following Admission Checklist is required to be confirmed for your child to be admitted into Beatty Buddies Daycare program:

| | |
|--|---|
| <p>A tour of the Beatty Buddies Daycare</p> | <p>A prearranged tour of Beatty Buddies Daycare with the Managing Director or Program Supervisor This time provides you with the opportunity to decide if the program meets your needs and expectations.</p> |
| <p>An orientation</p> | <p>Optional: This prearranged visit allows you to address any questions or concerns regarding the program prior to the start date. The orientation can help reduce anxiety or fears before the starting date.</p> <p>*Children enrolling into the Toddler or Preschool Program will be required to prearrange a visit in the assigned group with their child to address any questions and concerns about the program</p> |
| <p>Letter to accept a space</p> <p>The Deposit and Registration fee</p> <p>A review of required admission forms and the Parent Handbook</p> | <p>Submit a letter to accept a space into Beatty Buddies Daycare. Submit the required Deposit and Registration Fee; review the admission forms including important information about Beatty Buddies Daycare policies and procedures. It is your responsibility to address any questions or concerns about the program and or the parent handbook prior to admission. You will required to review, sign and submit required documents and an agreement that states that you have read the Parent Handbook, understand and agree to the policies and procedures received.</p> |
| <p>Admission forms and Admission Agreement</p> | <p>As required, specified personal information must be collected and kept on file. This information will be updated periodically and includes the following:</p> <ul style="list-style-type: none"> • information about any food restrictions or allergies • medical information completed by medical practitioner • consent forms (e.g., medical/emergency pick-up) • contact information : telephone numbers, home address, email address • immunization record or an affidavit of “statement of conscience or religious belief” for toddler and preschool • emergency contacts • request for proof and copy of home address • request for proof and copy of custody declaration form (if required) • other forms (e.g., admission agreement, schedule of fees, fee agreement) • personal information form • request for proof and copy of birth certificate for toddler and preschool |

| | |
|----------------------|---|
| Fee Agreement | You will be provided with a Pre Authorized Debit Agreement (P.A.D.) This agreement authorizes Beatty Buddies Daycare to debit your account for child care services rendered. Fees are collected in full at the beginning of the month or half at the beginning of the month and the second half is collected on the 15th. The deposit fee collected is deducted from the first month owing. |
|----------------------|---|

Registration Fee and Deposit

A non-refundable registration fee is due prior to admission to Beatty Buddies Daycare for administrative fees. This is required when there is confirmed space available. **This is not a waitlist fee.**

A deposit is also required up to prior to admission. This deposit will be used against the first month of admission. The deposit ~~will only~~ may be refundable if there is a timely written request to the Managing Director prior to the admission date. The requests are reviewed on an individual basis and a refund is not guaranteed.

The registration fee and deposit payment must be made by a certified cheque or money order.

Fee Payment

Fee payments are made to Beatty Buddies Daycare by pre-authorized debit. The agreement authorizes Beatty Buddies Daycare and Beatty Buddies **specified banking institution** to begin deductions monthly or semi-monthly or one time payments from time to time, as per Beatty Buddies Daycare Fee Schedule(s), for payment of all charges arising for child care services.

Fee Subsidies

Parents receiving subsidies for their child(ren) to attend Beatty Buddies Daycare are responsible for their own fee subsidy agreements (i.e., keeping records of number of vacation days, number of sick days, daily rates) and for informing the Managing Director in writing of any changes. Parents are also responsible for submitting fees according to the Beatty Buddies fee payment policy Beatty Buddies Daycare does not have authority over fee rates or any other rules and regulations a parent must follow in a subsidized fee agreement. Parents are responsible for discussing discrepancies in fee rates, vacation days, sick days etc., with representatives in charge of the subsidy agreement (e.g., Toronto Children’s Services staff). **Any discrepancies in fees owing to Beatty Buddies Daycare will result in full fees owing until the parent can prove otherwise. Parents must follow the Outstanding Fees checklist as necessary.**

Fee Statements

Fee statements, for tax purposes, are available to parents each February from the Managing Director. If there is a disagreement about which parent should receive the fee statement, it will be issued only to the person who has issued the signed Personal Direct Deposit Agreement to Beatty Buddies Daycare.

Fee Increases

Fee increases generally occur on January 1 of each year, but the budget process occurs in the fall. If there is an increase on a date other than January 1, parents will be notified in advance.

Outstanding Fees

1. When fees have been outstanding for 1 week, an invoice will be sent out with the overdue amount plus a fee for late payment.
2. If fees are still outstanding at the end of a second week and no contact has been made with the Managing Director or the Program Supervisor to arrange payment, a second invoice will be sent out with an additional fee for late payment
3. If fees are still outstanding within 24 hours of receipt of a second notice and no contact has been made with the Managing Director or the Program Supervisor to arrange payment, a NOTICE TO WITHDRAW will be issued and the treasurer or Chair of the Board of Directors will be notified. If the family is subsidized, Children's Services will be notified.

A "Notice to Withdraw" includes:

- the child(ren) will be considered withdrawn from the program
- The staff will be directed to refuse admittance of your child
- The child's name will be added to the waitlist until outstanding fees are paid in full
- Space will not guaranteed in this circumstance.
- Beatty Buddies Daycare will take necessary action to collect any outstanding fees with interest and administrative costs

Withdrawal from Beatty Buddies Daycare

A minimum of 1 month advance notice dated the 1st of the month for the next month must be given in writing to the Managing Director or Program Supervisor to confirm withdrawal from Beatty Buddies Daycare. A written notice from Beatty Buddies Daycare will confirm receipt of the notice and confirm the withdrawal date by Beatty Buddies administration. The notice will confirm final balance owing to Beatty Buddies Daycare. Full program fees will be charged for the next month if proper notice is not received.

Vacations

There is no reimbursement of fees for vacations or extended leaves of absence from Beatty Buddies Daycare.

Change of Address or Job

Please notify staff immediately of any changes to telephone numbers or other information listed on your child's admission/emergency information forms.

Declaration of Custody

Any name specified on an application and other forms stated as "Parent" required by Beatty Buddies Daycare will not be considered official notice of custody of children enrolled at Beatty Buddies Daycare.

Beatty Buddies Daycare requires a written official court order and/or duly notarized custody agreement from any parent with questionable custody agreements/terms.

Custodial parents will act as contact persons with the Beatty Buddies Daycare as necessary.

Beatty Buddies Daycare will serve as a “neutral party” for families during and following custody disputes and will provide supports to all parents and children as necessary. Staff and children should NEVER be expected to pass on messages and/or documents between parents who have difficulties communicating with one another.

Any letters requested from staff for lawyers or others will be subject to the approval and at the discretion of the Managing Director.

Beatty Buddies Daycare will not tolerate any threats and/or abuse from between parents, families, friends or lawyers as a result of a custody dispute or communication difficulties (see Safety and Security Policy).

Arrivals and Departures

Parking

Beatty Buddies Daycare does not have a designated parking or drop-off area for parents who drive to daycare. Please speak to the Managing Director re: parking/drop-off. The daycare is not responsible for any tickets received by parents when dropping off or picking up children.

Children Taking Buses

Beatty Buddies Daycare is not responsible for pick-up or drop-off of children on buses. Parents with children enrolled in Beatty Buddies must make alternative arrangements for children to arrive and depart from Beatty Buddies Daycare. The children will be considered out of Beatty Buddies care when picked up by the arranged designate. Alternative arrangements must be made in writing and approved by the Managing Director in accordance with Beatty Buddies Daycare arrival and departure procedures.

Taxicabs

A child being picked up by taxicab, without an accompanying adult, is not permitted. Beatty Buddies staff will not accept children from or place children in a taxicab.

General Arrival Procedures

Beatty Buddies Daycare opens at 7:30 am. Staff may not accept children before this time. Parents must not leave children unattended at the centre doors or hallway. Beatty Buddies Daycare is not responsible for children until parents have checked in with the staff on duty. Before leaving the centre, parents should put away their child(ren)'s outer clothing/knapsacks. Parents should ask for assistance if the child needs to use the bathroom and/or change diapers if necessary. (see washroom policy)

Parents must alert staff of their arrival at the centre

The staff will greet parents and children and may discuss with parents any matters pertaining to the health and well being of their child(ren). Such discussions may include:

- changes in routine or behaviour
- health or medication issues (if necessary)
- changes in emergency numbers, by letter if the change is in the person picking up the child(ren)

Staff on duty may not accept the child(ren) into the centre if:

- they appear to have unexplained health concerns (see Health Policy)
- the child does not have their required medication, i.e. EpiPen
- children are not dressed with the inappropriate clothing personal effects to participate in the program
- children have wet/soiled clothing or diapers
- admission forms and/or fees are outstanding

If children are going to be late or absent, parents should notify daycare staff ~~or leave a message on the answering machine~~ by 9:00 am to accommodate for any program or lunch changes.

Arrival and Program Supervision of Before and After Kindergarten and School-Age Program

Below is a list of some of our policies regarding arrival, supervision and class escort for kindergarten and school-age children enrolled in Beatty Buddies Daycare.

- Junior and senior kindergarten children are escorted to and from class with a Beatty Buddies staff member.
- School-age children (Grade 1 and up) are supervised until the school bell alerts them to line up for class time. School-age children are responsible for getting to and from class on their own. Assistance from Beatty Buddies staff is provided as necessary.
- Each morning, the Earl Beatty Public School administration verifies all unaccounted absences with its Safe Arrival Program. Parents must cooperate by telephoning the school administration to notify them of absences so they are able to appropriately record student absences. The school number is **416-393-9070**. This helps reduce the number of calls for school office staff.

School Day for Kindergarten and School-Age Children

Parents should note that Beatty Buddies Daycare is not responsible for children when they are in the care of Earl Beatty Public School. Beatty Buddies has the right to refuse to receive a child from Earl Beatty Public School care for illness, accidents (resulting in injury) or suspension.

Departure Procedures

Parents are expected to alert the staff on duty when taking children from Beatty Buddies care. The staff will sign out children and may discuss any matters pertaining to the child's health and well being. Such discussions may include:

- health, including an accident report if necessary
- highlights of the day
- program changes, including trips/newsletters

Children will be released only to custodial parents (or emergency contacts when necessary). If parents request persons other than the above-mentioned to pick up their child(ren) from Beatty Buddies care, the staff must be notified *in advance, in writing of the identity of the person. As an added precaution, the staff will request picture identification if the person is unknown to the staff on duty.*

Custodial parents may provide a list of persons that have may pick up their child without notice.

Parents are responsible for the care of their child(ren) once they are signed out from Beatty Buddies.

Departure time is a busy time of day because of "tidy-up time," parent-staff communication, staff closing rooms, etc. It can be confusing and disruptive for the children, the parents and the staff. For safety and program support, parents should:

- assist their child(ren) with tidy-up or allow the child(ren) enough time to follow through with tidy up.
- avoid long discussions with staff and set up appointments when necessary.
- supervise and assist their child(ren) in the hallway and around the cubby area

- avoid long discussions (i.e. with other parents) that may occur in the classrooms, doorways and hallways. Please continue conversations outside of the daycare.

SAFETY GUIDELINES:

- **Do not block doorways, as it obstructs staff view of those entering or departing the rooms.**
- **Do not leave children unattended**
- **Please follow staff instructions**
- **Please follow all safety instructions**

Beatty Buddies closing time is 6:00 pm. Parents are asked for their cooperation in picking up their child(ren) prior to this time. Parents should notify the staff if they are going to arrive after 6:00 pm.

Emergency Contact

An emergency contact is a person who can be available to pick up the child(ren) in the event of an emergency, accident or illness, when parents cannot be reached. Parents must provide the emergency contact(s) name, address, and telephone number(s) and update as required. An emergency contact must live and/or work in the Toronto area. **Emergency contacts must be informed that they are listed on the Beatty Buddies emergency form, and of their obligations as an emergency contact.**

Beatty Buddies Daycare cannot release children to anyone who is not listed on the emergency form, except the Children's Aid Society or the Catholic Children's Aid Society.

Staff will not release a child to any person(s) who appears or is:

- under the influence of drugs or alcohol and appears unable to care for the child(ren)
- physically abusive, violent, and appears to be a danger to themselves or others (**911 will be contacted immediately**)
- under the age of 16 years without agreement and consent of the Managing Director and / or any person that appears unable to care for the child(ren).

Staff will notify the Managing Director or designate for direction and assistance.

Late Arrival Policy

Beatty Buddies Daycare closing time is 6:00 pm. The Late Fee Policy is to ensure that all families adhere to the hours of pick up as required for reasons including:

- a) children need reliable routines to be consistent as part of their health and wellbeing and promotes a sense of safety and security
- b) staff are able to leave the daycare on time for their own personal responsibilities
- c) Beatty Buddies Daycare adheres to permitted hours as per tenant agreement with the Toronto District School Board
- d) Beatty Buddies Daycare adheres to insurance agreement

Beatty Buddies Daycare staff and administration understand that there are circumstances beyond a parents' control. In these circumstances parents should make an effort to call Beatty Buddies to let them know that they may or will be arriving late to pick up their child (ren).

REVIEW: If it is determined by staff that there is a pattern of a late pick up by a family, the information will be shared with the Managing Director. There will be a penalty notice to adhere to the policy to come on time a penalty fee of \$50 up to \$100 will be added to the fees. If there is a second penalty notice and financial penalty required, the Board of Directors will be notified immediately and it will be determined if the program is able to meet the needs of the family.

Procedures for parents and or caregivers that arrive after 6:00 pm

- 1) Beatty Buddies staff will present a **Late Notice with the time of arrival** . This information will be recorded and reported to the Managing Director.
- 2) The information will be reviewed and Fees may be applicable to one or more than one of the following reasons:
 - a) ✓ there is more than one Late Arrival form collected in a year
 - b) ✓ the late arrival is more than 10 minutes
 - c) ✓ the late arrival is an early closing day during the holiday season
- 3) An invoice will be prepared by the Managing Director noting fee owing or waived with a penalty notice. The fee will apply to Daycare fees and be subject to the same late fee payment penalties.

In the event of a child left remaining at the centre at 6:00PM and a parent has not called warn staff that they will be arriving late, Beatty Buddies staff are required to:

1. make all efforts contact the parents and then the emergency contacts listed on the children's emergency form
2. If there is no response and or contact as of 6:15pm, it will be assumed that an emergency or accident has prevented contact.
3. The staff must then contact the Beatty Buddies Daycare Managing Director for direction.
4. The Children's Aid Society and or Catholic Children's Aid Society will then be contacted for instruction.

Beatty Buddies Daycare may not release children to anyone who is not listed on the emergency form, except the Children's Aid Society or the Catholic Children's Aid Society.

Volunteering at Beatty Buddies

If someone wishes to volunteer at Beatty Buddies, **the person must attend a volunteer orientation, review policies and procedures as required and *carefully read and sign the Volunteer Agreement before they may participate program.*** It is the responsibility of the volunteer to speak to the Program Supervisor or Managing Director if there are any questions or concerns regarding the agreement.

Please note that volunteers are not counted as staff in Beatty Buddies Daycare.

Babysitting/Personal Relationships

There are occasions when parents may:

- Direct a request to a casual staff /student/volunteer to babysit their children
- Develop personal relationships with staff outside the daycare centre

Beatty Buddies Daycare is not responsible for any babysitting agreements and/or personal relationships outside the daycare centre. If there are questionable relationships, agreements that arise as a result of the above-mentioned that appear to interfere and/or create a conflict of interest with employment/ duties /signed agreements/or obligations of an (RECE) constituting misconduct as per the Code of Ethics and Standards of Practice of the Ontario College of Early Childhood Educators could result in disciplinary action including dismissal or termination of employment/ student volunteer agreements.

Reference:

Standard V: Professional Boundaries: Dual Relationships and Conflicts of Interest: College of Early Childhood Educators | Code of Ethics and Standards of Practice | July 2017
College of Early Childhood Educators | Code of Ethics and Standards of Practice | July 2017

Toys and Personal Effects

Parents should clearly label their child's things with the child's name. The staff and Board of Directors *are not responsible for lost or damaged personal property left-kept at Beatty Buddies Daycare.*

Knapsacks, Lunch Bags and Book Bags

Knapsacks, lunch bags and book bags must be clearly labelled for children's personal effects. They help keep everything together and fit neatly into cubbies and on hooks. To encourage a child's independence skills, parents should look for a knapsack or book bag that is not too difficult for children to manoeuvre or carry.

Note: Parents should check knapsacks and book bags-daily to make sure that they are tidy and in order. Often items that are thought to be missing are hiding in the bottom of the bag.

Caution: Checking knapsacks ensures your child is not carrying items that may cause harm to themselves or other children in the daycare or Earl Beatty Public School.

Cubbies

Toddler-Preschool-Preschool Plus Programs

Each child is assigned a cubby or hook for personal belongings. In the junior preschool room, children are also assigned baskets for diapers and diaper wipes. Parents and children are asked for their cooperation in keeping cubbies and hooks tidy and clean.

Before and After School Programs

Cubbies, hooks and assigned coat+ knapsack areas for kindergarten (am/pm) and school-age children must be used for portable knapsacks and clearly labelled lunches. Children must remove all belongings at the end of each day.

Beatty Buddies Daycare Behaviour Guidance and Support

Ontario Regulation 137/15

48 No licensee shall permit, with respect to a child receiving child care at a child care centre it operates or at a premises where it oversees the provision of child care,

- a) corporal punishment of the child;
 - b) physical restraint of a child, such as confining a child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent
 - c) locking the exits of the 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;
 - d) use of harsh or degrading measures or threats of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self respect, dignity or self worth
 - e) depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
 - f) inflicting any bodily harm on children including making children eat or drink against their will
- .O.Reg.126/16,s.34.

Intent

This provision forbids corporal punishment and other harmful disciplinary practices to protect the emotional and physical well-being of children. These practices are never permitted in a child care centre.

Young children benefit from an affirming approach that encourages positive interactions with other children and with adults, rather than from a negative or punitive approach to managing unwanted behaviour.

Self-Regulation

Basic Concept – Self-regulation

Self-regulation allows children to manage their energy, emotions, behaviour and attention in ways that are acceptable in social situations and that support the achievement of positive goals; this ultimately supports positive relationships, learning, and their overall wellbeing.

Self-regulation allows children to effectively deal with stressors (e.g. noise, light, movement or scary situations) that deplete energy. The depletion of each child's energy reserve in stressful situations is unique to each child (some children will have to work harder than others to perform the same task) (Shanker, 2009, 2010, in press).

Children need the opportunity to explore their environment and discover their capabilities. This involves testing limits and experimenting with social interactions. This experimentation often results in behaviour

that adults may find unacceptable because they exceed set rules, or endanger the safety of the child or others. Given that these situations will occur, we have appropriate behaviour guidance strategies for enabling children to redirect their behaviour through self-regulation.

Behaviour Guidance and Support Policy

This policy applies to all staff, students and volunteers in direct contact with the children in Beatty Buddies Daycare. The Behaviour Guidance and Support Policy is centered on the commitment to supporting and caring for children and their families based on their individual needs and development. We support how children need the opportunity to explore their environment and discover their capabilities. This involves testing limits and experimenting with social interactions. We support children's learning to understand the social and cultural rules expectations and ways of behaving. Social learning can be challenging for children as they develop and understanding about right and wrong, rights and responsibilities, ethics and social justice. Beatty Buddies believes that all behaviour is an expression of feelings or needs and shall be recognized as such.

Influences that affect Children's Behaviour:

- Age and development
- General health and well - being
- Relationships with staff, students, volunteers, visitors, families and other children
- Play and learning environments which include physical settings the weather time of day activities and level of interactions
- External factors such as family home life, school or peer group experiences or media coverage of traumatic events

Behaviour guidance is not a method of compliance but positive guidance strategies and guidelines that are developed to:

- Encourage acceptable forms of behaviour by using strategies that build children's confidence and self esteem
- Provide children with support guidance and opportunities to manage their own behaviour
- encouraged to interact and communicate in a positive way and support their ability to self regulate.
- promote collaborative approaches to behaviour guidance between staff, families and or external agencies

Behaviour Guidance Strategies and Guidelines

Behaviour Guidance techniques that reflect best practices:

- policies and practices that are followed and updated to support children, staff and families to feel safe
- planning the environment to include the meet the needs of all of the children
- An environment provided where children staff and parents work/play cooperatively, express their feelings appropriately and have the skills/knowledge to find solutions
- an environment facilitating and scaffolding new skills
- adults using authentic language to reinforce appropriate behaviour
- A workplace where staff have access to professional development

- An environment supporting staff and parents understanding the learning process as children make gains toward a new skill through observation, documentation and reflection

The professional staff to:

- Value children as capable and competent individuals who can communicate their ideas, concerns and feelings. Responding through dialogue; respecting and listening to children and to each other
- Observe document and understand children's present level of skills for the purpose of setting and supporting social-emotional developmental goals
- Remember what might work for one may not work for all
- Provide opportunities for children to practice skills in a safe supportive learning environment
- Establish and maintain resource rich environments that provide space toys and equipment for social play
- See behaviour situations as learning opportunities and engage children through conversations to:
 - Confirm feelings
 - Respect diversity
 - Collaborate with one another in order to find possible solutions
- Establish and maintain a predictable consistent daily routine with a balance of self-selected and adult supported activities, providing children with a sense of control of their chosen play, activity, rest
- Set clear simple rules that are age appropriate. Older children can be involved in the process by creating and discussing rules and limits
- Plan, anticipate and communicate transitions for the children
- Respect family diversity and collaborate with families to establish and support their child's emotional and social development
- Respect children personal space and role model appropriate behaviour
- Role model and monitor personal self-regulation

Follows as per the Ontario Child and Early Years Act Regulation 137/15 see regulation pg 34 ~~does not~~

Any incidences involving any prohibited practice are considered abusive and will be reported to the appropriate Child Welfare authority.

Intent

This provision forbids corporal punishment and other harmful disciplinary practices to protect the emotional and physical well-being of children. These practices are never permitted in a child care centre.

Young children benefit from an affirming approach that encourages positive interactions with other children and with adults, rather than from a negative or punitive approach to managing unwanted behaviour.

Communication Strategy for Extra Support

Beatty Buddies promotes a positive approach to supporting all children. We believe in working with families to develop strategies and share information about likely stresses for the child and establishing a shared set of expectations (guidelines) for stressors that may not be easily understood.

The staff and parents may develop an individual plan using the Individual Support Plan guidelines.

Staff may also require and/or request specialized training. See Staff Training and Development Policy

While staff are aware and respect individual children's and families' backgrounds and beliefs, it may be necessary to balance the individual needs of the stakeholders with staff knowledge of developmentally appropriate practices and current best practice recommendations from recognized authorities.

Staff who are implementing plans for children that display or identified with behaviours and/or challenges that are "beyond the scope of care," it is important that it be managed in a careful manner. It is vital to respect the rights of all concerned and to seek further advice when and where appropriate.

**inappropriate behaviour: defined behaviour that threatens the physical, emotional and social wellbeing of the child, other children and/or staff in Beatty Buddies.*

Procedures For Identifying "Beyond the Scope of Care"

If there are concerns regarding a child's behaviour or social, emotional, physical or cognitive development, the following procedures are followed:

- The staff documents observations made by the parents, staff and volunteers (confidential). There will be a meeting with the parents to discuss the observations and plan strategies regarding the concerns (e.g., if a child appears to have sight or hearing difficulties, it is recommended for the child to see their family doctor or optometrist, or an outside agency may be discussed).
- The staff and parent(s) will continue discussions to help the child. All discussions are documented and kept on file in Beatty Buddies Daycare.

Some difficulties a child may experience are beyond the scope of the staff and parent(s). In these situations, appropriate agencies are accessed for guidance and assistance.

Beatty Buddies makes every effort to serve the parents and children enrolled in the program; however, there are exceptional circumstances where Beatty Buddies Daycare is unable to meet a child's needs. The Board of Directors reserves the right to suspend a child temporarily with conditions or permanently as the situation may warrant. The parent(s) are informed of the decision in writing and if possible an alternate arrangement is suggested. The parent(s) are given up to one month's notice depending on the severity of the situation, to arrange suitable care for their child. Confidentiality is respected throughout this difficult time.

Parents please note and respect: Professional Guidelines for Staff

Staff will display a professional attitude while in Beatty Buddies Daycare. Staff will keep the following points in mind at all times:

- Never discuss a child when another child is present.
- Never discuss a child within his/her hearing.
- Do not discuss one parent's handling of a situation with another parent.
- Do not talk among yourselves in the playroom or playground. The needs of the children are the focus during playroom supervision.
- Do not leave children unsupervised when indoors or outside, even for a few minutes.

In the event that children experience or display extreme behaviours, where they appear to be a danger to themselves or others (including vandalism of public or private property) staff are directed to notify the parent(s) immediately. The parents will be asked to:

- pick up the child at the immediate location
- make arrangements to pick up the child at the immediate location

If the staff cannot locate the parents, the emergency contact is notified and expected to make the above arrangements. **Please note:** all efforts are made to avoid this extreme measure.

The parents, the staff and the Managing Director will meet within 48 hours of the incident to discuss and assess the situation. This meeting is documented and reported to the Board of Directors as soon as possible.

In the case of a repeat incident with the same child, the Board of Directors will be notified immediately and consulted for possible options. The parent(s) will be notified in writing as soon as possible of these options. Confidentiality is respected throughout this difficult time.

If Beatty Buddies Daycare is unable to accommodate the child's needs or the family circumstances, the procedure will include the following:

- documentation of meetings with parents and use of support services
- notification of the Children's Services consultant
- notification of the Board of Directors
- referral to other services

Food

The children in the toddler and preschool groups are provided two wholesome snacks each day, in addition to a well balanced hot lunch. The children in the before and After School or After School only Kindergarten and School Age Programs are provided a hot lunch on when they are attending Beatty Buddies for the Winter Break, March Break and Summer programs.

The children in the school age and kindergarten (am/pm) program are provided with a nutritious late afternoon snack. On holidays and professional activity days an early morning snack is also served. The kindergarten and school age children bring their own packed lunch during school days and designated school PA days.

The *Child Care and Early Years Act* requires the staff at Beatty Buddies to make sure all children are served well balanced lunches and snacks. The children are encouraged to feed themselves and try everything that is served or sent in by the parent.

Beatty Buddies Bagged Lunch Policy

This Policy applies to PA day and full days for Beatty Buddies Kindergarten and School Age children.

Beatty Buddies Daycare promotes the healthy development of all children, recognizing the importance of a balanced diet. Keeping with this requirement when bagged lunches are necessary, the responsibilities are as follows:

Parent and Guardian's Responsibilities

- Parents are encouraged to follow Canada's Food Guide for information on nutrition and healthy eating.
- Review and adhere to BB nutrition policy
- Parents are required to ensure the medical information on their child's registration is up to date, noting if the child has allergies or food intolerances.
- BB promotes a nut-free environment and we ask parents not to pack anything containing nuts (including foods that "may contain nuts") in your child's lunch.
- Pack lunch to ensure food safety ie put food into containers and ice pack that will keep lunch fresh

Staff Responsibilities

- Staff will support parents by directing them to resources such as the Canada Food Guide and BB nutrition policy when preparing their child's lunch.
- Staff do not refrigerate the lunches
- Staff will ensure that food surfaces have been cleaned as per BB sanitary guidelines
- Staff will ensure to wash their hands before assisting children with their lunches
- Staff will ensure children will wash their hands prior to and after eating lunches
- Staff will monitor lunches to ensure food does not contain nuts
- Staff will notify parents if concerns arise regarding nutritional adequacy and or presence of allergens
- If a child forgets to bring a lunch or allergens are present BB will have extra food on hand to supplement
- Staff will ensure that children with food allergies and life - threatening allergies are recorded and posted in every room the programs operate
- BB staff will not allow children to share lunches

Menus

Families can view monthly menus posted outside of each of the classrooms and view on the catering website. Menus or ingredient lists can be requested at any time by families. For children with allergies, religious or cultural food restrictions or special diets, catering staff and Beatty Buddies trained staff will monitor and supply appropriate food.

Caterer

The food is catered by daycare catering specialists. The menu reflects the nutritional guidelines of *Canada's Food Guide*. Staff welcome phone calls from parents to answer any questions or concerns regarding the menus or ingredient lists.

For children with allergies, religious or cultural food restrictions or special diets, the catering staff do their best to monitor and supply appropriate food. **It is the responsibility of the parent to inform the Managing Director in writing, prior to admission to Beatty Buddies, of any food restrictions.** If a child is already enrolled in the program, the staff require a minimum of 48 hours notice. This allows time for the staff and catering company to plan and prepare.

If there are children with food allergies, parents and children will be asked for their cooperation with any precautions or guidelines as instructed by the supervising staff. Cooperation between the staff, parents and children helps to keep risks to a minimum.

There may be occasions where some allergies or food restrictions may not be accommodated for reasons beyond our control. In this case, you may be asked to provide supplements for lunches and or snacks.

For health and safety reasons, Beatty Buddies Daycare does not allow parents and children to bring food into the centre, with the exception of kindergarten and school-age children's packed lunches.

Food and Nutrition Policy

Rationale

A 2010 study by the Dietitians of Canada concluded, "Well-nourished children are better prepared to learn, be active, and maintain a healthy lifestyle into adulthood." Schools and ECE environments like Beatty Buddies Day Care have a responsibility to educate children about nutrition and health while also fostering good eating habits.

Scope

Beatty Buddies' Day Care Food and Nutrition Policy extends to all areas within Beatty Buddies Daycare where food and beverages are available, including the following:

- classrooms (e.g., scheduled snacks and meals, food experiences, food sampling, celebrations, teaching tools/rewards)
- community functions (e.g., activities, holiday concerts, etc.)
- emergency food supplies

The food and nutrition policy reflects the importance of positive role modelling and therefore applies to:

- children
- daycare staff and volunteers

Commitment

Beatty Buddies Daycare will promote and sustain a healthy nutrition environment to improve the nutrition intake of Beatty Buddies children, encourage healthy eating practices, and contribute to the prevention of chronic disease. Beatty Buddies will strive to promote a holistic approach to food that enhances the interconnection between our food, our planet and our bodies. The policy regulations are listed below.

Goals

In accordance with and in addition to the guidelines and legislation set out by all municipal and provincial authorities, Beatty Buddies Daycare will:

- offer only healthy, nutritious meals and snacks with a focus on whole, unprocessed foods
- ensure cultural diversity and special dietary needs are respected and supported
- help children understand the connection between healthy food, healthy bodies and a healthy planet, thereby empowering them to make wise food choices
- have safe food practices and an allergy-safe environment
- promote strategies to involve students, families and the community in healthy eating education, program development and implementation
- encourage all Beatty Buddies staff to model healthy eating behaviours
- review progress and effectiveness of this food and nutrition policy every 3–5 years through a parent survey

Regulations

Healthy, nutritious meals and snacks with a focus on whole, unprocessed foods

- Fundraising: give priority to non-food items or foods with maximum nutritional value when raising funds.
- Beverages offered: no beverages with minimum nutritional value will be offered. A water promotion plan that makes water freely available and accessible throughout the day will be in place and carried out.
- Use of food as reward: food will neither be given as a reward nor withheld as a punishment.
- Classroom celebrations: if food is used as part of a celebration, those with maximum nutritional value will be emphasized.
- Satiation: children should not be required to clear their plate. Emphasis will be placed on wise food choices. Understanding portions, waste reduction as well as deepening their understanding of how much food they need and when there are satisfied.

Ensure cultural diversity as well as special dietary needs are respected and supported

Meal planning should be inclusive of different cultures, as well as dietary restrictions. Food and food-related activities should be an opportunity to learn more about our diverse community.

Help students understand the connection between healthy food, healthy bodies and a healthy planet

- Review curriculum to ensure information related to food and nutrition is consistent and up-to-date.
- Create a resource guide for increasing food literacy ideas.

- All classroom education will reflect the key messages from *Canada's Food Guide*, as well as alternate food paradigms.
- Consider food-related learning opportunities for outings and special events during summer and holiday programming.
- Encourage staff members to learn more about food literacy and nutrition.

Allergy-safe environment

Beatty Buddies Daycare is committed to providing a safe environment for children with food allergies and sensitivities. Refer to the Beatty Buddies Daycare anaphylaxis policy.

Family and community involvement

All Beatty Buddies newsletters, communication boards and blogs will include a monthly nutrition tip for school community members. Opportunities for Beatty Buddies community to learn together about food and nutrition will be encouraged.

Staff as positive role models

Staff are encouraged to refrain from eating foods of minimum nutritional value when children are present.

Review progress and effectiveness of Beatty Buddies Daycare food and nutrition policy

Beatty Buddies shall draw on the recommendations presented in Beatty Buddies parent and staff reports from April 2011. These reports provide a framework for adhering to the policy and regulations set out in this document. These recommendations need to be prioritized and an action plan created. Progress, effectiveness and ultimately parent/children and staff satisfaction shall be surveyed every 3 to 5 years.

Governance

The Board of Directors will monitor the progress of the policy annually.

Definitions

Healthy eating

Healthy eating can be defined as the amount and variety of safe and culturally appropriate foods needed to provide the body with all the nutrients required, in adequate proportions. Nutrition is a major environmental influence in physical and mental growth and development in early life. Healthy eating contributes to the physiological, mental and social well-being of individuals and should be an integral part of daily student life

Foods with maximum nutritional value

These foods:

- are part of the four food groups in *Canada's Food Guide*
- are higher in nutrients needed for optimal growth and development (e.g., iron, vitamin D, C, A, protein, calcium)
- are higher in fibre (for grain products, whole fruit and vegetables)
- are lower in unhealthy fats (e.g., saturated and trans fats)
- usually contain little or no added salt and sugars

Foods with moderate nutritional value

These foods:

- contain lower amounts of essential nutrients and fibre

- may be higher in unhealthy fats, added sugars or salt compared to those with maximum nutritional value

Foods with minimum nutritional value

These foods:

- contain low amounts of essential nutrients and fibre
- are too high in unhealthy fats
- are high in added sugars or added salt
- are usually not part of any of the four food groups; Canada's Food Guide recommends limiting foods and beverages high in calories, fat, sugar or salt

Food literacy

Food literacy refers to the degree to which people are able to obtain, process and understand basic information about food in order to make appropriate health decisions. Food literacy encompasses understanding labeling on food, provenance and knowledge of nutrition.

Sleep Monitor Policy

For all children who attend Beatty Buddies program and regularly sleep at the premises, Beatty Buddies will ensure that:

- children will be assigned to individual cots in the sleeping area or room as necessary based on information documented from parents and planning - observations from staff regarding child's development needs
- cots will be labeled and be assigned an area based on the cot assignment table
- a cot assignment list and table will be posted and followed each day
- there is sufficient light in the sleeping area or room to conduct direct visual checks.
- Cots will be placed so that there are clear aisles and unimpeded access for both adults and children on at least one side of each piece of napping and resting equipment.
- Cots will be placed directly on the floor and must be stacked when not in use.
- Children's head will be uncovered during sleep time.
- All toddlers and preschool children will sleep with footwear on to ensure safe evacuation for emergencies.
- Separate bedding will be provided for each child in care.
- Bedding will be washed weekly or as necessary
- a staff person will perform a direct visual check of each sleeping child by observing / checking for indicators of distress or unusual behaviours and log according to the "BEATTY BUDDIES SLEEP MONITOR SCHEDULE FORM "

FORM REQUIREMENT: HERE MUST BE A MINIMUM OF 2 CHECKS TO BE DONE AT LEAST ONCE IN FIRST HOUR AND ONCE IN SECOND HOUR. THIS ALSO INCLUDES CHECKS AS NEEDED OR REQUIRED I.E CHILD IS NOT FEELING WELL SHOULD BE MONITORED CLOSELY

Communication with Parents

(a) parents will be consulted respecting a child's sleeping arrangements at the time the child is enrolled Beatty Buddies program and at any other appropriate time, such as at transitions between programs or rooms or upon a parent's request;

(b) parents will be advised of Beatty Buddies policies and procedures regarding children's sleep;

(d) the observance of any significant change in a child's sleeping pattern or behaviours during sleep will be communicated to parents and will result in adjustments to the manner in which the child is supervised during sleep.

Guidelines for Ill Children, Staff and Volunteers

The following sign and symptoms generally indicate a person is ill. Children or staff who arrive with any of the observed signs/symptoms will not be admitted into Beatty Buddies until diagnosis from a physician and/or physician note; or sign/symptoms have disappeared. Children or staff who develop these symptoms during the day will be isolated and sent home as soon as possible.

Isolation and exclusion criteria guidelines from the public health department are used as a way to help prevent the spread of infection/illness at the Beatty Buddies Daycare.

Sign and Symptoms

- coughing, wheezing, difficulty breathing
- diarrhea
- discharge from eyes, puffy red eyes
- elevated temperature
- fever with rash
- high-pitched crying or screaming
- rapid breathing (faster than 40 breaths per minute)
- uncommon paleness or flushed face
- unexplained rash or open bleeding sores
- unusual behaviour, sleepiness, irritability, inconsolable crying
- vomiting
- weak cry

Guidelines for Ill Children Policy

Managing infection and illness requires teamwork from Beatty Buddies staff, the parents and the Public Health Department. Communication and cooperation reduces the frequency and severity of infection and illness in a daycare centre.

It is the responsibility of Beatty Buddies staff:

- to regularly observe and identify the child that needs attention
- to communicate with parents and provide direction/instruction as necessary
- to keep a general log of illness in the daycare group that may indicate any patterns of illness that may need to be reported to the management team
- to follow Toronto Public Health guidelines/reporting procedures
- to be a resource for Health Information and refer/report to Toronto Public Health as necessary

It is the responsibility of the parents:

- to keep their child home if there are general signs / symptoms of illness and seek medical attention for their child as necessary
- to make arrangements to have their child picked up from Beatty Buddies Daycare when directed by Beatty Buddies staff and seek medical attention as necessary

- to stay informed of any directions/ guidelines to help minimize/prevent the spread of infection/illness at Beatty Buddies Daycare
- to communicate signs / symptoms / diagnosis of child’s illness to Beatty Buddies staff for up to date records of illness in Beatty Buddies
- to follow instructions of the physician/pharmacist regarding diagnosis and treatment
- to provide required documentation from medical practitioner to staff and complete any required forms/medication as prescribed to be administered to child
- see anaphylaxis, asthma diabetes policy regarding medication and management
- be aware of any Health Alerts posted – communicated by Beatty Buddies and follow instructions

Toronto Public Health Guidelines are used as a way to help prevent the spread of any communicable disease, infection/illness at Beatty Buddies Daycare. When a child is sent home from Beatty Buddies due to infection/ illness, the reporting staff must complete Beatty Buddies Signs/Symptoms of Ill Health form to be signed by the parent, the reporting staff and Beatty Buddies management team person. This form will be kept in the child’s file and may be copied for parents upon request.

Any parent that refuses or appears to refuse to seek medical attention for their child that may be deemed necessary for the health and wellbeing of the child will be reported to Children’s Aid.

Toronto Public Health Guidelines require Beatty Buddies Staff to report communicable diseases to the Central Communicable Surveillance Unit. The diseases reportable to the Toronto Medical Officer of Health as per Ontario Regulation 5559/91 and amendments under the Health Protection and Promotion Act are provided to Beatty Buddies Daycare. The information may be available to parents upon request.

Public Health information is also available through the Toronto Public Health website at www.toronto.ca/health.

Roles and Responsibilities of Beatty Buddies Staff and Volunteers, Parents and Public Health

Managing infection and illness requires teamwork from Beatty Buddies management team, staff, parents and the Public Health Department. Communication and cooperation reduces the frequency and severity of infection and illness in a daycare centre. Infection and illness management begins with the following:

- understanding the roles and responsibilities of those involved
- following guidelines for ill children and staff
- following and maintaining correct infection control and sanitary practices

Beatty Buddies Management

- develop and update as needed or required infection prevention and control measures and sanitary practices policies and procedures to meet three protocols as per Ontario Public Health Standards
- ensure staff and volunteers are provided in service training of the procedures prior to working in Beatty Buddies and annually or as necessary to incorporate best practices and adhere to policy and procedures
- ensure parents of children enrolled in Beatty Buddies Daycare are informed, understand and adhere to the policy and procedures (see sample Health Alert)
- collect up to date health and immunization records and keep on file as per requirements
- provide up to date information to parents of children enrolled in Beatty Buddies Daycare as needed or required

- promote and support a workplace environment for staff, volunteers to recognize personal illness and taking time as needed/required for recovery
- ensure equipment and furnishings are maintained and clean condition and kept in a good state of repair
- ensure guidelines of possible ill / infectious children and staff are adhered to
- to develop and maintain surveillance of communicable disease/health logs
- to report to Public Health as per guidelines
- respect and maintain confidentiality of children, parents and staff

IMPORTANT: It is not the responsibility of the management team to diagnose illness and infections

Staff

- show awareness and understanding of specifics of work activities and duties
- are trained in safeguarding the health and safety of children and personal protection measures
- review updated information annually or as necessary or required to ensure best practices
- encourage and support best practices within the staff and volunteer team
- educate, promote, and role model best practices with children and parents in the program
- Identify children who need attention through regular observation and communication with the parents
- recognizing personal illness and taking time as needed/required for recovery
- ensuring appropriate steps are followed regarding guideline of Public Health Information Management of illness and infection
- Keeping informed of illness/infection information/
- upgrading first aid/CPR as needed or required
- respecting and maintaining confidentiality of children, parents, staff and volunteers
- assessing risk when performing activities and providing care *see routine practices
- to report possible infection/ illness to management as per guidelines
- to report possible infection/ illness to parents as per guidelines
- respect and maintain confidentiality of children, parents and staff

IMPORTANT: It is not the responsibility of Staff to diagnose illness and infections

Parents

- Following guidelines/directions of Beatty Buddies staff and the Health Policy as necessary.
- Recognizing their child's illness and communicating with the Beatty Buddies staff

IMPORTANT: It is not the responsibility of parents to diagnose illness and infections

It is the responsibility of the parents to seek medical attention for their child and follow instruction/direction of the physician/pharmacist regarding diagnosis and treatment.

Public Health Department

- Providing information and direction regarding infection/illness management to Beatty Buddies Daycare to initiate preventive measures as necessary.
- Providing consultation related to preventive practices.
- Acting as a resource for health information and referrals.

Adults and children can be infectious before the signs and symptoms of illness appear. It is very important to practice good infection control and sanitary practices at all times. It is the role of the Managing Director and Program Supervisor and staff to ensure there is strict adherence to Infection prevention and control procedures and Sanitary Practices.

Other Important Health Information

Immunization Requirements for Children

Under the Child Care and Early Years Act, Section 35 (1) of O. Reg. 137/2015 (General) requires that, every licensee shall ensure that before a child is admitted to a child care centre, the child is immunized as recommended by the local medical officer of health.

All children who attend child care centres should be immunized according to Ontario's Publicly Funded Immunization Schedule.

Immunization Exemptions

Exemptions are to be documented and kept in the child's file:

1. For medical exemptions, a legally qualified medical practitioner must provide medical reasons in writing as to why the child should not be immunized.
2. For religious or philosophical exemptions, a parent who chooses not to immunize their child, "on the ground that the immunization conflicts with the sincerely held convictions of the parent's religion or conscience" can submit their objections in writing.

NOTE: If there is an outbreak or case of a vaccine preventable disease (e.g., measles), children and staff who are not up-to-date with their immunizations may be excluded from Beatty Buddies Daycare to minimize the risk of spreading the disease as per direction of Public Health.

Managing Outbreaks

All child care centres are legally responsible for reporting outbreaks to their local public health unit. Once the outbreak has been reported, Beatty Buddies Daycare administration is required to:

- follow all Toronto Public Health (TPH) recommendations and expectations
- Provide TPH with the necessary information pertaining to children and staff
- communicate necessary information to the families of children attending Beatty Buddies as directed by TPH

Sample

ALERT

ATTENTION PARENTS AND VISITORS

DATE : January 27, 2017

HAND FOOT AND MOUTH DISEASE

Please monitor your child for symptoms:

- Fever
- Loss of appetite
- Sore throat, small painful mouth ulcers
- A rash , small blisters or spots on hands, feet and mouth
- Headache

Transmission:

*Contact with stool, saliva, nose and throat secretions or fluid from blisters
of an infected person

*Indirect contact with contaminated toys, objects or surfaces

Infectious period:

For duration of illness and up to several weeks after the onset of illness

Does Your Child Need to be excluded?

No if your child feels well enough to participate in the program

THANK YOU FOR YOUR COOPERATION

Hand Hygiene

Hand hygiene refers to any hand-cleaning action and is an integral part of Routine Practices. Several studies demonstrate that hand washing in child care centres significantly reduces diarrhoeal and respiratory illness.

Expectations:

- staff, visitors, parents and children must clean hands as per Toronto Public Health Guidelines
*see TPH instruction guideline posters located in Beatty Buddies rooms
- Children are taught hand hygiene by Beatty Buddies staff teaching through the program and role modelling
- Parents and staff supervise children and ensuring they are following correct procedures
- hand washing must be carried out when hands are visibly soiled
- staff, visitors, parents and children must clean hands upon arrival and/or entry into any room

Open or Bleeding Injuries or Sores

Sores and skin lesions that are weeping or bleeding should be covered with waterproof bandages and clothing to protect against infection and prevent blood/body fluids from coming into contact with other children and their objects.

Broken skin (cuts, abrasions, eczema) found on staff or children should be protected from contact with blood or saliva by being adequately covered with a bandage.

Diaper Changing and Toileting

- Diaper changing and toileting must take place away from food or food preparation areas.
- Never rinse diapers/clothing soiled with stool at Beatty Buddies Daycare; this may result in environmental contamination.
- Soiled diapers must be disposed into a plastic bag (i.e. recycle bag, grocery bag, milk bag etc.) tied and disposed into plastic lined garbage container.
- Parents should provide at least one change of clothing for their child. Soiled clothing should be removed from the child, packed in a plastic bag and returned to parents for cleaning. Parents should remove it from the child(s) cubby the same day. Potties are not used at the Beatty Buddies.

Head Lice

Head lice are tiny little insects that live on the scalp. These insects lay eggs, called nits, which stick to the hair very close to the scalp. Head lice do not spread disease.

Head lice are very common in daycare centres, because the lice spread easily among children who are together in one place. Head lice are not spread because the children have not washed properly.

Head lice is spread from person to person by direct contact among children or on items such as hats, combs, hairbrushes and headphones. Head lice may or may not make a child's scalp itchy. Speak to a pharmacist or family doctor about options.

There are number of very effective treatments for head lice. All the treatments contain an insecticide that kills the lice. If a child has head lice, parents can request information from Beatty Buddies staff about options for treatment.

Staff are not required or expected to remove head lice from children. It is the responsibility of the staff to check the children in the program, report to families as needed and support families with advice about how to check or about treatment for head lice.

Prevention is everyone's responsibility. Prompt action and cooperation as necessary for successful intervention and prevention. Parents must follow instructions provided by staff as necessary.

In daycare procedure:

Staff will take the following steps if anyone in the daycare centre has head lice:

- Conduct head lice checks for one week
- Follow cleaning and sanitary routines
- Remove play clothes to the activity area until the head lice has been treated.
- Send all the children's clothing and personal stuffed toys and special blankets home to be washed by the parents.
- Inform other Beatty Buddies classroom staff to begin head lice routine
- Communicate to parents of child or children found with head lice and provide direction as necessary.

It is the responsibility of Beatty Buddies staff to check children and determine if they may return to Beatty Buddies Daycare. If there is a suspicion of head lice or if a parent informs the staff that their child has been recently treated, the staff will check all of the children in the centre. Special care is taken when the staff are checking the children's hair to ensure the children are comfortable with the procedure.

The staff will discuss with the children what head lice is in hair, how it is common and how they can help to prevent it from spreading in the group. Children with head lice will not be segregated from the group, but will be offered activities away from the couch the carpet area until they can be treated.

Their parents will be informed immediately, so they prepare to treat the child and request to pick up the child as soon as possible. Children with head lice may return to Beatty Buddies as soon as they are treated. If head lice appears not to be treated as required, the child may not be admitted into the daycare.

All parents will be informed if there is suspicion or confirmation of head lice in Beatty Buddies. The staff will provide instructions as necessary. The staff will continue to check all of the children daily and take classroom procedures until it seems that the head lice has been eliminated.

How to determine if your child has head lice

Where to look:

- Close to the scalp
- Behind the ears
- The back of the neck
- Top of the head

What to look for:

- One of the first signs is itching and scratching the head.
- Adult lice – 1mm (1/8 inch.) – are hard to see.
- The nits (or eggs) are easier to see.
- Nits are **firmly** attached to the hair close to the scalp.
- Nits are greyish white in colour and are oval in shape.
- Nits may look like dandruff but they cannot be flicked off.

How to check:

- Spend a few minutes every week checking your child's head.
- Good lighting is important.
- Look for nits by parting hair in small sections going from one side of the head to the other. Check carefully, looking close to the scalp.

If you have any questions or concerns regarding how to check for head lice, how to prevent it at home, please do not hesitate to ask for Beatty Buddies staff assistance.

Anaphylaxis, Asthma, Diabetes or other Medical Needs: Plan of Care Policy

Goals

The goals of Beatty Buddies Daycare Policy are:

- to work with parents to find innovative ways to minimize risks for the child with Anaphylaxis, Asthma, Diabetes or other Medical needs without depriving the child of normal peer interactions or placing unreasonable restrictions on the activities of the other children in the program
- to assist parents to help and teach their children to strike a balance between a necessary fear of their medical condition and an unhealthy fear of their expanding world

Objective

To provide a necessary process for dealing with anaphylaxis, asthma and diabetes in Beatty Buddies Daycare as per the *Child Care and Early Years s Act*.

Procedures

The key responsibility lies with parents and guardians of the child with anaphylaxis or potential anaphylaxis, asthma, diabetes or other medical needs and to inform and provide Beatty Buddies Daycare with all necessary details of the medical and treatment protocol as required in this policy.

An individual treatment protocol must be established by the child's allergist/pediatrician/licenced medical practitioner. Beatty Buddies Daycare will not assume responsibility for treatment in the absence of such a protocol. A copy of this must be supplied immediately to Beatty Buddies Daycare prior to enrolment or at onset of the condition to be present with the child's supervising staff and Beatty Buddies administration file along with the photo of the child. As per the health and safety of the child, Beatty Buddies staff may refuse responsibility of care of a child if the parent/guardian does not supply the required forms and or medication as per treatment protocol. This includes the required EpiPens, asthma inhalers, diabetes emergency pack or medical devices.

Parents/guardians must present a letter of explanation from their allergist/pediatrician/licenced medical practitioner if their child no longer requires the treatment protocol.

Beatty Buddies Daycare and the Toronto District School Board cannot assume responsibility for providing a peanut-free or other "allergen-free" environment.

Beatty Buddies staff, students and volunteers will be made aware of children identified with specified medical alert conditions.

All adults will be alerted that there are children enrolled in the daycare with identified with

Specified medical alert conditions (i.e., allergy alert posters, signs and symptoms alert posters)

Beatty Buddies Daycare strongly recommends that children identified with an allergy or other medical condition wear MedicAlert ID.

EpiPens, asthma inhalers and diabetes emergency packs will not be kept in a locked cupboard. They will be kept in designated first aid bags with identifiable access.

Beatty Buddies Daycare will provide lunch and snacks including special occasions with the exception of the school-age lunch program. School-age children will be asked to follow certain guidelines:

- Eat only food which each child has brought from home.
- Wash hands before and after eating.
- Do not share food, utensils or containers.
- Follow instructions for packed lunches as given by supervising staff (i.e. as given in notices to parents and caregivers and postings in the classroom).

Anaphylactic or potentially anaphylactic children or children with asthma or diabetes who are old enough should carry their emergency medication (i.e. one EpiPen, asthma inhaler, diabetes emergency pack) with them at all times and have a back-up available in the designated daycare first aid bag. It is recommended that most children are able to carry their own EpiPen, asthma inhaler, diabetes emergency pack by the age of 6 to 8 years. For children with an insect sting allergy, this would not have to be for the full year, but from March to November.

It cannot be presumed that children will self-administer their medication or treatment protocol.

EpiPens, asthma inhalers, diabetes emergency packs or other medical equipment/devices for preschool children enrolled in the daycare will be kept in designated first aid bags in the child's classroom.

Emergency Protocol

Staff should be alert to concerns/signs/symptoms of the child with an identified medical condition. The child usually knows when he/she is having a reaction or not well before signs manifest.

1. Staff stays with the child at risk at all times.
2. One person goes for help
3. Staff administers treatment protocol (i.e. epinephrine at the first sign of a reaction however slight)
There are no contradictions to the use of epinephrine for a potentially life-threatening allergic reaction. Note time of administration.
4. Call 911 as per treatment protocol guidelines.
5. Contact the child's parents or guardians.
6. Staff must follow Serious Occurrence Protocol.

Training

All staff will be first aid and CPR trained annually including anaphylaxis, asthma, diabetes awareness and demonstration of sample treatment protocol such as EpiPens and asthma inhalers, diabetes emergency treatments.

All staff including students and volunteers will be directed to review individual anaphylaxis/asthma/

Diabetes/medical alert plans and sign off prior to employment, as required as per classroom and annually thereafter.

Roles and Responsibilities

Managing Director

- Gather information from parents and guardians related to the condition including casual factors, severity of the medical condition, past incidents (i.e. severity of anaphylactic reactions and other health issues).
- Ensure that upon registration and prior to the start date that parents/guardians are requested to supply information as per required forms.
- Develop an individual plan as per information supplied by the child's allergist/pediatrician/licenced medical practitioner with parents and designated supervising staff.
- Ensure parents/guardians supply, as necessary, required medication to designated supervising staff prior to enrolment or immediately following when the child is identified if enrolled in the daycare.
- Notify all appropriate personnel (i.e., staff of Beatty Buddies, Earl Beatty office staff, Earl Beatty caretaking supervisor)
- Ensure staff annual training including first aid, CPR, emergency protocols.
- Ensure all staff including students and volunteers review individual anaphylactic/medical alert plans and emergency procedures and sign-off

RECE staff

- Attend and participate in annual first aid CPR training as required.
- Assume responsibility for treatment and ensure emergency protocol is in place.
- Display anaphylaxis/asthma/diabetes/medical alert in classroom.
- Assist with plan and reviews with Managing Director and parents/guardians.
- Ensure written plan is kept with the emergency card in the attendance book.
- Maintain open lines of communication with parents/guardians.
- Alert staff team, supply staff, volunteers to review anaphylaxis/asthma/diabetes/medical alert plan.
- Display allergy/asthma/diabetes/medical alerts as necessary outside of classroom and notify all other adults as necessary.
- Discuss anaphylaxis/asthma/diabetes/medical as necessary with the class in age-appropriate terms.
- Ensure consistent hand-washing routine as per public health guidelines.
- Facilitate communication with other parents.
- Leave information and first aid bags (i.e. emergency cards) in an orderly, prominent and accessible format for other staff and administration.
- **Ensure EpiPens, asthma inhalers, diabetes emergency packs, medical devices are easily accessible in first aid bag for designated staff to access.**
- Communicate on an ongoing basis with the parents/guardians of the child to ensure all information is up to date and alerts everyone including administration of any changes.

All staff/students and volunteers

- Review and sign anaphylactic/asthma/diabetes protocol prior to employment/volunteer.
- Review and sign individual plan and emergency procedures for children prior to employment and/or as necessary and annually thereafter.
- Attend and complete first aid and CPR training as required annually.

- Assume responsibility of asking any questions, concerns to ensure understanding/awareness of anaphylaxis/asthma/diabetic/medical alert training Beatty Buddies protocol.

Parents/guardians of children with anaphylaxis, asthma, diabetes

- Inform Managing Director prior to admission or at onset of allergy/asthma/diabetic/medical alert, if enrolled, of all details as requested and all required forms are completed as per policy.
- Ensure forms are completed by a medical practitioner immediately and that EpiPens or other required medications as per treatment protocol are supplied as required immediately and as per Beatty Buddies policy.
- Ensure child's file is kept up to date.
- Ensure an annual medical review of the child is completed with the child's allergist/pediatrician/licenced medical practitioner and all information is provided immediately as per policy.
- Provide MedicAlert ID for the child (recommended).
- Provide safe foods when necessary, including special occasions.
- Assist with plan and review with Beatty Buddies Managing Director and designated staff and provide in-service support and information as requested and as necessary to Beatty Buddies staff and administration.
- Maintain open lines of communication with Beatty Buddies staff.

All parents/guardians

- Respond cooperatively to requests, including prevention plans from daycare staff to reduce risk of allergens.
- Be alert and follow instructions as necessary as per policy including staff instructions (i.e., posted allergy signs, emergency alerts).
- Encourage children to respect daycare prevention plans.
- Ensure children follow hand washing routine as instructed by staff.
- Read and participate in any information regarding life threatening allergies/medical conditions as required.

Medication Administration Policy

Beatty Buddies staff will administer medication **ONLY** in accordance with the *Child Care and Early Years s Act*. This requires that parents provide the following:

- written authorization, including the dosage and times the medication is to be administered
- **medication in the original container, clearly labelled with the child's name, the name of the drug, the dosage, the date of purchase and instructions for storage**

Please give all medications directly to a staff member. Children should not be given medication to carry in their bags or kept in their cubby. This precaution is for the safety of all children in the centre. This policy includes vitamins and any other over the counter drops - medications.

Storage of Medication

All medications are stored in a locked medicine container. Medication are not accessible to the children and should not be left in knapsacks or cubbies. There are prescribed medications that a child may carry if there is an agreement in place between the centre and the parent. (see Anaphylaxis, Diabetes and Asthma Policy)

Discretion of the Managing Director

The Managing Director may refuse to administer medications or do procedures (i.e. insulin injections, oxygen suppositories) which the staff do not have the expertise or ability to administer.

Confidentiality

It is critically important that the confidentiality of medical information is respected and protected. This requirement is not only a professional and ethical responsibility, but is legal as well. Disclosure of hepatitis B or HIV status by a professional to an unauthorized individual is prohibited by Ontario law.

Should a child's hepatitis B or HIV status become known to the daycare, the Managing Director will take responsibility for ensuring that confidentiality is maintained. The exception to confidentiality includes discussions with the appropriate public health and medical information. Therefore, it is not appropriate to provide this information to staff or parents of other attendees of the child care centre.

If a staff member is known to be infected with hepatitis B or HIV, the Managing Director should also ensure that this information remains confidential. There is no need for any other person to know the diagnosis, except in the course of referring the staff member for medical assistance, benefits and other services. Even in these circumstances, the release of information should occur only with the written consent of the infected person.

Communication Protocol for Concerns or Complaints

Any parent, staff, student or volunteer experiencing difficulties at Beatty Buddies Daycare and wishes to address their complaint/concern is responsible for arranging and appointment by telephone or in person at Beatty Buddies Daycare with the appropriate person(s) involved to answer and/or discuss the concern or complaint and resolution. A second meeting may also be arranged.

If the concern or complaint is not resolved within the timeline agreed or within 10 working days of the discussion, it is the responsibility of either the party to contact the Managing Director to arrange a meeting. The Managing Director or designate will respond accordingly within 48 hours of the request. (please note that if the request has not received a response by email, please follow up with the Managing Director to ensure receipt of the concern).

The information shall be received in the strictest confidence and will be documented.

The Managing Director will assist the parties involved with the concern or complaint with a resolution. Timelines may be discussed if necessary. A second meeting may also be arranged.

If the parties are unable to come to a resolution within the agreed timelines or 10 working days, the Managing Director will address the concern or complaint with recommendations as resolution for all parties involved (within the policies and procedures of Beatty Buddies Daycare).

If the concern or complaint is not resolved within the recommended timelines or within 10 working days, either party or the Managing Director must take the responsibility to take the matter further through a letter of concern or complaint to the Beatty Buddies Board of Directors.

Letter of Concern or Complaint

The letter should include the following:

- name of the person writing the letter
- date
- the problem
- dates of the meetings
- any documentation from these meetings
- suggested solutions
- request to meet with the Board of Directors to discuss the problem or have a decision in writing

The letter can be hand delivered to the Managing Director or designate or emailed to the designated email address posted on the Parent Information board at the daycare entrance. The Managing Director or Board member designate will respond accordingly within 48 hours of receipt of the information (it is recommended that the person submitting the letter keep a copy for his/her personal file). (please note that if the request has not received a response by email, please follow up with the Managing Director designate to ensure the Board of Directors have received the letter of concern).

The Chair will call a meeting of The Board of Directors to meet as soon as possible to review the letter. The Board will determine if a special committee or mediator will be required to begin a review. The review will include all parties involved with the concern or complaint. Information shall be received in the strictest confidence and shall be documented.

Following completion of the review, a report will be prepared for the Board of Directors to determine recommendations and/or a final decision in writing within the policies and procedures of Beatty Buddies Daycare in response to the letter of complaint/concern. This process should be accomplished within 20 working days upon receiving the letter of complaint/concern.

The telephone numbers and/or the personal addresses of the Board of Directors will not be released at any time. Individual Board members will not discuss the letter of concern or complaint to any person(s) outside of the official Board of Director's review.

All person(s) should respect that the Board of Directors are volunteers, of Beatty Buddies and use their personal time to fulfill their duties as Board Members. There may be a delay in response to letters; patience and cooperation is greatly appreciated.

Parents, staff, students and volunteers have the right to discuss any questions or concerns regarding Beatty Buddies with the Ontario Child Care and Early Years Program Advisor. The Program Advisor name and phone number is listed on the "License to operate" posted on the parent board. Parents may request for assistance from Beatty Buddies administrative staff as necessary.

IMPORTANT: Concerns and complaints must always be discussed in a private and orderly manner. Beatty Buddies will not tolerate parents/staff/volunteers voicing concerns or complaints:

- during program time
- when staff are supervising children
- while children are present
- during a staff, volunteer or Board member's personal time or personal space (i.e. home, personal cell phone or email)
- in a manner that is threatening or demeaning to the staff, student, volunteers or other parents
- with children; they are to be discussed with staff only.
- by parents taking discipline of other children, staff or parents into their own hands.

This type of role modelling creates confusion and anxiety for children. **It is the responsibility of parents and staff to set a good example and work together to provide a safe and secure environment where every child, parent, volunteer and staff feels safe and comfortable.**

Safety/Security

Safety/Security Policy

Beatty Buddies Daycare will not tolerate:

- threats or acts of violence
- verbal abuse, swearing, name calling, degrading responses and behaviour
- any form of discrimination and harassment

from any person in association with Beatty Buddies Daycare.

Beatty Buddies Board of Directors and Managing Director reserve the right to enforce immediate disciplinary measures as the situation may warrant.

- The person may be directed to leave immediately the daycare property/premises until further notice.
- The police may be called for direction/assistance.
- Children's Aid may be called for direction/assistance.
- The Managing Director will document and report the incident immediately to the Chair of the Board of Directors, the Ministry Licencing Specialist, police and Children's Aid as necessary.

The Managing Director and Board of Directors will meet within 48 hours to discuss and assess the incident/situation. The discussion will include:

- seriousness of the offence
- actual or potential risk/harm to child(ren) or adult(s)
- past documentation
- frequency of occurrence
- previous disciplinary action taken

The decision may include an investigation by the Board of Directors; a verbal warning; a written warning; or a withdrawal from program, either immediate or with notice. The person(s) involved will be given 10 working days to discuss/appeal the decision of the Board of Directors. *(See also Child Abuse Reporting and Respect in the Workplace)*

Lost Child Procedure

The staff member or caregiver discovering a child is missing must:

- Inform the Designated Floor Captain immediately.
- Provide a description of how the child is dressed.
- Provide information on the last time and place the child was noted to be present.
- Never leave the other children unattended to search for the lost child.

The Floor Captain will:

- Take charge of the situation.
- Notify authorities and the Managing Director immediately
- Notify the parents
- Report to the Managing Director and support investigation

The Managing Director

- Will immediately support the situation and notify any other authorities as needed or required
- Will report to the Provincial Program Advisor as per Serious Occurrence requirements
- Will report to the Board of Director Chair
- Will immediately investigate and document all information as required
- Report to the parents

Suspected Child Abuse Reporting Procedures

All suspicions of child abuse must be reported immediately to the Children's Aid Society (CAS). **DO NOT INVESTIGATE.** If you know the child's religion or ethnicity, contact the specific Children's Aid Society. If you're not sure, contact CAS.

- a) The staff member must document whom they spoke with from Children's Aid, the time they made the call, and document the information they gave to the Children's Aid Society. Staff documentation will be stored in a sealed envelope in a locked file in the Beatty Buddies Daycare office.
- b) The Managing Director/Program Supervisor or designate should be made aware of the situation, if possible.
- c) The parents will be contacted only on the advice of the Children's Aid Society.
- d) If the allegation is against a staff member the staff and the Managing Director/Program Supervisor or designate must seek the advice of CAS. If the allegation is against the Managing Director or Program Supervisor, then the staff (if applicable) and Chair of the Board would seek the advice of CAS.
- e) Contact Toronto Children's Services department within 24 hours.
- f) Prepare a serious occurrence report as per policy.
- g) Provide follow up information to either agency as necessary.
- h) When children also attend Earl Beatty Public School, the Managing Director/Program Supervisor should report the situation to the Principal if Toronto Children's Aid has been called (if applicable).
- i) The Managing Director/Program Supervisor should report the situation to the Chair of the Board, if applicable.

Accident Policy

Beatty Buddies Daycare employees are trained annually in administering basic first aid and CPR. In the event of an accident or injury, staff will immediately administer first aid as necessary. All injuries requiring first aid or not will be documented by the staff who received and or attended the accident information on the Accident Report Form. The observations and / or information received will be documented on the Accident Report. The Accident Report form will be reviewed by the Program Supervisor or Floor Captain and initialed the same day. The parent or caregiver will receive a verbal or the Accident Report the same day. The parent and / or caregiver is requested to initial receipt of the information.. The parent or caregiver may add questions or comments on the same page or email to Beatty Buddies Daycare Managing Director by email. Parents will receive a final copy on the same day or within 24 hours.

All accidents and injuries on the Accident Report Log and reviewed monthly or as needed or required by the Managing Director and reported to the Board of Directors of any concerns of health and safety. The Ministry of Education Program Advisor will may review as per licensing checklist or as required.

Accident and Injury Reporting

The child will be given immediate attention regardless of how insignificant it may seem to a staff member. All head and groin injuries are reported immediately or as soon as possible to the parent(s) and the Program Supervisor as a precaution. **The call to parents for head injuries:** will include observations of the child and the option to pick up the child for medical attention, or for a staff member to continue observation as necessary. **The call to parents for groin injuries:** will follow accident or injury “as told to staff” procedure.

All accidents or injuries, regardless of severity, are documented on an accident report. Parent(s) are notified when picking up the child and they are required to read and sign the report. A Copy of the report is provided to the parent or caregiver. All reports are logged and reviewed by staff and the Managing Director. Parents are invited to include comments on the back of the form.

All accidents, injuries or situations that require medical attention are reported verbally and in writing to the:

- parents
- Managing Director
- Board of Directors

Accident or Injury “As told to Staff”

Accident Reports are completed by Beatty Buddies Staff as they are witnessed in the program.

There are occasions when an accident or injury may not be witnessed by a staff and are told to them by the child or another person they may have been in care of such as Earl Beatty school staff, or the parent or caregiver dropping off the child in the morning. The staff will then record the information on an Accident Report as per reporting procedures.

Unknown Injury

An accident or injury that is unknown will be documented on an Accident Report as per Accident reporting procedures and noted as unknown and “as told to staff” or “as witnessed by staff”.

Questionable injuries may be reported to the Children’s Aid Society (see suspected child abuse procedures) and or may be documented as a Serious Occurrence.

Serious Occurrences In Licensed Child Care Programs

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

Operators of licensed child care centres such as Beatty Buddies Daycare work diligently to provide a safe, creative and nurturing environment for each child. In spite of all the best precautions, serious occurrences can sometimes take place.

Definition of a “serious occurrence” as per Ontario Early Years and Child Care Act

- (a) the death of a child who received child care at a home child care premises or child care centre, whether it occurs on or off the premises,
- (b) abuse, neglect or an allegation of abuse or neglect of a child while receiving child care at a home child care 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 child care premises or child care centre,
- (d) an incident where a child who is receiving child care at a home child care premises or child care centre goes missing or is temporarily unsupervised, or
- (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 well-being of children receiving child care at the home child care premises or child care centre

Beatty Buddies Daycare Managing Director or designate is required to report serious occurrences to the Ministry of Education which is responsible for child care licensing. This policy requires child care operators to post information so that parents also have access to it.

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

The Ontario government requires licensed child care centres to post information about serious occurrences at Beatty Buddies Daycare to support increased transparency and access to information,

A “Serious Occurrence Notification Form” must be posted at the in a visible area of Beatty Buddies Daycare for 10 days.

The designated area for the Serious Occurrence Posting is

BEATTY BUDDIES DAYCARE PARENT INFORMATION BOARD.

A serious occurrence does not necessarily mean that Beatty Buddies Daycare is out of compliance with licensing requirements or that the children are at risk in the child care program. The policy supports the Ontario government’s efforts to increase access to information about licensed child care programs.

Parents may direct and any questions or concerns about the posting to the Managing Director of Beatty Buddies Daycare. They may also be directed to the Beatty Buddies Board of Directors as per Concerns and Complaints Policy.

Washroom Safety

1. An adult at all times must accompany toddler and preschool children.
2. School-age children may go to the washroom in pairs.
3. For health reasons, all children must always wash their hands and flush the toilet when finished.
4. Children are not permitted to run and play in the washroom.

Washroom Policy

The Earl Beatty PS student washrooms located on the same level as to Beatty Buddies daycare are the designated “Student Only” washrooms for the students of Earl Beatty and Beatty Buddies children. The staff of Earl Beatty, Toronto District School Board trades/officials and Beatty Buddies staff only are permitted to enter the washrooms as necessary.

Beatty Buddies Daycare children must NEVER be permitted to enter a washroom or have clothing/diapers changed in or outside a washroom area in the presence of persons such as students and volunteers, visitors, Earl Beatty staff or Earl Beatty students, Board trades, Earl Beatty caretaking staff or other parents. Only Beatty Buddies Daycare approved and designated staff and the parent of the child may be present and or supervise and assist Beatty Buddies children in the washroom areas and or diaper changing routines as necessary. Privacy and care should be taken for the care and well being of the child.

The hallway girls’ washroom is the designated washroom for Preschool, Kindergarten and School age children or children requiring assistance and or supervision. Please note that when Earl Beatty girls, caretaking staff, Board trades, or Earl Beatty staff are present in the student washroom, Beatty Buddies staff and Beatty Buddies children must remain in the hallway until they have exited the washroom area. Beatty Buddies male and female staff are permitted in the designated girls’ washroom to assist and or supervise Beatty Buddies children only as necessary. At times Room 10 may also use this washroom.

The room 10 washroom is designated for children in their group ~~only~~ or at times for other Beatty Buddies children as necessary.-The designated Beatty Buddies staff washroom is designated as the diaper changing area for preschool children and an emergency washroom for Beatty Buddies staff. The door of the washroom must be closed and locked when in use by staff. Beatty Buddies Daycare staff, Earl Beatty caretaking staff, the Principal/Vice Principal or Board-operated trades are permitted only as necessary.

Designated Beatty Buddies Daycare staff, parent, student, volunteer or visitor washroom is located on the first floor of Earl Beatty Public School.

Any adult requesting to enter a washroom in the building must be directed to report to the school office or the caretaker’s office.

Any adult other than permitted staff in the student washrooms or room 10 washroom area or the green room washroom must be reported to the school office or to Beatty Buddies administration immediately. Please note that Board trades must have permission from Earl Beatty administrators, caretaking staff and or Beatty Buddies administration. Do not assume that this permission is given, even if they are able to show their Board identification. **Beatty Buddies staff must confirm this permission if they have not been notified of their arrival.**

Parents of children enrolled in Beatty Buddies program must alert a Beatty Buddies full-time staff to request permission to enter any washroom in Earl Beatty with or without their child. They must and ~~should~~ be directed to the daycare or school office if it is open. If the office is closed, a Beatty Buddies staff must check the washroom for any children and if and when the washroom is empty allow the parent to enter. The staff must supervise the doorway and not allow any children or staff to enter until the parent has come out. A daycare parent may only assist their own child in a washroom if necessary.

Fire/ Emergency Evacuation Procedures

Beatty Buddies Daycare has clearly defined instructions for emergency exits and procedures in case of a fire or emergency evacuation. Fire and emergency evacuation procedures are posted in each classroom (please ask for assistance if needed). All full-time staff are fully aware of these procedures and instruct children, students, volunteers, supply staff and parents of these procedures as necessary. Parents must follow staff instructions as necessary.

Fire drills and emergency evacuation procedures are practiced at least once a month, so staff and children are familiar with the procedures and are able to respond quickly and correctly to identified signals/alarms.

During a fire drill or emergency evacuation:

- Parents arriving must wait for attendance procedures before the child(ren) are released.
- Parents will not be permitted to enter the building until a designated staff instructs to return.
- If an evacuation is ordered, Beatty Buddies will go to the designated place of shelter and alert parents of the situation and designation via email, text or telephone. **It is vital that parents ensure contact information is kept up to date**
- Follow up communication will be provided to families about what has transpired in the emergency, how the information was relayed to the children and any relevant information about next steps

No Smoking and No Vaping Policy

As per the Smoke Free Ontario Act, the smoking of tobacco, the use of electronic cigarettes (e-cigarettes) to vape any substance, and the smoking of cannabis (medical or recreational) in enclosed workplaces, as well as other designated places in Ontario, to protect workers and the public from second hand smoke and vapour.

- **Smoking** refers to the smoking or holding of lighted tobacco or cannabis (medical or recreational).
- **Vaping** refers to inhaling or exhaling vapour from an electronic cigarette or holding an activated electronic cigarette, whether or not the vapour contains nicotine.

Smoking and vaping is prohibited in all areas of Earl Beatty Public School, including the playground area, storage areas and washrooms, whether children are present or not.

Beatty Buddies Daycare does not permit smoking and vaping during any official Beatty Buddies Daycare events, trips, excursions whether the children are present or not.

Any person who refuses to comply is in contravention of the Smoke Free Ontario Act.

Responsibility of Beatty Buddies Daycare:

- Ensure that everyone is aware that smoking and vaping is prohibited

- Remove ashtrays and any object that serves as one
- Ensure that no one smokes or vapes on the premises and/or official Beatty Buddies Daycare event, trip or excursion
- Ensure a person who does not comply does not remain on the premises or property
- Post No Smoking and No Vaping signs at Beatty Buddies rooms

Enforcement:

- Local Public Health units will carry out inspections and investigate complaints in order to enforce the Act

Penalties:

- An individual who violates the prohibition on smoking or vaping in a smoke free and vape free place may be charged with an offence and on conviction could be subject to a maximum fine of \$1000 (for the first offence) or \$5000 (for any further offences)
- Any corporation that violates the prohibition on smoking or vaping in a smoke free and vape free place and other responsibilities under the act may be charged with an offence and on conviction could be subject to fines of \$1000 - \$300 000

More Information

For specific information on smoking and vaping laws applicable to child care centres and early years programs, contact Toronto Public Health.

Information about the Smoke Free Ontario Act 2017, see the Ontario Ministry of Health and Long Term Care website: ontario.ca/smokefree.

Cell Phones/Video Recorders/Recording/Cameras

Cell phone pictures video recording, and cameras are not permitted during Beatty Buddies Program or on Earl Beatty property without the written consent of the Managing Director

Respect in the Workplace

It is the policy of the Beatty Buddies Daycare to:

- ensure that all employees have a workplace free of intimidation, discrimination, harassment or workplace violence
- provide an environment supportive of human dignity and respect

Definitions and Explanations

Discrimination

Discrimination means treating someone differently through behaviour or process because of any of the prohibited grounds of discrimination as identified in the *Ontario Human Rights Code*: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or disability.

Harassment

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.

Harassment may include comments or conduct (either publicly or privately) toward another that is intimidating, annoying, hurtful or malicious and denies a person his/her dignity and respect. Such behaviour will often be humiliating, offensive or embarrassing. Any person who persists in such behaviour which he or she knows or should know is unwelcome may be guilty of harassment. *The Ontario Human Rights Code* prohibits harassment related to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or disability.

Personal harassment (e.g., jokes, name calling, touching etc.) not based on one of the protected grounds named above can be equally as demeaning, intimidating or humiliating and is also prohibited by the *Occupational Health and Safety Act*. This policy addresses harassment of all types.

In this policy, *unwelcome* means behaviour carried out by someone who ought to reasonably know that it is unwelcome.

Consistent with our legal and social obligations as an employer, Beatty Buddies Daycare will treat any complaint of harassment or discrimination as a serious matter.

Examples of sexual harassment include:

- sexual advances, requests for sexual favours or other verbal or physical conduct of a sexual nature when:
 - submission to such conduct is made explicitly or implicitly a term or condition of employment
 - submission to or rejection of such conduct is used as the basis for decisions affecting an employee's employment, promotion or movement within the organization
 - such conduct that has an effect of humiliating an individual or substantially interfering with an employee's work performance or creating an intimidating, hostile or offensive work environment

- unwelcome remarks, jokes, innuendo or taunting of a sexual nature about a person's body, attire, age, marital status, sex, sexual orientation or personal relationships
- unwelcome or intimidating invitations or requests with sexual overtones, whether indirect or explicit
- leering or other gestures
- unwelcome physical contact, such as touching, petting or pinching
- unwelcome display of objects or pictures of a sexual nature
- physical assault

Examples of racial or ethnic harassment include:

- displaying of racist, derogatory or offensive pictures or materials
- unwelcome remarks, jokes, innuendoes or taunting about a person's racial or ethnic background, colour, birthplace, citizenship or ancestry
- refusing to converse or work with an employee because of his or her racial or ethnic background
- insulting gestures or practical jokes based on racial or ethnic grounds, which cause embarrassment, awkwardness or humiliation

Workplace Violence

Workplace violence means:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker

Beatty Buddies Daycare maintains a zero-tolerance policy for all acts of violence in the workplace, whether they are verbal, written or physical. Employees who initiate or are a party to acts of violence or aggression may be subject to discipline, up to and including dismissal. It is up to each employee to report any threat or act of violence. Workplace violence includes the following:

- threatening behaviour, such as shaking fists, destroying property or throwing objects
- verbal or written threats, or any expression of intent to inflict harm
- physical attacks, including hitting, shoving, pushing or kicking

Property damage, vandalism, sabotage, pushing, theft, physical assaults, psychological trauma resulting from threats made, anger-related incidents, rape, arson and murder are all potential examples of workplace violence. Workplace violence is not limited to incidents that occur within a traditional workplace. Work-related violence can occur at offsite business-related functions (conferences, trade shows), at social events related to work, or away from work but resulting from work (a threatening telephone call to your home from a colleague or a parent, for example).

Responsibilities

Employees

It is the employee's responsibility to identify physical or verbal behaviour or materials (signs, pictures, e-mails etc.) that are unacceptable and violate this policy and subsequently the *Ontario Occupational Health and Safety Act*.

It is the responsibility of employees to show respect for others both in the workplace and in any capacity where they are representing Beatty Buddies Daycare.

Employees are responsible for their actions and are expected to change their conduct when advised that their behaviour is not acceptable to others.

Managing Director

The Managing Director will be familiar with this policy and ensure that it is communicated to staff, that complaints are handled with sensitivity and incidents of violence, bullying, intimidation or harassment are discontinued and/or investigated as quickly as possible. The Managing Director will inform the Board of each complaint.

It is the responsibility of Beatty Buddies Daycare to see that workplace violence or harassment does not occur and to ensure protection from retaliation for any employee who has made a complaint in good faith. This would apply equally where employees are required to deal with outside parties, such as contractors, suppliers or parents.

Procedures

Fear of retaliation, embarrassment or feelings of guilt may prevent an employee from voicing a complaint. However, it is essential to take the following steps to address a situation:

- a) If an employee believes that harassment or violence has taken place, the employee should immediately advise the individual that his/her behaviour is unacceptable and unwelcome and state expectations for future work relations. Keep a written record of dates, times, the nature of the behaviour and any witness(es).
- b) In the event that the harassment continues, the employee will inform any one of the following: the Managing Director or the Board. Complaints may be informal or formal.
- c) An informal complaint may consist of an employee addressing an alleged offender either through a meeting or in writing. The purpose of the informal complaint is to advise the alleged offender of the inappropriate behaviour and the expectations. The employee may request assistance from their supervisor or the Board in addressing the matter with the alleged offender.
- d) A formal complaint consists of the employee providing a written statement indicating the event(s), dates, times and possible witnesses. The Managing Director, the Board or a Board-appointed independent consultant will conduct a detailed investigation, which includes interviewing the complainant, the alleged offender(s) and any other person who may provide information. Information will be received in the strictest confidence possible and will be documented. Beatty Buddies Daycare reserves the right to outsource an independent consultant to conduct the investigation and make recommendations. An employee may request the presence of a colleague during interviews.

- e) Once the investigation is complete, the parties involved will be advised of the outcome of the investigation. Any recommendation or actions that arise as a result of the complaint will be provided to the appropriate parties.
- f) Where an employee or a Board member in high authority is found to be aware of and ignoring harassment, violence, bullying and/or intimidation, or fails to act after being made aware of a situation, this employee or the Board member may be viewed as sharing in the responsibility for or contributing to the issue.
- g) If there is evidence of workplace violence or harassment, disciplinary action may be taken up to and including termination of employment for cause. Steps will also be taken to prevent future recurrence.

If staff members have been subjected to workplace violence or harassment, they are directed to immediately report the matter to the appropriate level of management (Managing Director or the Board) for investigation and response.

If the complaint is found to be unsupported, no documentation of the complaint will be placed in the employee file of the alleged offender.

Protection from Reprisal or Retaliation

Persons who file a complaint are protected from reprisal or retaliation for making the complaint, unless the complaint is made in bad faith (i.e. knowingly making a false claim), with the intent of causing harm or annoyance to another person. Incidents of reprisal or retaliation against a person for making a complaint will be taken seriously by Beatty Buddies Daycare and may result in disciplinary action up to and including termination of employment for cause.

Where a complaint is made in bad faith or with malice, the person(s) who filed the complaint may be subject to disciplinary action up to and including termination of employment for cause.

Appeals

Where an employee is not satisfied with the outcome of the investigation, he/she has the right to provide his/her reasons to the Board of Directors and have them reviewed.

Beatty Buddies Daycare

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