**MUNN’S CHILD CARE CENTRES**

**Program Statement and Parent Manual**

***Children are competent, capable, curious and rich in potential***

**OUR MISSION AND PHILOSOPHY STATEMENT**

**Munn's Child Care Centre Inc. is a non-profit and inclusive organization that has served the Oakville area since 1989. It is our mission to provide and promote high quality professional childcare and create positive learning environments and experiences in which each child’s learning and development will be supported and inclusive of all children in our care.**

The Munn’s *handprints* represent a child who is busy exploring their world through play. Children gain knowledge and a sense of purpose in their lives through that play. **Munn's Child Care Centre Inc. is committed to providing an atmosphere in which Parents/Guardians feel secure knowing that their child’s physical and emotional development is being supported on an individualized basis.**

**BOARD OF DIRECTORS and COMMUNITY PARTNERSHIP**

The Board of Directors is a volunteer committee of parent/guardian and community members that meet throughout the year. The Board's responsibility is to approve the yearly budget, set policies and procedures, plan for the long term and to keep informed of changes in childcare and the possible effects it may have on our program. The Executive Director is in charge of the day-to-day operation of the Centres but relies on the Board for ongoing support and guidance.

We provide learning opportunities and practical work experience to volunteers and college students and other local organizations. We view the community as a valuable resource and our educators plan learning opportunities to involve the community in our program.

**Our Centres**

Our hours of operation are 7:00am – 6:00pm, Monday to Friday

**Holiday Closures**

New Year’s Day, Family Day, Good Friday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving, Christmas & Boxing Day

# Centre Compliments

At the Dundas Centre our capacity is for 47 serving children of Toddler to Preschool ages.

At the Iroquois Ridge location our capacity is for 49 serving children of Infant, Toddler and Preschool ages

(Infant program is not currently running for the Iroquois Ridge location)

**Dundas Centre:**

9 Dundas Highway East (corner of 6th Line and Dundas)

Phone: 905-257-0069 Email: munnsccc2@bellnet.ca

**Iroquois Centre**

1123 Glenashton Dr. (Located in Iroquois Ridge High School)

Phone: 905-849-9740 Email: munnsccc3@bellnet.ca

**PROGRAM DEVELOPMENT**

MCCC offers a learning program that is consistent with Ministry of Education policies, pedagogy and curriculum. To assist us in developing our statement we referenced the following Ministry documents and textbooks.

* CCEYA: Child Care and Early Years Act 2014
* How Does Learning Happen
* Ontario Early Years Learning Framework
* Think Feel Act: Lessons from Research About Young Children
* ELECT, Early Learning for Every Child
* Emergent Curriculum in Early Childhood Settings

The goal of our inclusive programming is to provide a child the sense of belonging, engagement, expression and well-being. Our positive learning and developmental environments will be supportive and inclusive of all children, including children with individualized plans. Our focus is on active play-based learning that encourages children’s communication, self-expression and self-regulation. Our learning environment welcomes children of all abilities and promotes diversity, equity and inclusion.

We believe that every child deserves a safe and caring environment in which to grow and develop to their maximum potential.

* Recognizing each child has equal rights to participate in all centre activities.
* Recognize and respect the unique qualities of each child and family, including ancestry, culture, race, language, religion, sexual orientation, socio-economic status, developmental abilities and needs.
* Recognize that responding to each child’s characteristics and abilities is central to supporting learning and development.
* Provoke children’s thinking, create meaningful programs and guide interactions with children and their families.
* Use a warm and positive approach to support children’s developing ability to express emotions and understand other perspectives.
* Know when to stand back and observe and when to enter children’s play to stimulate thinking.

Children learn about themselves and the world around them through investigation, discovery and through art, dramatic play and social interactions. Literacy and numeracy developments are introduced and woven into our program through creative, sensory, block areas, book centres and expanded during small group activities. When children are manipulating objects, acting out roles or experimenting with different materials, they are engaged in learning through play. Play allows them to actively construct, challenge and expand their own understandings as well as intentional play-based learning enables children to investigate, ask questions, solve problems and engage in critical thinking.

Our program also supports children’s self-regulation, their ability to deal with stress and to remain calm. When children are calmly focused and alert, they are best able to communicate their emotions, pay attention and understand consequences of their actions.

*Pedagogy can be defined as the understanding of how learning takes place and the philosophy and practice that supports the understanding of learning. Essentially it is the study of the teaching and learning process. Leadership is often defined as the act of leading or guiding individuals or groups. If we are to combine these two we are offered the notion of pedagogical leadership as leading or guiding the study of the teaching and learning process.* *(Think, Feel, Act, 2013)*

**INCLUSION POLICY**

The mission of Munn's Child Care Centre Inc. is to provide and promote quality child care in a safe and caring environment, in partnership with parents and our dedicated team, to develop all children to their full potential.

* To foster inclusion no family will be excluded from the program because of race, culture, language, socioeconomic background, beliefs, family composition and abilities.
* All children may attend the centres regular days and hours of operations.

* There is one wait list per site for all children according to date order.
* Financial assistance may be offered to any family in need with Board approval.
* **Our mission is to create positive learning environments and experiences in which each child’s learning and development will be supported and which is inclusive of all children, including children with individualized plans.**

# PROGRAMMING and PROCEDURES

* All children will be able to participate in the full program to the best of their abilities.
* Routines will be flexible to allow a child sufficient time for completion.
* We will attempt to acquire any assistive equipment a child may need. The Centre may be able to help out financially.
* Staff will work together with outside agency and implement any set goals into the groups program.
* Each child enrolled with special needs requires a support plan be in place within 3 months of commencement and will be reviewed and updated annually thereafter.
* Support plans or any specialized equipment will be monitored and adjusted with updates as needed after discussion with the staff, parent and any other agency involved.
* Staff are supported by arranging attendance to training sessions/educational courses/workshops etc. We arrange staff coverage and possible financial assistance if needed.
* **Staff will receive training or instructions on the proper technique of any supportive aid and device or how to complete or any modification made to the environment.**
* There will be on every meeting agenda, staff and board, time to discuss issues related to inclusion.
* At each staff meeting, it will be discussed as a group the needs, goals and successes of children.
* Parents will be encouraged to become involved by attending inter-agency meetings and receive minutes of any meetings.
* Should a parent not be able to attend a meeting, Munn’s will strive to accommodate any requests to ensure their ability in order that they may do so.

The mission of Munn's Child Care Centre Inc. is to provide and promote quality child care in a safe and caring environment, in partnership with parents and our dedicated team, to develop all children to their full potential. To achieve this no family will be excluded from the program because of race, culture, language, socioeconomic background, beliefs, family composition and abilities. All children may attend the Centre’s regular days and hours of operations and there is one wait list for all families and there is no charge to go on our waitlist.

**CHILD GUIDANCE**

All educators, volunteers and placement students follow the Prohibited Practices policy and treat each child, parent and staff with respect, honesty and caring. Munn’s CCC will not tolerate any of the following prohibited practices and any contravention by a staff can mean immediate termination or revoking of placement.

* Corporal punishment
* Deliberate use of harsh or degrading measures that would humiliate the child or undermine their self-respect
* Depriving a child of basic needs including food, shelter, clothing or bedding
* Locking the exits of the centre for the purposes of confining the child
* Using locked or lockable room or structure (With the exception of a LOCKDOWN)

**ENROLLMENT PROCEDURES**

Our fees are paid out over 52 weeks, through a Direct Withdrawal Program (EFT), weekly or bi-weekly. No credit or reimbursement is given for statutory holidays, vacations, and illness or Centre closures. A tax receipt will be issued at the end of February. We do not do fee payments through Credit Card transactions.

There will be a service charge, current bank charge, for any payment returned and if your account is past due 2 weeks, we reserve the right to withdraw services.

After receiving 2 returned payments we may require fee payment in cash or certified cheque. We require 4 weeks’ notice in writing when withdrawing your child.

Immunizations information must be submitted to Halton Health Department prior to first day of enrollment. It is required that the Centre have a copy of this information as well, either a copy of your child’s “yellow card” or doctor provided information.

**Wait List**

There is no charge to go on our waitlist. Each site keeps their own list but a family may go on both or request a transfer to the other location. Families are entered on the list by date of intake and are not taken off the list until either the child is too old for the program or the parent declines a spot if offered. It may happen that a child already in the program moves to an older group and the spot then becomes Parents are welcomed to call the Centre to inquire about their status on the list.

**Full Time Enrollment**

Once you have been offered a Full Time space at the Centre, you will be given an Enrollment Package and there will be a required payment of the first week of fees plus a registration, to hold and guarantee your child’s spot, both fees are is non-refundable. All children participate in a gradual enrollment schedule based on the child’s age and abilities, usually this over the first week of enrollment.

**Part Time Enrollment**

Once you have been offered a Part Time space at the Centre, you will be given an Enrollment Package and there will be a required payment of the first week of fees plus a registration, to hold and guarantee your child’s spot, both fee this is non-refundable. All children participate in a gradual enrollment schedule based on the child’s age and abilities, usually this over the first week of enrollment.

We offer part time enrolment with a minimum of 2 days per week and for ratio purposes, the spots must be in the same group. Should you already be enrolled in the Centre on a full time basis and you wish to change to part time, this arrangement must be discussed with the Supervisor as we may not be able to accommodate all changes.

**DROP OFF or PICK UP and LATE FEES**

Please ensure that your child has arrived at the Centre in the morning for no later than 9:30 on a regular basis. If there is an appointment situation we would appreciate letting the Office know. We do not allow drop off between the hours of 12 to 2 pm during the sleep time, as this may be too disruptive for the other children trying to sleep.

In the event you are arranging for one of your designated emergency persons to pick up your child, you must notify the Centre in advance. For the safety of all, it may take some time before everyone at the Centre gets to know any alternate person, so for this reason we will be asking them to show identification before your child is released to them.

A Late Fee of $20.00 is charged at time of pick-up of a child after 6 pm and for each interval of fifteen minutes and thereafter. Late fees are paid directly to the staff member who has stayed to care for your child.

If you think you may be late please call the Centre to let us know you will be late so that we can reassure your child regarding your time of arrival, **this call does not mean you will not be charged for being late**.

Neglecting or refusing to pay the late fines or when there is continued lateness, Munn’s retains the right to request your child be withdrawn from the Centre.

Should any adult who arrives to pick up a child in our care be deemed unable to transport or care for a child safely, we may ask for an alternate person to come and pick up the child.

* **Under no circumstance will your child be released to an unauthorized person or unsafe person and identification proof will be required for alternate persons to pick up.**
* **Please ensure that the staff know that your child has arrived or that you have picked them up**

**EMERGENCY PROCEDURES**

In the event of emergencies and/or evacuations, the children will be evacuated to:

**Iroquois Ridge Evacuation Location:**

Iroquois Ridge Community Centre

1051 Glenashton Drive

Oakville, Ontario. L6H 5M1

West of the Centre’s/High School parking lot

**Dundas Evacuation Location:**

Viva Retirement Community

1 Sixteen Mile Drive

Oakville, Ontario. L6M 1P3

North along Sixth Line to Sixteen Mile Drive

Once the children are secure, the staff will telephone parents to notify them of the situation. Control of the situation will be handed to the emergency response, police or fire department immediately upon their arrival. Staff will be instructed in emergency procedures and only when the site has been secured and approval from the authorities will the children/ staff be allowed to re-enter the building. We ask that parents refrain from talking to the press and as a follow up, parents will receive a letter from the Board of Directors regarding the situation and any further actions that may be needed.

Fire drills are held on a monthly basis and a lockdown drill is practiced throughout the year to teach the children how to properly follow the different drill procedures.

**ILLNESS and MEDICATION POLICY**

The Munn’s Child Care Centres Inc.is required under the C.C.E.Y.A (Child Care and Early Years Act, 2014) to ensure that prior to the first day of admission at our centres an Immunization Form is completed and maintained on our premises.

It is required that you submit your child’s immunizations to the Halton Region Health Department prior to their first day in the Centre, as this ensures your child’s immunization records will follow them into the school boards as well.

Munn’s Child Care Centre will exclude any child with signs of an illness from the Centre in order to prevent the spreading of illness. Whenever a child shows signs of illness the Supervisor will call the parents/guardians, relay the symptoms and arrange the child’s pick up from the Centre as soon as possible.

Group child care is not an environment for children who are ill. The Staff recognize the changes in appearance or behaviour of a child and are able to detect early signs of when a child is unwell and not able to participate in activities, which includes going outside 2 hours each day. Due to weather extremes we will restrict the outside play time if there is a risk of frostbite or a high humidex.

**REQUIRING IMMEDIATE PICK of YOUR CHILD**

1. AnyFevers of 100+ 2) Diarrhea (2nd time if occurs twice in 2 hours)

3) Vomiting (1st time) 4) All contagious illnesses (ex: pink eye, strep throat)

**OF NOTE:**

* All Medication must have a Doctor’s prescription label or Doctor’s Note.
* All medications must be in a locked “box” when on the premises.
* Dosage must be clearly indicated on the container or in the note for all medications.
* The child’s name to which the medication is to be given is indicated on the prescription or note.
* All Medications must be in their original container.
* The Medication must be in a zippered baggie for cross contamination reasons.
* A parent must sign in the medication for their child on the Classroom Medication Form.
* To allow the Teachers to administer an Epi-Pen an Information Form needs to be completed prior to use.
* A Medication Information Form needs to be filled out for the use of puffer medications.
* Creams for diapering or items like “chapped lip” sticks will be allowed as long as they are signed in on a medication form for **as needed** and they are labeled with the child’s name.

**WE REQUIRE THAT PARENTS**

* Notify the Centre Staff if your child has any symptoms of illness, on any medications at home or a change of routine that could affect their behaviour, ex: very little sleep the night before / moving / death in the family.
* When called to pick up your child for illness, make arrangements for them to be picked up as soon as possible or arrange for an alternate person to pick your child up.
* Your child may only return to the Centre when they are completely fever free and their energy level has returned enough to participate in all aspects of our daily activities, including going outside.

When an **“Illness Letter”** is given, it will indicate the date your child may return to the Centre. A longer time, than our Health Chart indicates, maybe required to ensure all children and staff at the Centre are not continually exposed to the illness.

**REST PERIOD**

Children handle their day better when they are rested. The Ministry of Education requires that all children be given the opportunity to sleep/rest for at least one hour each day after and we will endeavor to meet every child’s needs with regards to sleep/rest. Children often need this time to renew their energy. The rest time varies with the age of the children. Children may bring in a soft, washable and noiseless sleep toy. Quiet activities will be provided to children who are unable to rest for the full sleep time and we will work with the parent to meet their sleeping needs.

All Sleep Rooms are supervised and all times and staff perform visual checks and note any situation of concern on a child’s Daily Information Sheet and kept for 3 years.

Children under the age of 12 months will be placed for sleep in a manner directed by the document “Joint Statement on Safe Sleep: Preventing Sudden Infant Death in Canada” publication and visual checks will be completed every half hour.

**OUTDOOR ACTIVITIES**

CCEYA requires us to provide outdoor play for up to 2 hours per day. Staff will use their judgment regarding the length of time the children will remain outdoors on days of extreme weather, and may decide not to go outside at all that day but enjoy special indoor activities. Should you ask to keep your child inside we may not have the ability to do this but will work with you to ensure your child’s well-being. For this reason, your child needs to be ready with proper seasonal clothing to allow them to enjoy their time outside. Should we plan an outing off the premises, you will be notified in advance.

**CLOTHING**

We offer a program rich in activities that include paint, water play, messy lunches and outdoor time, we ask that your child comes prepared to participate in the full program. In case your child needs to be changed during their day, a complete change of clothing needs to be available.

All clothing and spare clothes should be clearly labeled with their name.

For safety reasons, we ask jewelry be kept to a minimum and play jewelry kept at home. We are not responsible for any lost items.

**INCLEMENT WEATHER and CENTRE CLOSURE**

If the weather becomes severe enough that we need to close during the day for the safety of parents and staff, you will be contacted. In extreme weather it may be decided for everyone’s safety not to open and the message on the centres’ telephones will be changed to reflect the current status. Please continue to check with the centre before you set out for the day. In the event a centre is closed for an emergency situation for more than 5 business days, no fees will be charged past the first week.

**TOYS and ITEMS FROM HOME**

In order to prevent confusion and possible conflict, lost or broken toys, we require that no toy or item from home come into the Centre unless it is for a special event or if it is a sleep toy.

Please help us with keeping your child’s attention with the task of dressing and undressing with regards to the outside time by keeping all toys and other items out of your child’s bag/backpack and leave them at home.

**FOOD RESTRICTIONS and ALLERGIES**

Food is a large part of a child’s balanced and successful day and our goal to provide a healthy and appetizing menu for the children. The menu at Munn’s is based on the Canada’s Food Guide and we have taken into consideration the meals that children enjoy while providing other items to broaden their food experiences.

Our menu has two seasons, winter and summer. The lunches and snacks reflect the season and follows Canada’s Food Guide for the nutritional guidelines and we encourage the children to try a variety of foods both at lunch and snack times.

Due to the number of children at our Centres we can only eliminate / substitute a food item from a child’s menu when there is a serious allergy (i.e. nuts or dairy) or for religious reasons (i.e. no pork or beef).

While we do understand that parents may have preference (organic or non-processed foods, etc.) the cooks will only omit /substitute for allergy or religious related food item and ensure the meal meets the daily nutritional requirement.

Munn’s is a **NUT FREE** Centre and for the safety of the children we **do not allow any outside food** at the Centres with the exception of the food brought in for an Infants.

Due to the sensitive nature of the allergies and food restrictions we require parents to adhere to our Food Restriction Policy at all times.

**For the safety of the children and due to food allergies:**

* **No outside food is permitted at our Centres.**
* **No food or drink items left in cubbies or backpack/bag at any time or for any reason.**

**If your child has an allergy to a food item you will need to complete a package letting the Centre know what the allergy is and if there is an Epi-Pen for a life threatening situations.**

**All food restriction information will only be implemented when we have receive a completed Restriction Package. If a family is asked to help with providing a food item due to allergies it must be a new unopened package clearly labelled with the child’s name.**

**CELEBRATIONS and OUTINGS**

We discourage families bring in **“favors”** into the Centre to give out to for a child’s birthday as this can create an environment of “**competition**” with the families.

Instead for a child’s birthday each classroom will acknowledge their birthday with their room singing “Happy Birthday”, there will be a Birthday Card at your child’s “cubby” for them to take home and to further celebrate the Cooks will make cupcakes for the group. If you have any questions about this please check with the office.

When an Outings are arranged, we follow our Food Policy and Munn’s will provide all food and drink for the children, teachers and volunteers unless there is an allergy situation. Please let the Office know if this is the case.

Learning is also extended to the outdoors through walks, visits to local parks and other community sites. The outdoor learning provides opportunities for learning through gross motor play, nature exploration.

When an Outing is planned you will be notified in advance as to what the Outing will related to and where the group will be going. We increase the ratio for some Outings as needed.

**ACCIDENT or INCIDENT REPORTS**

During your child’s busy day the staff takes every precaution to keep them safe, however please expect a normal number of scrapes, bruises and accidents. Staff will note on the back of your child’s Daily Information Form of any incident or minor accident with a description of the occurrence. The staff will also sign the notation so should you need to know more details or have any questions, you can directly speak to that staff.

Should there be an injury or accident/incident that we feel is of a more serious nature, the staff will then write an accident report detailing what happened and any steps they took in regards to the accident. The report form will be signed by the staff that observed the accident as well as the Supervisor and a copy of the report will be given to the parent. It is important that should your child hurt themselves at home please make sure that the room staff are made aware.

In the event of a more serious accident, requiring immediate medical care, a parent will be contacted as soon as it is possible so that they are aware of the situation. If the situation is an emergency, the child will be transported to hospital by ambulance and a parent will be contacted immediately. A staff will follow the ambulance and meet the parent at the hospital.

All child care centres are required to report a Serious Occurrence Notification within 24 hours of the incident. Once it is reported as a Serious Occurrence with the Ministry of Education it must then be posted for 10 business days.

**PARENT ENGAGEMENT and COMMUNICATION**

Munn’s CCC aims to foster and maintain communication with families about our program and their child’s learning experiences. We know that our partnerships with our families help us to best meet the needs of your child because families form the foundation of a child’s early development. .

To support children as they learn, Munn’s CCC uses a pedagogical approach which is defined as the understanding of how learning happens and the philosophy and practice that supports that

understanding. Our educators make daily observations of the children and use this information to form their future planning. We observe and document by:

* Weekly Planning Sheets and Daily Individual Information forms
* Message boards outside of each classroom and Monthly room calendars posted
* Photographs of activities and projects are available to each parent digitally as well as group activities posted.
* Parents are notified of any health issues by posting notices.
* The opportunity to discuss with the parent their child’s day or arrange a more formal meeting as needed.
* Upon any modification of The Program Statement and Manual, parents will receive notice of this change.
* Daily verbal communication creates a positive relationship with the family and the staff.

**PARENT ISSUES or CONCERNS**

Should there be any concerns or need of clarification on any policy, we ask you to discuss this with the Centre’s Supervisor or Executive Director. In the event a parent’s issue/concern cannot be resolved by the Centre Supervisor, the Executive Director will address the issue in a timely and transparent manner with the Board of Directors. Our Board of Directors meet on a bi-monthly schedule and any issues will be brought up at the next scheduled meeting. If the issue needs to be discussed sooner, the Director will communicate with the Board of Directors and follow up with the parent within 10 business days. If the concern is not able to be resolved parents may go to the Ministry of Education, Child Care website for further action.

**OUR STAFF**

**CRIMINAL REFERENCE**

All staff, volunteers (parent volunteers included) and students over the age of 18, are required to submit a Criminal Reference Check, Vulnerable Sector prior to commencement and complete an Offence Declaration each year. This CRV/VS will be renewed every 5 years.

Any adult not an employee of Munn’s CCC must submit prior to interacting with the children an original CRV/VS or attestation from their employer that includes confirmation the CRV/VS is current and reviewed yearly.

It is the policy of Munn’s CCC that every child enrolled at the Centre is supervised by an employee of the Centre at all times. All volunteers and students will never be left alone with a child and not included in the daily ratios at any time.

**SUPPORTING STAFF IN CONTINUOUS LEARNING**

Munn’s CCC is committed to hiring, training and fairly compensating staff as we believe that a quality program is based on quality staff.

* New staff are oriented to our policies and procedures and we recognize the importance of continuous professional learning for all employees and ensure they are sufficiently trained and prepared upon commencing.
* Munn’s CCC encourages ongoing professional development of all our educators.
* We are active members in Quality First and staff are encouraged to attend related workshops, webinars and use resources available for independent learning.
* Upon hire, all R.E.C.E’s must be in good standing with the College of Early Childhood Education.
* The Program Statement and any other change to a policy is reviewed yearly with staff, volunteers and placement students as well as any time it is modified.

***WELCOME***

Thank you for choosing to place your child/ren at Munn’s Child Care Centre. This Program Statement and Manual has been written to inform you of our policies and procedures we have in place to ensure your child feels safe and happy while in our care.

We understand that families are the most powerful influence on their child’s learning, development, health and well-being and that the staff at Munn’s CCC are valuable contributors as well. Together we aim to provide the environment, support and opportunities to nurture every child’s healthy development and support their growing sense of self.

**Updated: September 19, 2019**

NOTES