



Parent Information Package ~ 2024

Kingston Day Care Mission:

To provide high quality early learning programs that encourages and promotes success during the early and middle years, setting a strong foundation for life-long learning.

Kingston Day Care Vision:

To continue to be recognized as a leader in the childcare community, seek opportunities to broaden our services and enhance early learning experiences for children, their families and staff.

Kingston Day Care Core Values:

We offer a caring and engaging experience where all participants are encouraged to learn and grow to reach their full human potential. We work cooperatively and enthusiastically in an atmosphere of trust, confidence and mutual respect. We help children discover and share the wonder of life by providing a nurturing environment where all can *Play, Explore* and *Be*.



Parent Information Package

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Parent Information Booklets are available on our website www.kingstondaycare.org and in hardcopy by request. Notice of additions or changes will be posted in the centre.

Program Statement

Kingston Day Care's Program Statement reflects the **Minister of Education's Policy Statement on Programming and Pedagogy made under the Child Care and Early Years Act, 2014.**

The policy statement may be found at: <http://www.earlyyears.edu.gov.on.ca/EYPortal>
Other regulatory requirements may be found at: <http://www.ontario.ca/laws/regulations/r15137>
Pedagogical resources may be found at: <http://www.edu.gov.on.ca/childcare/pedagogy.html>

Our mission, vision, core values and program statement is the purpose of our existence and it is important that all staff develops an understanding of this and incorporates these principles into the day to day operations of the programs.

Kingston Day Care's Mission: *Provide high quality early learning programs that encourage and promote success during the early and middle years, setting a strong foundation for life-long learning.*

Our Vision: *To continue to be recognized as a leader in the childcare community, seek opportunities to broaden our services and enhance early learning experiences for children, their families and staff.*

Core Values: *We offer a caring and engaging experience where all participants are encouraged to learn and grow to reach their full human potential. We work cooperatively and enthusiastically in an atmosphere of trust, confidence and mutual respect. We help children discover and share the wonder of life by providing a nurturing environment where all can **PLAY, EXPLORE** and **BE**.*

We view children as being **competent, capable, curious** and **rich** in potential. We view our educators as high quality early childhood specialists who value and respect each child and understand the significance of both the physical and social environment as it pertains to their PLAY.

At Kingston Day Care we provide encouraging and nurturing environments which foster exploration, play and inquiry. We are committed to providing high quality interactive, child initiated programs. Our programs are enriched by building relationships with parents, community partners, volunteers and students.

Our mission is achieved through a **Program Statement** which specifically outlines and supports how we reach our goals in creating positive learning environments for children. In order to achieve our program goals we promote and support:

- 1) The **health, safety, well-being and nutrition** for our children. We create a safe and welcoming environment where children feel a sense of belonging. We ensure that the environment is safe by conducting daily observations of the children and the physical environment, monthly health and safety inspections, annual health and safety inspections and we ensure all required information is posted and up to date as required by the **Child Care and Early Years Act, 2014**. We ensure that children in our care are receiving the highest level of nutrition and that safety precautions are taken to ensure a safe and healthy food environment. We respect individual differences in children and DO NOT use nutrition as a reward or for punitive purposes. We resource information from Public Health, Canada's Food Guide, Better Beginnings and Best Start to ensure a healthy food environment for all.
- 2) **Positive and responsive** interactions with children, parents, staff, students, volunteers and community members. We foster open and respectful communications with children, parents, community partners and colleagues creating an environment that welcomes and values their unique input, opinions and conversations. We achieve this daily by allowing time for exchange of information at drop-off and pick-up times, scheduling meeting times as needed or as

requested, participating in transitional meetings and by offering support and guidance in a positive and respectful manner.

- 3) Positive interactions with children. We **encourage** children to **interact and communicate** in a positive way. We create an environment where children feel a sense of belonging and a sense of control in an environment that allows them to create their own space. We observe and record observations to demonstrate positive interactions and a feeling of belonging. We evaluate observations and make adjustments to the environment that is reflective and supportive of the children's needs. We encourage each child to be engaged and involved, and support the development of their self-regulation by forming a positive day to day connection with each of them. We achieve this by recognizing children as capable and competent learners and ensuring that the 4 foundations of learning ~ Belonging, Engagement, Expression and Well-Being ~ are a focus in everything we do. We employ the highest calibre of Educators to ensure that children's needs and capabilities are being recognized, appreciated and understood. We recognize the middle years as a crucial period of growth and change. Our high quality programs are designed to build **confidence**, improve leadership skills, promote positive social relationships and enhance physical and emotional well-being. Our programs allow children in their middle years to thrive in environments where they feel valued and supported. They are able to engage in experiences that are **meaningful** and relevant to their everyday lives.
- 4) An environment that is arranged to encourage intentional play-based learning and discovery. Materials and activities are available and accessible throughout the day to allow **free movement and free choice**. A resource library of play materials that stimulate the imagination and set up invitations for play, exploration, investigation and social interaction, will be shared by all Kingston Day Care programs. Natural and authentic materials are offered to encourage curiosity and discovery. We recognize the environment as the "*third teacher*"; we invite the outside in and bring the inside out to encourage a continuation and extension in play. We actively engage, listen and enhance what is offered in the play environment.
- 5) **Individual needs and differences**. We recognize that all children are unique and that they learn and develop at different stages. We know that through ongoing engagement and observation of children that each child's learning and development is supported. Kingston Day Care Programs are inclusive of all children, including children with individualized plans. Through documentation, engagement and observation we are able to recognize individual differences, stages of development and learning styles which allows us to create individualized plans that will fully support a children's learning. Individualized plans are created in collaboration with the parent, educator and other necessary parties (i.e. child's physician, resource consultant).
- 6) An environment that recognizes and **respects** differing needs of children when they play: indoors and outdoors, during both active and quiet play and when at rest. Our programs are designed to respect individual needs and differences: our daily routine is flexible responding to children's ability to make choices and to self-regulate. We manage staffing so that smaller groups of children are able to play outdoors while others remain inside. We provide a comfortable and quiet rest time for those who require rest and also quiet play areas for those who do not. We adapt routines to correspond with the needs of the children. We are supportive of children's strengths, needs and differences.
- 7) **Engaging with parents and providing on-going communication**. This is achieved through daily exchanges, photo documentation, emails, newsletters, postings and website information. We use these various avenues of communication to encourage and promote positive and ongoing exchanges of information with parents.
- 8) **Community partnerships**. Our community partners are a vital part of our programs. We value and respect these partnerships as they enhance our programs and most importantly support our children, families and staff. We welcome new partnerships that will **enrich** our programs and ultimately the children's growth and development. To ensure strength and quality of partnerships we: contribute to school newsletters, participate in special events (Open Houses), participate in 'Transition to School' meetings, collaborate with Parents and resource groups such as Community Living Kingston to create 'Individual Support Plans' for children. We celebrate our

- seniors and enjoy the benefit of a variety of intergenerational programming.
- 9) **Continuous Professional Learning.** Kingston Day Care is committed to achieving high standards and quality assurance by promoting and providing Professional Development opportunities for our staff on an ongoing basis. As outlined by the College of Early Childhood Educators staff will develop a professional learning portfolio which will outline their goals and professional development needs. We encourage staff to attend community meetings (Professional Learning Community), participate in projects with Public Health and like agencies, lead 'All Staff' meetings at Kingston Day Care to share expertise and success, and to actively search for additional learning opportunities.
 - 10) Performance reviews and evaluations of educators and the programs we offer. It is our belief that our **Program Statement is reflected in our performance.** We will review our program statement annually to ensure we are successfully attaining our goals and objectives that were strategically planned to ensure the children in our care are receiving high quality programming and experiences that promote positive outcomes in relationship to their learning, development, health and well-being. We will review the Pedagogy document and **ELECT** document to evaluate our programs to ensure we are always considering the child first. Staff monitoring and Client Surveys will be critical in assessing our programs. Collaborative 'All Staff' meetings will be held quarterly for review and discussion of program implementation. Staff performance reviews will be completed annually and Exit Surveys will be completed to evaluate staff satisfaction. Parents and community partners will be a vital part of this review and the planning and growth of our program statement.
 - 11) Kingston Day Care utilizes the **How Does Learning Happen** (HDLH) document to provide information, guidance and support to its staff members on ways to engage in positive, responsive interactions that are critical for children's overall learning, development, health and well-being.

**For more information please access:
Early Years Portal ~ How Does Learning Happen?
Think, Feel, Act: Lessons from Research About Young Children**

Kingston Day Care's Program Statement will be reviewed with all new staff, students, and volunteers prior to interacting with the children and at any time when the program statement is modified. Amendments to the Program Statement will be shared verbally, posted internally and on our website. Employees, Volunteers and Students are required to sign in acknowledgement and understanding of the Program Statement and any revisions or updates. The General Manager or Supervisor who completes the review is required to provide their name and signature acknowledging that the review has been completed.

*Detailed operational policies and procedures that support Kingston Day Care's Program Statement will also be reviewed with all new staff, students and volunteers annually and at any time there are modification or revisions. All amendments or additions to the policies will be posted for review. All personnel, employees, volunteers and students are required to sign in acknowledgement and understanding of all revisions or updates. Policy on the Implementation of the Program Statement can be found within the Child Care Policies. The General Manager or Supervisor who completes the review is required to provide their name and signature acknowledging that the review has been completed. In the case of the General Manager and Supervisors the Executive Director and General Manger will keep record of each review. In the case of the Executive Director the Board Chair in conjunction with the General Manger will ensure review and compliance. **NOTE: KDC does not accept volunteers at this time***

General Information

Kingston Day Care Inc. is a non-profit charitable child care organization governed by a volunteer Board of Directors. We have provided quality child care in Kingston since 1967. We currently operate three Child Care Centres and one Before and After School Program:

Trillium CCC, Collins Bay CCC, St. Martha CCC and Our Lady of Lourdes Before & After School Program. We provide care for children from infancy to 13 years of age. We are licensed by the Ministry of Education (MEDU). Our operating licenses are posted near the main entrance of each location.

Hours of Operation

Full Day Programs: 7:00 am to 5:30 pm

Before School: 7:00 am until school day commences

After School: end of school day to 5:30 pm

Full Day FDK/School Age: 7:00 am to 5:30 pm (*P.A Days, March Break, Winter Break, Summer months*).

Hours of Care

A full day of care is considered to be nine (9) hours. This includes one half hour for dropping off and picking up your child. If your child care needs exceed a nine-hour workday, you will need to discuss this in advance with the Supervisor as an extension in hours directly effects the staffing required. In addition, if you wish to change the days your child attends the child care centre, request a site change or place an additional child on our wait list, you must speak with our Supervisor. You will be informed of transitions within the centre (ie. moving to the next age grouping) by the Supervisor and will be asked to sign 'Transitional Form' in acknowledgment and agreement of the change.

Statutory Holidays (All Kingston Day Care programs are closed)

New Year's Day

Family Day

Good Friday & Easter Monday

Victoria Day

Canada Day

Civic Holiday

Labour Day

Thanksgiving Day

Christmas Day & Boxing Day

***Please note that Kingston Day Care will close at 2:30pm on Christmas Eve and remain closed until New Year's Day. We may also be required to close for additional days due to lease agreements with the school boards.**

Kingston Day Care will hold a wait list for families requiring care. To ensure clear and transparent practices in managing the wait list the following practices are in place and available to parents on the web site and in the parent handbooks.

Wait List Policy

Families may place their name on the KDC waitlist by going to the City of Kingston website and placing their name on the **Centralized Child Care Registry and Information Service (CCRIS)**. When a space becomes available you will be contacted by the Site Supervisor or General Manager. At that time you will be asked to go to our website to create a user account detailing type of care and location preference.

This information will be collected from our website by the General Manager and forwarded to the Site Supervisor's. Wait lists on the **CCRIS** will be managed by the General Manager and Site Supervisors.

Your status on the wait list may be accessed through the GM/Site Supervisors.

Families who are on the wait list are required to check in with the day care centre on a monthly basis. Contact information must be kept up to date. If your contact information changes please inform the Supervisor. If KDC attempts to contact you and is not able to due to a change in information you will be removed from the wait list. If, after three attempts to contact you to confirm a space we have not had a response we will move to the next family on the list.

*Placement on the waiting list is not a guarantee of a space in a centre.

Please note:

- 1) Fee Subsidized and Full Fee paying families will be given equal priority on the wait list.
- 2) If a space is offered to a family and it is declined, the child's name will be removed from the list.
- 3) Expectant parents may use the date of delivery/birth of a child as a wait list entry point however, KDC must be notified no later than one month after the birth of the child to re-confirm their space and date care is required.
- 4) Priority may be given to families meeting certain criteria, as outlined below:
 1. Employees of Kingston Day Care
 2. Siblings of children currently enrolled in our programs
 3. Transfer of families from one location to another
 4. Individuals directly associated with KDC programs
 5. Families requiring full-time care
 6. Date of application and/or date of care

Upon request parents may access the wait list with the General Manager/Supervisor to ascertain their position on the list. To protect identity and remain respectful of others personal information children will be assigned an I.D. number so that they may be clearly identified.

Admission Process

The General Manager or Site Supervisor will contact you to confirm that a space has been arranged for your child. Once confirmed you will be sent a link and asked to create a user account in the 'Lillio' Administration program. We ask that you fully complete all areas of your child(ren)'s registration forms (it is necessary that all fields are completed to meet licensing requirements). If you are having difficulty accessing the form or filling it out, please contact Kingston Day Care for assistance. Once completed an initial appointment will be arranged to meet with the Site Supervisor to review your child's information. At that time, if there are any questions, special requirements or resources needed you will have the opportunity to discuss this. Information shared in this meeting that may include any special instructions relating to nutrition, sleep habits, bathroom routines, the child's previous history of communicable diseases, conditions requiring medical attention and, in the case of a child who is not in attendance at a school or private school within the meaning of the Education Act, immunization or required form completed by a parent or legally qualified medical practitioner as to why the child should not be immunized and any additional items regarding your child's individual needs. This information will be recorded in their '*Individual Profile*' and kept in their program. Updates or changes in behaviours will be added to the profile and will be available to you.

You will be asked to complete an enrolment form electronically via the parent app and user account that you have created. If you are having difficulty accessing the form please contact Kingston Day Care for assistance or to receive a hard copy. Once completed an initial appointment will be arranged to meet with the Site Supervisor to review your child's information. At that time, if there are any questions, special requirements or resources needed you will have the opportunity to discuss this. Information shared in this meeting that may include any special instructions relating to nutrition, sleep habits, bathroom routines, the child's previous history of communicable diseases, conditions requiring medical attention and, in the case of a child who is not in attendance at a school or private school within the meaning

of the Education Act, immunization or required form completed by a parent or legally qualified medical practitioner as to why the child should not be immunized and any additional items regarding your child's individual needs. This information will be recorded in their *'Individual Profile'* and kept in their program. Updates or changes in behaviours will be added to the profile and will be available to you.

The Site Supervisor will review Kingston Day Care policies and practices in regard to:

- Program Statement
- Program Statement Implementation
- Procedures for monitoring compliance
- All Children's Individualized Support Plans (incl. anaphylaxis plans, medical support plans, individual support plans)
- Anaphylactic Allergies
- Medication Administration
- Sleep Supervision
- Playground Safety
- Off Premise Activity
- Sanitary Practices including Infection Prevention and Control Policies
- Fire Safety/Evacuation Procedures
- Emergency Management
- Serious Occurrence – Prohibited Practices
- Continuous Professional Development
- Criminal Reference Check/Vulnerable Sector Check
- Supervision of Students and Volunteers
- Parental Issues and Concerns

Following this meeting, time will be arranged for your child to have visits to their program to ensure an easy and comfortable entry into the child care program.

Fees

Fees are established at the time of enrolment. The fee schedule is posted on our website, in your child care centre and as an attachment to the parent information package (Appendix #1). The City of Kingston, United County of Leeds and Grenville and Prince Edward-Lennox and Addington offer child care subsidies for parents.

Kingston Day Care participates in the Canadian Wide Early Learning and Child Care System which supports fee reduction for children aged birth to 5 years. Daily base fees will be reduced by 25% for the period April 1st – December 31st 2022. A further reduction of up to 37% will be applied to base fees in 2023. Base fees will continue to be reduced until an average of \$12/day is reached by 2026.

NOTE: Reimbursement of fees may be in the form of cheque or credit to the account at Kingston Day Care's discretion.

In the event of a fee increase families will be given 60 days written notice.

Daily rates are set according to the age group (infant, toddler, preschool etc.). Rates are not adjusted by your child's chronological age but rather the age group they are enrolled in. Your child will move to the next age grouping when space is available and not necessarily by date of birth.

Fees are payable monthly and are due upon receipt of the invoice. Fees may be paid by debit (on-site) and e-transfer (via Lillio). We hope to offer payment by credit card in the near future. Please note, as of April 1st 2024, cheques will

no longer be accepted unless there are extenuating circumstances. Paying by credit card will be introduced later this year.

A non-base transaction fee will be added to your invoice if you are paying by credit card through the child care administration program. The non-base fee for credit card use is 2.4% of the total base fee that has been invoiced.

Tax receipts will be generated through the child care administration platform and sent to you via email. If your email address has changed, please provide a forwarding address. Receipts for payment may be given throughout the year at a parent's request.

All accounts must be paid by the 15th of each month. **Delinquent payments will not be tolerated** and could result in the termination of your child care space. Kingston Day Care reserves the right to obtain the services of a collection agency in order to pursue outstanding accounts.

NSF cheques will not be tolerated and will be subject to bank charges.

Confirmation of Space

When your space is confirmed with us we will ask for the first two weeks of care to be paid in advance. This amount will then be applied to your first month of child care fees.

Late Pick-up Fee (non-base fee)

Parents arriving late to pick-up their child will be charged a non-base late fee. This non-base late fee is to be paid directly to a teacher and is payable immediately upon arrival. Late payment fees are established as follows:

Up to 15 minutes	\$15.00
Over 15 minutes but less than 30 minutes	\$20.00
Over 30 minutes	\$25.00

"Excessive Lateness" – When a child has not been picked up from the child care centre a half hour or more past closing time, with no phone call being made to advise Kingston Day Care staff of the circumstances involved and none of the identified "Persons Approved for Pick-up" reachable or available to come and get the child, there will be no other option left for Kingston Day Care but to contact the Children's Aid Society of the City of Kingston and County of Frontenac. A notice will be placed at the entrance of the child care centre, with written instruction on how to contact the Children's Aid Society for further direction.

Holidays/Absences/Sick Time

In order to maintain your child care space, you must continue to pay for the space when you are on holidays, absent or when sick.

Before and After School Program

Full day care required during Christmas, March and Summer Breaks must be confirmed in advance. If care is requested for non-school days (PA days, School Breaks) fees are payable whether or not your child attends. Staffing has been arranged according to the "Request for Care".

Dropping Off and Picking Up Children

Please escort your child into the centre and leave him or her in the care of an employee and record the time of drop-off/pick-up on the sign-in sheet. If you drop off or pick up your child at the playground, keep the playground gate closed and latched at all times. Please ensure that you and your child depart the building before it closes so staff may secure the premises at the end of their shift. Designated parking, drop-off and pick-up zones are identified at each site.

St. Martha CCC – drop-off zone adjacent to the centre. Parking is available in the school parking lot.

Collins Bay CCC – parking is available in the east parking lot (closest to Collins Bay Road).

Trillium CCC – parking is available in the main parking lot. There are 2 short-term parking spaces at the front of the ‘Court Building’.
Our Lady of Lourdes B&A Program – parking available in the main parking lot.

Arrival and Departure

To ensure the safe arrival and departure of all children using Kingston Day Care Programs, we ask that parents carefully read the attached arrival and departure policy (appendices # 4).

Emergency Closure/Extreme Weather

Kingston Day Care is licensed under the Ministry of Education and works in partnership with two School Boards: Algonquin & Lakeshore Catholic District School Board (ALCDSB) and Limestone District School Board (LDSB). We therefore, follow the School Boards’ lead on program closure due to inclement weather, in case of an emergency or as directed by a Federal, Provincial or Regional order.

If the school buses are not running our core programs will remain open however, if the weather worsens over the course of the day we may determine that it is necessary to close programs early to ensure KDC staff, children and families arrive home safely. Parents will be contacted and asked to collect their child as soon as they are able. KDC programs will remain open until all children have been picked up. Fees are applicable during a closure due to inclement weather affecting the broader community (i.e. school boards, businesses and other services). Fees may not be applicable if Kingston Day Care makes an independent decision to close due to weather or other circumstance and the broader community is not affected.

In the event of a public emergency, such as an ice storm, clients are requested to access the Algonquin and Lakeshore Catholic District School Board and the Limestone District School Board’s website for updates; listen to local radio station announcements and/or call your child care centre for an up to date voice message or watch for a post on our Facebook page.

Emergency/Fire Safety

Kingston Day Care will ensure that each program is inspected by a local fire inspector and that each location will have an approved fire procedure/evacuation plan specifying staff responsibilities, evacuation procedures and emergency shelter location that is signed by the Fire Inspector. Kingston Day Care will operate in compliance with the Ontario Fire Code, made under the Fire and Prevention Act, 1997.

It is the policy of Kingston Day Care and a requirement of the Child Care & Early Years Act, 2014 that there are clear procedures in place to ensure a safe evacuation of a site in the event that there was an emergency such as a fire. To be prepared as possible and to create familiarity (for staff and children) with the evacuation process fire drill/evacuations will be practiced at a minimum, on a monthly basis and will be held on varying days of the week and times of the day and, will on occasion use an alternate exit route. Programs operating within the school will conduct fire drills at least 3 times during each fall and spring term and at least 3 times or once a month, whichever is less, during the summer term the program is in operation.

Emergency Management Policy

Kingston Day Care has emergency management policy and procedures which outline specific procedures to ensure the safe and effective evacuation of the centre in the event of an emergency. Families will be notified by phone, text message or email if an emergency or evacuation has occurred and the location of the emergency shelter. A written account of the emergency or evacuation will be posted at the entry of each centre describing the events and steps taken. Please contact the site supervisor if you would like to review the Emergency Management policy in its entirety.

Emergency Shelter Locations:

St. Martha CCC - Maple Elementary School
Trillium CCC – Trillium Retirement and Care Community, Ridge Building
Collins Bay CCC – Edith Rankin United Church
Our Lady of Lourdes – St. Thomas Anglican Church

Release of Children

We request that all parents and guardians sign their children out of care at the end of each day. This procedure ensures that there is a clear understanding as to the supervision of children at any given time.

It is essential for the protection of children that any child enrolled be released only to those persons authorized by the parent(s) or guardian. Picture identification will be required of individuals picking up a child in care with Kingston Day Care. Authorization to release a child to individuals other than the parent(s) or guardian must be given either in writing with the site supervisor or primary staff member. If this procedure is not followed, the child shall remain with the staff member until such time as a parent or otherwise authorized person is contacted.

If you have sole custody of your child, you must provide a copy of the custody papers. (They may describe how the court defines the release of your child.) These papers shall be kept in your child's file. The parent(s) or guardian must keep us informed of any changes in the enrolment information provided – legal custody arrangements, address, business phone number for parent(s), authorization for pickup, emergency phone numbers, etc.

Access to Child and Premises

No Kingston Day Care Employee shall prevent a parent from entering the centre during regular hours of operation while care is provided for their child except when:

- 1) There are reasonable grounds that the parent does not have legal access to the child
- 2) There are reasonable grounds that the parent could be dangerous to the children
- 3) The parent is behaving in an disruptive manner
- 4) Or in circumstances prescribed by the regulations

Alcohol Consumption and/or Substance Abuse

Should you or an authorized person arrive at the centre to pick up your child and are under the influence of alcohol or any other drug that has apparently affected your judgment, in the opinion of the staff member, the interest of your child(ren) will be of primary consideration.

If you or the authorized person is driving, the staff member shall assist you to find an alternate means of transportation. In the case of a dispute, the staff member will contact the local police to discharge any legal obligation the caregiver may have under the law. The Children's Aid Society (CAS) may also be contacted as per our obligation under the Child and Family Services Act (CFSA).

Smoke-Free Ontario Act

Kingston Day Care strictly prohibits the use of smoking tobacco, cannabis and electronic cigarettes at all Kingston Day Care locations.

To ensure a smoke-free environment we prohibit:

- 1) Smoking or holding lit tobacco/cannabis within our child care centres, in or near entry ways or anywhere on Kingston Day Care property.
- 2) Smoking and the use of electronic cigarettes within our centres, in or near entry ways or anywhere on Kingston Day Care property.
- 3) Ashtrays or similar equipment at the child care centres

To ensure compliance with the **Smoke-Free Ontario Act**, Kingston Day Care will:

- 1) post *No Smoking* signs at each entry way
- 2) Review this policy with staff members on an annual basis or as necessary
- 3) Review this policy with families upon enrollment
- 4) Remove individuals from the property who do not comply with the Act. Employees who do not comply with these standards will undergo disciplinary action.

For more information on **Smoke-Free Ontario**: [Smoke-Free Ontario](#)

Meals, Nutrition and Food

At Kingston Day Care we promote and support a healthy and nutritious food environment for the children in our care. Children in all of our programs (including before and after school programs) receive a healthy and nutritious morning and afternoon snack. Children attending full-day programs also receive a full meal at noon. All snacks and meals are nutritious and follow Canada's Food Guide. All food is stored, prepared and served to retain maximum nutritive value and to prevent contamination. Planned menus are posted for the current and the following week in a location that is accessible for parents and guardians to review. Any substitutions will be noted on the posted menus at the time of substitution or before. Menus will be kept for 30 days after posting.

Infant Feeding Care: A written feeding plan must be supplied by the parent at time of enrolment and updated as the infants eating and drinking habits change ie. infants graduating from soft to solid foods. **Parents are welcome to breastfeed on-site at drop-off, pick-up or any time throughout the time the child is in care.**

Brown Bag Lunch Policy: (This policy is specific to Our Lady of Lourdes B&A Programs only).

If full-day programs (PA Days, School Breaks) are offered children will be required to bring a 'brown bag' lunch (snacks will be provided by KDC).

1. Lunch containers must be labelled with the child's name.
2. Parents must review the food allergy list posted in the room and make every attempt not to include any food allergens.
3. Parents will be made aware of all anaphylactic allergies within the programs
4. Lunch Bags should have an ice pack.
5. Lunches should be nutritious and meet Canada's Food Guide. Lunches should include all four food groups and include an additional fruit or vegetable.

Some suggested healthy food items may be: fruit, crackers, cheese, multi-grain bread, granola, cold meat, yogurt, vegetables, hummus etc.

Items to avoid: soft drinks, potato chips, chocolate bars, cookies etc.

Food Restrictions and Allergies

The Kingston Frontenac and Lennox & Addington Public Health restrict us from serving food to children that has not been prepared in a Health Unit-approved kitchen. We therefore request that you not send food with your child to the child care centre. This request does not include foods that accompany an infant or child with special dietary needs. Sweet snacks such as: candies, cakes, cookies etc. will not be served to the children. KDC will provide a healthy and nutritious snack for special occasions.

If your child has special dietary needs or must eat food alternatives, you will be required to supply all necessary food items, presented in containers clearly marked with your child's name.

All food items for children with allergies or special diets must be provided in a container that can be cleaned and disinfected upon arrival. These food items will be kept in a separate cupboard and/or a designated area of the fridge. Food items that are provided from home will be served from a separate serving area to reduce the possibility of cross contamination.

Be sure to advise us when your child has any type of food allergies; we will assist with food alternatives where possible. We offer an "Allergy-Safe" environment at 3 of our locations. (St. Martha, Collins Bay and Our Lady of Lourdes). **Trillium Child Care Centre** has food prepared off site in the kitchen facilities of Trillium Retirement and Care Centre and therefore cannot be considered "allergy-safe". Children attending Trillium CCC who have a food related allergy will be required to supply their own lunches and will follow the same guidelines as above in the infant and brown bag lunch policy. An Individual Plan will be developed outlining food arrangements, accommodations made for the child as well as parental/centre responsibilities. Trillium CCC will provide snacks and beverages. Extra precautions will be taken to prepare an allergen safe environment for the child. An individual plan will be developed with the family, the child's physician or health professional, the Program Supervisor or designate. The ISP will be kept in your child's file, in their program room and a copy will be placed in the program back pack.

Anaphylactic Food Allergies

If your child has been identified as having an anaphylactic food allergy, please ensure that information has been included in your enrolment package. Kingston Day Care has a strict policy to help to maintain an allergy safe food environment. With your assistance an individualized plan will be developed for your child, allergy information will be posted in all food, serving, play, other areas where your child may be. Where it is not practical to post a food allergy and restriction list (playground) staff will ensure that the list is brought to these areas and staff is aware of its location (on clip board with attendance).

Inclusive Environment

Kingston Day Care offers play-based programs that are inclusive to all. We will ensure that children with exceptionalities who may require extra support will have an individual support plan in place that will allow the child to function and fully participate in a meaningful and purposeful manner. The individual support plan will be developed in conjunction with the family and supporting agencies (ie. Community Living Kingston). Any necessary supports, equipment or modifications to the program will be accommodated. The support plan will be signed by the parents and will be reviewed on an ongoing basis. Pedagogical documentation will assist educators in understanding the child and assist in developing the support plan and modifying the environment.

Physical Activity and Outdoor Programming

We promote physical activity, planned indoor *Body Breaks* and planned outdoor activities that promote the development of fundamental movement and sport skills such as running, jumping, catching, kicking and throwing.

Outdoor active play is offered to all children (infant, toddler and preschool) in care for more than 6 hours per day at a minimum of 60 minutes in the morning and 60 minutes in the afternoon (weather permitting).

All FDK and School Age programs are required to have at least 30 minutes of outdoor time per day (weather permitting).

Children who are not able to participate in outdoor play must have a written note on file from a parent/guardian or physician or director approval has been granted.

Screen time is not permitted at Kingston Day Care.

Note: the Playground safety policy will be reviewed in its entirety at time of enrollment and is available on request from the Program Supervisor or designate.

OFF Premise Activity

Full day FDK and School Age programs may plan trips and outings that are off Kingston Day Care property. All planned trips and outings will be posted and parents/guardians will give their consent (signature) for their child to participate. Parents not wanting their child to participate in organized trips will be asked to keep their child at home on the day of the outing. Other impromptu off premise outings for all age groups may occur at the discretion of the educators. They may include: walks in the neighbourhood and surrounding community.

Sleep/Rest/Quiet Play

Toddler and Preschool children who receive care for six hours or more shall have a daily rest period not exceeding two hours in length. Each child will be assigned to an individualized cot. The need for rest/sleep varies greatly at different ages and from child to child. At Kingston Day Care children in our care (toddler, preschool or kindergarten) are permitted to sleep, rest or engage in quiet activities based on the child's individual needs.

The daily plan is so arranged that:

A rest period (not exceeding two hours in length) is offered following the mid-day meal. **A child not requiring sleep during the rest period is permitted to engage in quiet activities.**

Kingston Day Care ~ Policy on Sleep/Rest/Quiet Play

- Rest should not be of such duration that normal sleep patterns at home are disrupted.
- Parents will be consulted at time of enrolment, upon parent request, transition times between programs and when there are changes in a child's sleeping patterns. This information will be recorded in the child's 'Individual Profile' and will be available for staff to review and update as required. Parents will have daily access to their child's profile. Communication will take place at drop off or pick-up time, through arranged meetings and via email correspondence to ensure information is shared quickly and effectively.
- Children in rest or quiet play are to be supervised at all times; an identified staff member must be physically present in the room to supervise and conduct physical checks of the **infant** and **toddler** children by being physically present beside the child when conducting the check; looking for indicators of distress or unusual behaviour. Staff completing checks must be able to see the child's face. Physical checks must be conducted every 15 minutes. Record of checks and supervision practices must be recorded on the 'Sleep Supervision Checklist' and include details of visual checks, how often they occur and what is observed. Any significant changes in sleep patterns or behaviours must be recorded in the child's 'Individual Profile', daily log and reported to the parents. Changes in sleep patterns will be monitored closely until such time that the change becomes a typical pattern for the child.
- Children's cots will be labelled with their name. If a cot is shared it will be stripped and disinfected after each use.
- Cots will be placed a minimum of 18 inches apart, with an aisle of at least 36".
- "Bed Charts" will be posted in each sleeping area identifying the placement of the cots and therefore location of the children. Children departing during the rest time will have their cots removed. Changes and revisions to the cot/crib arrangement will be posted and noted in the daily log book for staff review.
- Sufficient light must be available in the sleeping area to conduct checks. Night lights/soft lighting will be provided in each sleep area.
- Sufficient light will be provided for non-sleepers who are engaging in quiet activities. Play areas closest to the windows will be utilized to provide natural light and overhead lights or lamps will also be used.

Infant Sleep Supervision:

Children less than 12 months of age are placed for sleep on their backs as outlined in the recommendations set out in the '**Joint Statement of Safe Sleep**' (ss.33.1)(Appendix #2) unless a child's physician recommends otherwise in writing. Changes in sleep behaviour (ie. rolling over) will be reported to parents. Kingston Day Care staff are not required to reposition the infant.

- Infants have a visual and auditory baby monitor in each sleep room. Monitors will be inspected at the beginning of each day to ensure that they are functioning properly; record of inspections will be kept in the sleep room inspection file for one month and then filed in the office.
- Each infant (under 18 months of age) is also provided with an approved crib (or such alternate apparatus as approved by the Ministry of Education with individualized bedding.) Each crib will be labelled with the child's

name. In the event that there are infants who share a crib, labels on the crib (names) will reflect which infant is present that day; bedding will be laundered and mattress disinfected after each use.

- Infants are to be supervised at all times. The designated staff member will visually monitor the sleeping children and conduct visual checks of the children by being physically present beside the child when conducting the check; looking for indicators of distress or unusual behaviour. Staff completing checks must be able to see the child's face. Physical checks must be conducted every 15 minutes. **This is the minimum frequency of direct visual checks.** Should a child have symptoms of illness (e.g. a cold) or if there are other issues or concerns related to the child's health, safety and well-being during sleep, the frequency of direct visual checks must be increased and documented. The individual needs of each child during sleep as identified by the parent and/or the child's physician must be followed at all times. In some circumstances staff may be required to be physically present in the sleep room. Significant changes in a child's sleeping patterns or behaviours will be communicated to parents. Any significant changes in sleeping patterns or 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.
- Record of checks and supervision practices must be recorded on the '*Sleep Supervision Checklist*' and include details of visual checks, how often they occur and what is observed. Any changes in sleep patterns or behaviours must be recorded in the child's '*Individual Profile*', daily log and reported to the parents. **Visual monitors are not a replacement for physical checks of the children.**
- Names of children sleeping are written on a 'white board' on each sleep room door. As children wake their names are removed from the board.
- Sufficient lighting in sleep room will allow for visual monitoring. Night lights/soft lighting will be provided.
- "Crib Charts" will be posted in each sleeping area identifying the placement of the cribs and therefore location of the children. Changes and revisions to the crib arrangement will be posted and noted in the daily log book for staff review.
- Infants who are transitioning from a crib to a cot when moving to the toddler room will receive written consent and acknowledgement of the transition from the parent or guardian.

Note:

Exceptions to sleep routines are to be documented in the Daily Log/Infant Log Book

Parents are consulted at the time of enrolment through the registration process on the child's sleep habits and are informed of Kingston Day Care's policy on sleep, rest and supervision policies, including Kingston Day Care's obligation to place a child under 12 months of age to sleep in a manner consistent with 'The Joint Statement on Safe Sleep: Preventing Infant Deaths in Canada', unless otherwise recommended in writing by the child's physician.

Managers, Supervisors or designate will observe and record observations of compliance or noncompliance in respect to Kingston Day Care's Sleep/Rest/Quiet Play policy. The Sleep/Rest/Quiet Play policy, changes in sleep patterns and behaviours must be reviewed before commencing employment, as changes are made and annually thereafter. The General Manager/Supervisor will complete the review with employees. Both parties will sign and date, indicating the complete of the review. Any revisions made to the policy will be recorded in log books and posted for parents.

KFL&A PUBLIC HEALTH – Childhood Immunization

The Child Care and Early Years Act requires that all children attending licensed child care programs, who are not yet in school, have up-to-date immunizations according to Ontario's current publically funded schedule. A valid copy of each child's Immunization Schedule or a valid exemption must be provided to the child care centre prior to admittance. Kingston Day Care forwards all childhood immunization information received, along with a completed *Child Care Admission Form*, to Kingston Frontenac Lennox and Addington Public Health for their review as they are required to assess and maintain immunization records of all children attending licensed child care centres in the KFL&A area. All immunizations received after enrolment, as per KFL&A's *Routine Immunization Chart*, must be provided to the child care centre at the time they are given; this information will be sent to Kingston Frontenac Lennox and Addington Public

Health. A *Child Care Immunization Record Review* from KFL&A Public Health will be sent to parents of children with outstanding immunizations; if children remain outstanding following one month's time, KFL&A is obligated to report this to the Ministry of Education. Objections or Exemptions to immunizations must be completed on a ministry approved form.

Head Lice

If head lice are discovered you will be contacted and asked to come and pick-up your child as soon as possible. Staff will provide you with an information sheet outlining the necessary steps to take to treat head lice. Children may not return to the program until they are **nit and louse free**. A program staff will examine your child's hair upon return. **Your child may return to the program after the first treatment has been completed and no live lice or nits are found. Examination will occur following the second treatment.**

Medical Conditions

Definition: Medical needs are defined as a child who has one or more chronic or acute medical conditions and requires additional supports or accommodations.

KDC will ensure that children with medical needs will have an individual support plan in place that will allow the child to fully and safely participate in a meaningful and purposeful manner. The individual support plan will be developed in consultation with the parent and any regulated professional involved in the child's care and who the parent believes should be involved (ie. physician, nurse practitioner).

The plan will include:

- 1) Steps to be followed to reduce the risk of the child being exposed to any causative agents or situations that may exacerbate a medical condition or other medical emergency.
- 2) A description of any medical devices and instruction related to their use.
- 3) A description of procedures to be followed in the event of a medical emergency.
- 4) A description of supports that will be made available to the child.
- 5) Procedures to follow in the event of an evacuation or off premise activity.

The individual plan will be signed by the parents, supervisor or designate and will be reviewed on an ongoing basis and as changes occur. All employees will be required to review and sign-off in their understanding of the plan. Supervisors or designate will witness the review. GM or ED will witness Supervisor review, in the case the GM the ED will witness and in the case of the ED the Board Chair or GM will witness the review.

Pedagogical documentation will assist educators in understanding the child and assist in developing the support plan and modifying the environment.

Confidentiality

The child's medical history including diagnosis, sensitive or confidential medical information and detailed medical reports should not be included in the individual plan unless written consent has been given by the parent. Confidential information will be kept in the child's file in accordance with our *Privacy Policy (HR 12.1)* and the legal obligations imposed by the *Personal Information Protection and Electronic Documents Act (PIPEDA)*.

Contagious Disease and Communicable Illness

Your child is to be excluded from care while he or she is infectious, as defined by the KFLA Health Unit. You may be requested to provide medical documentation before returning your child to care. In the case of a pandemic environment you may be asked to have your child tested (i.e. COVID-19) and/or isolate until symptom free. We reference the KFLA Health Unit's List of Childhood Diseases poster to determine diseases, their spread and their contagious periods. These posters are displayed for reference. Notice of all confirmed cases of communicable diseases will be posted.

Symptoms of Ill Health

If your child displays symptoms of ill health during the day we will separate your child from the others and you will be asked to pick-up your child as soon as possible. If we believe that your child may require medical attention we will advise you of that based on observations taken. Often in these cases there may be an exclusion period as outlined by KFL&A Public Health (ie. diarrhea or vomiting, children may be excluded until symptom free for 48 hrs.)

Low-Grade Fever

A body temperature of 38 degrees C (100.4 F) is considered a low-grade fever. In this case, we monitor the temperature by taking it every hour and watch for other symptoms.

High-Grade Fever

If a child develops a fever over 38 degrees C (100.4F), you will be contacted and asked to pick-up your child. Your child must be fever free (without fever reducing medication) for 24 hours before returning to the program. **Staff will only be able to administer fever reducing medication if provided with a doctor's note.** If a child is fever free (without fever reducing medication) from the afternoon through the evening, when fevers tend to peak and the child's behaviour is normal, then he/she may return to the program. In some cases a fever or contagious illness may not be present however, if your child is not well and therefore not able to participate in the program we will ask that you pick-up your child as soon as you are able.

Prescription Medication

Acceptance and administration of prescription medication is permitted only when the following procedures are followed: The medication has been prescribed by a physician, is in its original container and has, on its label:

- The child's name.
- The name of the medication.
- The name of the prescribing physician.
- The required dosage.
- The date the medication was dispensed.
- Instructions for storage and administration.
- The expiry date.

The parent or guardian has given written authorization for administration of the medication using the Medication Information and Consent Form, including the following information:

- The reason for taking the medication or drug.
- The time(s) and amount(s) that the medication or drug is to be administered.
- Clear identification of any side effect(s).
- A start date and an end date, and the period is not longer than two weeks unless it is for a long-term medication or drug.

Non-prescription Medication

Acceptance and administration of non-prescription medication is permitted under the following conditions:

- Accompanied by a physician's note (ie. fever reducing medication).
- Specific written instruction is given by the parent (Medication Information and Consent Form).
- Medication is in its original container.

If the medication is fever reducing (feveral seizures) the parent will be contacted and asked to pick up their child as soon as possible.

If a medication is long term, a Medication Information and Consent Form is filled out at the beginning of each year. A note from the physician, indicating that the medication or drug is for long-term use, is given to an employee before administration of meds can occur.

Sunscreen, Lotions and Skin Preparations

Acceptance and application of lotions and creams are permitted under the following conditions:

- Product is in its original container.
- Product is labelled with the child's full name
- Expiry date is clear and legible.
- Written consent and application instructions are received from the parent.

Accidental Injury and Reporting:

In the event of an accident or injury, the injury will be reported to a supervisor. A General Injury Report will be completed and signed by the staff, supervisor and parent. A copy will be given to you for your records. In the event that the injury requires medical attention please notify your centre of the outcome as soon as possible.

Serious Occurrence

Service Providers delivering services that are funded or licensed by the Ministry of Education are responsible for delivering services, which promote the health, safety and welfare of the children being served. This responsibility in turn requires the Service Provider to be accountable to the Ministry, specific to demonstrating that their service delivery is consistent with relevant legislation, regulations and/or Ministry policy.

The Child Care and Early Years Act (2014) requires that:

- Programs licensed under the CCEYA have written policies and procedures with respect to serious occurrences and that;
- A Program Advisor is notified of any serious occurrence within **twenty-four hours of its happening.**"
- A **Serious Occurrence Notification** form must be posted in a conspicuous location outlining the nature of the occurrence.

A Serious Occurrence may include:

- 1) **The** death of a child which occurs while participating in a service, whether it occurs on or off premises.
- 2) **Any** abuse, neglect or an allegation of abuse or neglect of a child while receiving child care at the child care centre.
- 3) **A** life-threatening injury to or a life threatening illness of a child who receives child care at a child care centre.
- 4) **An** incident where a child who is receiving care goes missing or is temporarily unsupervised
- 5) **An** unplanned disruption of the normal operations of a child care centre that poses a risk to the health, safety or well-being of children receiving care at the child care centre.

Prohibited Practices

The Child Care and Early Years Act, 2014 (CCEYA) proclaims that:

No licensee, employee or volunteer or student who is on an educational placement or others affiliated with Kingston Day Care shall permit, with respect to a child receiving child care at a child care centre it operates or at a premises where it oversees the provision of child care,

- 1) Corporal punishment of the child;
- 2) Physical restraint if the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is only used as a last resort and only until the risk of injury is no longer imminent.
- 3) Locking the exits of the child care centre 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 Kingston Day Care's emergency management policies and procedures.

- 4) 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.
- 5) Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding;
- 6) Inflicting any bodily harm on children including making children eat or drink against their will.

Intent

This provision forbids corporal punishment and other harmful disciplinary practices to protect the emotional and physical well-being of children. These practices are never permitted in a child care centre. Young children benefit from an affirming approach that encourages positive interactions with other children and with adults, rather than from a negative or punitive approach to managing unwanted behaviour. Rather than setting out practices to be used to manage children's behaviour at Kingston Day Care we support positive interactions between children, families, staff and the community (Please refer to Kingston Day Care's Program Statement).

Research shows that children who experience warm, supportive relationships are happier, less anxious and more motivated to learn than those who do not. Positive relationships in early childhood have significant long term impacts on physical and mental health, and success in school and beyond.

Kingston Day Care utilizes the How Does Learning Happen (HDLH) document to provide information, guidance and support to its staff members on ways to engage in positive, responsive interactions that are critical for children's overall learning, development, health and well-being.

No employee or volunteer or student who is on an educational placement with Kingston Day Care shall engage in any of the prohibited practices set out above with respect to a child receiving child care.

Staff, student and volunteer interactions are monitored by Supervisors and recorded in a Staff Monitoring Log.

For more information please access:

Early Years Portal

How Does Learning Happen?

Think, Feel, Act: Lessons from Research About Young Children

Parental Issues, Concerns & Code of Conduct

Kingston Day Care believes that parents/guardians take an active role in our child care programs, experiencing and understanding how learning happens. As stated in our program statement: *"we foster open and respectful communications with children, parents, community partners and colleagues creating an environment that welcomes and values their unique input, opinions and conversations."* Employees will listen to all parental/guardian concerns in an open and respectful manner and will ensure that they are addressed by the appropriate person(s) in a timely manner. All parents, guardians and others affiliated with Kingston Day Care who bring forth an issue or concern will do so in an open and respectful manner.

Please refer to Appendix #3 to review the Parental Issues and Concerns policy in its entirety.

Notice to Withdraw

Families are asked to provide at least three (3) weeks written notice to withdraw their child from KDC; in lieu of notice, payment for three (3) weeks of service will be required. A withdrawal from the program does not guarantee that space will be available if you wish to re-enter the program.

Termination of Service

Kingston Day Care recognizes that all children are unique and that they develop at different stages. We know that through ongoing positive engagement and communication with children and families the most optimal learning environment is created for the children. Kingston Day Care will always strive to work with children, families and community agencies to

support children in our care however if a situation arises where it is determined that services need to be terminated between Kingston Day Care and a family in our care, the following policy will be applied.

KDC reserves the right to terminate services to a family under the following circumstances:

- Kingston Day Care is unable to meet a child's/families' needs despite repeated efforts and with support and collaboration with a community agency. Observations, discussions with family and collaborative consultations will be recorded.
- Violation of the late fee policy or non-payment of fees
- Breach of Code of Conduct
- Other attendant circumstances, to be determined by KDC on a case-by-case basis.

Kingston Day Care Employees

As a condition of employment KDC employees must:

- 1) Be a registered member in good standing with the College of Early Childhood Educators, or have Director's Approval from the Ministry of Education to replace an ECE or in the case of a school age grouping, have a diploma in Child and Youth Care, Recreation and Leisure Services or be a member in good standing with the Ontario College of Teachers.
- 2) Participate in Continuous Professional Learning to upgrade skills and enhance practice
- 3) Be certified in Standard First-Aid and Infant & Child CPR
- 4) Provide proof of immunizations
- 5) Provide a clear Criminal Reference and Vulnerable Sector Check
- 6) Review and sign-off in acknowledgement and understanding all policies and procedures, and Program and Mission statements

Students and Volunteers

As a condition of placement students or volunteers will:

- 1) Receive an orientation to Kingston Day Care from the Site Supervisor or General Manager outlining roles and responsibilities, policies and procedures, program statement and philosophy,
- 2) Provide a clear Criminal Reference and Vulnerable Sector Check or a 'True Copy' of the CRC/VSC that has been provided to their educational institute
- 3) Provide Proof of immunizations
- 4) Not be left unsupervised with children. Only employees will have direct unsupervised access to the children. No person less than 18 years of age supervises a child.
- 5) Not be counted as part of the ratio. Only employees may be counted in the adult/child ratio.
- 6) Review and sign-off in acknowledgement and understanding of required policies and procedures as outlined in the CCEYA. This will take place prior to commencing student or volunteer placement and at least annually or as changes occur thereafter.
 - Program Statement
 - Program Statement Implementation
 - Procedures for monitoring compliance
 - All Children's Individualized Support Plans (incl. anaphylaxis plans, medical support plans, individual support plans)
 - Anaphylactic Allergies
 - Medication Administration
 - Sleep Supervision
 - Playground Safety
 - Off Premise Activity
 - Sanitary Practices including Infection Prevention and Control Policies

- Fire Safety/Evacuation Procedures
 - Emergency Management
 - Serious Occurrence – Prohibited Practices
 - Continuous Professional Development
 - Criminal Reference Check/Vulnerable Sector Check
 - Supervision of Students and Volunteers
 - Parent Issues and Concerns
- 7) The student or volunteer will be supervised/mentored by an identified staff member at all times. In the absence of that staff member, a secondary staff member will be identified.
 - 8) Criminal Reference Checks/Vulnerable Reference Checks are required for all volunteers having direct contact with children.
 - 9) Students will be asked to provide a 'True Copy' of the CRC/VSC that has been provided to their educational institute.

Please note: KDC does not accept volunteers at this time.

Criminal Reference/Vulnerable Sector Check

Kingston Day Care requires that all employees submit to a Criminal Reference check (CRC) and a Vulnerable Sector Check (VSC) at least every five years in accordance with the City of Kingston Bylaw. In addition, employees are required to complete an 'Offence Declaration' in every calendar year within 15 days of the anniversary of the CRC/VSC. If at any time an employee is convicted of an offense under the Criminal Code (Canada), an Offence Declaration must be provided as soon as reasonably possible. In the event that an employee submits a declaration of offense demonstrating a conviction, KDC will review the declaration and determine whether or not the employee is fit to work with children.

'OTHER Persons'

All persons entering Kingston Day Care who are working with or providing support to a child and are employed or contracted by an outside organization or person (ie. resource person, bus driver, speech & language) have completed necessary screening prior to interacting with children.

- 1) Offense declaration or attestation from the employer that indicates that: the employer has reviewed and retained a vulnerable sector check from the person AND the vulnerable sector check was performed within the last 3 years AND the VSC did not list any convictions for any offences under the Canada Criminal Code listed in subparagraph 1ii of subsection 9(1) of the CCEYA 2014
- 2) Offense declaration or attestation must be received annually thereafter no later than 15 days after the anniversary date of the most recent declaration.



Appendices(#1)

Fee Schedule as of January 1st, 2024 CWELCC Funded

St. Martha Child Care Centre, Collins Bay Child Care Centre, Trillium Child Care Centre, Our Lady of Lourdes Before & After School Programs

FULL Day			Half Day	
PROGRAM	Base Rate	CWELCC Subsidized RATE	Base Rate	CWELCC Subsidized Rate
Infant (birth – 18 months)	\$60.00/day	\$28.35/day	N/A	N/A
Toddler (15 months – 2.5 yrs)	\$52.00/day	\$24.57/day	\$32.00/day	\$15.12/day
Preschool (2 yrs – 5 yrs)	\$46.00/day	\$21.73/day	\$29.00/day	\$13.70/day
NOTE: Full-time care: 6 or more hours of care per day Part-time care: Less than 6 hours of care per day 7:00am to lunchtime <u>OR</u> lunchtime to 5:30pm. Lunch is available for either half-day program. Please confirm lunch times with the Site Supervisor.				

FDK (under 6 years of age)

Program	Before School	CWELCC Subsidized RATE	After School	CWELCC Subsidized RATE	Before & After School	CWELCC Subsidized Rate
St. Martha CCC	\$11.50	N/A	\$14.00	\$12.00	\$25.50	\$12.05
Collins Bay CCC	\$12.50	\$12.00	\$12.50	\$12.00	\$25.00	\$12.00
Our Lady of Lourdes	\$12.50	\$12.00	\$12.50	\$12.00	\$25.00	\$12.00
	FULL Day		PART Day			
St. Martha CCC	\$44.00	\$20.79	\$28.00	\$13.23		
Collins Bay CCC	\$44.00	\$20.79	\$28.00	\$13.23		

School Age (over 6 years of age)

Program	Before School	After School	Before & After School	Full Day	Part Day
St. Martha CCC	\$11.50	\$14.00	\$25.50	\$44.00	\$28.00
Collins Bay CCC	\$12.50	\$12.50	\$25.00	\$44.00	\$28.00
Our Lady of Lourdes	\$12.50	\$12.50	\$25.00	\$44.00	\$28.00

Daily rates are determined by your child's age grouping and the adult/child ratio needed to provide care within that grouping. Children will chronologically move to the next age grouping when space allows. Daily rates will adjust with the change of program and not by chronological age. If your child is in a program where his or her birth dated exceeds the program age group we will ensure that your child's developmental needs are addressed.

(#2)

Joint Statement on Safe Sleep Preventing Sudden Infant Deaths in Canada

Preventing Sudden Infant Deaths in Canada

Introduction

The *Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada* has been developed in collaboration with North American experts in the field of sudden infant deaths, the Canadian Paediatric Society, the Canadian Foundation for the Study of Infant Deaths, the Canadian Institute of Child Health, Health Canada, and the Public Health Agency of Canada, with input from provincial/territorial, national, and regional public health stakeholders from across the country.

The Public Health Agency of Canada recognizes Sudden Infant Death Syndrome (SIDS) and other infant deaths that occur during sleep as major public health concerns. The *Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada* is part of the Government of Canada's continuing commitment to raise awareness of sudden infant deaths and safe sleeping environments. The purpose of this statement is to provide health practitioners with current evidence-based information so they may offer parents and caregivers information and support to prevent deaths due to SIDS and unsafe sleeping practices, in Canada.

SIDS is defined as the sudden death of an infant less than one year of age, which remains unexplained after a thorough case investigation, including the performance of a complete autopsy, an examination of the death scene, and a review of the clinical history. Current medical and scientific evidence, explains SIDS as a multifactorial disorder arising from a combination of genetic, metabolic, and environmental factors. Terms such as sudden unexplained infant death (SUID) and sudden unexpected death in infancy (SUDI) have emerged in an attempt to group all infant deaths possibly related to the infant sleeping environment. Definitions of these terms have not been consistent enough to make them universally acceptable.

The actual cause or causes of SIDS is unknown. In 2004, SIDS accounted for 5% of all infant deaths (0 to 1 year of age) and 17.2% of post neonatal deaths (28 days to 1 year of age). SIDS can occur at any time during the first year of life but peaks between 2 and 4 months, with fewer SIDS deaths occurring after 6 months. Infants who are male, premature, or of low birth weight, as well infants from socio-economically disadvantaged and Aboriginal populations have a higher incidence of SIDS. Further research is necessary to increase our understanding of the biological causes and mechanisms that predispose some infants to sudden infant deaths relative to non-affected infants in seemingly comparable circumstances.

Large scale epidemiological studies over the last two decades have increased our understanding of SIDS and identified certain modifiable risk factors. The most important modifiable risk factors for SIDS are infants sleeping in the prone position and maternal smoking during pregnancy.

In 1993, the Government of Canada, along with other international organizations, recommended that infants be placed on their backs to sleep and in 1999, reinforced this message by launching the Back to Sleep campaign. The rate of SIDS has been declining since the late 1980's, but between 1999 and 2004, Canada observed a 50% decrease in the rate of SIDS. This decline may be attributable, in part, to changes in parental behaviour such as placing infants on their backs to sleep and decreasing maternal smoking during pregnancy.

Other causes of death that occur while an infant is sleeping may be difficult to distinguish from SIDS. While studying SIDS, researchers have identified additional risk factors in the infant sleeping environment that may contribute not only to SIDS, but to deaths from unintentional suffocation due to overlaying or entrapment. Factors associated with unsafe sleeping environments include infants sharing a sleeping surface with an adult or another child, and the presence of soft bedding.

Principles of Safe Sleep and Modifiable Risk Factors

Infants placed on their backs to sleep, for every sleep, have a reduced risk of SIDS.

Prone and lateral sleeping positions are linked to increased rates of SIDS, even for infants who regurgitate. Infants who normally sleep on their backs and are then placed to sleep on their stomachs are at a particularly high risk. This reinforces the importance to consistently place infants on their backs to sleep at home, in child care settings, and when travelling. Sleep positioners or any other infant sleep positioning devices should not be used as they pose a risk of suffocation. Once infants are able to roll from their backs to their stomachs or sides, it is not necessary to reposition them onto their backs.

Infants will benefit from supervised *tummy time*, when they are awake, several times every day, to counteract any effects of regular back sleeping on muscle development or the chance of developing plagiocephaly, commonly referred to as flat head.

Preventing exposure to tobacco smoke, before and after birth, reduces the risk of SIDS.

Maternal smoking during pregnancy is an important risk factor for SIDS. The more a woman smokes during pregnancy, the higher the risk of SIDS. Women who reduce the amount of cigarettes smoked during pregnancy can reduce the risk of SIDS for their infants, and women who stop smoking can further reduce the risk. It is estimated that one third of all SIDS deaths could be prevented if maternal smoking was eliminated.

Infants who are exposed to second-hand smoke after birth are also at a greater risk of SIDS, and the risk increases with the level of exposure.

The safest place for an infant to sleep is in a crib, cradle, or bassinet that meets current Canadian regulations.

When infants sleep on surfaces that are not designed for them, such as adult beds, sofas, and armchairs, they are more likely to become trapped and suffocate, in particular when the surface is shared with an adult or another child. Other than a firm mattress and a fitted sheet, there is no need for any extra items in a crib, cradle, or bassinet. Soft bedding such as pillows, duvets, quilts and comforters, as well as bumper pads increase the risk of suffocation.

Overheating is a risk factor for SIDS. Infants are safest when placed to sleep in fitted one-piece sleepwear that is comfortable at room temperature and does not cause them to overheat. Infants do not require additional blankets as infants' movements may cause their heads to become completely covered and cause them to overheat.⁴¹ If a blanket is needed, infants are safest with a thin, lightweight, and breathable blanket.

Strollers, swings, bouncers, and car seats are not intended for infant sleep. When sleeping in the sitting position, an infant's head can fall forward and their airway can be constricted. This risk reinforces the importance to move an infant to a crib, cradle, or bassinet to sleep, or when the destination is reached.

Infants who share a room with a parent or caregiver have a lower risk of SIDS.

Room sharing refers to a sleeping arrangement where an infant's crib, cradle, or bassinet is placed in the same room and near the parent or caregiver's bed. Infants who share a room have a lower risk of SIDS and will benefit from room sharing for the first 6 months during the period of time the risk of SIDS is highest. Room sharing facilitates breastfeeding and frequent contact with infants at night.

Bed sharing describes a sleeping arrangement where an infant shares a sleeping surface such as an adult bed, sofa, or armchair with an adult or another child. Sharing a sleeping surface increases the risk of SIDS and the risk is particularly high for infants less than 4 months of age. Sharing a sleeping surface with an infant also increases the risk of entrapment, overheating, overlaying, and suffocation. The risk of SIDS and other unintentional deaths that occur during sleep increase further when an infant shares a sleeping surface with a parent or caregiver who smokes, has consumed alcohol, is under the influence of sedating drugs, or is overly tired.

The term *co-sleeping* can refer to a range of sleeping practices that include both bed sharing and room sharing. Definitions of this term are not consistent enough to make it universally acceptable.

Breastfeeding provides a protective effect for SIDS.

Any breastfeeding for any duration provides a protective effect for SIDS, and exclusive breastfeeding offers greater protection. It is estimated that exclusive breastfeeding for the first 6 months, during the period of time the risk of SIDS is highest, may reduce the risk SIDS by up to 50%. Successful breastfeeding is not dependent on sharing a sleeping surface. However, for

women who may bring their infant into bed to breastfeed, the risk of SIDS is not increased when the infant is placed back to sleep in a crib, cradle, or bassinet following the feeding.

Pacifiers appear to provide a protective effect for SIDS. No solid evidence demonstrates that pacifier use impairs breastfeeding, however delaying the introduction of a pacifier is best left until breastfeeding is well established.⁵³ Infants who accept a pacifier should have one consistently, for **every** sleep; however, a pacifier is not required to be reinserted if it is expelled during sleep.

The Public Health Agency of Canada has produced the Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada for health practitioners so they may provide parents and caregivers with information and support to prevent deaths due to SIDS and unsafe sleeping practices. Parents and all caregivers are encouraged to practice the principles of safe sleep at home, in child care settings, and when travelling.

(#3) PARENTAL ISSUES, CONCERNS and CODE OF CONDUCT:

Approved March 26, 2015

Revised April 27, 2021

Purpose

The purpose of this policy is to provide a transparent and effective means for parents/guardians to follow when an issue or concern is brought forth. This policy also provides clear direction for Kingston Day Care employees and board members to follow to ensure any issues or concerns that are brought forth are dealt with in a positive and timely manner.

Policy

Kingston Day Care believes that parents/guardians take an active and engaging role in our child care programs, experiencing and understanding how learning happens. As stated in our program statement: *"we foster open and respectful communications with children, parents, community partners and colleagues creating an environment that welcomes and values their unique input, opinions and conversations"*. Employees will listen to all parental/guardian concerns in an open and respectful manner and will ensure that they are addressed by the appropriate person(s) in a timely manner as outlined in this policy. All parents, guardians and others affiliated with Kingston Day Care who bring forth an issue or concern will do so in an open and respectful manner.

Confidentiality

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

Procedure

Parents/Guardians who have a concern regarding:

Their child's care and/or the daily program:

Discuss the concern with the child's primary teacher to reach a solution. The concern and the solution will be recorded and shared with the Program Supervisor within 24 hours.

Regarding administrative matters:

Discuss the concern with the Program Supervisor. The concern and the solution will be recorded and shared with the General Manager within 24hrs.

We strongly encourage open and honest communications between parents/guardians, staff members, supervisors and managers. The first level of contact when having a concern should be with the person immediately involved. However, if at any point a parent/guardian or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the Supervisor, General Manager, Executive Director or Board Chair.

Regarding a staff member:

Discuss concern with the staff member involved. The concern and the solution will be recorded and shared with the Program Supervisor within 24hrs.

Regarding a Student or Volunteer:

Discuss concern with the staff member associated with the student or volunteer. The concern will be recorded and shared with the Program Supervisor within 24hrs.

Regarding a Supervisor:

Discuss the concern with the supervisor involved. The concern and the solution will be recorded and shared with the General Manager within 24hrs.

Regarding the General Manager or Executive Director:

Discuss the concern with the appropriate person. The concern and the solution will be recorded and shared with: in the case of the General Manager, the Executive Director or in the case of the Executive Director, the General Manager and/or Board Chair.

Regarding a Parent or Other Persons Affiliated with Kingston Day Care:

Discuss the concern with the supervisor involved. The concern and the solution will be recorded and a written follow-up will be provided.

In all cases where a concern cannot be addressed at the entry level the following procedures will apply:

Concerns that cannot be resolved with the teacher will be addressed with the Program Supervisor. Time will be arranged for the Parent/Guardian to meet with the supervisor. This will occur within 2 business days. Record of the meeting and resolution of the issues will be recorded and shared with the General Manager.

If a solution cannot be reached with the Program Supervisor, Parents/Guardians will be referred to the General Manager to allow further discussion. Following the meeting a written response will be given to the Parent/Guardian within 3 business days, a copy of the correspondence will be forwarded to the Executive Director.

If concerns were not resolved with the General Manager, a meeting with the Executive Director will be arranged. Parents/Guardians will be asked to provide a written account of concerns and suggested resolution. The meeting will take place within 3 business days. If, after this meeting, no resolution has been found, the matter will be brought to the attention of the Board of Directors. The Board of Directors will select a committee of 3 to address concerns. A summary of discussions and possible resolutions will be provided to the committee for their consideration and decision. The committee will prepare a written response to the Parent/Guardian within 3 business day of receiving the summary.

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/guardian 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/childrensaids/reportingabuse/index.aspx>

In all cases any concern or issue that is brought forth must be made in a respectful manner. Kingston Day Care will not tolerate aggressive or abusive behaviour towards its employees, clients or others affiliated. Such behaviour will be addressed and may result in consequences as serious as loss of child care space.

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

Issues may also be reported to other regulatory bodies (Public Health, Ministry of Labour, College of Early Childhood Educators etc.) where appropriate.

**Contact
Information:**

Lisa Warwick, Site Supervisor Collins Bay CCC: 613-634-6694
Marcelina Lugo, Site Supervisor St. Martha CCC: 613-549-2151
Kristin McCready, Our Lady of Lourdes: 613-634-6694

Laurie Burega – General Manager KDC: Trillium CCC: 613-548-3223
Alison Lines – Executive Director KDC: 613-549-3204

Emma Hurd – Board Chair: 613-770-1858

Ministry of Education, Child Care Quality Assurance and Licensing Branch
1-877-510-5333 or information.met@ontario

Family and Children's Services Frontenac, Lennox & Addington: 613-545-3227

College of Early Childhood Educators: 416-961-8558 www.college-ece.ca

Kingston Day Care Code of Conduct

Kingston Day Care promotes positive and responsive interactions with all children, parents, staff, students, volunteers and community members. We foster open and respectful communications creating an environment that welcomes and values each individual's unique input, opinions and conversations.

We expect that all those affiliated with Kingston Day Care conduct themselves in a positive and respectful manner. To achieve this we follow these Guiding Principles:

Be Respectful: We are respectful of ourselves and other people. We are respectful of the ideas and feelings of others. We solve problems by talking and listening to each other respectfully.

Be Responsive: We are responsive to requests and inquiries. We foster open and respectful communication.

Be Responsible: We are responsible for our actions and words. When problems arise, we use problem solving techniques to try to resolve the issue in a positive way.

Kingston Day Care recognizes the dignity and worth of every member of its community and provides for equal rights and opportunities free of discrimination, harassment and bullying. Any breach of the Code of Conduct could result in disciplinary action or dismissal of services.



(#4) Safe Arrival & Departure Policy

Kingston Day Care		Child Care Policies and Procedures	
Policy: Arrival and Departure		Approval Date: December 12, 2023	
Policy: CCP 20.1		Review/Revision Date:	

Purpose

The purpose of this policy is to 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 child care centre as expected, as well as steps to follow to ensure the safe dismissal of children.

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

Policy

Kingston Day Care will ensure that any child receiving care is only released to the child's parent/guardian or an individual that the parent/guardian has provided written authorization the child care centre may release the child to.

Kingston Day Care will only dismiss children into the care of their parent/guardian or another authorized individual. Kingston Day Care 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.

Procedures

Accepting a child into care

1. When accepting a child into care at the time of drop-off, program staff in the room must:
 - o greet the parent/guardian and child.
 - o 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 (i.e., someone other than the parent/guardian 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 as an authorized pick-up person or where the individual is not listed, ask the parent/guardian to provide authorization for pick-up in writing (e.g., note or email).
 - o document the change in pick-up procedure in the daily written record.
 - o sign the child in on the classroom attendance record.

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 (e.g., left a voice message or advised the closing staff at pick-up), the staff in the classroom must:
 - Inform the Supervisor and commence contacting the child's parent/guardian no later than 9:30 am or, in the case of a before school program when a child has not arrived within ½ hour of their expected time. Staff shall contact the parent via the most commonly used form of communication (i.e. parent app, text).
 - Staff or Supervisor must continue to contact the parent/guardian until they are able to confirm the child's absence from care. If the parent/guardian cannot be reached, authorized emergency contacts may be reached to confirm the child's whereabouts.
2. Once the child's absence has been confirmed, program staff shall document the child's absence on the attendance record and any additional information about the child's absence in the daily written record.

Releasing a child from care

1. The staff who is supervising the child at the time of pick-up shall only release the child to the parent/guardian or individual that the parent/guardian has provided written authorization that the child care may release the child to **IF** the parent/guardian has notified the centre of that change. Where the staff does not know the individual picking up the child (i.e., parent/guardian or authorized individual),
 - confirm with another staff member that the individual picking up is the child's parent/guardian/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 a child has not been picked up as expected (before 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 from care and the child has not been picked up, the program staff shall contact the parent/guardian via preferred method of communication (i.e. parent app, text message) and advise that the child is still in care and has not been picked up.
 - Where the staff is unable to reach the parent/guardian, staff must contact an authorized emergency contact. Where the individual picking up the child is an authorized individual and their contact information is available, the staff shall proceed with contacting the individual to confirm pick-up as per the parent/guardian's instructions or leave a voice message to contact the centre.
 - Where the staff has not heard back from the parent/guardian or authorized individual who was to pick up the child, the staff shall continue to attempt to contact the parent or emergency contact.

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

1. Where a parent/guardian or authorized individual who was supposed to pick up a child from care and has not arrived by 5:45 pm staff shall ensure that the child is given a snack and activity, while they await their pick-up.
2. One staff shall stay with the child, while a second staff proceeds with calling the parent/guardian to advise that the child is still in care and inquire their pick-up time. In the case where the person picking up the child is an authorized individual; the staff shall continue to contact the parent/guardian and authorized emergency contact.

3. If the staff is unable to reach the parent/guardian or authorized individual who was responsible for picking up the child, the staff shall begin contacting authorized individuals listed on the child's file card.
4. Where the staff is unable to reach the parent/guardian or any other authorized individual listed on the child's file (e.g., the emergency contacts) by 6:00 pm the staff shall proceed with contacting the local Children's Aid Society (CAS), Family & Children's Services Frontenac, Lennox & Addington. Staff shall follow the CAS's direction with respect to next steps.

Dismissing a child from care without supervision procedures

Kingston Day Care 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.

Regulatory Requirements: Ontario Regulation 137/15

Safe arrival and dismissal policy

50. Every licensee shall ensure that each child care centre it operates and each premises where it oversees the provision of home child care has a policy respecting the safe arrival and dismissal of children that,

(a) provides that a child may only be released from the child care centre or home child care premises,

(i) to individuals indicated by a child's parent, or

(ii) in accordance with written permission from a child's parent to release the child from the program at a specified time without supervision; and

(b) sets out the steps that must be taken if,

(i) a child does not arrive as expected at the centre or home child care premises, or

(ii) a child is not picked up as expected from the centre or home child care premises