

Calvary Daycare

“A Place Where Children Grow”

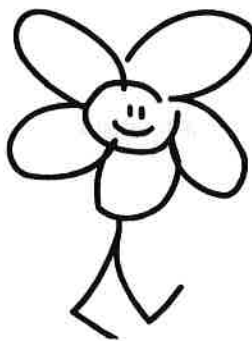
509 Ireland Road
Box 102
Simcoe, ON
N3Y 4K8

Tel: (519) 426-5910
Fax: (519) 426-5913

Email: daycare@calvarysimcoe.com

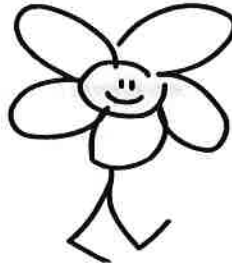
Hours of Operation: 7:00 a.m. to 5:30 p.m. Monday to Friday

Office Hours: 7:30 a.m. to 4:00 p.m. Monday to Friday
(Feel free to call and leave a message- we check them often!)



Parent/Guardian Handbook

Revised Edition 2022 – 34 Years of Caring for children!



Calvary Daycare Parent/Guardian Handbook

Welcome to Calvary Daycare! We feel privileged to care for your precious little one and look forward to “growing” with you as a family! We are here to assist you with your childcare needs, support you as parents/guardians and help you enhance your child’s early learning experiences. We encourage any questions, comments or concerns you may have as you embark on this new adventure with us. Together we can continue to make Calvary Daycare a “Place Where Children Grow.”

CALVARY DAYCARE INTRODUCTION: Our Philosophy and Program

We are a non-profit childcare center, owned and operated by Calvary Church, serving Norfolk County and the surrounding areas since 1988. Our daycare hours of operation are 7:00 am to 5:30 pm Monday to Friday. We are fully licensed through the Ministry of Education; Early Years Division to provide affordable, inclusive, quality childcare for 180 children, aged 0 to 8 years, as follows:

- Twenty (20) infants with six (6) teachers, approx. 0-18 months (1:3/4 ratio)
- Twenty (20) toddlers with four (4) teachers, approx. 18-30 months (1:5 ratio)
- Thirty nine (39) preschoolers with five (5) teachers, approx. 2 ½ -5 yrs (1:8 ratio)
- Twenty-six (26) JK/SK children with two (2) teachers, 3.6-5.6 yrs (1:13 ratio)
- Seventy five (75) school-agers with five (5) teachers, 5.6-8 years (1:15 ratio) “Loft/Gym/Commons”

Our trained teachers provide an educational program encouraging development in all domains of learning; cognitive, social, emotional, physical, lingual and spiritual. Program approach and activities include circles or group times, creatives, sensory/science labs, fine/gross motor manipulatives, free play, dramatic play, outdoor play, field trips, special guest visitors, etc. for all age groups in a safe, nurturing, loving and encouraging environment.

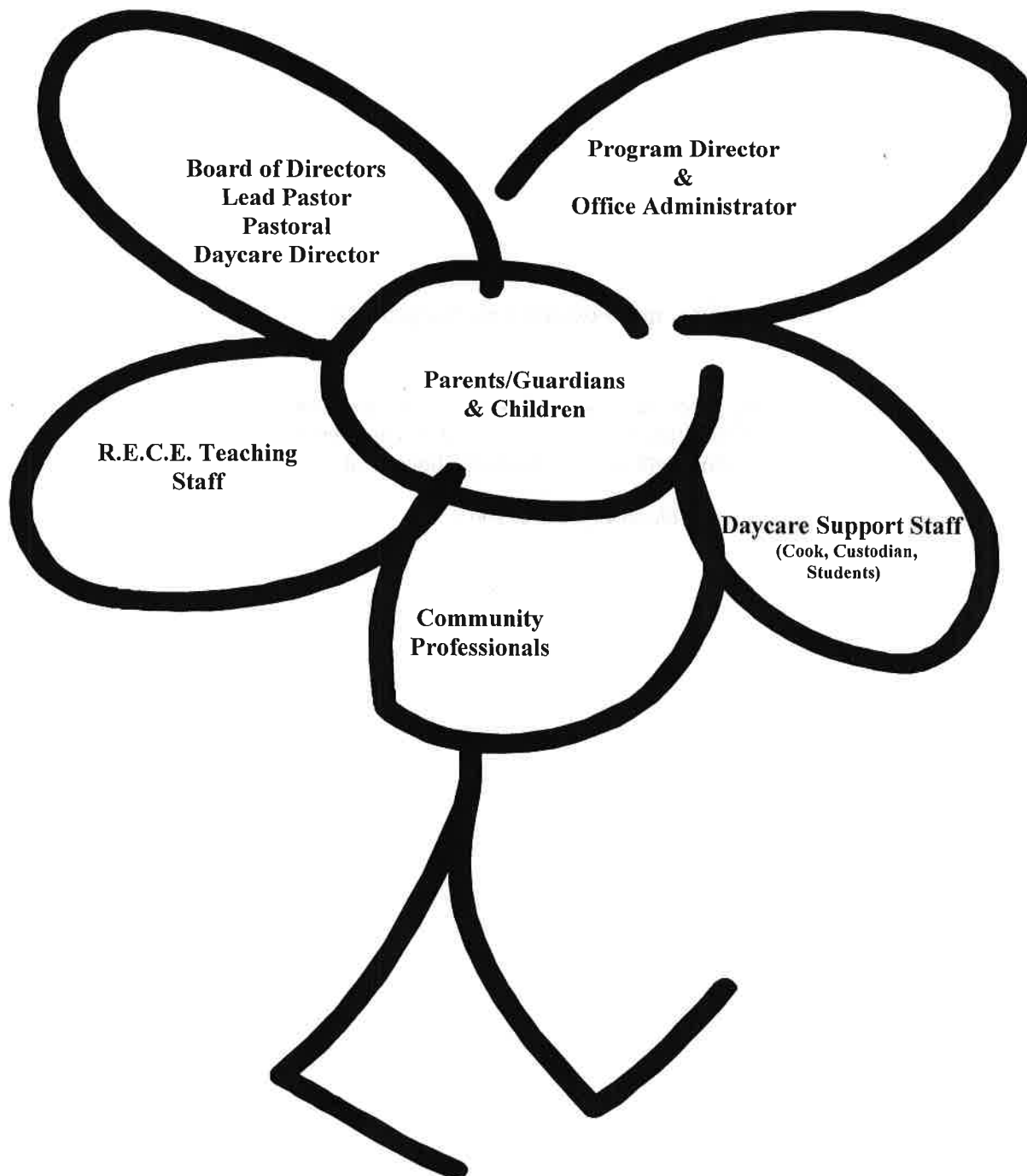
As a Christian childcare center we incorporate Biblical teaching and prayer into our regular daily programming. More specifically, we provide devotional circles where Bible stories are taught and positive Biblical values for life are emphasized.

Furthermore, we base our system of beliefs firmly on God’s word, the Holy Bible, in its entirety and recognize the importance of Christ-centered living through abiding by and exemplifying Biblical principles and standards in every day life.

Most importantly we celebrate children as individuals, created by God himself, and count it an honour to facilitate in their development.

THE CALVARY DAYCARE COMMUNITY:

The flower below represents the precious children in our care, as they grow and move forward in life. Each one of us has a part to play in their growth and development, as outlined on each petal. Together, as a community of loving and nurturing caregivers, we will see each child reach their maximum potential. We look forward to our partnership with you!



"A Place Where Children Grow"

Program Statement

At Calvary Daycare we view the child as the center of all we do. As a Christian daycare we also believe that each child is a gift from God and should be treated with respect, love and compassion. We believe that during the first years of a child's life it is crucial to build and support a strong foundation that will help them develop the skills they need to be successful in life. We believe that children are competent, capable, curious and rich in potential and this should be reflected daily in all our interactions, activities and decisions.

Calvary Daycare is a not for profit, fully licenced child care centre. We are licenced through the Ministry of Education, Early Years Division to provide affordable, inclusive quality childcare. We use the Ontario Ministry of Education recognized publications, "How Does Learning Happen" and "The Early Learning for Every Child Today" to guide our practice.

Calvary Daycare's Goals and Approaches

a) Goal - To promote the health, safety, nutrition and well-being of the children.

Approaches

- At Calvary Daycare we believe that we need to care for the whole child
- In order for a child to be at their best they need good nutrition, exercise and rest
- We promote healthy eating with home cooked, nutritious meals and snacks that follow the Canada Food Guide
- A fresh fruit basket is available all day in each room to help meet the nutritional needs of each child
- Throughout the day each child has an individual water bottle or cup available to them
- Educators encourage regular hand washing (after bathroom, before meals and when necessary)
- The children get time to rest during a quiet/nap time
- Each morning and afternoon the children spend time engaging in active physical play outside in our beautiful property
- When the weather is not good the children have the use of the outdoor pavilion or the indoor gym to participate in active play
- Our educators are trained to encourage safe play but to also allow the children to take measured risks in their play
- Our educators respond to children's emotional needs and keep open communication with parents

b) Goal -To support positive and responsive interactions among the children, parents and staff.

Approaches:

- We respect the uniqueness and importance of each family that is part of our Calvary family
- It is our responsibility through daily interactions to get to know, understand and support each family and their goals for their children
- We will create a warm and welcoming environment where each person will be greeted
- Our educators fill in a daily report to be given to families at the end of the day
- Staff and children will participate in lots of rich interactions through daily tasks, interactive play and circle time

c) Goal -To encourage the children to interact and communicate in a positive way and support their ability to self-regulate.

Approaches:

- Educators will model positive communication skills through their daily interactions with the children, parents and staff
- Educators will provide activities such as Show and Share that encourage the children to interact and build communication skills
- Educators will be calm and patient with the children as they help them develop self regulation skills
- Educators will monitor children's speech development by using the H/N Preschool Speech and Language Communication Checklist

d) Goal -To foster the children's exploration, play and inquiry.

Approaches:

- Children will be given lots of opportunities to explore their world through many different ways
- There will be opportunities to paint, cut, glue and explore through creative and sensory experiences
- Outdoor items found during walks/adventures are often brought into the classroom and incorporated into our learning (sensory bins, art activities)
- Real life materials will be provided to give children opportunity to play and formulate questions and answers about the world
- Learning centres and opportunities will be varied and designed to allow all children the opportunity to learn

e) Goal -To provide child-initiated and adult-supported experiences.

Approaches:

- Each class will have several learning centres open for the majority of the day to give children the choice of what they will do
- Educators will respond and support the children's learning through listening, posing questions, providing additional materials and information
- Educators will place items of interest in the environment that may provoke learning

f) Goal -To plan for and create positive learning environments and experiences in which each child's learning and development will be supported.

Approaches:

- Each child is an individual and will develop skills at different times. It is important that our ECEs understand child development to fully support this process and to have appropriate expectations.
- Our educators will use developmental screens to better assess each child's development and needs.
- Educators will observe and document children's interests and questions. This information will be used for reflection when planning learning experiences and changing the environment to create engaging and positive learning opportunities.
- Educators will provide open-ended activities with multi use tools and equipment.
- Educators will engage children in sensory play on a daily basis.
- Educators are given time each week to reflect, document and plan for their classroom

g) Goal -To incorporate indoor and outdoor play, as well as active play, rest and quiet time, into the day, and give consideration to the individual needs of the children receiving child care.

Approaches:

- Calvary Daycare is blessed with several acres of beautiful nature and some wonderful playgrounds
- We value the importance of outdoor play and exploration and children taking measured risks. Weather permitting our staff and children spend several hours a day outdoors
- If unable to be outside we have the blessing of a gym, which allows the children to engage in indoor active play
- Children are also supported in their need for quiet time through the sharing of stories, puzzles, books and quiet activities indoors and outdoors
- Children are given an opportunity for a sleep or quiet time following lunch. During quiet time all children are encouraged to rest on their cots for an hour. After one hour, children not sleeping are engaged in quiet activities for another hour at which time all children resume regular activities.

h) Goal -To foster the engagement of ongoing communication with parents about the program and their children.

Approaches:

- Parent communication is a daily expectation between our educators and parents
- The sharing of information, verbally and written, between home and childcare is necessary to ensure quality care and an understanding and trusting environment for each child
- Each child has a portfolio which contains documentation to show their growth and learning
- Our communication boards offer daily information to parents
- Each family will receive a monthly newsletter from the Director to inform them of important information and dates to mark on their calendar
- A monthly calendar outlining special days and events is provided to all families
- We welcome all communication from families through phone calls, emails and in person

i) Goal -To involve local community partners and allow those partners to support the children, their families and staff.

Approaches

- To support growth and development of the children that are part of our Calvary family we have relationships with various community members and agencies
- We have an ongoing partnership with REACH who provides specialized supports and services to some of the children in our care. These professionals may visit Calvary to work with our children
- We may make referrals to outside agencies such as Haldimand-Norfolk Health Unit Preschool Speech and Language for children who may need additional developmental support
- With parental permission some classes may take a trip to a local Senior Center to visit and build relationships with other members of our community
- We may invite community partners such as the Fire Department or the OPP to visit the children at the center

j) Goal -To support staff in relation to continuous professional learning.

Approaches:

- We are blessed with an amazing staff here at Calvary Daycare. The quality of our program is dependent on the abilities, well-being and competence of each staff
- We value the principle of life long learning and therefore expect and support all staff to participate in professional learning opportunities individually and together
- As a center, all of our educators participate in the HN Quality Initiative, which encourages on-going learning, reflection and documentation to support professional growth
- We provide opportunities in-house to learn together

K) Goal -To document and review the impact of the strategies outlined in our goals a-j on the children and their families.

Approaches:

- Staff will reflect on their performance in meeting the goals outlined in the Program Statement
- Educators will receive feedback and support from the Program Director and Pastoral Daycare Director through on-going mentoring
- All staff will have an annual meeting with the Pastoral Daycare Director where their achievement of outlined goals will be evaluated and discussed. The setting of new professional goals for the coming year and the plans to attain them will also be discussed
- Families will have opportunity to give feed back through an annual survey

Information you Need to Know

PROGRAMS AT CALVARY DAYCARE:

We offer three enrolment options:

1. Tuesday/Thursday
2. Monday/Wednesday/Friday
3. Five Days a Week

Infant Program: *Ratio 3 children to 1 staff (10 children to 3 staff);* children approx. age: 0 to 18 months

Toddler Program: *Ratio 5 children to 1 staff;* children approx. age 18 to 30 months

Preschool Program: *Ratio 8 children to 1 staff;* children approx. age 2.5 to 4 years

Before/After School Care:

Jr. & Sr. Kindergarten: *Ratio 1 staff to 13 children*

Grade 1-3; *Ratio 1 staff to 15 children*

Camp Calvary: children ages 4-9 years; summer, PA days and March Break (dependent on attendance request)

Drop-in days maybe available to in-house families if space allows. Please submit written request to the office.

Please feel free to contact the daycare office to receive more detailed information regarding these programs. We would be more than happy to help you.

STUDENTS AND VOLUNTEERS

Here at Calvary Daycare we often have Fanshawe College and Mohawk College students on placement and we also welcome co-op students and other volunteers. At no time are students or volunteers counted in ratio or left alone with the children. The mentoring staff are responsible for the supervision of students and volunteers.

PROGRAM FEES:

The following outlines our current fees for the above-mentioned programs.

Infant Program: \$53 /per day

Toddler Program: \$50 /per day

Preschool Program: \$48/per day

Before/After School: Before school: \$8/day

After school: \$18/day Before and After School : \$23/day

Camp Calvary Days: \$38 /per day (PA Days, March and Summer Breaks)

Payments can be made weekly, bi-weekly or monthly by cash or e-transfer to tracey@calvarysimcoe.com. Please keep in mind that your payments are due to the daycare office, **IN ADVANCE OF SERVICE**, on the Monday of the upcoming pay period. You will receive a receipt at the end of each year for income tax purposes.

Should you need assistance with childcare payments, please talk to us about childcare subsidies available through Norfolk County.

The childcare center may terminate services if policies are not followed or fees are not paid.

WAITLIST

All children who are looking for a space in Calvary Daycare (exception is Before and After school and summer camps) must be registered on the Haldimand Norfolk One List. There is no fee required to be on the waitlist. Priority is given to in house families for available spaces. The director will strive to be equitable and use the waitlist to offer available spots. If a parent is on the One List they may call the director to ask where they are on the waitlist.

ORIENTATION AND ENROLLMENT:

When we have an available space for your child we invite parents/guardians and their children to visit our center. This visit is a time for parents/guardians to ask their childcare questions, have opportunity to meet our teachers and familiarize their children with our programs.

Following the visit, an enrollment package is distributed to the family and must be fully completed and returned to the daycare office at least 3 days prior to the first day of care, accompanied by a \$25.00 non-refundable registration fee. When you return your package, please ensure one of the office staff goes through it to make sure everything is complete or there may be a delay in your start date. Parents may be able to book some play dates or request a staggered start for the benefit of a smooth transition. (Ask the Pastoral Daycare Director for availability)

HOLIDAYS:

Calvary Daycare will be closed on the below stated statutory holidays. You will be responsible for your regular childcare fees on these days if your child is scheduled to attend.

NEW YEAR'S DAY (January)
GOOD FRIDAY (March/April)
CANADA DAY (July)
LABOUR DAY (September)
CHRISTMAS DAY (December)

FAMILY DAY (February)
VICTORIA DAY (May)
CIVIC HOLIDAY (August)
THANKSGIVING DAY (October)
BOXING DAY (December)

Other closures: there will be no fees incurred for these days.

Easter Monday

The Friday of the Labour Day Weekend (last day of summer) we will be closed for a staff day.

The Days between Christmas and New Year.

We will close at 3:00pm on Christmas Eve.

Sometime the daycare closes for the staff to participate in professional learning. If this is to happen you will be given adequate notice.

FREE DAYS:

Each child is eligible for an allotment of free days where payment is not required. Your child **cannot** be at daycare to use a free day. Free Days may be used if your child is away for vacation, is at home sick or is just staying home with you. Free Days may also be used in lieu of payment for a statutory holiday. Written or emailed notice is required for requesting the use of your free days. Please keep current with your requests. Request cannot go back more than one month.

Free day allotments:	5 days/week	10 free days
	3 days/week	6 free days
	2 days/week	4 free days

If you are starting or withdrawing part way through the year your Free Day allotment will be pro-rated accordingly. Free Days cannot be carried forward into the next calendar year. Free days are not available for the Before and After School program or Camp Calvary.

ABSENCE:

If, for any reason, your child will not be attending the daycare, please notify us by **9:00am**. This will enable us to keep accurate records, ensure your child's safety and arrange our staffing.

CHANGES TO YOUR CHILD'S ENROLLMENT:

If you wish to make changes to your child's schedule please submit your request in writing to the daycare office or to the Pastoral Daycare Director. If it is a drop-in request the Daycare Director will let you know if there is room to accommodate your child that day. If it is a permanent request the Pastoral Daycare Director will let you know when there is space available to change days. At that time an Alteration to Enrollment Form must be completed, signed and returned to the daycare office.

A permanent space cannot be guaranteed if you wish to temporarily withdraw your child and re-enroll. Similarly, if you reduce your child's days we cannot guarantee a full-time space when you need it. (ie: Maternity Leave) We will do our best to accommodate our Calvary Families but cannot hold spaces.

PERMANENT WITHDRAWALS:

Should you choose to permanently withdraw your child from our care, you must give us **THREE WEEKS WRITTEN NOTICE**. If notice is not received, full payment of fees will be charged and payment required for the three-week notice period.

ARRIVAL AND PICK-UP:

When your child arrives at daycare, please make verbal contact with your child's educators. Similarly, when picking up your child, please make verbal contact with our staff that you are leaving with your child. Please notify the daycare in advance, if someone on or off the enrollment form will be picking up your child. Individuals not appearing on this form will be asked to show their Driver's License.

Calvary Daycare closes at 5:30 pm sharp and so we request that you and your child please be exiting the building before this time. The daycare staff will bill a "Late Pick-up Fee" of \$1.00/PER MINUTE/PER CHILD past 5:30 pm. Payment in cash is due within 3 business days of receipt of your bill for late fees. Should payment not be made within 3 business days, you will be charged an additional \$1.00/day up to 5 business days. Should payment continue to be unpaid, you will be charged an additional \$2.00/day up to 5 business days. After this point, if payment continues to be outstanding, suspension will occur and enrollment will recommence upon payment of the total of the above-described outstanding charges.

Further, your emergency contact numbers will be called if your child is at daycare after 5:45 pm. If your child is still at daycare at 6:30 pm, the Haldimand-Norfolk Children's Aid Society will be notified.

DAYCARE FAMILY PARKING:

Parking is available for your convenience located by the daycare entrance. Please remember the following parking lot Safety Rules:

- Please **SLOW DOWN** in parking lot; children may dart out from anywhere. Please be over cautious!

- Do not park between the designated lined parking spaces and the building. This space has been purposefully left available for emergency vehicle use only and is an official Fire Route
- Only use the designated "handicapped" spaces if your vehicle is equipped with a valid permit
- Do **NOT** leave your vehicle idling.

YOUR CHILD'S CLOTHING AND POSSESSIONS:

Please dress your child in **PLAY CLOTHES** appropriate for indoor and outdoor activities **ALL YEAR ROUND**. We do have lots of fun with paint, chalk, clay, etc. so we ask that you expect your child to come home a little 'messy' from time-to-time. In the winter, please provide toques, mitts, scarves, lined winter boots, winter coats and snow pants. In the spring and fall, please provide toques/hats, mitts, rubber boots, lightweight coats and splash pants. In the summer, please provide sun hats and appropriate shoes (no flip-flops - they are a safety hazard). **Your child is outside for a minimum of 2 hours per day.**

We also ask that you provide a pair of indoor shoes for each day your child attends. In case of a fire or our monthly fire drill, children must have shoes to walk outdoors in any weather.

Your child's belongings need to be clearly labeled with your child's full name. Dirty clothes should be taken home to be laundered. Blankets should be sent home weekly to be washed, or please don't mind that they may end up in our washing machine ☺

Water bottle/sippy cup It is important for your child's health to have access to fresh drinking water each day. Please ensure your child has a bottle/cup at the daycare.

OUTDOOR PLAY/ WALKS /FIELD TRIPS

We have three enclosed playgrounds and a covered pavilion for the children to play in. We also have 19 acres of beautiful property for the children to explore with their educators. Occasionally the educators take the children for a walk in the community. If the children are going on a field trip parents will be notified and an individual trip waiver will need to be signed.

DAYCARE SUNSCREEN:

Children are required by the Ministry of Education to spend a minimum of 2 hours outside everyday. Hats and Sunscreen are necessary to protect them from sunburn. Our educators apply sunscreen to each child prior to going outdoors. If you would like to use Daycare sunscreen please ensure you fill out a Sunscreen permission form and pay the annual \$10. You may also provide sunscreen from home that is in its original packaging and clearly labeled with your child's full name.

CHILD GUIDANCE and PROHIBITED PRACTICES:

It is our policy to treat each child in a sympathetic, affectionate and positive manner, which respects and encourages individual growth and differences. Children's behaviour is guided at a level that is appropriate to their actions and ages in order to promote self-control, ensure health and safety, teach respect of the rights of others, maintain stated policies & procedures and uphold the requirements of the Child Care and Early Years Act with respect to child guidance.

The following prohibited practices **WILL NOT** be committed at Calvary Daycare.

- Corporal punishment of the child
- Physical restraint of 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 the physical restraint is for the purpose of preventing a child from hurting himself/herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent.
- Locking the exits of childcare 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 the centre's emergency management policies and procedures
- Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth.
- Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
- Inflicting any bodily harm on children including making children eat or drink against their will.

Staff failing to comply with our child guidance policies face written warnings and possible dismissals.

ROLE OF PARENTS

COMMUNICATION WITH OUR STAFF:

We encourage an ongoing exchange of both oral and written communication between parents/guardians and teachers. Please feel free to speak with our staff about your child's day at the beginning or end of the day.

We also encourage you to take your child's communication bag home daily as it holds daily reports and communications. Further, there is a monthly calendar, newsletter and occasional parent memos to keep you updated on daycare, church and community life.

We ask parents that you help us in seasonal fundraisers and family events. We are a team in nurturing your child's development and sense of community.

VOLUNTEERING, FIELD TRIPS, FUNDRAISING AND DONATIONS:

We encourage active parent participation in our daily programs with 'hands-on' volunteering, participation in preschool class field trips, fundraising ideas/implementation and donations of gently used clothing, toys, books, furniture, equipment, etc. If you are interested in being involved in any of these areas please let the daycare office know. A Criminal Reference Check and policy review will need to be in place before you participate in volunteering.

In particular, fundraising is an important component in the operation of a non-profit childcare center. We will offer a number of fundraising events for you to participate in, throughout the year. However, participation is purely voluntary. If you have any great fundraising ideas, please share them with us!

PROCESS FOR DEALING WITH ISSUES OR CONCERNS...

Parents/guardians are encouraged to take an active role in Calvary and regularly discuss what their child(ren) are experiencing with our program. All issues and concerns raised by parents/guardians are taken seriously and every effort will be made to address and resolve issues and concerns to the satisfaction of all parties as quickly as possible.

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

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

We do ask that at no time will parents vent their concerns on social media.

Confidentiality

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

Conduct

Calvary Daycare maintains high standards for positive interaction, communication and role modeling for children. Harassment and discrimination will therefore not be tolerated from any party. If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled they may immediately end the conversation and report the situation to the Director.

Concerns about the Suspected Abuse or Neglect of a Child

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

If a parent /guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the Haldimand-Norfolk Children's Aid Society.

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

ISSUES OF CONFLICT	STEP ONE	STEP TWO	STEP THREE
Program Room-related issues e.g. schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.	Raise the issue or concern with the classroom staff	If resolution is not attained, parents/guardians or staff are to bring issue before the Pastoral Daycare Director	If resolution is not attained, the Pastoral Daycare Director will bring issues before the Board of Directors
General, Centre or Operations-Related Issues e.g. child care fees, hours of operation, staffing, waiting lists, menus etc.	Parents/guardians are to raise the issue or concern with the Program Director or the Pastoral Daycare Director	If resolution is not attained, the Pastoral Daycare Director will bring issues before the Board of Directors	

YOUR CHILD'S NUTRITION NEEDS:

We provide your child with a nutritious morning snack, midday meal and afternoon snack. We also provide a fresh fruit basket in each room for the children to eat whenever they are hungry. Our daycare cook, in consultation with the Health Unit, has set out our seasonal menus. Our menus rotate on a four-week basis and are posted outside the daycare kitchen for your perusal. From time to time a menu change may occur due to foods in season and the rotation of food supplies. A copy of the menu is available in the daycare office.

Special dietary needs and allergies will be posted in the classrooms, kitchen and common areas. If your child has special dietary needs or food allergies, please contact the daycare office immediately to discuss alterations. There is a "Menu Alteration" form, which must be completed to help us keep track of your child's alternative menu plans. You will be responsible to provide the daycare cook with alternate food and drink.

CALVARY DAYCARE AS A 'NUT AWARE' FACILITY:

Due to the rise in and severity of peanut allergies, we have chosen to become a 'nut aware' facility. To observe, respect and protect those susceptible, we ask that you **BRING NO FOOD** into the daycare without prior permission from the directors. All food brought in to share must be bought and clearly labeled nut free. Please bring all food to the office for approval. Further, we ask that you thoroughly wash your child's hands and face before bringing them to daycare.

ADMINISTRATION OF MEDICATION:

At Calvary Daycare we will only administer ***allergy, anaphylactic, asthma and fever induced seizure medications*** to children in the form of antihistamines, epi-pens, puffers and "over the counter" fever medications (i.e. Advil, Motrin, Tylenol), and only with written direction from a pediatrician or family practitioner. The directors or the staff member caring for the particular child will administer all of the above stated medications. If you do not have an extra medication to leave at the daycare indefinitely it is YOUR RESPONSIBILITY to remember to retrieve it at the end of the day. Please notify the directors if your child needs any of the above stated medications administered while in our care. Parents will need to meet with the director to fill out paper work (Individual Plan). ***To maintain quality care for your child we will do an annual review of their individual plan.***

CHILDHOOD IMMUNIZATION:

Our licensing regulations stipulate that prior to your enrollment with us, your child must be immunized as recommended by the Medical Officer of Health. There are two exceptions to this requirement. One; if your child has a medical condition hindering routine immunization checkups. This requires a statement of medical exemption signed by your doctor. Two; if you have a religious or conscientious objection. This requires a signed affidavit. If you choose not to immunize, your child will be immediately excluded from daycare should there be an outbreak of one of the communicable diseases noted by the Medical Officer of Health.

ILLNESS AND YOUR CHILD:

It is difficult to know whether to bring your child to daycare when they are not feeling 100%. A good rule is can your child fully participate in daily activities. If your child is ill with a common or communicable illness, as listed below, he/she will not be permitted to attend daycare.

- Elevated temperature (38.5°C (101.4°F) or higher)
- Diarrhea
- Vomiting within a 24 hour period
- Red or discharging eyes
- Undiagnosed skin rashes

Should your child become ill with the above, while in our care, you will be called to pick them up from daycare as soon as possible. Your child will be isolated from the other children until your arrival. If your child is on a special diet or medication that can change his/her bodily functions and may exhibit some of the above symptoms, please notify their educator.

YOUR CHILD MUST BE AWAY FROM DAYCARE UNTIL DEEMED ALLOWABLE BY THE HEALTH DEPARTMENT GUIDELINES AND FOR 24 HRS AFTER THEIR LAST BOUT OF DIARRHEA or VOMITTING.

Be assured that we maintain accurate records of ill health as observed in the children, to further protect the well being of all children, staff and families in our care.

When we are aware of a communicable disease in the daycare it will be posted by the daycare office. The posting will be inform you of the signs and symptoms, incubation and isolation periods of the infectious communicable disease and when your child has been exposed. We encourage you to observe your child take them to a family practitioner when suspected of contracting such illnesses.

ACCIDENT/INJURY REPORTS:

Although our teachers make every effort to protect each child's safety, accidents do happen. Should your child have an accident or injury while in our care, an Accident Report will be completed by your child's educator and will be placed in your parent pouch. Typically, you will not be notified immediately unless the accident is of a serious nature.

All of our ECEs have been trained in Standard First Aid & CPR and carry first aid supplies with them.

FIRE SAFETY AT CALVARY:

In response to our licensing regulations, your child will participate in a monthly fire drill. Teachers will not be made aware of the time or the day. Teachers will be timed and a written record of the occurrence will be made.

EMERGENCY MANAGEMENT:

We do have an Emergency Management Policy and Procedure that we would follow if there was an emergency. During an emergency our evacuation point is at Fanshawe College on Ireland Rd. During an emergency our first priority would be the safety and care of the children. Once the safety of the children is ensured, a call to parents will take place. You will be given a brief explanation of the emergency situation and a time at which you are to pick up your child. We ask that you be considerate and do not delay the conversation with questions as the staff will have several families to contact. More information can be requested from our daycare office once we re-open. If you are not at home when we call, a message will be left with an adult, or on your answering machine, and the next individual on your emergency contact list will be contacted.

Closures due to weather or emergency circumstances- If Norfolk schools (Zone One) are closed due to weather, the daycare is closed. We will post our daycare closures on CD 98.9 fm by 6:30 am on their website (norfolktoday.ca) and radio announcements only **IF WE ARE CLOSED.**

**IF YOU HAVE ANY FURTHER QUESTIONS or FEEDBACK/ SUGGESTIONS
PLEASE CONTACT THE DAYCARE OFFICE...WE WOULD LOVE TO HEAR FROM YOU!
THANK YOU FOR CHOOSING CALVARY DAYCARE!**

**Calvary Daycare
"A Place Where Children Grow"**

