



Early Years Education System



EYES Canada Child Care



GREEN CUBE

CHILDCARE CENTRE



PARENT HANDBOOK 2024

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Welcome to Early Years Education System, EYES Childcare Centre

We would like to take this opportunity to welcome you and your child to EYES Childcare - Green Cube. EYES Childcare has been providing quality licensed childcare for the past 20 years throughout southern Ontario. This handbook has been designed to create awareness of the requirements and policies of the EYES as well as the requirements of you, the parents/guardians. Please read this handbook carefully and feel free to discuss with us any questions you may have.

Our Mission

Our mission is to provide a program that is stimulating, creative and adaptable to meet the individual needs of the children from many different backgrounds. We strive to make your child's time here the best experience it can be for them as well as for you, the parents.

Our Vision

EYES vision is to nurture, develop and build an exceptional foundation of skills and abilities in our children to become outstanding citizen of the future.

Positive Self Expression, Communication and Self-Regulation

At EYES, our inclusive programming leads to children's sense of belonging. Positive learning environments and experiences, focused on active play-based learning, encourage children to communicate, self-regulate and used their self-expression.

We seek to be aware of, foster, support, encourage, respond, and document the many ways in which children express themselves, the many voices with which they articulate their ideas, the variety of "languages" they use to communicate. We also seek to honour and reflect children's home language and culture in our programs.

In our inclusive learning environments, we welcome children of all abilities. Respect for diversity, equality and inclusion is vital for optimal development and learning. Here are some of the ways in which we create an inclusive environment in our programs:

- a) Recognize each child as having equal rights to participate in program activities, trips and events.
- b) Recognize and respect the unique qualities of each child and family, including ancestry, culture, ethnicity race, language, gender, gender identity, sexual orientation, religion, socio-economic status, family environment, and developmental abilities and needs.
- c) Create strategies that nurtures the culture and first language of the children.
- d) Establish programming strategies to foster an inclusive learning environment in which every child can participate
- e) View the diversity of children and families as an asset, and plan programs to reflect differences and enrich the environment.

EYES views each child as being a competent, capable, curious individual and rich in learning potential

Parent engagement and communication

EYES aims to foster outreach, engagement, and communication with families about our program and their children’s learning experiences. We believe that families are experts on their children. Sharing knowledge is integral to the success of your child.

EYES aims to ensure that families have support of available, affordable, safe, reliable, high quality licensed childcare for their children, which ensures parents peace of mind while their children are in the EYES programs. Respect, care, empathy, trust and integrity are core values in all our interactions with families. We know that our partnership with our families help our program to best meet the needs of the children:

- Families form the foundations for children’s early development. Families know their children best, and are the first and most powerful influences on learning and development
- The needs of each child are considered in the context of their family’s composition, value, culture and language. This approach enriches the relationship between early childhood setting, families and their communities.
- We involve partners and other important adults in various events and activities at our programs. This connects them to their children’s early development and enhances the child’s learning.

Relationships Among Children, Families, Staff and Community Partners

It is one of our core values at EYES to foster collaborative and co-operative relationships among all of our partners. EYES strives to promote a sense of belonging for children and their families in our programs by creating positive interactions and collaborations of families. We understand that relationships of trust are the basis for learning and co-operations.

Every child is entitled to be given the opportunity to develop personal responsibility and social skills, to learn to problem-solve and to learn about diversity and inclusion. The skill of conflict resolution is important to lifelong learning. As competent individuals, children are active participants in resolving conflicts. We encouraged them to come up with ideas and solutions to problems that arise.

EYES is committed to working collaboratively with all of our community partners as we work together on the mutual goal of providing the best possible childcare services to families.

Community Partners

EYES is committed to involving local community partners and to engaging those partners in supporting EYES children, families and staff. We provide learning opportunities and practical work experiences, in the areas of programming and administration to members of the community through recruitment, placement training and recognition of volunteers and students on placements. Volunteers and students on placement augment the high-quality care and individual attention given to the children in the programs. We also have community partners – we collaborate with these partners and continue to create more opportunities to expand these relationships on behalf of our children and families. We view the community as a valuable resource and our educators plan learning opportunities to share our knowledge and to learn from others in the community.

EYES has an open-door policy and families are welcomed to come at any time. We welcome the opportunity to include your family traditions, customs, and experiences in the program. In addition to daily interactions with program staff, we offer many opportunities for parent feedback and involvement – such as surveys and focus groups, through field trips, and on-going written and face-to-face communications. We use parent input to improve our programs and services.

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Supporting Staff in Continuous Professional Learning

EYES is committed to hiring, training and compensating staff. We hire staff who have a positive and sensitive attitude towards children. Our non-discriminatory hiring practices provide individuals of all backgrounds the opportunity for employment. We believe that everyone has worth, value and all staff are entitled to be respected, supported and treated fairly.

EYES fosters children's own inquiry and creativity. Staff plan daily based on the observations that they make of the children's interests. In this way, learning is extended, leading to deeper investigations with materials and the environment. Staff plan for and create positive learning environments and experiences in which each child's learning and development will be supported.

Through positive adult-child interactions, EYES staff work closely with children to extend their learning by encouraging children to build upon their existing knowledge. EYES staff develop an intentionally planned program that supports early learning.

At EYES we believe that knowledgeable and responsive early educators:

- Recognizes that responding to unique abilities, needs and characteristics of each child, family and community is central to supporting learning and development.
- Engage with children as co-learners as they explore their environments
- Provoke children's thinking, create meaningful programs that guides interactions with children and their families
- Use a warm and positive approach to support children's developing abilities to express emotions and take other perspectives
- Know when to stand back and observe and when to enter children's play to stimulate thinking
- Make a commitment to build self-awareness, regularly reflect on practices and engage in new learning experiences, both individually and with colleagues
- Formal professional learning is vital, but we also know that the most central professional growth happens day-to-day, as our staff co-learn with children and each other as self-reflective professionals

Educators connect with children by being available, sensitive, responsive, and caring. Cultivating a climate of trust is key in helping children feel safe, secure, and have a strong sense of belonging in their learning communities. Once trust is established, children feel free to discover, take risks, grow and learn.

EYES ECE staff have completed studies in the field of early childhood and are registered with the College of Early Childhood Educators. All other program staff complete a specific training program designed by EYES and approved by the Ministry of Education. All program staff attend mandatory bi-monthly professional learning meetings and receive training on an ongoing basis.

Documenting and Reviewing the Impact of EYES Learning Programs

At EYES we understand that pedagogical documentation is a way for our program staff to learn about how children think and learn. Our staff make daily observations of the children in the program and use this information to inform their future planning. Our intention is to move beyond reporting of children's behaviour, in order to find meaning in what children do and experience.

The purpose of our documentation is also:

- a) A good way to value children's experiences and help them reflect on those experiences and what they have been learning.
- b) An opportunity to make children's learning and understanding of the world visible – to themselves, to other children, to their parents and other families, to the program staff.

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- c) A way to reflect on developmental growth over a period.
- d) A process for program staff to co-plan with children about learning.
- e) A dialogue with families about child experiences and an invitation for parents to add their own documentation about their children's learning.
- f) Self-reflection opportunity for program staff as they participate in continuous professional learning
- g) Establish a supportive social environment that cares for autonomy and self-esteem.
- h) Establish positive relationships, friendships, and conflict resolution skills
- i) Be an involved play partner
- j) Foster, observe and document significant behaviour and developmental milestones.

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Program Statement

We are at EYES to provide a safe, nutritious, and healthy environment for each child enrolled in our program. Our primary goals are to provide a high quality, supportive, family centered program in a warm, safe, and responsive environment.

Our programs promote their physical, social, emotional, and cognitive development, as well as to encourage co-operation, responsibility, and consideration of others.

EYES encompasses the research and legislation in Ontario's major learning documents:

- How Does Learning Happen? Ontario's Pedagogy for Early Years
- Ontario Early Years Framework
- Ontario Early Learning Framework
- Think Feel Act: Lessons from Research About Young Children
- Early Learning for Every Child Today.

We know that children learn best by pursuing their personal interest and goals; children make their own choices about materials and activities during program time. EYES recognizes each child is a unique individual who brings his or her own abilities to the Centre. We provide an environment that fosters curiosity and allows children to explore, grow and reach their maximum potential.

Ministry of Education pedagogy includes the following:

- Every child has a sense of belonging when he or she is connected to others and contribute to their world.
- Every child is developing a sense of health, and wellbeing.
- Every child is an active and engaged learner who explores the world with body, mind & sense.
- Every child is a capable communicator who expresses themselves in many ways.

The Ontario pedagogy that is to be used in the program will have principals deriving from the "Active Learning" education approach. The approach involves children in direct, hands-on experiences with people, objects, and events.

We support positive and responsive interactions among children, parents, and our educators. We encourage children to interact with peers in a positive way and support their ability to self-regulate. It is our role to foster the children's exploration, play and inquiry.

EYES plans for and creates positive learning environments and experiences in which each child's learning and development will be supported. We include outdoor and indoor play as well as active play, rest, and quiet times for each child in our programs.

EYES supports staff to constantly educate themselves through continuous professional learning.



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EYES Philosophy

Early Years Education System (EYES) believes that every child is unique and will grow at his or her own pace. EYES’ teachers spend time nurturing children’s strengths and encouraging them to reach new heights.

“The focus is on imparting learning to the students in a natural surrounding learning with each other with brotherhood, humanity, love, and discipline. The essential teachings are in subjects like language, science, mathematics through group discussions, self-learning etc. Not only this, but the focus is also given on arts, sports, crafts & singing that develops their intelligence and critical thinking. Activities such as yoga, meditation, etc. generates positivity, peace of mind and sense of self. It is also mandatory to do daily chores on their own with a motive to impart practical skills in them. All these help to support the personality development and increases their confidence, sense of discipline, intellect and mindfulness which is necessary today to face the world that lies ahead.

Overall, the idea of implementing an EYES system in education is to assist the children in understanding the concept of a balanced life. This very ideology of balance should be taught to the kids from a very young age so that they make informed decisions about work, food, exercise and the way they wish to live their life.”

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

EYES Areas of Learning:

- Fine motor development activities
- Gross motor and physical activities
- Expressive and Creative art
- Science and Mathematics
- Communication and Language
- Sensory and Dramatic play
- Practical and Nature
- Personal, Social and Emotional Development
- Literacy
- Understanding the world
- **Special EYES Child Care Programs**
- **EYES KIT FIT Mindful Program**
- **EYES KIDOS REDOS Program**
- **EYES SPORTS Camp**

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

Every child is developing a sense of health, and **well being**

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

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

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Positive Guidance Techniques and Prohibited Practices

Positive Guidance Techniques

EYES Child Care strives to promote and support appropriate and positive interactions that contribute to and sustain a safe, inclusive, and accepting learning environment. Guidance techniques should be related to the needs of the children in support of self-regulation and provide guidance strategies for children's behaviour to assist children in developing self-control, self-confidence, self-discipline, sensitivity in their interactions with others and ultimately social problem-solving skills. The following are taken into consideration when guiding children's behaviour:

- Appropriate to the developmental level of the child
- Used in a positive and consistent manner.
- Designed to assist the child learning appropriate behaviour.
- Discussed with a parent(s) if a difficult situation arises with a child.

Prohibited Practices

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

(a) corporal punishment of the child.

(b) physical restraint of the child, such as confining the child to a highchair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent.

(c) locking the exits of the 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 licensee's emergency management policies and procedures.

(d) 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.

(e) depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or

(f) inflicting any bodily harm on children including making children eat or drink against their will.

Intent of Prohibited Practices

This provision forbids physical punishment and other harmful disciplinary practices to protect the emotional and physical well-being of children. It sets out clear direction regarding prohibited practices to support the overall well-being of children. These practices are never permitted in a childcare 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.

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Licensing and Hours of Operation

- EYES is licensed by the Ontario Ministry of Education. The Child Care and Early Years Act (CCEYA), 2014 and its accompanying regulations form the basis for the licensing procedures.
- Upon successful completion of the annual licensing inspection, a renewal license is issued by the Ministry of Education and is posted at the entrance of the Centre.
- EYES Green Cube is licensed for children from 15 months to 12 years of age.

Administration

- EYES was established based upon the philosophy that the opinions of all involved in all its programs must be encouraged and respected.
- The Directors oversee the functioning of the Centre.
- The Directors work with the Supervisor to ensure that high quality programming is maintained across the Centre.
- Monthly meetings are held by the Management. All concerns of the organization are discussed at these meetings to ensure maximum participation in the decision-making process.

Supervision

- Each child in attendance at EYES is ensured safety and well-being.
- Children are supervised during indoors, outdoors and washroom routines.
- Children are not left alone under any circumstances at any point of time.
- EYES may have volunteers and/or Early Childhood Education students working within the organization along with the staff throughout the year. Volunteers and placements students will always be under the direction and supervision of the EYES staff. The EYES staff will ensure that no volunteer or student is left alone with a child at any time.
- It is the supervisor's responsibility to orient the volunteer with their responsibilities. Volunteers and placement students are never counted in staffing ratios and are required to adhere to all the policies and procedures laid down by EYES and act in a professional manner.
- No child will be supervised by any person younger than 18 years of age and who is not an employee of EYES.

Staff

- It is the Centre's policy to hire Early Childhood Educators (ECEs) who are registered with the College of Early Childhood Educators of Ontario.
- The teaching staff is led by a supervisor who is a member in good standing of the College of Early Childhood Educators with adequate experience and who can plan and deliver play-based learning and care programs. (Early Childhood Educators Act, 2007)
- EYES ensures that all Registered Early Childhood Educators should be a member in good standing of the College of Early Childhood Educators with adequate experience.
- A committee comprising of the Directors and the Supervisor conducts all permanent hiring.
- EYES ensures that all staff have a valid Vulnerable Sector Police Check, a valid First Aid (Including Infant and Child CPR) certificate and are adequately vaccinated.
- The staff-child ratio is in line with the Child Care and Early Years Act (CCEYA), 2014.

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Hours of Operation

EYES Child Care is open 5 days a week from 7am to 6pm. We are open during Summer Break and March Break until and unless there is an emergency, unavoidable circumstances, or there are public health or ministry instructions. We are closed for all Ontario statutory holidays. The front doors will remain locked at all times and only will be opened through being buzzed in or using a key to enter.

New Year's Day – January 1, 2024

Family Day - February 19, 2024

Good Friday – March 29, 2024

Victoria Day – May 20, 2024

Canada Day – July 1, 2024

Civic Holiday – August 5, 2024

Labour Day – Sept 2, 2024

Thanksgiving – October 14, 2024

Christmas Eve - Tuesday December 24th, 2024 closing at 12:00pm

Christmas – Dec 25, 2024

Boxing Day – December 26, 2024

Green Cube will be CLOSED from December 27th , 2024 to January 1st, 2025. We will reopen on Thursday January 2nd, 2025.

Please have your child settled into class within the first ten minutes. Siblings should be removed from the room by these times to allow our program to continue with minimal interruptions. Please keep siblings out of the classrooms and the playground. Our insurance does not extend to children not enrolled in the childcare centre.

Drop Off Policy

We ask that all children are in attendance before 10:00am each day, with the recommended drop off time being 9:30am. Each classroom has a daily schedule and routine that is followed. It can be disruptive to both the classroom and the child when being dropped off late. We also look at the number of children attendance to see how much food needs to be prepared for lunch and to plan our teacher's lunch breaks and sending staff home. Green Cube is not a drop-in program. If your child will be late please e-mail the office to let us know. If your child will be absent we ask that you please mark it in the Parent App. **If your child is not in attendance by 10:00am without prior notice they will be marked absent and unable to attend.**

Families will be contacted after 10AM if there has been no communication made about a child's absence, as part of our safe-arrival procedure.



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Programs Offered and Fees

PROGRAM

EYES Toddlers (15 months to 30 months)

EYES Toddlers are guided through this phase of their development in a warm and stimulating atmosphere. Here at EYES Childcare, we believe that children learn best through play. We provide consistency in routines and daily experiences that encourage toddlers to feel secure while exploring their surroundings.

EYES Toddlers play has a serious purpose and our trained and qualified staff facilitate the indoor and outdoor play to be driven by the child’s interests. The toddler program incorporates both environments, indoor and outdoor and strives to be one of the best toddler programs.

Children in the toddler room are encouraged to cooperate and act independently while developing cognitive, problem-solving skills, language development, communication, and social skills. The Toddler room is set up in a way that encourages children to develop a wide range of skills such as role play, gross motor, problem solving, discovering, imagining, communicating and more.

In EYES’ Toddler room the staff also helps children to be more independent in feeding himself, telling his needs and requirements, potty training etc. so that the child is gradually ready to be transitioned in the preschool room.

Note: Parents are responsible for providing diapers, wipes, creams, blanket, indoor shoes and extra clothes all of which must be labeled with the child’s name

EYES Curriculum for toddlers is based on:

- Me & the World
- Personal & Social Development
- Early Numeracy & Literacy
- Physical & Health Learning
- Music and Art & Craft

EYES Childcare routine includes:

- Physical Development
- Fine Motor Skills
- Language Development

EYES Preschool (30 months to 6 years)

Our qualified and caring staff guide pre-school children in an inspiring environment. The central focus for our preschool program is play-based, active learning. Children interact with well-planned settings for enhanced learning through play. Group and individual activities encourage creative, cognitive, physical, emotional and social development.

EYES preschool program is designed to help prepare children for kindergarten. The preschool program allows children to explore different activities within the classroom while becoming acquainted with the daily routine that resembles the school system.



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Our preschool program complements the ELECT framework. We intertwine our preschool program with the Reggio Emilia approach by using real life experiences as teaching guides. We believe that every child is different, and we encourage them to be responsible, independent and interactive at their own pace.

EYES Preschool Curriculum

Early Literacy

Reading/Listening, writing, and Oral communication.

- Learn about sounds and make rhymes
- Listen to stories and retell
- Ask and answer questions
- Learn to print their own names
- A to Z letter recognition

Early Numeracy

Number sense, Patterning, Spatial, Sense/Geometry, Measurement and Data Management/Probability

- Count objects up to 50
- Show a given number using pictures or objects
- Sort objects by shape, color, or size
- Recognize and make patterns
- Compare objects on length, weight or volume

Environment and Community Awareness

- Use their five senses to explore the world around them
- Explore the use of blocks, wood, clay, water and sand
- Learn about shapes, colours, signs, and patterns in their world
- Find out about places and activities in the community

Citizenship and Identity

- Learn how to be good citizens
- Learn what makes them unique
- Learn how to share and show respect
- Learn about their world and how they belong

Personal and Social Development - Self-awareness & Self Reliability, Social Relationships

- Learn to work in a group
- Learn how to make friends
- Learn about feelings
- Learn to follow directions and be responsible

Physical Skills and Health Learning

- Learn to make good choices in their life
- Learn how to live a healthy life
- Learn how live a safe life
- Learn about exercise

Creative Expression

- Children express feelings and ideas through music, drama and art
- They explore paints, clay, crayons and learn about colours, shapes, lines and patterns
- Learn to use their imagination to tell stories using role-playing.
- Participation in action songs.



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EYES Kindergarten Curriculum

- Alphabet and Numbers
- Colors
- Shapes
- Opposites
- Days of the Week
- Months of the year
- Body parts

Language

- Recognize and write – Uppercase and lowercase
- Recognize letter sounds
- Identify characters, setting and problem solution in stories
- Read and write small words
- Write their name
- Verbal Communication

Building Leadership and Self Esteem

- Me and the world
- Awareness and Surroundings
- Connection with the world, Family and Community

Science and Technology

- Exploration
- Experimentation
- Use of Technology

Math

- Count Objects
- Print and Identify Numbers
- Counting to 100
- Count by 5's and 10's
- Sequencing, Addition, Subtraction
- Sorting, Patterns, Graphs
- Measuring, Time

Reduced ratios apply during the first hour and a half the Centre is open, and the last hour before closure. Ratios can also be reduced during rest time, where the children are not engaged in active play (e.g., sleeping, resting or engaged in quiet, inactive play). For Before and After School Programs the reduced ratios apply to the first and last 30 minutes after the opening or before closing.

Name of age category	# of Children	Number of Required Staff Regular	# of Children	Number of Staff Required Reduced
Toddler	1-5	1	1-8	1
	5-10	2	9-15	2
	11-15	3		
Preschool	1-8	1	1-12	1
	8-16	2	13-24	2
	16-24	3		
Kindergarten	1-13	1	1-13	1
	14-26	2	21-26	2
Primary/Junior School age	1-15	1	1-15	1
	15-30	2	24-30	2



EYES Canada Child Care

2023 Fee Schedule

We are enrolled in the CWELCC agreement and will follow as per the agreement guidelines

- Fees are calculated thus: Daily rate multiplied by average of 21.75 days in a typical month to calculate monthly flat rate for Toddler and Preschool
Fees are subject to change with a minimum of two months' notice.
All Full fees and payments are due on or before the child's first day in the Centre

EYES Fee breakdown with CWELCC

Table with 4 columns: Program/Age, Daily Rate (Base Fee), 25% Reduction, 52.75% Reduction (As of December 31, 2022). Rows include Toddler (18-36 months), Preschool (36 months-6yrs), and Kindergarten (44 months - 6 years).

TUITION, ASSOCIATED FEES & PAYMENT TERMS

Registration: Upon availability of a space for your child, a non-refundable administration fee of \$100.00 (non-base fee) is required to secure your child's enrollment. Upon your child's registration we will collect the tuition amount for first & last months payment (base fee). EYES Green Cube requires a minimum of one month's notice of withdrawal. The payment taken at registration will be applied directly to your last month of care when you choose to withdraw.

Late Payment (non-base fee): Late Fee of \$40/day if payment is delivered late after 20th of the month.

*There is a non-refundable registration fee of \$100.00 per child. This fee will be charged once, at the time of registration and will be charged again if a family has been withdrawn from our program for more than 2 years.

Note: In the event the centre is closed due to inclement weather or emergency closure, refunds will not be given.

Fee Structure

Fees are paid on a monthly basis. Invoices are generated on the 15th of each month for the upcoming month's tuition. Parents are required to pay via e-transfer by the 20th. Fees are paid via EMT directly to connect@greencubechildcare.com. Should your payment be returned or unpaid for whatever reason, a \$40.00/DAY late charge (non-base fee) will be added to your account and the full balance must be paid within the same month returned by e-transfer. When your child ages up to the next age group, fees will change on the 1st of the following month after the age up occurs.

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****Fees are applied to all days that EYES is open as well as statutory holidays and sick days.*

Method of Payment

- Payments can be made by e-transfer to the centre (**please include students name in the comments**) - connect@greencubechildcare.com
- A receipt will be issued for tax purposes at the end of the calendar year.

Late Fees

- EYES closes at 6:00 pm and a late fee of \$1.00 (**non-base fee**) per minute will be charged after that.
- Parents will be asked to sign a late fee memo and the money is to be paid directly to the staff.

Vacations and Absences

As a parent, you are of course entitled to take your child out of the centre for multiple days at a time for a vacation. If your child will be absent due to a vacation, we ask that you let us know in advance about this absence. Please note that despite this and any absence, you will still be charged for your childcare space. **Childcare fees are based on enrollment (a reserved space), not on attendance.**

If your child is not well enough to attend daycare on any occasion, please contact us via email or phone to let us know they will not be coming. Please mention the symptoms your child is experiencing as we are required to keep track. **Please note that anytime your child is not at the centre due to illness you will still be charged. The spot has been reserved for you.**

Additional Fees

Class Trips *

From time to time there will be scheduled class trips which children can participate in. These outings will enrich their daily experiences and will be to local venues such as a farm or the zoo. Cost for these trips will include transportation and entry fee and will be communicated to parents in writing along with participation permission forms. Parents are welcome to attend as a volunteer, provided they have their police background check (Vulnerable Sector Screening) and immunization records are up to date. A copy of each of these documents will be required in advance and will be kept on file in order to be approved as a volunteer. *

Base Fee	Non-Base Fee
Play materials, equipment and furnishings: cot, crib, bedding, play materials	Late pick up fees for child care provided beyond operational hours outlined in the parent handbook
Supervision by adult during operational hours	Bank processing fees (such as for non-sufficient funds)
Development and implementation of individualized plans (medical, special needs, anaphylaxis)	Field Trips (if optional)
Registration fee, deposits, administration fees – any fees that are mandatory for a parent to pay in order to receive child care	Transportation (if optional)
Food (where required by regulation for children under 44 months AND where mandatory for parents)	Diapers, sunscreen (if optional)

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Admission & Discharge Policy

Admission Process

Parents are required to arrange an appointment for an initial tour of the centre and to review paperwork. Children are encouraged to accompany their parents on the tour. If you feel it necessary, we can arrange for your child(ren) to be left in our care for two hours, free of charge as a trial before leaving them for a full day. On being offered a spot at EYES, parents are required to complete forms as legislated by the Child Care and Early Years Act (CCEYA), 2014, prior to the child attending the Centre. These forms will be kept in the child's record. It is important that parents keep us informed of any changes to phone, address, emergency contacts, immunization, and the child's state of health.

List of forms you will be required to read and complete:

- Registration Form
- Consent Form
- Parent Handbook and Fee Agreement
- List of documents required for enrolment
- Immunization Record
- Fire Orientation Policy (as we are on the 3rd floor, we conduct two fire drills per months to ensure the safety of children and staff). This includes children using the building staircase to exit via the front door where they will walk over to St. Mary's Church.

Documents for enrollment must be filled out and returned to the Centre on or before your child's first day. The information you provide to us is extremely important and will always remain confidential.

The Centre will do its best to accommodate all enrollment applications.

Withdrawal of Child Care Space(s)

If circumstances make it necessary to withdraw a child from the centre for any reason, one month's notice in writing is required by the 1st of the month (e.g. if the last day of care will be August 31st, notice must be received by August 1st). EYES plans their space availability with the number of children in and starting in each program. Children need time to adjust to new surroundings and to feel comfortable in their new environment and make new friends.

Termination of Child Care Space

EYES recognizes that a childcare centre is not always appropriate for all children. Many supports are put into place to create happy and successful placement for all children. In cases of severe behavioural challenges, it may be necessary to terminate the childcare space. A decision to terminate a child's space will be made in consultation with parents. EYES' prioritizes the safety of all children in its programs. EYES believes in providing and maintaining a work environment in which all employees are free from violence, threats of violence, intimidation, bullying, unkind comments and other disruptive behaviour or actions which belittle, threaten, offend, embarrass, humiliate or diminish another's self-esteem, whether unintentional, including sexual harassment and discrimination. Such actions are not tolerated, will be addressed immediately and may result in the termination of childcare spaces or other

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consequences (e.g., police contact). Failure to comply with EYES policies, including payment provisions may in EYES sole discretion result in termination of space in the childcare centre.

EYES First Day: What to Bring

- Indoor shoes (for winter/spring months)
- Rest time bedding: A blanket– that will be taken home every Friday for washing
- Diapers, wipes and diaper cream if applicable (ensure they are clearly labeled)
- Spare clothing
- Weather appropriate clothing
- Milk (if special type required) – please ensure this is labeled correctly with child’s full name
- Hat and sunscreen in the spring, summer and fall
- Family picture
- Medication form (if required)

Do NOT Bring

- **Toys from home**
- **Cell Phones and Electronic Devices**
- **Outside food**
- **Medication from Home**

Please make sure your child’s belongings are labeled to prevent loss.

EYES will not be responsible for lost items.

Note: Please note that EYES reserves the right to deny admittance to our programs where the parents have breached our Parental Code of Conduct (i.e., being verbally abusive, threatening, swearing, etc.)

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Wait List

At EYES, we try to accommodate all children. However, there may be times when we do not have space available for your child. In such a situation, the child will be placed on the EYES waitlist.

There are no fees for placing your child's name on the EYES waitlist and there is no obligation to register for the spot, should one be offered by the Centre.

How are vacancies determined?

- if another child is moved up to a different classroom (infant – toddler)
- if a child changes day that they are enrolled on.
- if a child withdraws from the Centre.
- if your child's age changes from the original age group, in which case he/she will be in a different age bracket and there is a spot available in the other classroom; provided there is not a waitlist for that class.

Waiting list priority order:

- current students and who were enrolled in the Centre during the previous year.
- children currently enrolled and needing to graduate to the next age group.
- applicants who are siblings of students currently enrolled.
- applicants who are extended family members of currently enrolled students.
- applicants who have been on our waiting list.
- applicants from the general public.

*Special consideration will be given to families on the waitlist who risk losing their newly granted fee subsidy if they do not secure a childcare spot within a specific time frame. (If the Centre has fee subsidy)

**Returning families will be included on the waitlist and must provide a waitlist registration form to the Supervisor. The time span between the withdrawal of a family and their new waitlist registration must not exceed two years. After two years a family will need to re-register again, including paying the registration fee.*

- Every effort will be made to contact the family regarding an available spot for the child. We will attempt to contact the family a total of three times. If the family fails to return a third call within one week, or refuses the offer for the third time, they will be withdrawn from the EYES waiting list.
- Once withdrawn from the waitlist, the family must forward a new registration form to the Supervisor to be placed on the waitlist again.
- A record of the wait list will be kept in the office. Parents who wish to know their position on the wait list are to call the office where the supervisor or designate will inform the family verbally of their position in line. Additionally, families who wish to visit the Centre to know their current position on the wait list will be informed verbally by the supervisor or designate what their current position is.
 - The waitlist will be managed in a manner that maintains the privacy and confidentiality of the children listed on it.
 - Should you have any queries about your child's position on the waitlist, do not hesitate to contact the Program Supervisor.



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Safe Arrival & Departure Policy

- Parents are to drop off children in reception area. A designate staff will bring child to classroom.
- Children are signed in and out by staff members upon their arrival and departure.
- We ask that if your child is not going to attend care as per usual that you inform the Centre by 10am. This will help us plan for meals and activities for the day.
- When your child does not attend daycare, you must call to let us know the reason – if it is a communicable illness, we are required to record this in the instance of other cases breaking out. If no one answers the phone, please leave a brief message.
- Upon arrival and preparing your child for the day please help them or direct them to wash their hands before beginning to play with toys, to prevent the spread of germs.
- Only adults designated by the parents on the consent form should pick up the child and the Centre supervisor must be informed by the parents. Photo identification must be presented by anyone, other than the parents when picking up the child. Children will not be released to unauthorized individuals.
- If someone shows up to pick up your child and staff is not made aware of it, we will have to track you down to confirm that this is in fact permitted, as well as see a picture ID of that individual to confirm their identity.
- Parents are to wait in reception area while designated staff retrieve child from classroom.

Immunization

- Updated immunization record must be provided on enrolment to the EYES and once enrolled the records must be updated on a regular basis.
- If parents object to immunize their child, a “Statement of Conscience or Religious Belief” or “Medical Exemption” form must be provided.

Child Illness

Although some illness is inevitable in group care, EYES staff tries to minimize this by practicing good hygiene, disinfecting toys regularly, and making daily health checks. All children in attendance must be able to participate in all areas of the program, including outdoor play. If a child becomes ill or injured at the centre, parents/guardians will be contacted to make arrangements for their child to be picked up if necessary. Please Note: According to Public Health Unit Guidelines, when a child is sent home because of diarrhea/vomiting, she/he must be absent from care without any signs of diarrhea/vomiting for 48 hours before returning to the program. If child experiences a fever of more than 37.8 C for whatever reason, you will be notified to pick up your child. The child must be 24-hour fever free before returning to childcare. Fact sheets are posted in the centre when there is confirmation of a communicable disease (e.g., chicken pox). Head lice are not considered a communicable disease. Head lice can be transmitted through head-to-head contact with an infected person or through contact with personal objects (e.g., combs, hats, etc.). To minimize the spread of head lice in the childcare centre, children who are found to have head lice will be sent home for treatment and will not be allowed to return until they are nit free.

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If your child experiences any of the following please keep him/her at home until fully recovered, or well enough to participate in normal everyday activities.

- fever
- excessive discharge from the mouth, nose, eyes or ears
- red discoloration of the whites of the eye(s)
- skin rash
- abdominal pain, vomiting or diarrhea
- a deep, hacking cough
- breathing difficulties
- yellowish discoloration of the eyes or skin.
- pus filled or oozing cuts over the skin

If your child is sent to the EYES with any of these symptoms or develop them during the day, he/she will be separated from other children and the symptoms of the illness noted in the child's record.

The parents will be contacted, and the child will be sent home. You should arrange for back-up care when your child is sick, and unfortunately there are no refunds or discounts for days that your child does not attend daycare. There are still costs associated with each childcare spot each day that unfortunately cannot be avoided if your child is not in attendance. However, if your child is hospitalized for a long period of time exceptions may be made with presentation of documentation from the hospital.

If the parents cannot be contacted or if the parents cannot take the child home or if the child requires immediate medical attention, 911 will be called and the child examined by a legally qualified medical practitioner or a registered nurse.

Administration of Medication

EYES will administer prescribed or non-prescribed medications, in accordance with the Child Care Early Years Act (CCEYA) and with consent of the child's parent/guardian. Medication must be in its original container or packaging as supplied by the pharmacist, clearly labelled with the child's name, type/name of medication, dosage, date of purchase or expiration, instructions for storage and instructions for administration. It is advisable to have medication dispensed in two containers so one may be left at the daycare, for example: antibiotics.

Consent to Administer: When a parent brings in medication to be administered to their child, staff must provide them with the respective medication form to fill out. When the parent has completed the form, a teacher should review it to make sure it has been filled in correctly.

Checking that:

- The name of the medication matches the prescription label
- The dose to be administered matches the prescription label
- The total doses per day matches the prescription label
- Administering spoon or syringe that is appropriately labelled with measurements must be provided by parents.
- Any additional instructions regarding administration of the medication including time of day



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- The medical condition requiring medication is explained (with parent's consent)
- Symptoms and situation requiring medication if "as needed" is stated
- Duration of medication to be given specifies a start date and completion date
- If there is any expected/potential reaction to the medication
- Doctor's name, address, and phone number
- For "as needed" situations, parent needs to provide time that medication is to be administered or situations and/or symptoms that must be present that indicate medication must be administered.
- The parent has signed and dated the form giving us authorization to administer the medication. The completed medication form is kept in the classroom Emergency Binder until all medication is ended, then stored in child's file.

Storage of Medication

Medication will be stored in accordance with the instructions for storage on the container or packaging and kept in a locked container in the kitchen cupboard or fridge (for refrigerated medication), accessible to staff but inaccessible to children. For children that require Inhalation Aerosol (Inhalers), parents must provide the daycare with a chamber if it is required for administration of the medication to the child. It is kept in the child's classroom (easily accessible to staff but inaccessible to children). Inhalers must go wherever the child goes. For example: during outdoor play, the classroom's inhaler will be kept in the classroom's Emergency Bag that goes outside with the classroom. For children that require Epinephrine Auto-Injectors, parents must provide the daycare with the prescribed Epinephrine Auto-Injectors. It is kept in the child's classroom (easily accessible to staff but inaccessible to children). The Epinephrine Auto-Injectors goes wherever the child goes. For example: during outdoor play, the Epinephrine Auto Injectors will be kept in the classroom's Emergency Bag that goes outside with the classroom.

Parent/Guardian must train child's teacher on procedure to use Epinephrine Auto-Injectors and symptoms to look for. A written note from the parent/guardian must be given to the child's teacher if the child is allowed to carry and self-administer asthma medication or emergency allergy medication.

Medication Administration Procedures

In order to ensure safety and avoid the risk of error, the Supervisor will be informed of all medications to be administered each day. Only the Supervisor or her designate will administer all medications for the centre. Contact will be made with parent/guardian under any exceptional circumstances, e.g., child refuses medication. In the event of a child's dose getting missed, the parent will be notified immediately to instruct further action. Any surplus medications/expired medications will be given back to parent to take home for disposal.

Non-Medicinal Products Policy and Procedures

EYES will administer non-medicinal products, (including homeopathic products with no medicinal ingredients), with written permission provided on the Consent for Administration of Oral/Topical Non-Medicinal Products form. Non-medicinal products are not required to be prescribed by a doctor.

All non-medicinal products will be:

- Labelled with the child's name
- Inspected for an expiry date
- Stored in the child's classroom, inaccessible to children
- Brought to the daycare in its original container or in its original packaging

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· Administered as per the instructions on the Consent for Administration of Oral/Topical Non-Medicinal Products form

Diaper Cream Policy and Procedures

Parents/Guardians may provide the centre with diaper creams to be used during diapering procedures. Diaper creams may or may not contain medicinal ingredients; it is the parent's/guardian's responsibility to determine which diaper cream is most appropriate for their child and provide it to the daycare.

Diaper creams (with or without medicinal ingredients) are not required to be prescribed by a doctor.

Diaper creams will be administered with written permission provided on the Consent for Administration of Oral/Topical Non-Medicinal Products form

All diaper creams will be:

- Labelled with child's name
- Inspected for expiry date
- Stored in the child's classroom washroom shelf, inaccessible to children
- Brought to daycare in its original container or packaging
- Administered as per the instructions on the Consent for Administration of Oral/Topical Non-Medicinal Products form

Sunscreen Policy

Parents/Guardians may provide sunscreen so that it may be applied prior to going outdoors from May 1st through to September 30th, unless otherwise advised and/or otherwise directed. It is the parent's/guardian's responsibility to determine which sunscreen is most appropriate for their child.

All sunscreens brought in by parents will be:

- Labelled with the child's name.
- Inspected for an expiry date.
- Stored in the child's classroom, inaccessible to children.
- Brought to daycare in its original container or in its original packaging.
- Administered as per the instructions on the Consent for Administration of Oral/Topical Non-Medicinal Products form

Child Belongings

EYES recommends that all children have a change of clothes at the centre and are dressed appropriately as the children go outside for two hours every day. All items brought into the centre (e.g., clothing, water bottles etc.) must be clearly labelled with their initials or first name/last initials, etc. Children require appropriate footwear for the activities and weather conditions. Please note that while sandals are allowed inside and while on the playground, children must wear sandals with a back strap, running shoes or boots when on the playground and on field trips. All children will require a change of clothes and a naptime blanket. Parents also need to provide a pair of indoor shoes in the winter so that the child can remove the boots; bare feet is not permitted in the Centre for safety reasons. Please encourage your child to leave their toys and treasured possessions at home so they do not get lost or broken. However, if your child requires a special toy at rest time, they may bring it in a bag with their name on it. Diapers and wipes, if needed, must be supplied by the parent/guardian. For centre specific

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program requirements please contact the centre supervisor. Parents are responsible for supplying all disposable diapers for their child, package labelled with their child's name. These will be stored in the child's classroom washroom. EYES will not be responsible for lost items.

Photos

Photos and videos are sometimes taken for use within the childcare Centre with the children. Occasionally these, or other pictures, may be used in the media or for educational purposes. Whenever possible, this will be cleared with parents, but this is sometimes difficult or impossible in cases where pictures contain large groups of children or are used several years after they are taken. Names of the children are never used with their photos. (If you do not wish your child's picture to be used for publications or newspaper/television stories about the childcare Centre or for educational purposes, please notify the office staff at the time of registration.) We will then ensure that your child's picture is not taken.

Parental Input

Children's observation reports are completed twice per year (in June and December). Parents are encouraged to share their own observations of their child's behaviour and development with the RECE and may request a parent/teacher interview at any time. Parents are encouraged to participate within EYES through various means:

- Supporting your own child on a field trip does not require a Police Vulnerable Sector Check (VSC) as long as you are only supporting your own child.
- Volunteering on an on-going basis in the program or assist staff in supporting a group of children on a field trip or participation on more than 2 field trips in any 12-month period requires a Police Vulnerable Sector Check (VSC).
- Please note that during this time volunteers are not permitted in the centre

Inclement Weather

Winter Weather

During the winter months when the temperature reaches -10°C, we reduce the amount of time the children spend outside. When the temperature reaches -15°C or below, we will keep the children indoors. The possibility of Frostbite begins at exposure to temperatures which are -15°C and below. Children are more susceptible to Frostbite than adults because they lose heat from their skin more rapidly; while some children's skin are far more sensitive to the cold temperatures than others and may show signs much sooner.

Hot Summer Weather

During the summer months when the temperature reaches 28°C and humidity is high, we reduce the amount of time the children spend outside. When the temperature reaches 30°C or above, we will keep the children indoors. The possibility of Heatstroke begins at exposure to temperatures which are 40°C or higher. We will also keep children indoors if the heat, humidity, and smog advisory is in effect for our region.

* In the event of a daycare closure due to extreme inclement weather, you will be notified by 6:00 am of the morning of closure by email or text.

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Parents are required to ensure that their child is properly dressed for the weather.

Inclement Weather Policy

- EYES implements an Inclement Weather Policy to ensure safety measures are followed when weather conditions become dangerous.
- Our foremost concern is to ensure the safety of our students, families and staff and to ensure that every possible measure has been taken to prevent injury and to maintain a safe environment, inside and outside our Centre.
- In the event of serious inclement weather, every effort will be made to keep the Centre operational during regular hours, however, we may be forced to cancel some of our services.
- On severe weather days we ask all our families to please call the Centre before leaving home. Parents/guardians need to be aware that families will not be reimbursed for days missed due to severe weather conditions.

Outdoor Policy

All children enrolled at our Centres are required to have a minimum of 2 hours of outdoor play every day weather permitting. We have a supervision policy in place where staff are positioned around the perimeter of the outdoor playground in around to maximize child supervision. School age children are required to have a minimum of 30 minutes outdoor play.

Although the following guidelines are in place, the final decision regarding outdoor play will always be at the discretion of the Centre Supervisor or Designate.

Field trips and walks are a regular and carefully supervised part of our program.

Walks in the neighborhood are often taken without previous planning.

*We have approval for the number of children allowed on the playground at one time. *

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Nutrition

We know that in the early years foundation for children's health and well-being, the brain architecture is shaped by the child's interaction and relationships with parents and other significant people in their lives. Every brain development is stimulated through experiences and interactions with responsive adults.

We understand that the first step in establishing and nurturing health, safety and well-being for children in our programs is through the connections they make with the program staff, volunteer and students on placement. Here are some other specific ways we promote well-being in our program:

Health and Safety: EYES as a licensed childcare operator meets and exceeds all health and safety requirements of the Ministry of Education and local government bylaws.

Nutrition:

EYES Green Cube has an in house- cook. Using certified chefs, experienced nutritionists and through trial and error they have brought forth a delicious, tailored to our Centre menu that all of our staff and children enjoy!

We accommodate dietary or religious food requirements for children in our programs. By providing children with healthy eating choices, we are mentoring life-long skills to nutritiously feed and nourish their bodies for optimal health and development. Our menu is posted in our lobby and can be accessed on the parent app as well.

If there are any changes regarding the menu for the day, the changes will be posted on the menu board and in the parent app. Please notify the supervisors at the time of enrollment if your child has a food allergy, medical intolerance, or religious convictions. The allergy and restrictions will be posted in the kitchen as well as in each classroom where it can be assured that it will be adhered to and alternatives to be prepared.

Drinking water is always available to children.

Children with Allergies

Early Years Education System will enroll children with allergies and to the best of our abilities, create an environment that minimizes the risk of exposure to allergies.

Upon a child's admission to the Centre, the parent must supply a doctor's note stating the specifics of an allergy and provide an auto- injector (EpiPen). In conjunction with the parent and physician, the supervisor will develop an individual plan and emergency procedure, which will include a description of the child's allergy, monitoring and avoidance strategies, signs and symptoms of an anaphylactic allergy, and action to be taken by the staff in the event that a child has an anaphylactic reaction. This information, along with the child's photograph, will be posted for staff. All staff including students and volunteers are required to get the training on the individual plan for children with allergies.

The following procedures must be followed BEFORE the child can be admitted into the program:

- The parent will provide an Allergy Information sheet that is signed by the child's physician.



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- The parent will complete the allergy form that has been prepared by the Centre.
- The parent will be able to meet and discuss this information with the Centre's cook.
- The parent will give written consent to advise other parents in the Centre about their child's allergies and to allow us to post the child's Allergy Alert form in the playroom.
- The parent will provide all necessary medications and epi-pens.
- The parent will demonstrate the administration of the epi-pen to the program staff.
- CHILDREN WILL NOT BE ACCEPTED FOR ATTENDANCE WITHOUT THEIR MEDICATION AND AUTO-INJECTOR (hereinafter referred to as EPI-PEN). *if required*
- The supervisor and the parent will prepare a plan that outlines the type of allergies, symptoms, avoidance and actions expected from the staff.
- The parent and supervisor will review the plan and the child's needs on a regular basis.
- All staff, students and volunteers will review the individual plans on an annual basis.
- It is the parent's responsibility to notify the supervisor, staff and cook of any changes to the child's allergy.
- Any changes to the child's allergies must be noted and signed by the child's physician.

To ensure the well-being of children who have anaphylactic reactions it is imperative that an EpiPen is available at the childcare Centre at all times. If a parent does not provide an EpiPen, or fails to replace an expired EpiPen, admission to the program will be denied. If a parent believes the child no longer requires an EpiPen, a doctor's note confirming this information will be required.

We are a peanut-free facility, and we adhere to any allergy brought to our attention. Parents will ensure to communicate all allergies and the severity of the allergy on their child's enrollment form as well as communicate the need of an epi-pen for the allergy. All staff will be informed of this requirement and will be trained regarding how to employ it properly should the need arise.

No outside food is allowed into the childcare Centre unless approved by the supervisor, as there may be staff, children, or parents with life-threatening allergies.

Rules for Parents Who Provide Food or Drink

In cases where a child has food allergies and the meals and snacks provided by the childcare centre cannot meet the child's needs, the child's parent may choose to supply snacks/meals for their child. All written instructions for diet provided by a parent will be implemented.

Parent must:

- Provide all instructions for the child's diet in writing.
- Ensure all meals/snacks being brought into the center meet Canada's food guide requirements.
- Provide in writing, a list of what, if anything, is to be routinely provided by meals/snacks (e.g., milk etc.)
- Label food brought into the childcare centre with the child's full name and the date the food arrived at the childcare centre.

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- Provide a detailed list of all ingredients in food brought to the childcare center so that we can ensure the safety of the children with known allergens.
- In the case meals/snacks are forgotten or need to be supplemented due to the presence of allergen containing foods or foods of low nutritional value, the parent will be reminded at drop off, or, contacted by telephone and asked to bring the appropriate meal/snack to the childcare center as soon as possible, or,
- Where possible, EYES Childcare will aim to provide the child with an available substitute that meets the child's dietary/allergy needs.

Sleep & Rest Policy

Every child attending our toddler or preschool group for six hours or more in a day will have rest period of two hours. Children enrolled in our preschool or kindergarten programs are permitted to sleep, rest or engage in quiet activities for two hours based on their needs.

Children younger than 12 months

- must be placed for sleep in a manner consistent with the recommendations set out in the document "Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada" published by Public Health Agency of Canada unless the child's physician recommends in writing otherwise. EYES ensures all children are placed for sleep in a manner consistent with these guidelines.
 - It is recommended that children younger than 12 months be placed on their backs to sleep to lower the chance of "Sudden Infant Death Syndrome" (SIDS), however; parents may request otherwise with a doctor's written recommendation, and this must be documented on the Enrolment Form.
 - Parents will indicate in the Enrollment Form what the child is to use during nap time (i.e. Light blanket, swaddle blanket, sleeping sack, soother) or if the child is to have a reduced, extended or no nap.
 - Parents will be consulted respecting their child's sleeping arrangements at the time the child is enrolled at EYES, upon transition to another classroom or upon a parent's request.
 - Infants will be fed following the written instructions provided by the parents; however, it is important to note that bottles should not be given to infants while they are lying down. Bottles should never be propped against something or left in a child's mouth when they are falling asleep or asleep.
 - Infants must sleep in their assigned cribs and at no point in time are infants to be left sleeping in the bouncy chairs, swings or any other place other than the crib. Under no circumstances are pillows, heavy blankets, bottles/sippy cups, stuffed toys and/or crib bumpers to be used in an infant sleep room.
- Children **older** than 12 months
- must be placed for sleep in a manner advised by the parents.
 - A staff is physically present in the sleep room to supervise the children and conduct Physical checks.



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- Direct visual and physical sleep checks (checking for breathing, increased/decreased breathing sounds, tossing and turning, etc.) will be completed for all age groups and documented as follows
- Infants/Toddlers – direct visual and physical sleep checks every 15 minutes
- Preschool - direct visual and physical sleep checks every 30 minutes
- School Age – direct visual and physical sleep checks every 60 minutes
- Any change in a child’s sleep pattern must be documented in the child’s daily report to inform parent(s) of this change and may require that the child is monitored more frequently during sleep.
- Lighting in the sleep room must allow for direct visual monitoring. Lights can be dimmed, but staff must be able to see children clearly.
- Each child in care will have a crib or a cot labelled with their name with a crib/cot sheet. No child is to be put in a crib or on a cot without a clean bed sheet.
- Sleep time will not exceed two hours in our toddler, preschool or school age classrooms. Infants may sleep for longer during the day as per the parent(s) request.
- Arrange children’s cots in a head to foot formation with the cot 1.5 feet apart and with an aisle of at least 3 feet to ensure children and staff can safely evacuate in case of an emergency.
- Make sure you can always see the child’s face while sleeping; blankets and sleep toys must never cover a child’s face.
- Staff, students and volunteers will review the Sleep Supervision Policy before the start of their employment/placement/volunteer position, any time there is a revision and annually thereafter to ensure understanding.

Volunteers / Students

In cooperation with high schools, community colleges and universities in the area, the childcare Centre is frequently used as a source of practical experience for students in early childhood education, childcare family daycare. These students enhance the staffing and permit individualized care and special activities which might otherwise not be possible. The Centre has developed a policy for the supervision of students and volunteers. The staff always supervises the volunteers, in all areas of the daily program. At no time will students and volunteers be alone with the children. These individuals are not counted in the staffing ratios of the Centre. No child will be supervised by a person less than 18 years of age. Students and volunteers are required to review and sign off on the following policies and procedures of the Centre before they begin their term and annually thereafter:

- Program Statement Implementation Policy
- Individual plan for a child with anaphylaxis and emergency procedures (Anaphylaxis Policy)
- Playground Safety Policy
- Supervision Policy for Students and Volunteers
- Criminal Reference Check Policy
- Parent Handbook

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Serious Occurrence Policy

The safety and well-being of our children in licensed childcare Centre programs is of highest priority and we work diligently to provide a safe, creative and nurturing environment for the children. Despite all the best precautions, serious occurrences can sometimes take place.

What is a Serious Occurrence?

- death of a child
- abuse, neglect or an allegation of abuse or neglect of a child while receiving childcare
- a life-threatening injury to or a life-threatening illness of a child who receives childcare
- an incident where child receiving childcare goes missing or is temporarily unsupervised
- an unplanned disruption of the normal operations of a childcare Centre that poses a risk to the health, safety or well-being of children

The Ontario government has introduced a policy that requires licensed childcare Centres and private home daycare agencies to post information about serious occurrences that happen at a Centre or a home daycare location effective November'2011. To support increased transparency and access to information, a Serious Occurrence Notification Form (SONF) must be posted at the Centre or home daycare location in a visible area for at least ten business days.

- A report is provided to a program adviser of any serious occurrence within 24 hours
- Annual analysis of all serious occurrences that occurred in the previous year is conducted and records are maintained of the actions taken in response to the analysis

Child Abuse/ Neglect Policy

Our goal is to provide a safe and happy learning environment for the children enrolled in our day care program. Children must be treated with respect. Self-respect is important in the healthy development of children.

We do not allow or tolerate physical / verbal abuse:

- of one child to another
- of a child by a member of the staff
- of a child by a parent

Every person in Ontario is required under the Child and Family Services Act to report his/her belief that a child may need protection. "A person who believes, on reasonable grounds, that a child is or may be in need of protection shall forthwith report the belief and information, upon which it is based to a society."

The legislation specifically requires individuals who perform professional or official duties with respect to children such as the "operator or employee of a day nursery" to report suspicion of child abuse. If in the course of our professional duties, the supervisor &/or the staff of the Centre have reasonable grounds to suspect that a child may have been abused, the suspicion, & the information upon which that suspicion is based, is reported immediately to the Child Protection Agency.

- We cannot judge or decide what child abuse is, we must leave that to the agency worker.
- We are not allowed to contact the parents first.

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In the unlikely event an agency worker calls you; we can assure you that utmost confidentiality would be maintained by the staff. Only those individuals directly involved would know of the call and once the agency has investigated and closed the case, the matter would be ended as far as we are concerned.

We would not refer to it again and we hope it would make no difference in the close, supportive relationship we have with all our parents.

Accident Reporting Policy

If your child has an accident while in our care, the staff will fill out an accident report form describing the circumstances of injury and any first aid administered.

- The staff will also note the accident in the daily written record.
- You will be requested to read and sign the report when you arrive to pick up the child.
- A copy of the report will be given to you and a copy will be retained at the Centre.

Play Policy

During active indoor play and outdoor play periods, infant, infant/toddler and toddler groups are separated from other children.

Outdoor play is very important for the children and is a big part of our program. The children will enjoy our lovely, secure play space.

- Every child in our care for six hours or more in a day will spend time outdoors for at least two hours each day, weather permitting, unless a physician or a parent of the child advise otherwise in writing.
- Children enrolled in the before and after school programs will spend time outdoors for at least 30 minutes each day, weather permitting, unless a physician or a parent of the child advises otherwise in writing.



EYES Canada Child Care

Emergency Management Policy

EYES is equipped with telephone service that is always accessible to staff and can be used to obtain emergency assistance.

Duties of each staff member in the event of a fire and a fire exit plan is posted at the entrance of the Centre and in each classroom.

- Fire drills are conducted every month in accordance with Ontario Regulation 213/07 (Fire Code) made under the Fire Protection and Prevention Act,1997 and a written record maintained for at least 12 months from the date of the drill.
 - In the event the Centre must be evacuated, the Assembly Point is iat the St. Mary RC Church parking lot
 - The emergency shelter, in case of evacuation would be at St. Mary RC Church across the street
- In the event of a medical emergency, we may need to take your child to the hospital. In some circumstances, emergency help may be called before parents are notified. Every effort will be made to notify parents immediately after emergency help is called.
- On reaching safety, the staff will contact parents by phone to ask them to pick-up children. As soon as reasonably possible during an emergency the supervisor will send an email to all parents informing them of the situation, any applicable instructions and the known next steps.
 - EYES has an Emergency Management Policy in place which must be reviewed by all staff, students and volunteers prior to the start of employment/ volunteer position, any time there are revisions and annually thereafter.

Upon evacuation from the childcare centre, all groups will meet at and proceed to their Emergency Shelter

Emergency Shelter Name: St. Mary RC Church

Emergency Shelter Location: 13440 Hwy 27

Emergency Shelter Phone: 905-859-5522

List of Emergency Contact Persons:

Local Police Department: 905-773-1221

Ambulance: 1-877-800-7924

Local Fire Services: Station 207-905-833-2800 Taxi

Services: 289-500-4000

Site Supervisor: Brittany Wheeler 403-827-6053

Licensee Contact(s): Ida Kolenc 416-817-5092



EYES Canada Child Care

Access to Child & Premises Policy

EYES will ensure that we do not prohibit a parent from having access to their child at our program or from accessing the premises when their child is in care except:

- on reasonable ground that the parent does not have a legal right of access to the child or
- if a parent could be dangerous to children on the premises or
- if a parent is behaving in a disruptive manner.
- If it is an emergency, call 911 immediately

Parent Code of Conduct

- We all have the right to be safe and feel safe in our community. EYES's Code of Conduct sets clear standards of behaviour that apply to all individuals involved in our Centre community including parents or guardians, volunteers and teachers.
- These standards apply whether they are on EYES's property or at Centre-sponsored events and activities.
- All members of the EYES community are to be treated with respect and dignity regardless of race, creed, sexual orientation, disability or any other ground protected by Ontario's Human Rights Code
- All adult members have the responsibility to act as models of good behaviour.
- Foul language (swearing, name-calling, shouting, etc.) is not appropriate. Individuals engaging in such behaviour will be asked to leave the premises immediately.
- Inappropriate behaviour or harassment of any kind towards a child, student, parent or teacher will result in immediate intervention up to and including the family's expulsion from the Centre and/or police intervention. This type of behaviour includes but is not limited to harassment or intimidation by written note, email, words, gestures and/or body language.
- No weapons are allowed on Centre property or at Centre functions.
- Alcohol and illicit drugs are not allowed on Centre property or at Centre sponsored events. The consequences for failure to comply will include but is not limited to the family's expulsion from the Centre.
- The privacy and confidentiality of our parents, guardians, teachers, volunteers and students is important to us.
- All concerns and comments should be addressed with the teachers. Should this discussion not address your concerns, the next step is to review the situation with the Supervisor.
- Gossip and public criticism are unacceptable. There should be no discussion of concerns with other parents in the Centre hallways, the parking lot or via electronic mediums such as Facebook, Instagram, personal blog sites or other forms of electronic information sharing and social media.
- Any pictures taken at the Centre or during Centre events are for the private use of EYES families only. These pictures cannot be posted in online photo albums or social media.



EYES Canada Child Care

Communication Policy

- We have an open-door policy with parents, as this is one of the key components in developing a child's future.
- We are always open to questions, comments or suggestions for the betterment of the program.
- If you need to contact EYES for any reason, please feel free to call or email. If you get our voice mail, please do leave a message, as often we may be busy with staff or children and unable to get to the phone at that moment. We do check messages regularly and return phone calls as soon as we get the chance.
- We do not mind calls to check to see how your children are doing during the day. We do please ask to limit them to two per day, as they do disrupt the program to pull a teacher out to speak over the phone.

Smoking Policy

The Smoke-Free Ontario Act came into effect on May 31, 2006, prohibiting smoking in enclosed workplaces and public places, to protect workers and the public from second-hand smoke. Smoking is always prohibited in EYES, and as such no lighted tobacco can be brought onto premises of the EYES or on the playground, whether children are present.

The Centre's operator is responsible for ensuring that:

- everyone is aware that smoking is prohibited.
- remove ashtrays and any object that serves as one.
- no one smokes on the premises.
- a person who does not comply, does not remain on the premises.
- post No Smoking signs at all entrances, exits, washrooms and other appropriate location.

EYES Canada Child Care

Parent Issues and Concerns

Parent Issues and Concerns Policy

- It is the goal of EYES to provide services of the highest quality.
- To achieve this, we welcome ongoing feedback from families. Hearing compliments and concerns helps us to build on and improve our services.
- We will respond to all concerns that families may have.

Compliments

- If a parent/guardian would like to compliment an employee of the organization, they are encouraged to tell the employee.
- If the family would like the employee to be recognized within the organization, they can inform the Supervisor either verbally or in writing. The Supervisor will ensure that the Director is informed of compliments that are received both verbally and those received in writing.

Complaints

- If a parent/guardian has a concern about the care provided, they are encouraged to discuss this with the employee who is working directly with their child. The employee will work with the family to resolve the situation as quickly as possible. If the situation is not resolved, or if a parent/guardian is uncomfortable approaching the employee, they can request assistance from the Supervisor.
- The parent/guardian may file a written complaint with the Supervisor. The following information should be forwarded to the Supervisor:
 - nature of the complaint
 - outline of relevant circumstances
 - steps already taken to resolve the issue
 - action desired
- Within five working days of receiving a written complaint, the Supervisor will work with the family to make a thorough inquiry into the complaint and to prepare a report summarizing the problem, including the discussion with the parent, the Supervisor's recommendations and the actions taken.
- If the family is not satisfied with the action taken by the Supervisor, the parent may file a written complaint with the Director. The Director will have five working days to review, investigate and respond to the parent's complaint.
- Contact information is posted on Parent Information Boards and is available on our website.



EYES Canada Child Care

Parent Resources

1. Child Care and Early Years Act (CCEYA)

<https://www.earlyyears.edu.gov.on.ca/EYPortal/en/ChildCareLicensing/CCEYALicensingStandards/index.htm>

2. How Does Learning Happen?

<http://www.edu.gov.on.ca/childcare/pedagogy.html>

3. Public Health Unit

<https://www.york.ca/health>

4. Regional Developmental Service

<https://www.york.ca/support/childrens-services>

5. Look See Screening

<https://lookseechecklist.com>

Green Cube KEY Contacts

Centre Office: 905-859-7778

Director: Ida Kolenc - 416-817-5092

Email: connect@greencubechildcare.com

EYES Childcare KEY Contacts

For any questions / concerns regarding the daily operations of the Centre, please use the below management hierarchy whenever possible:

EYES Head office: 416-901-5434 or 416-564-0731

Email: connect@eyesdaycare.com

