

St. Bartholomew's Children's Centre, Regent Park Inc.
Serving Regent Park Since 1983

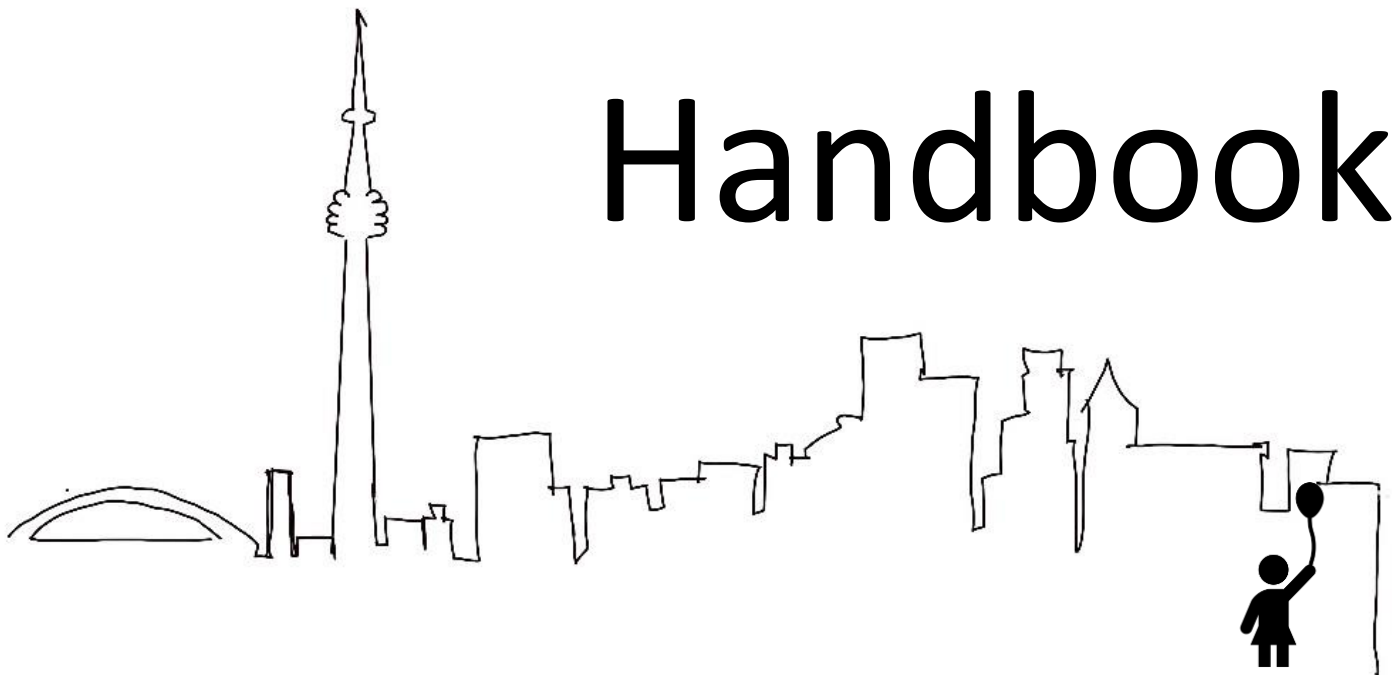
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Parent Handbook



July 2021

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Philosophy

Our fundamental philosophy is to understand the individual, spiritual and physical needs of each child with emphasis on each child's need to:

- Experience the fullness of life
- Know that he/she has a place to belong.
- Feel needed, loved and appreciated as unique individuals

Discipline is consistent and applied with loving sensitivity.

The Centre provides an atmosphere where each child feels secure, loved and appreciated.

St Bartholomew's Children's Centre staff link with parents, all local schools, religious institutions of any type, and other community agencies with a view towards understanding the unique needs of each child regardless of culture.

Children's Centre Programs

Nutritious Lunches & Snacks – *ensuring children grow well.*

Homework Club – *to assist your child to excel in school.*

Arts & Crafts – *developing ways to fill free time with meaningful activity.*

Theatre Arts – *developing comfort interacting with the public.*

Baking, Sewing, Woodworking – *developing practical skills for later life.*

Gross Motor – strengthening growing bodies.

Music – developing appreciation of arts.

Day Trips – introducing children to the many aspects of our exciting city.

Reading & Literacy – providing the language skills that lead to success.

Program Development

The programs provided here at St. Bartholomew's Children's Centre are under constant revision reflecting changes within the Childcare and Early Years Act (CEYA) and the implementation of the Early Learning for Every Child Today (ELECT) framework. All parents are encouraged to invest their own input into our

program content. We want you to remain in close contact with the Centre and our programs. This is why we provide an annual newsletter containing information on programming, special events and anything else that we feel would be of interest to you. We invite you to contribute to this newsletter.

ST. BARTHOLOMEW'S CHILDREN'S CENTRE

PROGRAM STATEMENT

The Fundamentals of Childcare

There are four fundamental building blocks for the raising of our children as outlined in the ELECT document:

- 1) Belonging
- 2) Well-Being
- 3) Engagement
- 4) Expression

Belonging means the child is made to feel supported by inclusion.

Belonging means that the child is part of something, is connected to peers and the community so they feel supported enough to contribute to the world around them.

Well-Being is about supporting and teaching self-care in order to promote physical and mental health wellness, providing tools for self-regulation.

Engagement sees to it that the community supports the child by providing skills that focus and support curiosity. Children are curious and capable. By engaging the child's skills such as problem solving, and creative thinking will prove to be invaluable through each step of their life journey.

As educators we must encourage expression of our children in all forms. All children are communicators.

Children are our Business

Children are curious and competent and rich in potential. Children are willing and capable to have complex thoughts. These are the fundamentals of How Does Learning Happen. In order to provide the right support, the educator and family must work together in order to create a reliable, supportive and nurturing pedagogy. How Does Learning Happen is a document produced to accompany the Childcare and Early Years Act of 2014.

The basis of our pedagogical practice is to inform children and families that we are always near.

St. Bartholomew's Children's Centre is a small program with a capacity of 30 school- age children and 2 full time staff. A smaller program gives us a chance to be closer to our families, which has helped us build community.

At the Children's Centre we have a long history of providing consistent programming that strives to accept all children.

Our Goals and Objectives

"Close to Your Home, Close to Our Heart"

At St. Bartholomew's Children's Centre our goals and objectives support these fundamental building blocks by providing a nurturing environment where there is no judgment. At the Children's Centre we believe that smaller group sizes and inclusion are essential to providing an effective community-based program.

What does a judgement free nurturing environment look like?

- Caring staff who build relationships with the individual as well as the group as a whole.
- Flexibility in programming to allow for small group interactions.
- Staff trained in conflict management.

CHILDREN ARE CURIOUS, CAPABLE AND FULL OF POTENTIAL

At the Children's Centre:

- Children have full access to a planning book and are supported by teachers or older children if they need support sharing their ideas.
- The Staff engage the children in weekly discussions where questions are asked, and programming ideas are put into action for the following week.
- We give the children time to join in on planned activities by providing access to the materials throughout the week, not only the day the activity was planned for.

- Snacks and lunches are evaluated with the children and a suggestion box is always available for the children to share ideas anonymously.

Our Journey

St. Bartholomew's Children's Centre has been serving the Regent Park Community for almost 30 years. In the beginning the Centre was part of a collection of programs, operated by the church, which administered to the high needs of this community.

In 1983 the Centre was incorporated and began operating as a secular After-School recreation program. The Centre existed in this incarnation for almost 20 years?

In 1999 the province announced that they would no longer fund the program as an after school drop in recreation facility. The only option we were given was to open a School-age daycare. This transition enabled us to provide more focused programming and trained staff, as there were very few staffing guidelines for after-school programs at the time.

This sizeable transition helped transform the way we deliver services to our community.

What did these changes look like?

- The development of new policies and procedures.
 - Strict programming changes set out by governing documents.
 - Purchase and acquisition of play equipment and materials. •
- Our "Drop-In" became an all-the-time program,

Our Community

At the Children's Centre we support the fundamentals of ELECT by providing a secure and nurturing community hub for our families.

What does this look like?

- We are a big family.
- Our connection to the children and parents continues after they have left the Centre.

- We provide opportunity for past children to practice and demonstrate leadership skills by offering volunteer opportunities as they mature.
- As a stand-alone school age program, we care for children ages 6 years old to 12 years old. This means that we can have larger families in our care for 12 years. This close connection and history sets us apart from other community daycares.

The Centre's Executive Director has been working at the Children's Centre for over 30 years and the Program Coordinator has been with the organization for over 20 years. This longevity is the evidence of the Centre's commitment and connection to the Regent Park community.

HEALTH, WELL-BEING AND INCLUSION

Health

At the Children's Centre we are committed to the health and well-being of the children. Our program supports the physical needs of the children.

How do we do it?

- We have full access to an outdoor basketball court and green space.
- We support gross motor play and development with an assortment of outdoor play equipment, such as scooters, bicycles, roller racers, balls of all sizes and textures.
- This equipment also contributes to your child's balancing skills and helps create a positive relationship with physical exercise.

At the Children's Centre we teach strategies and important lessons that are intended to support a healthy upbringing as the children strive towards a healthy happy future.

What does this look like?

- The Centre teaches and promotes healthy habits such as handwashing and respiratory etiquette.
- Every summer the staff conduct a health week where the children participate in activities, games and discussions around physical and mental health as well as physical hygiene.

- Upon completion of the health week unit children are all given personal hygiene packs with various tools to keep with them through the summer.
- We support inquiry and help parents find answers to difficult questions relating to puberty and sexual health.

Nutrition

We teach and support the various nutritional needs of the children on our care.

How do we do it?

- We promote healthy attitudes towards food and nutrition by providing snacks and lunches.
- All menus follow the guidelines set out in Canada's Food Guide.
- We give our children the chance to help plan the meals and snacks, which helps connect them to the program, giving them a true sense of belonging.
- We encourage the children to try new foods.
- We encourage children to share recipes of the food that they eat at home.
- When possible, we provide lunches prepared on site or independent catering companies who can work with us to support the unique nutritional needs of our children.

Well-Being

Well-Being is the goal that drives all of our programs, relationships and professional development. A

What does this look like?

- We start by supporting and alleviating the common stresses of school by providing homework help for the children.
- Homework help is a helpful tool for parents, who find homework the top stressor for raising school-age children.

- We offer the children choice and support their autonomy when programming through suggestion boxes and kids planning books.
- The staff are trained in conflict management and are expert problem solvers.
- We teach the children how to become expert problem solvers themselves

Inclusion

At the Children's Centre we accept children who have had difficulty fitting in to other daycares and afterschool programs. Our capacity is 30 children. On average we carry a minimum of five children with recognized special needs. We are firm believers that inclusion and integrated programs build a culture of respect and teach empathy.

Partners in success

The Centre's resource consultant plays an integral role in the lives of our children with special needs by connecting staff and families with vital program supports. We feel well supported by our resource consultant.

How Does Learning Happen at St. Bartholomew's Children's Centre?

At the Children's Centre we use our community to engage the children and families and community partners to "build connections, learn, and discover".

Our Team

Staff

All of the staff at St. Bartholomew's Children's Centre is either an RECE or has significant experience working with children and families.

The staff at the Centre work with the children to encourage their own inquiry and support their individual needs. The benefit to working with school age children is that interactions between children and staff can be candid or calculated.

We strive to ensure the children feel safe and supported so that conversation can flow freely, opening up the space for additionally meaningful relationships and interactions.

The staff at St. Bart's are largely motivated by the view of children as being curious, capable and full of potential. Through collaborative planning and meaningful interactions, the staff are able to support inquiry.

Motivation is key to empowering the children to create and lead the program that best reflects their interests. The staff's role then is to provide a nurturing environment, child-adult interactions and the self-exploration that is needed in order to develop identity.

School-age programs are unique in that the children attend the daycare for an average of six years. During this time their social and emotional development is very significant. Since the Children's Centre has a history of retaining staff the relationships that are built have real history. This leads to a solid sense of trust and familiarity that can be lost in a big city such as Toronto.

The Centre supports the professional development of all program staff by providing financial remuneration.

Children

Without the children we would have no team! At the Children's Centre we respect the knowledge and curiosity of the children.

Children are teachers too. Adults have a lot to learn from children as well. This reciprocity is an important component to a successful program.

The Children's Centre supports a partnership between the staff and children by encouraging self-directed activities by planning with the children, using the opportunity to model collaboration.

Parents

Parents are experts. One of the key components to a successful program is when true collaboration between teachers and parents happens. This collaboration does not need to be categorized by the lengthy planning of formal meetings.

At the Children's Centre we welcome feedback from all parents. We believe that a program supported by our community and our parents is best suited to raising happy healthy children. Earlier in this document we mentioned the ELECT principle that children are competent and capable, curious and rich in potential. This is also true for families. Here are some of the opportunities that allow parents to become more involved.

- An Annual General Meeting where parents will meet the Board of Directors and be reassured of their right and responsibility to be involved in their child's care.
- Monthly board meetings are open for parents to attend and opportunities are available for them to join the Board.
- Upcoming events either verbally or through newsletters and written reminders.
- Every year, a survey for all parents is conducted by the Centre to collect opinions and concerns of parents about the current program and to collect suggestions for improvement and topics for meetings that meet the needs of parents.
- A detailed list of Summer trips is handed out in advance in order to give parents time to choose and book off any time they may like in order to attend the excursions.

Informally we encourage discussion and camaraderie amongst the parents and staff by providing a comfortable welcoming environment for social time at the end of each day.

Pedagogical Documentation

Cameras are always rolling. Through photographs we are able to communicate learning experiences with parents and children alike. Every month we produce two observations per child. Our use of written observations and photographs to document the learning at the Children's Centre has become an essential tool for planning and reflection.

Communication

In order to operate a successful program clear and consistent communication is mandatory.

How do we communicate at SBCC?

Verbally

- Through informal interactions at pick-up and drop-off time.
- When physical distancing measures need to be met these conversations happen through phone calls.

Hi Mama

- Important information
- Pedagogical documentation
- Parent reminders

- Screening forms
- Centre Activities

Program Offered

Before and After School care

- The Centre opens from 7:30am to 9:30am for morning care. During this time, we provide a light snack and escort the children to our community schools and busses.
- We are back to it again in the afternoon providing care for children attending at least three community schools and three out of area French and Catholic schools.

Safe-Walk

We have a walker who is able to pick up the children from the local schools and bring them to the Centre. There are three public schools one Catholic school within close walking range of St. Bart's. This gives the children a chance often to visit the schools of their daycare peers.

St. Bartholomew's Children's Centre is unique in that it operates as a stand-alone school age daycare. It is our commitment to the children and families in our community to provide a level of care and support that exceeds other recreational programs in the city.

All of these things contribute to a sense of belonging. Having the added benefit of serving children from many different schools gives the children and families a chance to build relationships and form lasting bonds that they would otherwise not have the chance to do.

Summer/March Break program

- During the summer we provide an 8-week full-time program.
- We travel to a new destination in Toronto and surrounding areas.
- Our weekly trips are an integral part of our summer program, they give the children a chance to experience things and places they wouldn't otherwise have.
- Every Thursday during the summer program we spend the afternoon in the pool at the newly built Regent Park Aquatic Centre.

- Trained and confident staff are able to help the children, who have had less experience in the water, build their skills and confidence as swimmers. This is just one of the ways we support a sense of belonging in our children.

Community

We are proud to call Regent Park our home. As the area undergoes a complete revitalization it is important for us to maintain and recognize the cultural and historical significance of Canada's oldest public housing initiative.

Regent Park has been in a state of redevelopment for 15 years. The Children's Centre has operated as an island for most of that time. We have watched the neighborhood transform around us and so it is important that we embrace the change. We cannot erase the past and forget the foundation this new development is built on.

- At the Children's Centre we believe that a thriving community can exist outside of a school or community centre
- A community needs active participants coming together to meet a goal, in this case the goal is belonging and well-being.

The Centre strives to utilize the many resources Regent Park has available, such as:

- Toronto Public Library (Gerrard & Berkeley)
- Children's Book Bank (Gerrard & Berkeley)
- Riverdale Farm
- Main Regent Park and Playground.
- Regent Park Community Centre
- Regent Park Focus
- Pam McConnel Aquatic Centre
- Community gardens
- Regent Park Sports Field

Community Events

There are often events happening in our community that involve various cultural groups. We strive to support these events by advertising and attending. This also helps us remain connected to Regent Park.

Fun Fair

Each year the Children's Centre puts on a Fun Fair. While this is advertised as a fund-raiser our primary goal is community participation and engagement.

How is this goal accomplished?

- Over the years we have built up a community of volunteers for this event. Many of the same people return from year to year because they have made these life-long ties to the Children's Centre.

Putting our Program Statement in Action

In order to ensure the practices outlined in this document are being honored and implemented. All new staff and volunteers and Board Members are obligated to read and sign off on the statement before starting at the Centre. Each year the supervisor performs a compliance checklist for staff and volunteers.



General Information

The Centre is a licensed childcare facility for up to 30 children aged 6- 12 years.

Its operation is fee-based however City of Toronto subsidies are available.

The Centre has professional staff who have a proven track record in caring for children.

The Centre's Board of Directors is comprised of professionals and individuals from the community.

We escort children from school to the Centre through the Safe Walk Program.

Morning Care

We are open for morning care between 7:30 and 9:00am before school. Children who attend the morning care program are walked to one of the community schools or escorted on school buses.

After-School Care

The Centre opens for afterschool care at 3:00pm. After School (September to June) from 3:00 to 6:00 p.m.

School Breaks

The Centre operates full day programming when the children are not in school. P. D. Days, March Break and Summer from 7:30 a.m. to 6:00 p.m. We operate Monday to Friday.

We are closed on the following days:

New Year's Day

Family Day Good Friday Easter Monday Victoria Day Canada Day August Civic Holiday
Labour Day Thanksgiving Monday

We are closed for two weeks out of the year:

- One week during winter holidays including Christmas Day and Boxing Day.
- The final week of summer holidays.

N.B. There are no reductions in fees when a child is absent on additional days such as vacation or sick days.

Arrivals & Departures

We understand that there will be times when your child will be late or departing early. However, it is imperative that you phone the Centre with this information. If staff have not been notified in advance, your child may miss out on scheduled field trips or community outings scheduled for that day.

Parking

There is parking available in the rear of the Centre for parents picking up or dropping off their children. The space is limited so we ask that you make sure the driveway is not blocked, so that other people are able to come and go easily.

Extra-Curricular

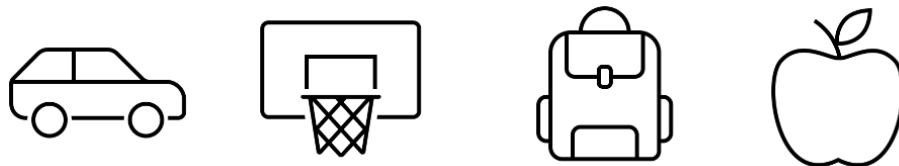
We encourage all children to participate in after school activities such as sports and tutoring. However, we ask that you please come into the Centre and fill out a form notifying us of the specifics of the activity before your child starts. It is for attendance purposes that we require this information.

Homework

We do offer help to children with homework. However, we don't make it mandatory for all children to finish their homework. If you would like your child to finish their homework at the Centre every day, please notify the program staff and we will do our best to help. However, it is still your responsibility to check your child's work when they arrive home in the evening.

Nutrition

All children, during the full day programs (P.D. Days, March Break, the Summer Program), will be provided with a hot lunch and two snacks per day. During the After School Program they are provided with one snack per day.



Clothing, Toys & Food

We require that an extra set of seasonal appropriate clothing be kept in your child's cubby at all times.

The Centre does not encourage children to bring toys from home. If such toys are brought to the Centre they will be kept in your child's cubby until the end of the day.

The Centre also does not encourage children to bring food from home, especially junk food. We work hard to maintain a regulated and nutritious snack schedule throughout the year. If your child does arrive with food they will be asked to put it away until the end of the day. This is also a safety issue as we often have children with food allergies.

Each Wednesday during the summer we have water play outside in the back garden or at a local wading pool.

During the summer and March Break your child will be assigned a visor, T-Shirt & knapsacks for out-trips.

Please note that we are not responsible for loss or damage to any personal effects left at Centre.

Emergency Contacts

It is for the safety of your child that we ask you to keep the Children’s Centre informed of all changes to telephone numbers and emergency information.

Child Pick Up

No child will be released to any person not authorized by a parent or guardian on the registration form. We recognize that unforeseen events may prevent an authorized person from picking up your child. If this should happen, we must be notified in advance.



Fees for Service

CURRENT FEES BY SERVICE OFFERING

Service Offering:	Fee/Day:
Before School Care	\$10.00
After School Care	\$26.00
Before and After School Care	\$36.00
Full Day Care (Non Instructional Days)	\$38.00

Fees Information

Fees are payable on the first workday of the month and are calculated on the basis of the number of work days in the month. A fee schedule is circulated every year indicating your monthly charges.

Method of Payment

Cheques are accepted and should be made payable to “St Bartholomew’s Children’s Centre”. The Centre also accepts Interac-E Transfers. Please send payments to sbcc.daycare@gmail.com.

Late Pick-up Fees Policy

We understand that there are circumstances where you will be arriving late to pick up your child, however it is unfair for our staff to be expected to work late without pay. In the event that you are late picking up your child we ask that you pay a fee of \$1.00 per minute that you arrive past 6:00pm. Our staff have obligations of their own to attend to in the evenings.

NSF Policy

Parents will be charged the bank penalty on any cheque that is returned. In the event this occurs three times, all further payments must be made with a certified cheque, money order or cash.

Fee Subsidy

Toronto Children’s Services provides fee subsidies based on income. Click on [TCS subsidy](#) to get more information regarding fee subsidies.

Centre Policies & Procedures

Health Policy

If your child becomes ill while at the Centre, you will be contacted and asked to take your child home. If you cannot be reached, the emergency contact person will be called. For the protection of the other children, your child will be isolated from them while awaiting pick up. Staff will record your child’s symptoms.

Parents must keep children at home who are exhibiting any of the following symptoms: fever, diarrhea, vomiting, skin irritations, or eruptions.

Medication Policy

If your child requires medication while at the Centre please note: Staff will only administer prescription medication from its original container clearly labelled with the child’s name, the drug name, the dosage, date of purchase and instructions for storage and administration. You will also be asked to fill out a consent form for administering the medication.

Anaphylaxis

In our Centre there may be children who are at risk for potentially life-threatening allergies. Anaphylaxis is a severe allergic reaction that can be caused by foods, insect stings, medications, latex or other substances.

While anaphylaxis can lead to death if untreated, anaphylactic reactions and fatalities can be avoided. Education and awareness are key to keeping children with potentially life-threatening allergies safe.

The Centre's anaphylaxis plan is designed to ensure that children at risk are identified, strategies are in place to minimize the potential for accidental exposure and that staff are trained to respond in an emergency situation.

St. Bartholomew's Children's Centre can be expected to create an "allergy-safe" environment. It is unrealistic, however, to expect an "allergen-free" environment.

Parents will be made aware if a child with anaphylactic allergies is in attendance at the Centre and receive information to promote an "allergy-safe" environment.

Supervision Policy for Volunteers and Students

St. Bartholomew's Children's Centre has a long history of employing past students and volunteers for supply work and summer staff. We value the work of our volunteers and students and are here to provide an educating and stimulating experience for those who choose to join our team. The following policy is designed to outline the supervision practices of the employees of SBCC in respect to the volunteers and students who work at the Centre.

Students doing their school placements and volunteers at the Centre are not permitted direct unsupervised access with the children at any time.

Only persons who are employed by the Centre can be left alone with a child given that the appropriate ratios are being met.

Volunteers and students are not counted in staffing ratios at St. Bartholomew's Children's Centre.

Before beginning work with the children all students and volunteers must:

1. Review and sign off on all of the Centre's policies. Specifically, the behaviour management policy.
2. When a child with anaphylaxis is enrolled at the Centre their individual emergency procedure must be reviewed by all volunteers/students by a senior staff member.

3. Criminal reference checks are required for all Staff, volunteers and students before they begin placement at St. Bartholomew's.

The supervising staff at St. Bartholomew's Children's Centre must be a senior staff member who is a registered early childhood educator, with 3 or more years of experience working at the Centre.

Dismissal and Withdrawal Policy

The staff and Board of Directors at St. Bartholomew's Children's Centre have developed this policy with regard to the disruptive and aggressive behavior exhibited by a child so that appropriate action can be taken immediately.

We state in our policy that any disruptive behavior exhibited by a child that interferes with the well-being, happiness and safety of the other children at the Centre, will be automatically documented and by staff and addressed by the Board of Directors. Furthermore, if the behavior continues, it may be necessary to request the child's Parent to withdraw the child from the Centre.

In the case where the child's behaviour is apparent and disruptive to other children, the following steps will be taken:

First incident: The Director of the Centre will give a verbal warning to the Parents of the child who exhibits the disruptive behaviour;

Second incident: If the disruptive behaviour continues, the Director will advise the Parents in writing and will work with the parents to help the child improve his/her behaviour;

Third incident: If the disruptive behaviour continues, and there is no resolution, and the safety of the other children in the Centre is at risk, the parents of the child who exhibits the aggressive behaviour may be requested to seek alternative care for the child.

Parent Issues and Concerns Policy and Procedures

Purpose

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

General

Parents/guardians are encouraged to take an active role in the Children's Centre and regularly discuss what their child(ren) are experiencing with our program. As supported by our program statement, we support

positive and responsive interactions among the children, parents/guardians, childcare providers and staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Our staff are available to engage parents/guardians in conversations and support a positive experience during every interaction.

All issues and concerns raised by parents/guardians are taken seriously by St. Bartholomew's Children's Centre and are addressed to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents/guardians within 2 business days. The person who raised the issue/concern will be kept informed throughout the resolution process. Investigations of issues and concerns will be fair, impartial and respectful to parties involved.

Confidentiality

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

Conduct

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

If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the Executive Director or the President of the Board of Directors.

Concerns about the Suspected Abuse or Neglect of a child

Everyone, including members of the public and professionals who work closely with children, are 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/childrensaidthereportingabuse/index.aspx>

Prohibited Practices

St. Bartholomew’s Children’s Centre forbids the physical punishment and other harmful disciplinary practices in order to protect the emotional and physical well-being of all children.

At the Centre we believe that children benefit from an affirming approach that encourages positive interactions with other children and with adults. Using negative or punitive approaches to managing unwanted behavior does not support the well-being of our children.

1. None of the following practices are observed in the program:

- (a) Corporal punishment (which may include but is not limited to, hitting, spanking, slapping, pinching);
- (b) Physical restraint of children, including but not limited to confining to highchair, car seat etc. for discipline or in lieu of supervision unless for the purposes described in the regulation (to prevent selfharm, harm to others and only until risk of harm/injury is no longer imminent);
- (c) Locking the exits of the Child Care Centre for the purpose of confining the child, or confining the area or room without adult supervision, unless such confinement occurs during an emergency.
- (d) Use of harsh, degrading, measures or threats or derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine their 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.

Child Abuse Prevention and Reporting Policy

St. Bartholomew’s Children’s Centre is committed to taking a pro-active position regarding the prevention of child abuse through ongoing observation of the children in our care; professional education with respect to early identification, effective response and adherence to legal obligations, including reporting, keeping abreast of developments in legislation and relevant issues, communication and support of the child and family, and working with other community service providers.

The Centre's policy and procedures are designed to make staff and students/volunteers aware of their responsibilities for the recognition, reporting and documentation of suspicions of child abuse or a child exposed to family violence. The full policy is posted in the entrance to the Centre or you can request a copy from the staff at any time.

Withdrawal Policy

Parents are required to give the Children's Centre two weeks written notice if they are planning to withdraw their child from the program. If this notice is not received, a penalty of one week's fee will be charged.

Access and Equity Policy

St. Bartholomew's Children's Centre is committed to taking a pro-active position regarding the prevention of child abuse through:

- Ongoing observation of the children in our care.
- Professional education with respect to early identification, effective response and adherence to legal obligations, including reporting.
- Keeping abreast of developments in legislation and relevant issues.
- Communication and support of the child and family; and working with other community service providers.

All publications released by St. Bartholomew's Children's Centre can be adjusted to meet the needs of the recipient. This may include: Language, modifying the document for visual or hearing-impaired recipients and descriptive text.

Volunteers/ Parental Involvement Policy

In acknowledgement of much reliable research proving the parental involvement raises the academic and social achievement of students, St. Bartholomew's Children's Centre encourages involvement of parents through an active Parent Volunteer Program, active Family Resource Center and an active Board of Directors. Parents are encouraged to assist in such activities as: The Fun Fair, Annual Play production, Thanksgiving Dinner, and the various trips attended during march break and summer holiday

Off-site Excursion Policy

During the summer and March break the Children's Centre goes on various trips. In our schedule we include off-site excursions every Tuesday and Thursday. We travel to various attractions, for example

bowling and roller rinks. On all trips appropriate staff ratios are implemented to ensure the maximum safety for your child. Along with the scheduled trips we also go off-site for short excursions around the area. A list of our community excursions is listed in our program statement which can be found at the back of this handbook. Permission for these off-site excursions is given by signing the appropriate area on our registration forms. One of favourite destinations is the large community Park down the street. At the Centre an in-depth policy outlining our procedures for these off-site excursions is available upon request.

St. Bartholomew's Children's Centre ensures that the field trips attended by the staff, parents, volunteers and children are planned with the idea of quality in mind. Field trips can provide concrete experiences for children that enable them to connect the curriculum they are exposed to at the Centre with concrete examples that enrich their learning.

When children are given the opportunity to experience outings in their community, they are able to make a connection to their day to day lives at the Centre and at home. With this said we must remember that children can also gather meaning and knowledge from trips that are held away from the Centre and community.

St. Bartholomew's Children's Centre is dedicated to planning and organizing trips that provide a safe and interactive experience for the children.

Emergency Procedures

The Children's Centre has emergency procedures in place that outline actions and roles of the staff in the event of an emergency situation. For detailed information and descriptions please refer to the policy posted at the Centre.

Procedure for notifying Parents in an EMERGENCY

1. As soon as possible, The Centre supervisor or designate must notify parents/guardians of the emergency situation and that the all-clear has been given.
2. Where disasters have occurred that did not require evacuation of the Centre, the supervisor must provide a notice of the incident to parents/guardians by telephone or in person.
3. If normal operations do not resume the same day that an emergency situation has taken place, the supervisor of designate must provide parents/guardians with information as to when and how normal operations will resume as soon as this is determined.

Waiting List policy

At St. Bartholomew's Children's Centre we maintain a waiting list. There is no fee for placing children on the waiting list.

Children will be accepted into the program on a first come first served basis when spots become available. Priority is established by the date of the application, however siblings of children currently enrolled in our program and then children of staff members will be given priority status.

When a space becomes available, the family at the top of the waitlist will be contacted and invited to accept a childcare spot. If the family accepts the offer, we move to the next step. If the family, for any reason, declines the spot then we will offer the spot to the next family on the list. Any family that declines a spot will remain on the list in the same sequence unless they request to be removed from the waiting list. At times, we may call a number of families in one day to offer one spot. In this case, the spot will go to whoever accepts the offer first.

Parents are welcome to call the Centre for an update of their child's status on the waiting list at any time. Parents are also welcome to come into the Centre directly to check the status of their position. Please be advised that we keep the information on our waitlist secure. We will cover the names and information of the other families on the waitlist, showing the parent their information only.

***** **IMPORTANT** *****

Due to the ongoing global pandemic some of the procedures listed in our parent handbook cannot be followed. Some of these procedures include:

- Self-help and around meal and snack times. This includes serving food to each other.
- Trips and community outings. While this has always been an integral part of our summer and March Break programming, Covid has made it impossible to do. We will try our best to explore our community on foot in small groups.

For more information on how we are surviving the pandemic please ask for a copy of our Covid policy!

This document was updated on April 5, 2021