



OMEMEE CHILDREN'S CENTRE PARENT HANDBOOK

Omeme and Downeyville Sites

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Table of Contents- Parent Handbook

Program Statement	3
Program Statement.....	3
Omemees Children's Centre Goals	4
Omemees Children's Centre Approach	5
Program Statement Implementation Policy	7
Parent Manual	9
Mission Statement	9
Omemees Children's Centre Philosophy	9
Admission	10
Withdrawal	10
Fees	11
Payment.....	11
Daily Rates.....	12
Vacation	13
Explanation Of Days	13
Waiting List	13
Age of Care.....	15
Financial Assistance	15
Tax Receipts	15
Arrival, Departure, Custody and Release.....	16
Hours of Operation and Late Fees.....	16
Statutory Holidays.....	17
Safe Arrival and Dismissal Policy.....	17
Health and Illness	20
Outdoor Play	20
Medication.....	21
Sick Days.....	22



Table of Contents Continued

Nutrition and Allergies	22
Infant Program- Food	23
Head Lice	23
Rest Period	24
Infant Room Sleep Supervision	25
Child Guidance	27
Prohibited Practices	27
Behaviour Expectations and Resolution.....	28
Termination of Services	28
Behaviour Management Policies and Procedures	29
Aggressive Behaviour Policy.....	29
Parent Participation and Communication	31
Approach to Inclusion.....	31
Serious Occurrences.....	31
Accident Reports.....	32
Sun Safety	32
Inclement Weather and Emergency Closures.....	32
Snow Days.....	32
Clothing.....	32
Toys	33
Field Trips/Off-Site Excursions.....	33
Parent Issues and Concerns.....	33
Conduct.....	35
Concerns About Suspected Abuse or Neglect of a Child	35
Smoke-Free Ontario Act	35
Emergency Preparedness.....	36
Contact Information.....	36



PROGRAM STATEMENT

Omeme Children's Centre and Children Centre Downeyville shall reflect a view of the child as being competent, capable, curious, and rich in potential. A key feature of the Child Care and Early Years Act, of 2014, is the focus on strengthening child care programs and ensuring high-quality experiences for children. The Child Care and Early Years Act (CCEYA) authorizes the Minister of Education to issue policy statements regarding programming and pedagogy for the purpose of guiding operators of child care and early years programs.

Our focus is on "How does Learning Happen?" - Ontario's Pedagogy for the Early Years. There are four components that are outlined in the chart below which are the goals and expectations to help our educators strive to provide the experiences and outcomes for the children and their families.

Belonging

Every child has a sense of belonging when he or she is connected to others and contributes to their world.

Well-Being

Every child is developing a sense of self, health, and well-being.

Engagement

Every child is an active and engaged learner who explores the world with body, mind, and senses.

Expression

Every child is a capable communicator who expresses himself or herself in many ways.

The quality program that we offer through these four components ensures that we accept all children as individuals within the group. We provide opportunities to: stimulate their eagerness, explore, learn flexibility, and give life to their learning. We strive to show respect and concern for their individuality.



Omemee Children's Centre Goals

- promote the health, safety, nutrition, and well-being of the children.
- support positive and responsive interactions among the children, parents, child care providers and staff
- encourage the children to interact and communicate in a positive way and support their ability to self-regulate.
- foster the children's exploration, play and inquiry.
- provide child-initiated and adult-supported experiences.
- plan for and create positive learning environments and experiences in which each child's learning and development will be supported and which is inclusive of all children, including children with individualized plans.
- incorporate indoor and outdoor play, as well as active play, rest and quiet time, into the day, and give consideration to the individual needs of the children receiving child care.
- foster the engagement of and ongoing communication with parents about the program and their children.
- involve local community partners and allow those partners to support the children, their families and staff.
- support staff, home child care providers or others who interact with the children at a child care centre or home child care premises in relation to continuous professional learning
- document and review the impact of the strategies set out in the clauses above on the children and their families.



Omemee Children's Centre Approach

- We will provide nutritious lunches, and snacks in accordance with Canada's Food Guide
- We will make sure drinking water is accessible all-day
- We will limit transitions, eliminating any environmental issues that may cause undue stress to the child.
- We will make sure we are aware of any allergies, medical conditions, exceptionalities, food restrictions, medication requirements, and parental preferences with respect to diet, and rest time.
- We will ensure that the equipment is safe, and the environment is clean and safe for the children.
- We will consider the parents to be an important link to their children's success.
- We will as educators connect with the children by being sensitive, and responsive and building self-esteem.
- We will encourage children to problem solve and show empathy towards others.
- We will design indoor and outdoor environments that spark curiosity, invite investigation, and provide safe challenges that are responsive to individual capabilities to help children extend the boundaries of their learning.
- We will as Early Childhood Educators observe the children, plan, and create a positive environment that is based on the children's interests.
- We will provide child-directed and adult-supported activities.
- We will with the children become co-investigators, co-learners, and co-planners rather than simply "directors".
- We will encourage and participate and model active play.
- We will provide a communication system that ensures parent-staff contact throughout the program year.



- We will employ staff who are experienced and well-trained to provide care and enrichment for your child.
- We will be oriented to the Omemee Children's Centre Program Statement before they interact with children and a sign-off sheet will be kept on file.
- We will be required to review the Omemee Children's Centre Program statement annually or when any changes occur.
- We will be monitored, and observations documented for the implementation of approaches as set out in the Program Statement.
- We will attend different types of Professional Development sessions throughout their career with Omemee Children's Centre
- We will support all levels of leadership to mentor, coach and develop the educators in the centre.
- We will seek out opportunities to share our knowledge and to learn from others in the community through formalized options and informal networking.
- We will communicate on a daily basis about children's activities and health in their Daily Journal, which parents are free to take home every day.
- We will get to know and include family members in the programs to help children feel a greater sense of belonging.
- We will work in close cooperation with specialized services, when required such as Community Living Trent Lakes, Five Counties Children's Centre, Peterborough Victoria Northumberland County Catholic School Board and Trillium Lakelands District School Board.
- We will use these strategies to document and review the impact on children and their parents through documentation, Celebrations and events and parent surveys.



Program Statement Implementation Policy

- Teachers will create pedagogical documentation that demonstrates children's thinking and learning. Documentation may take many forms, such as photos with learning stories, video clips, art projects, etc. Documentation will be displayed in the classrooms and shared with parents.
- All employees, students and volunteers shall review and sign off on the program statement prior to interaction with children, annually and when the program statement has been modified. Records of this shall be kept for 3 years.
- Monthly team meetings will take place with the teachers in each classroom to support them in their program implementation.
- Monthly staff meetings will take place with the full staff team to provide a forum for ongoing learning for staff and an opportunity to contribute to the evolution of the program and the overall effectiveness of the centre.
- Individual observation of each teacher will take place once per year, accompanied by feedback and mentoring on their performance and teaching style.
- On-going monitoring of the classrooms will be done to ensure the approaches as set out in the program statement are observed and not being contravened, as well as prohibited practices are not observed. Any breach in the approaches or prohibited practices will be dealt with by the Supervisor and Board of Directors.
- Any reports involving breach of the prohibited practices are taken seriously and will be dealt with by the Supervisor and Board of Directors. Individuals who violate the prohibited practices and this procedure are subject to disciplinary or corrective action up to and including termination of employment, volunteer, or student assignment.
- Training will be provided to all students and volunteers so that they are familiar with the program statement and implementing all aspects of it along with the classroom teachers.
- The centre will use these strategies to document and review the impact on children and their parents through documentation, Celebrations and events and parent surveys.



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

- Corporal punishment of the child;
- Physical restraint of a child, such as confining the child to a highchair, car seat, stroller, or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself, or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent.
- Locking the exits of the child care centre or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;
- Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame, or frighten the child or undermine his or her self-respect, dignity, or self-worth.
- Depriving the child of basic needs, including food, drink, shelter, sleep, toilet use, clothing, or bedding; or
- Inflicting any bodily harm on children, including making children eat or drink against their will.



PARENT MANUAL

Our Mission Statement

“Omemee Children’s Centre was created by the community for the community in order to provide a nurturing and challenging environment. In partnership, we encourage love of learning, co-operation, and positive self-esteem, enabling children to achieve their maximum individual potential.”

October 13, 2001

Omemee Children’s Centre Philosophy

The Omemee Children’s Centre, both Omemee and Downeyville sites, advocate the availability of high-quality child care as necessary for good child development and a healthy community environment. We feel that parent/guardian and staff communication is important for quality child care.

The Centre provides a positive learning environment that enhances the child’s total development. Through play experiences guided by trained staff, children are exposed to situations that will stimulate:

- curiosity, initiative, and independence;
- self-esteem and decision-making capabilities;
- physical activity that develops gross motor skills;
- fine motor development;
- positive attitudes and tolerance of each other.

The Centre values diversity and strives to enhance awareness of many races and cultures as well as promote non-sexist attitudes.

The Centre believes that all children belong in all programs. Integration of children with various physical, behavioural, and intellectual needs is seen as an enrichment to the daily experience for all children.



Admission

An interview will be arranged to familiarize you and your child with the surroundings, answer questions, and complete the admission forms **PRIOR TO** enrollment. If you are absent from the centre for more than 2 months, it may be necessary for you to go on the waiting list again. Once a placement has been confirmed, you will need to re-register your child/children and pay the non-refundable registration Base Fee again.

For the first few days, you are encouraged to stay a few minutes with your child at the beginning of the day to reassure them and minimize fears until both you and your child become more comfortable with the new environment and routine. The way you feel about your child going to daycare for the first time has a significant effect on the way in which your child will adjust. Think and speak positively to your child about beginning day care, as your feelings will affect how your child adjusts to the separation. It is important for your child to deal with his/her feelings. Assure your child that you will return, and make sure you inform your child of your arrival and departure. Attempts to slip away unseen will only increase your child's level of anxiety on subsequent occasions.

COMPLETE UP-TO-DATE IMMUNIZATION RECORDS ARE REQUIRED BEFORE YOUR CHILD CAN ATTEND THE PROGRAM (This is for children who are not already enrolled in school).

Withdrawal

Written/verbal notice of permanent withdrawal must be given **two weeks in advance**. If notice is not received, a 10-day fee will be charged. A permanent space cannot be guaranteed if you wish to withdraw your child temporarily.

As of November 1, 2025, all spaces offered will be a full-time spot. If a part-time spot is needed, the Centre can grant the place as long as a second family can be found to fill it. Spots might have conditions attached (e.g., a JK/SK spot might only be available from September to June). **For all current** (started before October 31, 2025) parents/guardians is required to enrol their child for a minimum of three (3) days a week/ twelve(12) days a month. If parents/guardians are using this type of care, every effort will be made to accommodate their requests. However, this type of care is at the discretion of the Supervisor. While the Centre recognizes parents/guardians' part-time care needs, full-time children must be given scheduling priority.



Fees

We, as a centre, are enrolled in the Canada-Wide Early Learning and Child Care System (CWELCC).

Monthly fees are determined from monthly schedules provided by parents/guardians. The monthly care calendar is provided in the first file folder in the parent information file system or stapled to the previous month's invoice. It is due by the 20th day of the month **prior** to the month of care needed. (I.e., Oct care schedule is required by Sept. 20th) If parents/guardians' work schedule does not permit them to give their schedule by this date, please contact the supervisor to make arrangements. However, if a schedule is not received in the office by the 20th, there is no guarantee of care. We are unable to switch days, but we can add if ratios allow. To change your schedule, we will require 2 weeks' notice.

IT IS THE PARENT'S/GUARDIANS RESPONSIBILITY TO ENSURE THAT THIS CALENDAR IS PROVIDED. WE CANNOT GUARANTEE SPACES IF WE ARE NOT INFORMED OF THE CARE NEEDED.

Payment

Invoices will be issued at the beginning of the month, with half the balance due on the 15th and the remainder by the end of the month. The Centre accepts cash, cheque or email money transfer. Cash or cheque can be placed in an envelope provided in the office and placed in the box. A receipt will be issued when the deposits are made.

Email Money Transfer

Please use this email: omemeechildrenscentre1992@gmail.com, and the security answer is your child's name. Any questions, please see the supervisor. Interest (Non Base Fee) will be charged on past balance owing at the end of the month.

Postdated cheques will be accepted. If parents leave the centre with an outstanding balance, the account will be sent to collections and the parents will be charged a non-base fee of \$75.00 plus the collections non-base fee of 35% of the total invoice.

Circumstances in which refunds or credits will not be provided include:

- non-refundable bank service charges for NSF cheques
- Late fees are non-refundable

Circumstances where there is a credit on accounts, the centre offers two options: the option of applying the credit to future invoices if the child is still attending, or to have the



credit reimbursed by a centre cheque. Families that have withdrawn from the program can request a cheque if there is a credit on the account.

Changes to the fee structure are at the discretion of the Board of Directors.



Daily Rates

Program & Care Description	Care Description	Base Fees
Infant Full Day	\$54.29	\$22.00
Infant Half Day	\$51.29	\$22.00
Toddler Full Day	\$40.00	\$18.90
Toddler Half Day	\$35.00	\$16.54
Extended Day	\$39.00	\$18.42
Preschool Full Day	\$36.00	\$17.01
Preschool Half Day	\$31.00	\$14.65
Extended Day	\$41.00	\$19.37
Kindergarten Full Day	\$36.00	\$17.01
Kindergarten Half Day	\$31.00	\$14.65
Kindergarten Before School	\$9.00	\$10.00
Kindergarten After School	\$10.00	\$11.00
Kindergarten Before&After	\$21.00	\$12.00
*School Age Before&After	\$24.00	
*School Age Half Day	\$30.00	
*School Age Full Day	\$35.00	
*School Age Before	\$12.00	
*School Age After	\$12.00	

***CWELCC rates only for children until the end of the month in which they turn 6 years old. Regular School Age rates apply for children over 6 years old.**



Vacation

Parents/guardians of children who attend 12 months of the year are allowed three (3) weeks per year, payment-free. (Jan - Dec) If parents/guardians take vacation time of more than three (3) weeks, they have FOUR (4) options:

1. To withdraw and be placed on the waiting list (if applicable). If a placement is offered, it will be necessary to re-register the child/children and pay the non-refundable registration Base Fee again.
2. A \$50.00 non-base fee will be charged for each week if more than three (3) weeks of holidays are used.
3. Enroll for the minimum time required, which is three (3) full days per week or twelve (12) days per month
4. If you choose not to send your child/ren for a month there will be a \$150.00 non-base fee per child per month to hold your spot.

Parents must give the Centre two (2) weeks' notice of a holiday period. If this is not given, parents may be charged full fees for their child's care.

Explanation Of Care

As of November 1, 2025, all spaces offered will be full-time. If a part-time position is needed, the Centre can grant the spot as long as a second family can be found to fill the other days. Spots might have conditions attached (e.g., a JK/SK spot might only be available from September to June).

For all current (started before October 31, 2025) parents/guardians is required to enrol their child for a minimum of three (3) days a week/ twelve(12) days a month. If parents/guardians are using this type of care, every effort will be made to accommodate their requests. However, this type of care is at the discretion of the Supervisor. While the Centre recognizes parents/guardians' part-time care needs, full-time children must be given scheduling priority. While the centre is enrolled in the CWELCC Program. If your child/children are enrolled in the Kindergarten Program (3.8-6 years), you will be charged for Before and After School on the days chosen, regardless of whether both are utilized.

If your child does not attend Scott Young Public School or St Luke's Catholic Elementary School and you only use PA Days, Christmas, March Break and Summer time, then you are still expected to pay for either three (3) days a week/twelve (12) days a month or the \$150.00 a month.



Waiting List

This policy and the procedures within provide for waiting lists to be administered in a transparent manner. It supports the availability of information about the waiting list for prospective parents in a way that maintains the privacy and confidentiality of children. The procedures provide steps that will be followed to place children on the waiting list, offer admission, and provide parents with information about their child's position on the waiting list. This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for a child care centre that maintains a waiting list to have related policies and procedures

General

- Omemee Children's Centre will strive to accommodate all requests for the registration of a child at the child care centre.
- Where the maximum capacity of a program has been reached and spaces are unavailable for new children to be enrolled, the waiting list procedures set out below will be followed.
- No fee will be charged to parents for placing a child on the waiting list.
- Parents may contact the Supervisor at any time to check their child's position on the waiting list.

Receiving a Request to Place a Child on the Waiting List

The licensee or designate will receive parental requests to place children on a waiting list through the City of Kawartha Lakes: onehsn.com/kawarthalakes

Placing a child on the Waiting List

1. Once the parent/guardian has applied to the waiting list. The licensee or designate will maintain the waiting list in chronological order, based on the date and time that the request was received.

Determining Placement Priority when a Space Becomes Available

1. The age category/room of the available space.
2. The date child care is needed.
3. The age of the child who needs care.
4. The date the child's name was placed on the waiting list.



5. When space becomes available in the program, priority will be given to Omemee Children's Centre staff, and children with siblings already in the program (space will only be held for a maximum of one week).
6. Once these children have been placed, other children on the waiting list will be prioritized based on program room availability and the chronology in which the child was placed on the waiting list.

Offering an Available Space

1. Parents of children on the waiting list will be notified by a phone call or email that a space has become available in their requested program.
2. Parents will be provided a timeframe of 48 hours in which a response is required before the next child on the waiting list will be offered the space.
3. When a parent has not responded, the child will be removed from the Omemee Children's Centre waiting list.
4. Where a parent has not responded within the given timeframe, the licensee or designate will contact the parent of the next child on the waiting list to offer them the space.
5. If the first family on the list does not require the space at that time, they are given the choice to hold their current position on the waiting list or be removed.

Responding to Parents Who Inquire About Their Child's Placement

1. The supervisor or designate will be the contact person for parents who wish to inquire about the status of their child's place on the waiting list.
2. The supervisor or designate will respond to parent inquiries and provide the child's current position on the list and an estimated likelihood of the child being offered a space in the program. (If possible)

Maintaining Privacy and Confidentiality

1. The waiting list will be maintained in a manner that protects the privacy and confidentiality of the children and families on the list, and therefore, only the child's position on the waiting list will be provided to parents.
2. Names of other children or families and/or their placement on the waiting list will not be shared with other individuals.



Ages for Care

Infant = younger than 18 months

Toddler = 18 months to 2.5 years (18 months or older but younger than 30 months)

Preschool = 2.5 years to 6 years (30 months or older but younger than 6 years)

Kindergarten = 3.8 to 7 years (44 months or older but younger than 7 years)

Primary and Junior school-age = 5.6 to 13 years (68 months or older but younger than 13 years)

Financial Assistance

The subsidy program is administered through the City of Kawartha Lakes Social Services at 324-9870. The Supervisor at the Child Care Centre can provide advice to the parents/guardians regarding the subsidy system.

Tax Receipts

Child Care fees are tax-deductible. A final statement will be available to each family by the end of February for income tax purposes.

Arrival, Departure, Custody and Release

When children arrive, the parent/guardian **must** notify a member of the staff of the child's presence. Until the child is signed in, the child remains the sole responsibility of the parent/guardian. When leaving, parents/guardians **must** notify staff that the child is leaving. The child is under the parent's/guardian's supervision as soon as they pick up their child. All persons picking up children from the centre **must be 16 years of age or older** unless arrangements are made with the supervisor. Where there are child custody arrangements in place, OCC shall not deny a parent access to their child unless the centre has a copy of the original legal document outlining the specific custody arrangements, including days and time frames. Staff will use their discretion in releasing a child to a parent that they feel is under the influence of drugs or alcohol, and may inform authorities.



Hours of Operation and Late Fees

The Omemee Centre is open from Monday to Friday, 6:30 am to 6:00 pm, except on statutory holidays. Parents/guardians are expected to pick up their children by 6:00 p.m. After 6:00 p.m., there is a late non-base fee of \$1.00 a minute per child.

The Children's Centre Downeyville is open Monday to Friday, 7:00 am to 9 am and 3 pm to 6 pm. They are closed for Christmas Holidays, statutory holidays, and the summer months. Parents/guardians are expected to pick up their children by 6:00 pm. After 6:00 p.m., there is a late non-base fee of \$1 per minute per child.

The late fee is in place for parents on the rare occasion that they may be late due to unforeseen circumstances.

Omemee Children's Centre/ Children's Centre Downeyville will be closed between Christmas and New Year unless otherwise determined by the Board of Directors.

Children's Centre Downeyville will be closed for the summer months (July/ August). Children who need care may be able to attend at the Omemee Site. (if spots are available.)

Omemee Children's Centre JK/SK (3.8-6 years) and Senior School Age Programs (6-12 years) will have a mandatory closure the last week of August (summer), due to the TLDSB facility rental agreements. **Parents/guardians are required to pay for Statutory Holidays.**



Statutory Holidays

Full-time parents/guardians will pay a base fee at full rates. Parents/guardians using other care will be charged a base fee as follows:

Full-time but less than 6 hours per day.....\$18.50

129 to 200 hours per month average care.....\$18.50

70 to 129 hours per month care.....\$12.00

Less than 70 hours of care per month.....\$6.00

We will be closed on: New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Christmas Day, and Boxing Day.

Safe Arrival and Dismissal Policy

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

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

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

General

- Omemee Children's Centre will ensure that any child receiving care at the child care centre is only released to the child's parent/guardian or an individual that the parent/guardian has provided written authorization to the child care centre may release the child to.
- Omemee Children's Centre will only dismiss children into the care of their parent/guardian or another authorized individual. The centre will not release any children from care without supervision.
- Where a child does not arrive in care as expected or is not picked up as expected, staff must follow the safe arrival and dismissal procedures set out below.



Accepting a child into care

1. When accepting a child into care at the time of drop-off, program staff in the room must:
 - Greet the parent/guardian and child.
 - Ask the parent/guardian how the child's evening/morning has been and if there are any changes to the child's pick-up procedure (someone different picking up). Where the parent/guardian has indicated that someone other than the child's parent/guardians will be picking up, the staff must confirm that the person is listed on the "Application and Emergency Information" form. Where the individual is not listed, ask the parent/guardian to provide authorization for pick-up in writing.
 - Document the change in pick-up procedure on your attendance sheet and in the Communication book in the office.
 - Sign the child in on the classroom attendance.

Where a child has not arrived in care as expected

- 1) Where a child does not arrive at the child care centre and the parent/guardian has not communicated a change in drop-off, the staff in the classroom must:
 - Inform the supervisor/shift leader or staff member, and they must commence contacting the child's parent/guardian no later than 10:00 am.
 - Supervisor/shift leader or staff shall call the parent/guardian; if unable to contact the parent/guardian, they are to leave a message. The staff will continue to try until they contact the parent/guardian to confirm if the child is absent.
 - If the supervisor/shift leader or staff is unable to confirm a child's absence after 30 minutes, they are to contact the emergency/authorized contacts to assist in reaching the parent/guardian.
- 2) Program staff shall document the child's absence on the attendance record and any additional information about the child's absence in the communication book (Infant- Preschool in program book, Before School- office book and After School in program books).
- 3) Staff will prepare a list of the children absent from the before-school program. This list will be shared with the school administration staff and documented in the daycare office communication book.
- 4) Where a child is scheduled for after-school care and does not arrive, Staff will connect with the school office, or teacher or call the parent/guardian to inquire if the child was in attendance during the day. Staff will record absence as noted by the school or parent/guardian and documented in the office communication book.



Releasing a child from care

- 1) The staff member who is supervising the child at the time of pick-up shall only release the child to the child's parent/guardian or individual to whom the parent/guardian has provided written authorization that the child care may release the child to. Where the staff does not know the individual picking up the child
 - Confirm with another staff member that the individual picking up is the child's parent/guardian or authorized individual.
 - Where the above is not possible, ask the parent/guardian/authorized individual for photo identification and confirm the individual's information against the parent/guardian/authorized individual's name on the child's file or written authorization.

Where the child has not been picked up as expected (before the centre closes)

- 1) Where a parent/guardian has previously communicated with the staff a specific time or timeframe that their child is to be picked up, the staff will wait until the program closes and then refer to procedures under "where a child has not been picked up and the program is closed".

Where a child has not been picked up and the centre is closed

- 1) Where the parent/guardian or authorized individual who was supposed to pick up a child from care has not arrived by 6:00 pm, staff shall ensure that the child is given a snack and activity while they await their pick-up.
- 2) One staff member shall stay with the child, while a second staff member proceeds with calling the parent/guardian to advise that the child is still in care and inquire about their pick-up time. In the case where the person picking up the child is an authorized individual, the staff shall contact the parent/guardian first and then proceed to contact their emergency contact responsible for pick-up if unable to reach the parent/guardian.
- 3) Where the staff is unable to reach the parent/guardian or their emergency contact persons listed on the child's file by 6:45 pm, the staff shall proceed with contacting the local Children's Aid Society (CAS) at 705-324-3594. Staff shall follow the CAS's direction with respect to the next steps.

Dismissing a child from care without supervision procedures

- 1) Staff will only release children from care to the parent/guardian or other authorized adult. Under no circumstances will children be released from care to walk home alone.



Health and Illness

The CCEYA stipulates that, before admission, each child must be immunized as recommended by the local Medical Officer of Health.

Illnesses can spread quickly, and to protect your child and others, we ask that you not send your child if he/she show any of the following symptoms:

- Persistent sneezing, coloured nasal discharge, or a bad cough
- **24 hours fever-free (without medication)**
- Earache
- Discharge from eyes and ears
- **48 hours symptom-free for gastrointestinal issues (vomiting/diarrhea)**
- Swollen glands

These guidelines have been composed to protect all children and staff attending our Centre.

In the event of a child contracting a communicable disease, the staff and Centre should be notified immediately. **The staff is authorized to refuse admittance to any child who, in their judgment, is too ill to attend or whose condition presents a hazard to the health of the other children. After any illness, children should be fever-free and symptom-free for 24 hours or 48 hours and on medication (if needed) for 24 hours before returning to the Centre. Parents/guardians are still required to pay for days missed due to illness. (If your child is sent home for any illness, they may not return for 24 hours or 48 hours symptom-free.)**

Outdoor Play

The CCEYA requires that every child be taken outside for two hours each day throughout the year. All children are expected to participate in the entire program. **Therefore, children too ill to play outside should remain at home.**



Medication

Omeme Children's Centre will administer prescription and non-prescription drugs or medications to children in accordance with provincial legislation. All drugs and medications shall be in the charge of the Supervisor (or assigned staff) and shall be dealt with by staff in accordance with the written procedure.

Procedure

1. Prescription and non-prescription drugs or medications must be accompanied by written authorization from a parent that sets out the times medication is to be given and the amounts to be administered. The Medication Form will be provided for written authorization.
2. A parent should hand-deliver the medication in the original container or package, which is labelled with the child's name, name of drug or medication, expiration date, dosage, date of purchase and instructions for storage and administration (with prescription label). Written instructions must be given to the appropriate staff member.
3. Medication must be stored as directed and kept in a locked container; emergency medication (epi-pen/emergency puffers) will not be in a locked container when the child is in attendance; however, it will be inaccessible to children at all times.
4. If possible, the child is to be removed from the activity area to administer medication in a quiet environment with the least possible interruption. Medication should be dispensed in a well-lit area.
5. Whenever possible, all children receiving the same medication should receive it at the same time.
6. For each child receiving medication, entry should be made in the place provided for that purpose on the Medication Form. Staff giving the medication should list each dose administered and the time. If a dose is omitted, reasons should be listed on the Medication Form.
7. Children will not be able to carry their own emergency allergy or asthma medication.
8. Any accidental administration of medication (e.g. medication to the wrong child or dose error) will be recorded on the Medication Form and in the Communication



Book in the office. It will then be reported to the Supervisor, who should then notify the parent of the child.

9. Leftover medication or surplus medication should be returned in the original container to a parent of the child or discarded with parental permission.
10. Completed Medication Forms will be kept in the child's file in the office.

NOTE: Whenever possible, parents should be encouraged to give any drugs or medications to their children at home, if this can be done without affecting the treatment schedule.

Under no circumstances are any medications to be left in the cloak area or a child's bag.

For non-prescription medications, the parent/guardian will:

- Fill out authorization forms requiring staff to administer the medication, when, and as directed on the medication package according to the child's age.
- Medications must be in the original packaging with clear administering directions. NOTE... Some children's acetaminophen states that it is to be given to children over the age of two. Please check medications before bringing them into the centre to ensure they can be administered by staff.
- Parents will receive a phone call before the staff administers this medication. If the child has a fever, we will administer, but you will still need to come pick up your child.

Non-prescription drugs include: children's Tylenol, vitamins, orajel, and lactaid.

Sick Days

THERE ARE NO REFUNDS FOR DAYS MISSED DUE TO THE CHILD'S ILLNESS OR INABILITY TO ATTEND THE PROGRAM. In the case of a serious, extended illness of two full (2) weeks or more, parents may submit a letter to the Board of Directors for approval to waive the fees.

Nutrition and Allergies

The centre will provide a nutritious midday meal, as well as morning and afternoon snacks, meeting the requirements set out by the CCEYA and the Health Unit. Children's special dietary needs and allergies are posted in the cooking and serving areas and in each room. Menu plans are posted for three weeks to assist you in menu planning at home.



Parents/guardians are asked to inform the Supervisor or Nutritional coordinator of any food allergies or recent medical requirements regarding food. The Centre's Nutritional coordinator will prepare your supplied alternate meal if allergies apply.

Parents are reminded that we are an Allergy Aware Centre. School-age children will not be allowed to remove any food products from their backpacks while at the Centre.

All food will be supplied by the centre except for any special dietary needs. We will make every effort to substitute with what we have if possible. This policy is strictly enforced. Where food or drink is supplied by a parent or guardian of a child in attendance, the food will be labelled with the child's name and all food or drink will be stored, prepared and served to retain maximum nutritive value and prevent contamination.

We strive to be an Allergy Aware Centre and a peanut-free environment. Though we take many precautions to prevent exposure of identified allergens to the children in our care, it is impossible to be 100% safe

Infant Program – Food

All infants under the age of one enrolled in our program will be fed in accordance with written instructions from a parent or guardian. Where food or drink is supplied by a parent or guardian of a child in attendance, the food will be labelled with the child's name and all food or drink will be stored, prepared and served to retain maximum nutritive value and prevent contamination. All bottles must be clearly labelled with the child's name. Patterns of eating and food tolerance are highly individual in infants. New foods will be introduced by the parent or guardian first. The amount and scheduling of nourishment must accommodate the needs of the individual child in order to respond to the child's rapid development. Parents or guardians will have an active role in planning this nutritional intake during the child's hours of care. All food and drinks (bottles/food containers) must be labeled with the child's name to ensure that the child receives the correct nourishment for him/her. A refrigerator and microwave will be provided in the infant room to ensure proper storage and food preparation of food and drinks, and to eliminate the need for staff to leave the room.

Head Lice

Head lice are a common occurrence in early childhood settings, and it has nothing to do with the cleanliness of the child's hair or home environment. We do regular head checks to help control the spread of head lice. It is our policy that if a child is found to have head lice, the parent will be contacted, and the child will need to be picked up. The child



needs to be treated, and all nits need to be removed. A staff member will need to check your child's hair upon return, if nits are found you will be asked to take your child home and pick the remaining nits out, and then we will repeat the procedure the next day.

Rest Period

It is a requirement that all children attending a licensed toddler or preschool child care centre for more than 6 hours have a rest period not exceeding two hours in length.

While not all children need a midday nap, young children benefit from periods of quiet relaxation to balance their active play. The Omemee Children's Centre will ensure that all children who regularly sleep at the centre will follow the recommendations set out in the Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada, in the CCYA (this is specific to infants) unless a child's physician recommends otherwise in writing.

The Omemee Children's Centre will ensure that all children who regularly sleep at the centre will follow the recommendations set out in the Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada, in the CCYA (this is specific to infants) unless a child's physician recommends otherwise in writing.

Procedure:

1. We will ensure that staff at OCC will do periodical direct visual checks of sleeping children by being physically present and checking for indicators of distress or unusual behaviours.
2. We will ensure that there is sufficient lighting in the sleep room.
3. We will ensure that all children are assigned individual cots.
4. We will ensure that the parents are consulted about the sleeping arrangements at the time the child is enrolled and at any other appropriate time, such as at transitions between programs or rooms or upon a parent's request.
5. We will ensure that the parents will be informed of any changes in the child's sleep patterns or behaviours during sleep,
6. Any changes in sleep behaviours will result in adjustments being made to the child's supervision during sleep time, where appropriate, based on consultation with the child's parent.
7. We will inform parents of our policies and procedures regarding our Sleep and Rest Policy at enrollment.



Special Instructions for Visual Checks:

- Staff will be physically present in the sleep room and periodically do direct visual checks by kneeling beside the child.
- This will take place every 30 min. (toddler room)
- Staff will use the Sleep Time Visual Check to document the time, date, and name of the child.

Infant Room Sleep Supervision

Children younger than 12 months of age **MUST** be placed to sleep in a manner consistent with the recommendations set out in the Joint Statement of Safe Sleep: Preventing Sudden Infant Deaths in Canada (i.e. placed on their backs) unless otherwise recommended in writing by the child's physician. As infants get older, they will begin to turn over onto their tummies by themselves, often around 5 months. When this happens, it is not necessary to reposition the infant onto his or her back to sleep.

For infants aged 0-12 months of age, the Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada sets out the following additional principles of safe sleep:

- Infants are safest when placed to sleep in a sleep sac that is comfortable at room temperature to reduce the risk of overheating and minimize the use of blankets. If a blanket is used, only a thin blanket made of breathable fabric should be used.
- Parents are advised of our obligation in this regard through our Program Statement.
- Parents will be consulted regarding their child's sleeping arrangements upon enrolment and at any other appropriate time, such as transitions to a new room or upon a parent's request. A copy of any written recommendation referred to in subsection 33.1 (1) from a child's physician regarding the placement of a child for sleep is required if the child is not to be put to sleep on their back.
- There are a variety of different methods for "sleep training." Parents must be on board with this practice being conducted; it is most effective when parents are willing to keep things consistent with what happens at daycare and what happens at home.
- Any significant change in the child's sleeping pattern or behaviour is documented on the sleep record form and communicated to the supervisor or designate right away, and a decision of when to alert the parent/guardian will be made either immediately or at the end of the day, depending on the changes.
- Each Infant will be assigned to an individual crib, and their crib will be identified with their name on the crib. If the crib is shared with another infant, the sheet and blanket will be laundered daily.



- Lighting in the sleep room must allow for easy visual monitoring and emergency evacuation, and staff must be able to see children clearly.
- Evacuation cribs must be clearly identified and adjacent to the exit door.
- Staff will conduct regular direct visual checks of sleeping infants, at a minimum of every 15 minutes, by being physically present beside the child, checking for signs of distress or unusual behaviours, for example, the child is restless, the child is having dreams or nightmares, or the child is coughing. The check will be documented on the Sleep Supervision Checklist.
- If there are unusual circumstances, for example, the infant seems unwell, or has not been their usual self, then 10-minute checks are required. A note should be made to this effect on the Sleep Supervision Checklist and communicated to the parents.
- Staff should make a note on the infant's Sleep Supervision Checklist of any information pertaining to the infant's sleep patterns. For example, a parent has advised that the child had a restless night and may require a longer nap or an earlier nap.

During direct visual checks, each infant will be observed to verify that:

- a) Their skin colour is normal.
- b) Their body temperature is normal.
- c) They are breathing: their chest is rising and falling as they breathe. Staff should be aware that young infants are also “belly breathers” and should account for this in their observations.
- d) Blankets do not cover an infant's face.
- e) Staff should make a note of any additional observations.

Staff will ensure that they communicate to parents any unusual patterns or behaviours regarding the child's sleep through a telephone call if it is deemed serious, or verbally in the daily log and child's daily chart.

Use of Electronic Devices

Where electronic devices are used to monitor children's sleep, staff will:

- Do not use electronic sleep monitoring devices to replace direct visual checks.
- Each electronic sleep monitoring device can detect and monitor the sounds of every sleeping child.
- The receiver unit of the electronic sleep monitoring device is actively monitored by the staff at all times.
- Each electronic sleeping device is checked and turned on daily by the opening staff to ensure it is functioning properly.



- If the electronic monitoring device is not working, the staff will inform the Supervisor.

Child Guidance

Our approach is used to guide children positively. Each situation and child is dealt with individually. The methods we use include:

- ***Redirection***: Guiding a child into acceptable options when involved in an unacceptable activity.
- ***Logical and Natural Consequences***: Aim to make children aware of the results of their actions.
- ***Limit Setting***: Boundaries and limits are developed by the teacher for the children as a group as well as for individual children, according to each situation.
- ***Modelling***: Demonstrating ways of appropriate interaction.
- ***Providing Choices***: Appropriate choices are outlined, and children are encouraged to make their own decisions.
- ***Anticipating Trouble***: Planning and preparing the environment for what could happen.
- ***Ignoring***: Some mild inappropriate behaviour can be ignored, with more emphasis given to appropriate behaviour.
- ***Positive Reinforcement***: Use of encouragement and praise.

Prohibited Practices

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

- Corporal punishment of the child;
- Physical restraint of a child, such as confining the child to a highchair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
- Locking the exits of the child care centre or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;



- Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth.
- Depriving the child of basic needs, including food, drink, shelter, sleep, toilet use, clothing, or bedding; or
- Inflicting any bodily harm on children, including making children eat or drink against their will.

No employee or volunteer of the licensee, or student who is on an educational placement with the licensee, shall engage in any of the prohibited practices set out in subsection (1) with respect to a child receiving child care.

Behaviour Expectations and Resolution

We want all children to be safe, have fun, and enjoy our program. With this in mind, we have expectations and rules that respect the rights of all members of the program. Violence, swearing, and behaviour that puts others or self at risk are not permitted.

Omemee Children's Centre intends to include all children in our programs. However, should a situation be identified where concerns have been raised that a child's needs are not being met and/or other children are at risk, the Board of Directors and the centre Supervisor, the child and his/her parents will work together to resolve the situation. A step in the resolution may include developing a case plan and consultation with community resources.

Termination Of Services

A parent may be asked to withdraw their child from the centre if it is determined that the child cannot adjust to or benefit from the program. Two weeks written notice will be given in such cases, some circumstances which may precipitate such action are as follows:

- ❖ Behaviour which is consistently disruptive to the group
- ❖ Behaviour which puts other children or staff in danger or at risk of personal injury
- ❖ Refusal by parents to accept reports of unacceptable behaviour, including failure to follow through on suggestions made
- ❖ If fees are not in good standing
- ❖ If a Parent/Guardian is not in compliance with or continuously disregards established operating policies
- ❖ A Parent/Guardian may be asked to withdraw their child from the program immediately if they are unable or unwilling to abide by the Corporation's Policies and Procedures as signed upon at registration
- ❖ Further, the Board of Directors and the Supervisor have the right to recommend



immediate withdrawal should the situation warrant it

Behaviour Management Policies And Procedures

The Behaviour Management Policies used by the staff at the Omemee Children's Centre and Children's Centre Downeyville are intended to foster desired behaviour rather than put a focus on less desirable behaviours.

Children are disciplined in a positive and consistent manner. The discipline used is appropriate for the child's age and actions, and will be handled in such a manner as to promote self-discipline. Redirection is preferred, but should there be a need for guidance, it will occur as soon as possible after the challenging behaviour. Parents/Guardians will be informed of the guidance used and the reasons behind it if their child was involved.

If negative behaviour is ongoing, our staff will work together in collaboration with the family to create an Individual Support Plan (ISP) outlining the goals and steps to help the child work towards acceptable behaviour. The plan will include the child's strengths and any goals for the individual as well as the steps to achieve those goals. The plan will be reviewed by all staff, students and volunteers regularly for any required changes.

Outside agencies and professional organizations may be approached for their expertise with Parental/Guardian consent (i.e. Community Living Trent Highlands Early Learning Consultant).

Aggressive Behaviour Policy

At Omemee Children's Centre, we believe that children are competent, capable and inquiring. Our first and foremost consideration is the health, safety and well-being of the children while in our care. Our staff will plan for and create positive learning environments and experiences. We believe that positive, safe and stimulating environments are "the third teacher." Our corporation is committed to helping children develop to their fullest potential. Every individual who enters our doors is required to treat all others and their property positively and respectfully.

As educators of young children, it is our responsibility to ensure the physical safety and total well-being of every child in our care.

AGGRESSION – means any physical, emotional or verbal act which may result in placing him/herself, other children and/or staff members within the centre in an emotional, physical, harmful, or unsafe situation.



In dealing with aggressive behaviour from a child, the following procedures will be followed:

1. The child will be removed from the larger group and the staff will redirect the child and try to stop the aggressive behaviour. If the child has an Individual Support Plan, staff will follow the steps to help redirect and calm the child
2. If the aggressive behaviour continues throughout any part of the day, the Parent/Guardian or alternate pick-up person (in that order) will be contacted immediately to pick up the child. Documented report(s) of the incidents will be given to the child's Parent/Guardian. A copy will also be made to keep in the child's file.
3. Once the Parent/Guardian has been called on more than one occasion relating to aggressive behaviour, the Supervisor will consult with a member of the Board of Directors. Following the consultation with the Board member, the Parent/Guardian will be informed of any impending decisions.

Steps that may follow:

1. There will be a verbal discussion with the Board of Directors and the Supervisor.
2. A written warning will be given to parents if the child continues with any aggressive, violent or intentionally aggressive behaviour that endangers the child, other children, staff, equipment, or building cannot be tolerated.
3. Your space will be terminated immediately. (two weeks' notice would be waived.)

The Board Of Directors Has The Right To:

- ❖ Impose a suspension of child care services
- ❖ Consult outside supporting agencies
- ❖ Limit the child's hours of attendance or determine if the child care program has the inability to meet the child's needs without additional staff
- ❖ Terminate the space (In the case of termination, two weeks' notice would be waived)

Please note: Any aggressive, violent or intentional aggressive behaviour that endangers the child, other children, staff, equipment, or building cannot be tolerated. In these extreme cases, the child will be automatically suspended for three days or have their spot permanently revoked without prior warning.



Parent Participation and Communication

Parents are considered to be an important link to a young child's success in the child care programs. At Omemee Children's Centre, we encourage all able parents, to become involved in their child's child care experience. Parents are encouraged to offer their skills and talents in many different areas. There are various tasks or special work projects in which parents may become involved in the Centre. The Board always has space for more volunteers to assist, either on the Board or on committees. Signs will be posted in the Centre to inform parents of these opportunities or talk to the supervisor.

Omemee Children's Centre has policies and procedures that outline the roles and responsibilities of the licensee, supervising employees, volunteers and placement students. All volunteers and students will be supervised at all times by a staff member and will not be permitted to be alone with a child at any time. Their presence will not be included in staff ratios.

Omemee Children's Centre is striving to provide an early education and care program that is fun, safe, and exciting. The staff plan the program with the best interests of all the children in mind. You are encouraged to visit and participate in our programs and special events. Excursions, and invited special guests into the centre form part of that planning.

Approach to Inclusion

The OCC is experienced in providing inclusive programming for children with special needs, working closely with parents, OCC staff, and school networks and linking with other community partners who support children with special needs to ensure the child's individual needs are met.

It is essential that all pertinent information specific to the child's unique needs be made available to staff at the time of registration inquiry. Once the inquiry takes place, the parent will meet with an OCC program support staff to ensure that upon entry into the OCC program, the appropriate support and resources are in place to ensure optimum success for the child.

Serious Occurrences

Omemee Children's Centre follows all legislation regarding the reporting of serious occurrences, which supports the safety and well-being of all children in our care.

The centre posts all Serious Occurrence Notification Forms for the parents' information.



Accident Reports

Parents will be informed regarding any incidents affecting their child's health, safety, or well-being. If a child is injured, parents will be provided with a copy of the Accident Report.

Sun Safety

The Centre applies sunscreen twice daily (or more often if needed) during the spring, summer and fall periods, and as needed in the winter. **Parents/guardians will be required to supply each child with sunscreen of at least 30 SPF.** Please make sure it is a lotion, not arisole. The staff will let the parent/guardian know when their child needs more. Please make sure you send a hat every day as well.

Inclement Weather & Emergency Closures

On rare occasions, Y91.9 FM or KX105.1 will announce if the centre will be closed. We will also post the information on our Facebook page and email parents. (if possible) Please always call the centre before you leave if the weather is bad. There will be no refunds if the centre is forced to close due to a power failure or any other emergency out of our control. If the centre is closed throughout the day, each parent will be notified.

Snow Days

When it has been announced that it is a snow day and buses are cancelled, the children that are scheduled will still attend daycare as usual and we will send them to school. Due to the uncertainty of how many staff will be present, and needing to stay within the ratio, **we are unable to take add-ons.**

Clothing

Children must arrive with suitable clothing for active, and sometimes messy, play. Weather conditions must be kept in mind (mud, snow, etc.) and children must be dressed in seasonal clothing. Each child should have a complete spare set of clothing which is placed in the child's cubby with their **name clearly marked.** **THE CENTRE CANNOT BE RESPONSIBLE FOR LOCATING MISSING CLOTHING, THOUGH WE WILL TRY.**



Parents/guardians of day care children are asked to bring:

- a) a set of indoor footwear
- b) necessary diapering materials
- c) stuffed animals for sleep time

Toys

Children are always welcome to bring items from home, as this provides a direct link with their home life and may make the transition to daycare an easier one. Talk to the staff if you have questions. We will try to take care of your child's possessions, but **we are not responsible if a toy goes missing.**

Field Trips/off Site Excursions

At the time of enrolment, parents sign a permission form for children to participate in walking excursions. If the trip is a distance, our Board of Directors decides the mode of transportation. A permission form with all information is prepared and signed by parents, ensuring their knowledge of the trip and any applicable non-base fees associated with the field trip/off-site excursion.

Our ideal ratios for field trips will be 1:3 for infants, 1:5 for toddlers, and preschool groups. Kindergarten would be 1:8, and the school-age ideal ratio would be 1:10.

Parents are welcome to volunteer as well, but will need a Criminal Reference Check with a Vulnerable Sector search.

Staff are always prepared with emergency lists and first aid kits for all excursions.

All staff are required to provide a Criminal Reference Check with a Vulnerable Sector search and hold a current Standard First Aid and CPR certificate.

Parent Issues and Concerns

It is the goal of Omemee Children's Centre to provide services of the highest quality. To provide a safe, stimulating, consistent, and accessible service to children and their parents. To achieve this, we welcome ongoing feedback from our families. We, as a centre, will listen to any issues, concerns, or compliments you may have. This will only improve our services to our families.

Steps for Parents

Stage One

- If a parent/guardian has a concern about the care provided, they are encouraged to discuss this with an employee who is working directly with their child. The



employee will work with the family to resolve the situation as quickly as possible by arranging a time for a meeting within 2 working days. If you're unable to resolve the problem...

Stage Two

- The parent/guardian may file a written complaint with the Supervisor. The following information should be forwarded to the Supervisor:
 - The nature of the complaint
 - An outline of relevant circumstances
 - Steps have already been taken to resolve the issue.
 - The name of the program, time, and date
 - The action desired
- After the Supervisor has received the written complaint, she/he will take 5 working days to fully investigate the matter and work towards a resolution. The Supervisor will then discuss this with the parents and explain the recommendations and the actions taken.

Stage Three

- If the family is not satisfied with the action taken by the Supervisor, the parent may file a written complaint by email to kids@nexicom.net or a sealed letter addressed to the Board of Directors. The Board of Directors will have 7 working days to review, investigate and respond to the parent's complaint.

Steps for Staff:

The staff will address the issue/concern at the time it is raised and inform the Supervisor of the situation. A meeting with the parent/guardian will be arranged within 2 working days. Staff will document the issues/concerns in detail.

It should include:

- The date and time the issue/concern was received.
- The name of the person who received the issue/concern;
- The name of the person reporting the issue/concern. The details of the issue/concern, and
- Any steps taken to resolve the issue/concern, and or information given to the parent regarding the next steps or referral.

Provide contact information for the appropriate person if the person being notified is unable to address the matter. Staff will ensure the investigation of the issue/concern is initiated by the appropriate party within 2 working days or as soon as reasonably possible thereafter. Document reasons for delays in writing.



Staff/Supervisor will provide a resolution or outcome to the parent/guardian who raised the issue/concern.

Confidentiality

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

Conduct

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

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

Concerns about the Suspected Abuse or Neglect of a Child

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

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

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

For more information, visit

<http://www.children.gov.on.ca/htdocs/English/childrensaid/reportingabuse/index.aspx>

Smoke-Free Ontario Act

We are required to comply with the requirements under the Smoke-Free Ontario Act, of 2017, which prohibits smoking tobacco and medical cannabis and the use of electronic cigarettes in licensed childcare centres. There is no smoking on the school property.



Emergency Preparedness

Omeme Children's Centre is committed to ensuring the safety of the children and staff in the event of an emergency.

The daycare centre and the school board are required to develop Emergency Preparedness Plans, which include prevention, intervention and response measures that will facilitate prompt and appropriate responses in an emergency.

If this occurs, you will be notified by phone of the emergency and where we will be if evacuation is required.

Contact Information

Omeme Children's Centre (main office) 705-799-7924

Children's Centre Downeyville 705-928-4279

www.omemechildrenscentre.ca