



PARENT HANDBOOK

BEFORE & AFTER SCHOOL PROGRAM

Erin Public School & Brisbane Public School

Revised: February 2024

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PROGRAM STATEMENT AND IMPLEMENTATION POLICY

INTRODUCTION AND PEDAGOGY

The method and practice of teaching at Appleseed is multifaceted. We believe that each child is unique, competent, curious, and rich in potential. To improve learning outcomes, different strategies are used in different combinations with different groupings of children. We consider the child's background, learning style, and abilities to inform our teaching practices. Our goal is to incorporate a variety of teaching strategies that support and encourage learning in each individual child. We strive to establish positive, responsive adult-child relationships while providing inclusive learning environments and experiences for all children, including those children with individualized plans. We plan and create environments for children that act as a "third teacher", where children are encouraged to explore, play, and inquire. Employees also engage as co-learners with the children and their families. Employees regularly participate in ongoing, reflective practice, and collaborative inquiry with others while using pedagogical documentation as a means to value, discuss, and make learning visible. Ultimately, at Appleseed we strive to create an environment that engages children, encourages expression, and fosters a sense of belonging while caring for the well-being of each child.



The following areas of development are considered when planning both the environment and program:

- Intellectual engagement and cognitive development
- Expressive and receptive communication skill development
- Physical development
- Mental health and wellness
- Connectedness to the wider world
- Varied opportunities to explore, play, and inquire

We teach and care for the children from a traditional loving Christian philosophy that includes singing grace at mealtimes and the celebration of traditional Christian holidays throughout the year (Ex. Christmas and Easter).

GOALS AND APPROACHES

(a) At Appleseed our goal is to promote the health, safety, nutrition, and well being of the children. Our approach to accomplish this goal includes the following practices:

- On a daily basis our employees observe the children for wellness/illness.
- We monitor children's development and where possible make adjustments in our programming to support the child.
- At the toddler/preschool site we provide comfortable cots with sheets, blankets, and stuffies for rest time.
- Cozy corners with soft elements and books are available for quiet times.
- We have established and implemented policies around sanitary practices, cleanliness, food service, and personal hygiene.
- We offer two nutritious snacks at all programs and hot lunches at our full day programs. Our menus are reviewed by a dietician and approved by the Wellington-Dufferin-Guelph Health Unit.
- Food is prepared by an employee who has successfully completed the "Safe Food Handlers" course offered by the health unit.
- Our play rooms and play yards are monitored daily for potential hazards and corrective measures are taken to address identified areas of concern.

- We have an established “Safe Release” program to ensure that children are released into the care of an authorized adult at the end of the day.

(b) At Appleseed we strive to support positive and responsive interactions among the children, parents, and staff. Our approach to accomplish this goal includes the following practices:

- At Appleseed we take an authentic interest in getting to know each child including their individual personalities, likes/ dislikes, needs, and interests.
- We encourage children to develop positive interactions with others through role modeling, group activities, and gentle guidance.
- Parents and children are warmly greeted and welcomed each day.
- Parents are welcome to share their ideas, discuss concerns, or seek out resources through the office.
- Appleseed is committed to the development of harmonious relationships.
- Appleseed has an established “Complaint Resolution” policy to address parental concerns.
- Appleseed is committed to maintaining a culture free from discrimination and harassment.

(c) At Appleseed we strive to encourage children to interact and communicate in a positive way and we support their ability to self-regulate. To accomplish this goal we use the following approaches:

- At Appleseed we have created an environment where everyone feels welcome and safe.
- We consider children's trigger points and strategically plan to avoid the triggers where possible.
- We take the time to observe and listen to the children.
- We model and teach kindness, goodness, gentleness, patience, sharing, and self control.
- We model and teach problem solving strategies.
- We use a positive manner and tone of voice when communicating.
- We remind children of what they can do.
- We allow the expression of feelings, thoughts, and ideas while maintaining safety and respect for self, others, the equipment, and surrounding environment.

(d) We strive to foster children’s exploration, play, and inquiry in a variety of ways. To accomplish this goal we use the following approaches:

- We provide an environment that invites children to engage with and explore different learning stations.
- We provide learning stations such as: arts and crafts, drama, sensory, science, library, technology, fine and gross motor challenges, and construction.
- We provide “loose parts” and open ended materials at learning stations.
- We provide an environment that fosters authentic relationships between adults and children whereby we learn from each other.
- We provide an environment that values learning, exploring, and new experiences.
- We provide an environment where toys and equipment are rotated in and out of the class to support children's varied and developing interests.
- We provide skill building activities including exposure to shapes, colours, numbers, letters/literacy, music, classification, and seriation.

(e) At Appleseed we strive to provide child-initiated and adult-supported experiences. To accomplish this goal we use the following approaches:

- Daily activities are planned around emerging interests of the children.
- Teacher directed experiences are provided to expand the child’s experiences and knowledge.
- Gathering times are used to build the sense of community and provide opportunities for corporate sharing and conversation time.
- For the preschool site, gathering times are used to re-enforce previously explored ideas, and to introduce new ideas and concepts through stories, singing, finger plays, and games.
- There are craft and creative art activities that are both child directed and teacher planned projects.

(f) We strive to plan for and create 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. To accomplish this goal we use the following approaches:

- Activities are set out to invite the children to explore, question, problem solve, collaborate, and to engage their creativity and imagination. These activities contain multiple entry points so that they are accessible to children of varying abilities.
- Teaching teams will consult children's individualized plans on a regular basis to confirm that activities, experiences, and toys provided are inclusive for children with individualized plans.
- The concept of diversity encompasses acceptance and respect for all. We understand that each child and family unit is unique and we recognize our individual differences. These differences can be along the dimensions of ethnicity, culture, gender, socio-economic status, orientation, age, or physical abilities. We endeavour to provide an environment where everyone is accepted and that we can explore these differences in a safe, positive, and nurturing environment.

(g) Our program strives to incorporate active play indoors and outdoors, rest, and quiet time into the day. We give consideration to the individual needs of the children receiving childcare. This is accomplished in the following manner:

- We encourage active exploration and movement.
- We provide a variety of opportunities for children to challenge their gross motor development while outside or inside. Depending on the location children have access to balls, hula hoops, sports equipment, riding toys, scooters, climbers, balance beams/blocks, slides, and sand boxes.
- Our preschool and toddler play grounds have both natural and man-made areas for exploration.
- We provide supplementary activities on the play ground such as creative expression, books/puzzles, sensory, drama, construction, and music.
- In the toddler, preschool, and JK/SK play grounds there are a variety of push and riding toys available.
- Each play room offers a quiet, cozy corner with stuffies and books for children who wish to rest.
- Both toddler and preschool programs offer comfortable cots with sheets and blankets for sleep or rest after the noon meal.
- Non-sleeping children are encouraged to rest quietly with a soft toy or quiet activity while on their cot.

(h) At Appleseed our goal is to foster the engagement of and ongoing communication with parents about the program and their children. We will do this in the following ways:

- We believe in building strong relationships with the children and their families.
- We invite parents to complete a "Get To Know You Better" questionnaire.
- Personal daily journal notes are provided to the preschool and toddler parents.
- Casual daily conversations take place regularly between staff and families.
- Classroom experience binders and displays are available to parents and visitors. These binders and displays showcase the daily/weekly activities.
- Postings regarding program plans and events are available to parents on the Parent Boards.
- Developmental checklists are shared with the toddler and preschool parents that track their child's development.
- Suggestion/comments boxes are readily available at each site.
- Menus are posted at each program location and on the website.
- Parent Board items include: licensing terms and conditions, timetables, program plans, program changes, parenting recourses, community events, items of interest, and workshops.
- Parent handbooks are provided to clients in hard copy from the office and are available on the Appleseed website. <www.appleseedchildcarecentre.com>
- Satisfaction surveys are conducted annually or as needed.
- Email is used to convey messages, news, and upcoming events to clients.
- Parents are welcome to drop into the office to chat, share kudos, concerns, or ideas.
- Parents are invited to attend special events hosted by Appleseed.

(i) Our goal is to involve local community partners and to allow those partners to support the children, their families, and staff at Appleseed. The following list is comprised of community members with whom we have a current partnership.

Professional Services (As needed)

- Wee Talk
- Occupational Therapists
- Physiotherapists
- Social Development Consultants
- Resource Consultants
- Optometrists (annually for the preschool children)

Class Guests

- Local fire fighters
- Police
- Librarian
- Musicians
- Artists Dental hygienists

Workshops

- CPR and First Aid training on site
- Various trending topics

(j) Appleseed strives to support staff in relation to continuous professional learning. To do this we provide access to:

- Workshops
- Staff meetings
- Relevant reading material
- Professional development courses
- Webinars
- Networking opportunities

(k) Our goal is to document and review the impact of the approaches to our goals stated in this program statement on the children and their families. To accomplish this goal we use the following approaches:

- We conduct parent surveys annually, and as needed.
- We survey staff for their feedback.
- We review the impact of our practices and the practicality of our goals on a regular basis.
- The “Program Statement” may be amended based on these reviews and recommendations of the parents, employees and management.
- Our goal is to ensure that each employee understands the program statement. To accomplish this goal employees will read the program statement and sign to acknowledge that they have read and understood their part in working towards implementing these practices.
- The “Program Statement” will be reviewed and signed by employees annually or more frequently based on the frequency of revisions.

(l) Appleseed’s programs are guided by the “How Does Learning Happen” document. For more information on this document, please see the following website.

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

THE POLICIES OF APPLESEED CHILD CARE CENTRE

1. ADMINISTRATIVE

(a) SERVICES AND HOURS OF OPERATION

Appleseed Child Care Centre provides child care services for school age children (JK – Grade 6) before and after school, during school breaks, and summer breaks.

Appleseed's regular hours are 7:00 a.m. – 9:00 a.m. and 3:00 p.m. – 6:00 p.m. for school days.

School break hours are 7:00 a.m. – 6:00 p.m.

Holiday hours: Christmas and New Year's Eve early closing time of 5:00 p.m.

The centre will be closed on the following holidays: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Summer Civic Holiday, Labour Day, Thanksgiving Monday, Christmas Day, and Boxing Day.

If a parent is late to pick up his or her child due to an unexpected delay, a grace period of 15 minutes will be extended to the parents. After the grace period, a fine will be imposed at the rate of \$15.00 for every 15 minutes the child remains in our care after hours. Habitual lateness will result in withdrawal of childcare services.

(b) LATENESS POLICY

If a parent is late to pick up his or her child due to an unexpected delay, a grace period of 15 minutes will be extended to the parents. After the grace period, a fine will be imposed at the rate of \$15.00 for every quarter of the hour (15 minute block) the child remains in our care after hours. The fine must be paid directly to the Appleseed office within three days of the late occurrence. Failure to pay the late fee within those three days will result in withdrawal of care. Parents are strongly encouraged to arrange a back up person to call upon for when the parent is running late. Habitual lateness will result in withdrawal of childcare services.

(c) ENROLMENT CRITERIA

Children must be an enrolled child of Erin Public School or Brisbane Public School in order to attend the Appleseed Before & After School programs at these locations. Exceptions can be made with prior approvals.

Both programs are group care settings. Children that require one-on-one care or additional supports beyond our scope are permitted into the program when the appropriate supports are in place.

(d) WAITING LIST POLICY

At Appleseed no charge, fee, or deposit is collected from prospective clients for placing their child on the waiting list for admission into any of our programs.

Parents who wish to place their child on the waiting list can do so once the child has been born. Appleseed is unable to place unborn children on the waiting list.

Prospective clients are given the opportunity to place their child's name on the waiting list by contacting the Appleseed Registrar at the main Appleseed location. When a spot in the desired program and desired days becomes available, Appleseed will contact the families to confirm their interest in enrolling into the program. Appleseed offers positions to families on the waiting list on a "first come, first serve" basis while considering the correct compatibility of scheduled spaces available.

Families must respond to an offer of enrolment within two days of the offer. If Appleseed receives no response to the offer of enrolment after two days, Appleseed will offer the spot to the next person on the waiting list. Prospective clients may choose to decline an offered position and remain on the waiting list without penalty or losing their spot on the waiting list. Appleseed will only hold a spot for an accepted offer for two weeks. Families may contact the Registrar for information regarding their place on the waiting list.

Employees are to direct any prospective clients inquiring about the waiting list to the Appleseed registrar.

The enrollment process includes an invitation to tour the classroom, meet with the supervisor and the classroom teachers. For preschool children, an invitation will be extended to set up play dates prior to the agreed upon start date. There will be no charge for these play dates. On play dates, the parent and child come in to visit the preschool rooms and stay to play. This builds confidence for both the child and parent and it gives the classroom teachers the opportunity to get to know the child before he or she is left in Appleseed's care.

Once a secure spot in the program has been offered and accepted, the parents will be given an enrolment package and pay the enrollment fee. The enrollment package contains several required papers that are to be filled out and handed in prior to the start date.

(e) ADMISSION POLICY

To enrol a child into one of our programs the following documentation is required:

- Ministry of Education Application for Enrolment in a Day Nursery
- Child Health History
- Client Agreement Form
- Parental Consents
- Payment Options and Agreement Form
- Get To Know You Better Questionnaire

Parents are provided access to a parent handbook electronically or as a hard copy. Updated handbooks are available on our website, in the lobby, or by request. Also, changes in the handbook are posted on the parent notice boards as they occur.

(f) PROGRAM FEES

Program fees are based on the Upper Grand District School Board school calendar and are tuition based. The monthly tuition is based on the number of school days in a year and then divided by ten months. The resulting monthly fee reflects the school holidays and P.A. Days and therefore, there will not be any adjustment in the monthly fee for school holidays and P.A. days. The monthly tuition fees are attached to this handbook or can be requested by email, dropping into the main office, or by phoning 519-833-0994 and requesting a copy of the current pricing schedule.

Client payments are due in advance of services. Payment is to cover the cost of the child's spot in the program and not the child's attendance. Therefore, there will be no reduction of fees for time off, vacations, days at home, extended vacations, or sick days. Additionally, there is no reduction of fees if Appleseed is closed due to extreme weather, power outages, or other extenuating circumstances that would cause Appleseed to close.

Cancellation of care or dropping days of care requires one week's notice. This includes any cancellation of care for our P.A. days or summer day camp.

Forms of Payments

Cash or electronic bank transfers are acceptable forms of payment. Appleseed does accept cheques, pay pal, debit, or credit cards as forms of payment. Payments that are made in cash can only be accepted by office staff. Please do not give cash payments to classroom staff. Cash payments are to be paid directly to the main office.

Clients are expected to deliver payments by e-transfer or cash to the Appleseed office by the 1st of each month. Alternately, you may choose to split your invoice in half and pay in two instalments on the 1st and 15th of the month. These payments will serve to cover childcare fees in advance for the first half of the month (payment on the 1st) and second half of the month (payment on the 15th).

Failure to submit the e-transfers or cash by the 1st and 15th of each month will result in a **\$3.00/day late fee** being applied to the account and the client will run the risk of withdrawal of childcare services.

Invoices

An invoice will be created at the middle of each month indicating the following months expected payment. The amount owing is based on the tuition chart in the Payment Policy which can be found at the end of this handbook. Monthly tuition is based on the number of school days in the school year divided by the number of the 10 months of the school year. All payments are recorded and a formal receipt is issued at year-end.

Administrative Fees for Additional Days

Requests for additional days of care must be made by the 15th of the preceding month. (i.e. Mr. Family must request additional days for month of March by February 15th.) This is to ensure that the office receives the information before the invoices are created for the coming month. If requests are submitted after the 15th for the coming month, there will be a \$5.00 administrative fee charged to the client's account. This \$5.00 administrative fee will be charged each time additional days are requested beyond a child's regularly scheduled care. The \$5.00 administrative fee will be charged upon each request per family, not for each day requested. Requests may be made in person, by email, or by phone. We require one week's notice for

any cancellation of additional days of care or the account will still be charged for those additional days. If we receive a cancellation of additional days of care with 5 days notice, the \$5.00 administrative fee will remain on the account.

(h) SPECIAL SERVICES

Appleseed works closely with other community services to provide the best opportunity for your child to learn and grow.

i. DEVELOPEMENTAL DELAYS

If an employee suspects a developmental delay when observing and interacting with your child, the following will take place:

1. A supervisor is notified of the concern
2. A supervisor will observe and will confirm if further action is required
3. Parents will be notified of the concern
4. With the parents' consent, a referral will be made to an appropriate service agency for further investigation
5. Assessment and intervention programs will be made available to the family on site whenever possible, and in most cases, without additional fees being levied to the parents. These services may include Wee Talk (Speech Therapy), Occupational Therapists, Physiotherapists, Social Development Consultants, Resource Consultants, Optometrists, etc.

ii. FINANCIAL ASSISTANCE

To cover childcare fees, assistance may be available to parents through the County of Wellington. To apply for assistance, parents can call directly to the County of Wellington Children's Early Years Division at 519-837-3620, ext. 3840.

(i) WITHDRAWAL OR DISCHARGE FROM PROGRAM

It is our goal to provide quality childcare to all children that enrol into our programs. If a child requires additional supports to remain in the program, Appleseed will first work with the parents to find a resolution prior to discontinuing care.

Some, or all, of the following steps will take place before the childcare service is withdrawn.

- One-on-one discussion with parents
- Program modifications where appropriate
- Shift the child or teacher (i.e. move child or staff to another program room)
- Engaging advice from outside agencies
- Engaging services from outside agencies
- Provide additional support in the program

Appleseed reserves the right to withdraw services and discharge a child with one week notice if:

- After a reasonable length of time the child fails to adjust to the program.
- The child's needs change and one-on-one care is needed.
- The child displays behaviours that endanger the health and safety of the group.

Appleseed reserves the right to withdraw services and discharge a child immediately if:

- The account is not kept in good standing.
- The child poses a significant risk to the safety of the other children and staff. (The level of risk will be deemed by the director).
- The parent does not comply with the centre policies.
- There are Parent/Centre differences.
- A parent or caregiver exhibits behaviour deemed (by the director or owner) inappropriate or aggressive towards the owner, director, staff, other clients, or children (in person, on the phone, or in email, etc.)
- The parents are habitually late to pick up their child past closing at 5:45 p.m.

Parents who wish to end their agreement with Appleseed must provide us with a minimum of 5 business days notice. Charges may be applied if no notice is provided.

(j) SAFE ARRIVAL AND DISMISSAL POLICY

Purpose

This policy and the procedures within help support the safe arrival and dismissal of children receiving care.

This policy will provide staff, students and volunteers with a clear understanding of their roles and responsibilities for ensuring the safe arrival and dismissal of children receiving care, including what steps are to be taken when a child does not arrive at the child care centre as expected, and steps to follow to ensure the safe dismissal of children.

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

Policy

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

Where a child does not arrive in care as expected or is not picked up as expected, staff must follow the safe arrival and dismissal procedures set out below.

Procedures

1. Accepting A Child Into Care

At all Appleseed programs (preschool location and BASP locations) when accepting a child into care at the time of drop-off, program staff in the room will:

- Greet the parent/guardian and child.
- Sign the child in on the classroom attendance record.
- Help settle the child into the program

Parents and guardians are expected to walk their child into the building and release the child into the care of an Appleseed employee. Appleseed does not permit parents or guardians to drop off their children at the front door of the school or preschool centre. Parents and guardians must connect with Appleseed staff before leaving their children.

2. Procedures For When A Child Has Not Arrived In Care As Expected

a) Preschool Site

- i. Staff will mark the child absent if a child does not arrive in program by lunch time, unless parents have indicated a late arrival.
- ii. If a child misses several scheduled days of care without communication from the parents, the administrative staff may reach out by phone or email to check on the family.

b) BASP Sites – AM Program

Staff will mark the child absent if a child does not arrive in program by the end of the morning program.

c) BASP Sites – PM Program

- i. If a child has not arrived in the afternoon program by 3:30 pm, the BASP staff will reach out to the designated Appleseed supervisor to inform them of the absent child.
- ii. The designated supervisor will contact the parents of the absent child to confirm their location.

- iii. If the parent confirms that the child is in their custody, the designated supervisor will inform the BASP staff and the BASP staff will mark the child absent.
- iv. If the parent does not have the child in their custody, the designate supervisor will call the school office and report the child as unaccounted for. Working with the school administrators, the bus lines, and the parents, the designated supervisor will locate the child and arrange care for the child with either the parent, or to have the child delivered to the BASP staff.

3. Releasing A Child From Care

When a child is picked up from any of our programs the Appleseed employee or supervisor will confirm that the child is released into the care of an approved adult. A list of authorized adults is requested on the registration forms and updated as necessary. Parents can update the list of authorized adults by either providing us with a written and signed letter indicating the adults first and last name or by making and initialling these changes on the original registration papers.

If the staff does not recognize the individual picking up the child as an authorized individual, they will do the following:

- confirm with another staff member that the individual picking up is the child's parent/guardian/authorized individual.
- where the above is not possible, ask the parent/guardian/authorized individual for photo identification and confirm the individual's information against the parent/guardian/authorized individual's name on the child's file or written authorization.
- If the person proves to not be an authorized individual, the Appleseed staff will refuse pick up and will contact the Appleseed supervisor who will give further instruction.

There are some circumstances that may arise that would prevent an Appleseed employee from releasing the child into the care of an adult.

1. An un-authorized adult person attempts to pick up the child
2. A non-custodial parent (Court papers on file) attempts to pick up the child
3. There is suspicion that the person picking up the child is impaired, (i.e. under the influence of alcohol or other substance).

In the above cases some, or all, of the following protocol will take place:

- Appleseed staff will call an Appleseed supervisor for assistance
- Appleseed staff will respectfully communicate their concern to the individual
- If possible, Appleseed staff will detain the individual until help arrives or the problem resolves itself
- If necessary, Appleseed will call 911
- If necessary, Appleseed will remove the child to a locked room under the supervision of an Appleseed employee
- If necessary, the Appleseed supervisor will contact the other parent or guardian, or the alternate contact to pick up the child.

Please note that Appleseed does not release children on their own accord to walk home independently under any circumstance.

4. Where A Child Has Not Been Picked Up As Expected

If a parent/guardian has not picked up their child by 6:00 pm, program staff will inform the director or program supervisor who will contact the parent/guardian and advise that the child is still in care and has not been picked up.

Where the staff is unable to reach the parent/guardian, the alternate contacts will be contacted.

Where the staff has not heard back from the parent/guardian or authorized individual who was to pick up the child and the time has now reached 6:30 pm, the program supervisor or director will contact the police or Children's Aid society.

If offsite, the program supervisor or director will return to the child care centre to relieve the program staff if the program staff are unable to stay late.

(k) PROGRAM INTERRUPTION OR CLOSURES POLICY

In the event of power outages, inclement weather, or other extenuating circumstances, Appleseed will check the Upper Grand District School Board website and the local news reports in order to be aware of school closures and bus cancellations in their area. Please note, there will not be a reduction of fees or refunds for days that Appleseed preschool or school age programs are closed due to power outages, extreme weather, or other extenuating circumstances. Below is a summary of Appleseed’s responses to inclement weather and extenuating circumstances.

| CIRCUMSTANCE | Pre-school Centre 5395 Wellington Rd 52, Erin | Brisbane P.S. 9426 Wellington Road 124, Erin | Erin P.S. 185 Dundas Street, Erin |
|--|--|--|--|
| Schools are closed (system shut down) | Operate as normal. | Closed | Closed |
| Schools close during the day | Operate as normal. | Closed | Closed |
| Buses are cancelled | Operate as normal. | Operate as normal. | Operate as normal. |
| Buses are cancelled during the day | Operate as normal. | Operate as normal. | Operate as normal. |
| Weather worsens, but schools remain open. | Operate as normal. | Operate as normal. | Operate as normal. |
| Weather worsens, schools remain open, but afternoon UGDSB school staff are told to not come in. (Custodial, etc.) | Operate as normal. | Operate as normal with modifications if necessary. | Operate as normal with modifications if necessary. |
| During P.A. Days & School Breaks with bad weather. | Operate as normal at the discretion of the Director. | Operate as normal at the discretion of the Director. | Operate as normal at the discretion of the Director. |
| Extreme Weather Conditions | Closed at the discretion of the Director | Closed at the discretion of the Director | Closed at the discretion of the Director |
| Power outage before Appleseed opens | Closed at the discretion of the Director | Closed at the discretion of the Director | Closed at the discretion of the Director |
| Power outage during the day | Operate as normal with modifications if necessary. Centre will close if power outage is projected to be longer than 4 hours. | Operate as normal with modifications if necessary. Centre will close if power outage is projected to be longer than 2 hours. | Operate as normal with modifications if necessary. Centre will close if power outage is projected to be longer than 2 hours. |

In the event that the building has been deemed unsuitable for occupancy (i.e. fire, natural disaster, terrorism, etc.), Appleseed will respond in the following ways:

| PROGRAM | ADDRESS | RESPONSE |
|---------------------------------|--------------------------------|--|
| Appleseed Preschool Centre | 5395 Wellington Rd 52, Erin | Children will be billeted at McIntyre Funeral Home or Center 2000. |
| Appleseed Kids Club Erin Public | 185 Dundas Street, Erin | Children will be billeted at Center 2000. |
| Appleseed Kids Club Brisbane | 9426 Wellington Road 124, Erin | Children will be billeted at Center 2000. |

(l) EXTRACURRICULAR ACTIVITIES

Parents are requested to arrive early enough to allow adequate time to dress and/or feed their children before an extracurricular activity. The Appleseed staff members are not permitted to dress children for extracurricular activities. Children cannot be sent to dress themselves unsupervised.

(m) ACTIVITIES OFF PREMISES

On occasion, our programs participate in events or activities that take them away from the program site. In these instances, parents will be informed and appropriate consents will be obtained if necessary prior to the events or activities. During these excursions off site, required teacher-to-child ratios will be maintained.

(n) MIXED AGE GROUPS

At times, children from different age groups may visit the other classroom for the day or part of the day. These may be spontaneous visits or they may be visits to prepare a child for transitioning into the older grouping. Occasionally, visits will be for participation in an activity or special event. In most cases, the parent will be informed either verbally or by email.

(o) CLIENT CONFIDENTIALITY

In an effort to respect the privacy of the families that use our services, a “Confidentiality Policy” was developed. The employees at Appleseed are required to sign an oath of confidentiality in regard to the children in their care, their families, and the on-going operations and business practices at the centre.

The children’s records are open only to the child’s teachers, the supervisor and director, program advisor, or an authorized employee. In the event of a service agency providing support to a child where information will be exchanged, written parental consent will be obtained.

The exception to the “Confidentiality Policy” is in the event of suspected child abuse and neglect. Appleseed is legally obligated to make a report in those cases and identifiers will be used.

(p) TRANSLATIONS

Appleseed is committed to all families including families where English is a second language. In an effort to ensure clear communication, Appleseed will engage a variety of methods to communicate in the client’s mother tongue. Some of these methods will include translating the parent handbook and engaging the services of a translator where necessary.

2. CHILD DEVELOPMENT & BEHAVIOUR

(a) GUIDING CHILDHOOD BEHAVIOURS

A guidance approach to supporting children’s behavior is a two way learning process that involves both the child and adult. Developing positive relationships with children is the most powerful tool that Appleseed educators have towards achieving success with guiding behavior. Children will require different levels of support and adult intervention at different times.

The goal in guiding children’s behavior at Appleseed is to teach the child how to positively interact with others, to learn respect of property, and to help the child learn to self regulate his/her behavior while validating the child’s feelings and emotions. Allowing a child to express his/her feelings does not mean allowing inappropriate expressions such as hitting or hurting others. At these times we will evaluate the child's environment and make adjustments if necessary. We will discuss the situation with the child and offer guidance. Alternate play experiences or quiet time may be provided to the child.

Our teachers support children by anticipating where they may have difficulties, preventing situations from occurring, reminding children of appropriate responses and conduct, and creating a supportive environment. This approach requires time, patience, active listening skills, and a commitment to supporting children to problem solve and self correct. We achieve this by being clear about Appleseed’s expectations including rules around destruction, aggression, and personal safety. Employees guiding children’s behaviours at Appleseed will:

- Handle the situation with a matter-of-fact attitude
- Consider the child’s age and maturity
- Maintain fairness and consistency
- Allow the expression of feelings
- Consider trigger points
- Provide alternate strategies for problem solving
- Include other agency's expertise
- Coordinate services and strategies with the parents

(b) PROHIBITED PRACTICES

The following behaviour guidance practices are prohibited at Appleseed:

- Corporal punishment of a child, which may include, but is not limited to, hitting, spanking, slapping, or pinching.
- Physical restraint of a child, such as confining the child to a high chair, car seat, stroller, or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a

child from hurting himself, herself, or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent.

- Locking the exits of the child care centre for the purpose of confining a child, or confining a 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.
- 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 undermine his or her self-respect, dignity, or self-worth.
- Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing, or bedding.
- Inflicting any bodily harm on children, including making children eat or drink against their will.

3. WHAT TO BRING

(a) DRESS

Please dress your child in clothes that will not prohibit them from enjoying the program. Although paint shirts are provided, accidents can occur and clothing may be soiled. Always send an extra set of clothes in case of spills and accidents. For outdoor play, we ask that parents send appropriate clothing. Please keep in mind that we go out in wet/misty weather. It is our practice to go outdoors daily, unless severe weather conditions prevent us from doing so.

Spring: rubber boots, splash pants, suitable jacket, hat

Summer: sun hat, sunscreen/sun shirt, running shoes, swimsuit and towel for sprinkler play

Fall: hats, mitts, splash pants, boots, warm jacket

Winter: boots, mittens, hats, snow pants, warm coat

To help us keep each child's clothing and outdoor gear organized we ask that you **label** each article with your family name.

(b) TOYS

Appleseed has a wide variety of toys and equipment. Personal toys and/or electronics are not allowed in the classrooms, with the exception of a soft cuddle toy for rest time. Please encourage your child to leave his/her personal toys at home or in the car. We are not responsible for lost, broken, or stolen toys that are brought into the centre.

(c) DIN vs. NPN

Appleseed is prohibited from administering any products to children that are labelled with a Drug Identification Number (DIN) unless a "Consent to Administer" form is filled out by a parent and submitted with the product and the associated regulations are followed. Alternately, Appleseed is permitted to administer products with Natural Product Numbers (NPN) without the "Consent to Administer" form and the associated regulations.

There are however, exceptions to the DIN and NPN policy. Due to the frequency and long term daily usage, sunscreen, diaper cream, lip balms, and hand sanitizers can have a blanket authorization from a parent and can be administered without a medication form as long as they are non-prescription and/or they are not for acute (symptomatic) treatment, whether they have a DIN or not.

4. FOR PARENTS

(a) NUTRITION

Appleseed provides snacks in the morning and afternoon on a daily basis in the Before and After school programs. In our full day programs on school breaks we also provide hot meals at noon.

Our menus are posted on our website, parent information boards, and in the kitchen. We follow a rotating weekly menu. The meals and snacks were set with the assistance of a dietician from the Wellington/Dufferin Health Department and are reviewed and revised periodically.

Children are encouraged to try new foods. No child will be forced or coerced into eating foods served to them. Children with either medically deemed or religious food restrictions will be offered alternative foods from the Appleseed kitchen. Parents have the choice of providing food for their child from home or allowing Appleseed to offer the appropriate substitutions. Please remember to label and date the food products when providing alternate food at the program. Food is prepared and served by employees that have successfully completed the "Safe Food Handler" course.

(b) RESTRICTED FOODS

Please refrain from sending any peanut or nut products into the program. On occasion other food products may be restricted due to children with identified food allergies.

Unfortunately, parents are no longer permitted to provide treats for the class on birthdays or other celebrations. Applesed is only permitted to serve food that is on the approved menu to the children. This does not apply to food parents provide for their children exclusively. (E.g. Breakfast food, food substitutions due to allergies or intolerances.)

(c) NO SMOKING PLEASE

Applesed and all its program locations are a smoke free facility. No smoking is permitted on the grounds or in the buildings.

(d) STAFF, VOLUNTEERS, AND STUDENTS

All employees, volunteers, and student teachers will be cleared through the office prior to entering the classrooms. This includes an understanding of our program statement, policies, and procedures. On occasion, volunteers from local schools and students in training from community colleges and universities will be in the classroom. The volunteers and student teachers will be under constant supervision by employees and not allowed to be alone with the children. All staff, students, and volunteers 18 years or older must also provide clear a criminal reference/vulnerable sector check and proof of CPR and First Aid training. All staff, students, and volunteers must provide proof of up-to-date immunization.

(e) ANIMALS

Diseases can spread from animals to humans, sometimes leading to illness and outbreaks. Young children are at the greatest risk for severe illness and injury. Therefore, we generally do not allow animals to visit our classrooms or playgrounds. Kindly refrain from bringing your pet into our centre or onto our playgrounds. (Please see office staff to see the full policy for exceptions to this practice.)

(f) SERIOUS OCCURRENCES

The Child Care and Early Years Act, 2014 (CCEYA) and its regulations include provisions to ensure that there is a plan to deal with any serious incidents that may affect the health, safety, and well-being of children.

These serious incidents are reported to the Ministry of Education, tracked, and followed up on.

There are **5 definitions** under the CCEYA that are considered serious occurrences.

1. The **death** of a child who receives child care at a licensed child care centre
2. **Abuse, neglect** or an allegation of abuse or neglect of a child while receiving child care at a licensed child care centre
3. A **life-threatening injury** to or a **life-threatening illness** of a child who receives child care at a licensed child care centre
4. An incident where a child who is receiving child care at a licensed child care centre **goes missing** or is **temporarily unsupervised**
5. An **unplanned disruption of the normal operations** of a licensed child care centre that poses a risk to the health, safety or well-being of children receiving care

(g) EMERGENCIES

Although we try to control all potentially hazardous activities, accidents can happen. Most minor injuries can be attended to at the centre with the first aid kits that we have on hand. However, should an accident occur which requires medical assistance, our policy is as follows:

- Parents are contacted
- If parents are unavailable, we will attempt to contact the alternate person listed on the registration forms
- If neither party can be contacted staff will seek medical attention at the East Wellington Family Health Team clinic
- If it becomes necessary to take a child to the hospital, the child will be taken to Guelph or Orangeville General Hospital

It is understood that in an emergency situation the supervisor or her delegate will act as any prudent parent would and treatment will be sought if indicated by the medical emergency.

In the event of a minor injury, the parent will receive a written report about the incident. Parents will be asked to sign off acknowledging that they have been informed of the incident. These reports will be kept on file at the Head Office and a copy will be provided to the parent either electronically or by hard copy.

(h) HOLD AND SECURE/LOCKDOWN POLICY

Although unlikely, from time to time police activity and/or incidents in and around Appleseed may result in the centre being put into "Hold and Secure" or "Lockdown".

"Hold and Secure" is a response to a threat and or incident in the general vicinity of Appleseed but not on or very near to our property. Our program continues as normal inside the centre. However, as a precautionary measure, outer doors are locked and only parents are permitted to enter or leave the building.

"Lockdown" is used in a serious emergency situation where the threat is inside or very near our centre. A lockdown minimizes access and visibility in an effort to shelter children, staff, and visitors in secure locations. Similar to a "Hold and Secure" all outer doors are locked, however a "Lock Down" requires that all children be kept in classrooms or other designated locations. Also inner doors will be locked where possible. Entry and exit from the building is restricted to emergency service personnel only.

(i) DOMESTIC DISPUTES/COURT CASES

In the event that a family is involved in a domestic dispute, Appleseed cannot deny a parent access to his or her child without a court order or police instruction.

In the event that a family is involved in a court matter, such as child custody or child support matters, Appleseed will decline involvement in any way unless compelled by a court order.

(j) COMPLAINT RESOLUTION PROCEDURES

Appleseed is committed to promoting positive conflict resolution and encourages the development of harmonious relationships and a culture free from discrimination and harassment in their programs. Appleseed and its employees are committed to dealing with issues in a positive, constructive, and professional manner. Complainants should also deal with any concerns in a positive and constructive manner when speaking or communicating with staff and supervisors. Appleseed management recommends that clients with a complaint should submit their complaint in writing in order to make the terms or basis of any complaint as clear as possible. A complaint or concern form is available on the parent boards at all Appleseed sites.

Please consider the following before making complaint or raising a concern:

- Be clear about the topic or issue you want to discuss and put it in writing
- Focus on the things that are genuinely affecting your child
- Always remain calm and remember you may not have all the facts relating to the circumstances of the topic or issue you wish to discuss
- Think about what would be an acceptable outcome for you and your child
- Be informed. Check the "Child Care and Early Year's Act", "Ontario's Pedagogy for the Early Years", "Wellington/Dufferin/Guelph Health Unit" and the policies contained in the "Appleseed Parent Handbook", where relevant.

In response to a received complaint form, Appleseed staff:

- Will record that they have received a complaint form in the classroom journal.
- Will not engage in conversation with complainant in regards to the complaint.
- Will maintain confidentiality of the complainant by submitting the complaint form UNOPENED to the Director or her designate as soon as possible.

In response to a received complaint form, Appleseed management will:

- Review the complaint.
- Acknowledge receipt of the complaint form by email within 24 hours of the Director receiving the complaint form.
- Direct involved staff to submit written accounts of their participation in the complaint.
- Endeavour to obtain any other relevant information or documentation that will assist in trying to resolve the complaint.
- Endeavour to resolve the complaint in a manner that is mutually satisfactory to Appleseed and the complainant.

- Seek advice, where appropriate, from individuals and organisations that may be able to help resolve the complaint.
- A record of the complaint and the steps taken towards resolution will be kept on file at the head office.

5. HEALTH & MEDICAL POLICIES

(a) DAILY OBSERVATION OF CHILDREN

An important step in preventing the spread of disease or infection is early detection so that children who may be ill can be isolated from other children.

Appleseed employees will ensure that a daily observation is made of each child at drop off time and before the child begins to associate with other children in order to detect possible symptoms of ill health or communicable disease. Children showing signs of ill health will be sent home. (i.e. fever accompanied by gastrointestinal symptoms)

If a child becomes ill during the day;

- The child will be separated from other children
- The parent/guardian will be contacted and arrangements will be made for the child to be picked up
- Where it appears that a child requires immediate medical attention arrangements will be made to have the child examined by a legally qualified medical practitioner or registered nurse (i.e. anaphylaxis)

Employees will be mindful of any sudden or gradual changes to a child's behaviour, sleeping patterns, eating patterns, or signs that a child has lost some previously acquired skill. Any such concerns will be communicated immediately to the supervisor and the parents will be contacted.

Classroom teachers will document symptoms of ill health in the child's record, including any information about symptoms provided by parents.

Ontario regulation 559/91 made under the Health Protection and Promotion Act, specifies which communicable diseases must be reported to the local Medical Officer of Health. Appleseed employees will reference and comply with reporting requirements therein.

When illness or communicable disease is present at our programs, Appleseed will post information on the symptoms, incubation periods, and isolation periods in a conspicuous manner.

If an employee suspects that a child is, or may be, in need of protection, they are obligated to report this to the local Children's Aid Society in accordance with section 72 of the "Child and Family Services Act". (See Serious Occurrences 4f)

(b) STANDARD TRAINING

All Appleseed employees are trained regularly in Standard CPR, Infant and Child CPR, and basic First Aid, including recognizing and responding to symptoms of anaphylaxis shock.

(c) COMPLETING MEDICAL FORMS

A completed medical form indicating up-to-date immunization, special medical problems, limitations, allergies, medication, and dietary instructions is required to be on file prior to a child's entry into the program.

For all life threatening allergies, it is the policy of Appleseed that an "Individual Action Plan" (IAP) be developed with input from a parent of the child and the child's physician.

Parents of a child with threatening allergy will provide training on the procedures to be followed in the event that their child has an anaphylactic reaction. This training will be provided to all employees, volunteers, and students prior to their employment or as soon as practical, (I.e. if a child develops an allergy previously unknown). The parent can choose to train only the supervisor and then delegate the training of the other employees to the supervisor.

(d) IMMUNIZATION EXEMPTION POLICY

A child is permitted to attend our programs if a parent objects to the immunization of their child. The objections must be on the grounds that the immunization conflicts with their sincerely held convictions on religion, conscience, or a legally qualified medical practitioner gives medical reasons as to why the child should not be immunized. The parent in this case would be required to submit an objections in writing using a standardized ministry approved form. Ministry approved forms for religious/conscience objections must be completed by a "commissioner for taking affidavits" (i.e. notarized).

This policy applies to preschool programs only. Publicly funded or private schools are responsible to keep immunization records or records of parental objections on file. Therefore, we do not require the immunization or ministry approved objection form for children attending Appleseed’s before and/or after school programs or Appleseed’s school break programs.

(e) THE UNWELL CHILD - EXCLUSION FROM THE PROGRAM

Children who are suffering from a communicable disease are excluded from participating in Appleseed programs. The Wellington-Dufferin-Guelph Health Unit has specified the period of time that a child with a communicable disease must be excluded from the program. Under some conditions, Appleseed is required to report the symptoms to the health unit. In those cases, identifiers will not be used in our report. Working together we can keep the children and staff healthy.

| COMMUNICABLE DISEASE | EXCLUSION POLICY |
|---|--|
| Diarrhea/Vomiting | The child will be excluded until no occurrence of diarrhea and/or vomiting for a 24-hour period from when the diarrhea and/or vomiting stops. During a Wellington County Health Unit declared outbreak, the child is excluded until there is no diarrhea and/or vomiting for a 48 hour period |
| Fever | <p>If a child develops a fever while attending program but is still able to fully participate, the child’s parent will be notified but the child will be able to remain in program.</p> <p>If a child develops a fever while attending program and presents lethargic and is not participating in the daily activities, the child’s parent will be notified. Arrangements will need to be made for the child to be picked up or alternately, medication to treat the fever may be delivered to the centre and administered. Parents (or their designate) must fill out a “Consent to Administer Medication” form if they wish for Appleseed staff to continue administering medication.</p> <p>If a fever has developed at home, parents are permitted to bring in medication to the centre to treat the fever but must fill out a “Consent to Administer Medication” form in order for Appleseed staff to administer the medication.</p> <p>If a child’s fever persists for more than two days, it is strongly advised that the child be seen by a medical professional.</p> <p>A child will be immediately isolated and excluded from program if a fever is present and accompanied by either diarrhea or vomiting. (See Diarrhea/Vomiting for information on extended exclusion period)</p> |
| Chicken Pox | The child will be excluded until all blisters are scabbed over and the child feels well enough to participate in regular activities. |
| Scarlet Fever/ Strep Throat | The child will be excluded until the child has had a minimum of 24 hours of antibiotic treatment , and the child is well enough to participate in regular activities |
| Pink Eye | The child will be excluded from attending until the child has had a minimum of 24 hours of antibiotic treatment |
| Impetigo Group A (Streptococcus Infection) | The child will be excluded until the child has had a minimum of 24 hours of antibiotic treatment. |
| Head Lice (Pediculosis) | <p>Parents will be notified and arrangements will need to be made for the child to be picked up. The child concerned will be isolated until the parent or alternate adult arrives.</p> <p>The child may return to the program after she/he has had a treatment with a recommended shampoo and the nits removed.</p> <p>Parents of the centre will be notified by a posted announcement that head lice have been detected within our centre.</p> <p>Each child in the classroom will be monitored for possible infestation.</p> <p>Staff will do regular ongoing head inspections of all classroom children once a case has been identified.</p> |
| Hepatitis A Virus | The child will be excluded for 14 days from onset of illness (unless all other children and staff have received preventive treatment) |
| Measles | The child will be excluded until at least 4 days after onset of the rash |

| | |
|--|---|
| German Measles | The child will be excluded for 7 days after the rash is first noticed |
| Tuberculosis | For active TB: The child will be excluded until the treating physician or Public Health advises that the child/staff is no longer infectious For latent or inactive TB: no exclusion |
| Meningitis (Bacterial and Viral) | The child will be excluded until receiving at least 24 – 48 hours of appropriate antibiotic treatment and a doctor has provided a note stating that the child has recovered and is well enough to participate in all program activities |
| Mumps | The child will be excluded for 5 days from the onset of swelling |
| Pertussis (Whooping cough, 100 day cough) | The child will be excluded until 5 days of appropriate antibiotic treatment has been received |
| Pinworms | The child will be excluded until treatment is completed with the appropriate medication prescribed by a physician |
| Ringworm | The child will be excluded from program until the first treatment has been applied |
| Scabies | The child will be excluded from program until the first treatment has been applied |
| Bacterial Pneumonia | The child will be excluded until well enough to participate in all activities |

Enteric Outbreak Definitions:

| | |
|-----------------------------------|---|
| Suspected Enteric Outbreak | Two or more cases of vomiting or diarrhea within 48 hours |
| Confirmed Enteric Outbreak | Three or more cases of vomiting or diarrhea within a 4 day period |
| Case | Two or more unexplained episodes of vomiting and or diarrhea in a child |

*** Note: These policies were created by referencing: <wdgpublichealth.ca>, "A Guide to Common Childhood Diseases", and "The Pediatric Society of Canada".*

(f) STEPS AND STORAGE OF MEDICATIONS

- A "consent to administer" form will be filled out and signed by the parent or legal guardian prior to the administration of any drug or medication
- The consent to administer form will include the following information: child's name, prescribing physician's name if applicable, current date, name of drug or medication, what the drug or medication is treating, dosage and frequency, date of purchase, date of expiration, instructions for storage, and parent's signature for consent
- In cases involving an Epi-pen and associated medication, these products should be brought to the centre in the original package. Epi-pens will be stored in a manner to provide easy access to staff members, but out of the reach of children. When a child has been identified as having an anaphylaxis incident, the adult will ensure that 911 has been called, the child has been given the necessary medical attention, including administration of their medicines, and the parent has been notified.
- All medications must be clearly labeled with the child's name, name of drug, dosage and frequency, date of purchase, date of expiration, and instructions for storage
- All drugs or medications will only be administered to a child from the original container as supplied by a pharmacist, or in the original package
- The supervisor or her delegate that administers the medications or drugs will make a record of the time, date, dosage, and name of the drug or medication administered
- An entry will be made of all administered drugs or medications on both a medication administration form and in the daily written record
- If a dose is omitted or late, reasons will be listed on both the administration form and in the daily written record
- If a drug or medication is to be administered on an "as needed" basis, the written instructions will clearly indicate the situations under which the medication should be given. This could include the physical symptoms that must be present, the behaviour the child must be exhibiting, or the child's temperature.
- Drugs and medications are to be stored in a lockable box inaccessible to the children
- Children who need inhalers can have their medication readily accessible in an unlocked location but out of the reach

of children

- Epi-pens are stored in locations easily accessible by staff, but out of the reach of children
- Epi-pens and inhalers are readily accessible when outdoors or off premises, but remain inaccessible to children

(g) CHILD SELF-ADMINISTERING OF MEDICATION

If a parent has permitted their child to administer his or her own asthma or emergency allergy medication Appleaseed will keep a record of the self-administration and the time on a medication form and noted in the daily written record. All other policies will be complied with as stated under "Steps and Storage" of medication policy with the exemption of "the supervisor or her delegate will administer".

When a child with an allergy is registered into the program the following procedure will take place:

- The parent will identify the severity of the allergy
- The parent will complete a "Consent to Administer" and "Plan of Action" form initially and annually thereafter, or as things change. This form instructs the staff as to what they are to do if an allergen is activated
- Where indicated, the parent will provide written instructions obtained by a physician
- The parent or a medical professional will train staff in the administration of the medication
- All employees will sign the back of the "Action Plan", acknowledging that they are aware of the "Action Plan" for the child initially, annually, and when changes occur
- The supervisor or her delegate will post a list in each play area, kitchen, and eating area indicating the allergy, risk of exposure, and action plan
- Postings will advise other parents and children in the program that there are children attending the program that are at risk of potentially life threatening allergies and the foods and causative agents that need to be avoided

(h) ANAPHYLAXIS POLICY

i. STRATEGIES

When a product, food or fabric is identified as a causative agent we will:

- Reduce the risk of exposure by removing the product, food, or fabric (where practical), from the classroom
- No peanut or peanut products will be used in crafts, sensory, or food preparation
- Employees preparing the snacks and meals, or who will be purchasing food for the meals, will review food labels to identify allergens
- Strategies will be revised as necessary depending on the life threatening allergies of the children enrolled

ii. COMMUNICATION

- Appleaseed's registration form requests medical information about the child. This includes special medical conditions including allergies
- On a regular basis, employees will be informed of life-threatening allergies typically upon child enrolment and reviewed during staff meetings annually
- Employees, students, and volunteers will read all individual action plans and sign the back of the plan indicating that they are aware of the allergy and the adults response
- The parent or care giver of a child with life threatening allergies will communicate about their child's medical condition in writing
- A doctor's note will be requested detailing the level of severity and suggested strategies of how to respond in case of exposure if the parent deems applicable
- A list identifying children with allergies will be posted in a conspicuous place in each playroom and kitchen, indicating the allergy, risk of exposure, and action plan
- Parents will be advised that there are children attending the program that are at risk of potentially life threatening allergies and the foods and causative agents to be avoided through postings throughout the centre or program location.

iii. INDIVIDUAL PLAN OF ACTION

- An "Individual Action Plan" (IAP) will be developed for each child with an allergy
- The IAP will be developed with the assistance of the parent and the supervisor of the centre
- The parent or delegate will be given the opportunity to train the supervisor and/or classroom teachers
- The plan will include: description of the allergy, avoidance strategies, signs and symptoms, action to be taken if exposed, consent to administer medication in the event of an anaphylactic reaction, and emergency contact information
- A child may self administer the drug or medication if parental or guardian consent has been granted

iv. TRAINING

- All Appleseed employees counted towards ratio are trained regularly in Standard CPR/Infant, child CPR, and basic first aid including recognizing and responding to symptoms of anaphylaxis shock.

v. STEPS AND STORAGE

- A consent to administer form and plan of action form must be filled out and signed by the parent or legal guardian
- The Epi-pen and associated medication should be brought to the centre in the original package
- The package must be clearly labeled with the child's name, name of drug, dosage and frequency, date of purchase, and instructions for storage
- Epi-pens will be stored in a manner that provide easy access to staff members but out of the reach of children.
- The supervisor or her delegate who administers the medications or drugs will make a record of the time, date, dosage, and name of the drug or medication
- A child may self-administer the drug or medication if parental or guardian consent has been granted. The program teacher will ensure that the Epi-pen/emergency medication is with the child at all times (i.e. daily confirmation for both indoors and outdoors)
- When a child has been identified as having an anaphylaxis incident the adult will ensure that 911 has been called, the child has been given the necessary medical attention including administration of their medicines and the parent has been notified.
- An entry will be made on both a medication administration form and in the daily written record

6. MEDIA IN THE CLASSROOM

(a) VIDEO

- Television viewing or streaming videos is not prohibited in our programs unless it is educationally connected to and supports the program and has been cleared through the office.
- Short You-tube videos may be used to enhance educational experiences during gathering time. (I.e. – video of an animal in its natural habitat, video of an owl hooting, video of ski jumping, etc.). Teachers will preview these videos before showing them to the children.
- The use of DVD's is rare. When it is used, the DVD titles will be cleared through the office and the title of the video will be noted in advance on the parent board.
- The use of computers, I-Pads, tablets, or other devices in the program is permissible. Device use is for promoting educational skills only and is non-violent in nature and age appropriate.

(b) PHOTOGRAPHY

Employees take photos of the children at play to share with the parents, create wall displays, create social stories, to include in a holiday craft, and to add to our classroom diary. If an employee's personal device is used for photographing the children, it is the policy of Appleseed that the employee is responsible to erase the photo after the project has been completed. We request consent from the parents for photography in the registration package, however parents can decline the taking and use of photos of their child for these expressed purposes at any time.

(c) FALL FAIR ENTRIES

Appleseed promotes the Erin Fall Fair by submitting art projects made by the children. With parental consents, the projects are submitted to the Fair for judging and display. Appleseed will include the children's full first name and the initial of the last name on the entry tags on the art projects.

7. APPLESEED PROGRAMS

PRE-SCHOOL CENTRE AND HEAD OFFICE - located at 5395 Wellington Rd 52, Erin,
(This location offers care for children 15 months to 4 years old)

KID'S CLUB - Erin Public School - located at 185 Daniel Street, Erin
(This location offers before and after school care for JK/SK and School age children.)

JKID'S CLUB - Brisbane Public School - located at 9426 Wellington Road 124, Erin
(This location offers before and after school care for JK/SK and School age children.)

*Note: Parents may sign their child up for full day care on school breaks and PA days. The full day program typically operates at Erin Public School in our licensed spaces, with Brisbane Public School as our alternate location when Erin Public isn't available to us. All JK/SK and school age children from both schools are welcome to join us on these days. We reserve the right to cancel the full day program if a minimum enrolment is not reached.

8. HOW TO REACH US

Address: Appleseed Child Care Centre, 5395 Wellington Road 52, Erin N0B 1T0

Phone: 519-833-0994

Fax: 519-833-0420

Office Hours: 9:00 a.m. – 6:00 p.m. Monday to Friday

Email: appleseedccc@hotmail.com

Website: www.appleseedchildcarecentre.com



Appleseed Child Care Centre

PAYMENT POLICY

Appleseed operates on a tuition-based fee structure within the Canadian-Wide Early Learning Child Care System (CWELCC). The CWELCC program seeks to provide reduced fees for parents accessing child care. Fees may be reduced further in the future according to the CWELCC guidelines. Payment for childcare fees is due in **advance of service**. The following tuition fees are for a child's place in the program and not the child's attendance. As such, there is no reduction of fees if a child is away due to sickness (including COVID-19), vacation, extended summer vacation, statutory holidays, or personal days off. Failure to abide by the Appleseed payment policy may result in withdrawal of care and the loss of a child's spot in the Appleseed program.

| <u>Toddler Full Day Care</u> | | | |
|-------------------------------------|-------------------------|-------------------|-----------------------------------|
| <u># of Days per Week</u> | <u>Program</u> | <u>Age</u> | <u>Base Fees Per Month</u> |
| 2 Days per Week | Toddlers – Little Bears | 15 to 30 months | \$240.00 |
| 3 Days per Week | Toddlers – Little Bears | 15 to 30 months | \$335.00 |
| 4 Days per Week | Toddlers – Little Bears | 15 to 30 months | \$430.00 |
| 5 Days per Week | Toddlers – Little Bears | 15 to 30 months | \$520.00 |

| <u>Preschool Full Day Care</u> | | | |
|---------------------------------------|------------------------|-------------------|-----------------------------------|
| <u># of Days per Week</u> | <u>Program</u> | <u>Age</u> | <u>Base Fees Per Month</u> |
| 2 Days per Week | Preschool - Chickadees | 30 to 58 months | \$225.00 |
| 3 Days per Week | Preschool - Chickadees | 30 to 58 months | \$315.00 |
| 4 Days per Week | Preschool - Chickadees | 30 to 58 months | \$405.00 |
| 5 Days per Week | Preschool - Chickadees | 30 to 58 months | \$495.00 |

| <u>Under 6 Years - Before School MORNING Care</u> | | | |
|--|-----------------------|-----------------------------|-----------------------------------|
| <u># of Days per Week</u> | <u>Program</u> | <u>Age</u> | <u>Base Fees Per Month</u> |
| 2 Days per Week | BASP AM | JK to Gr. 1 – Under 6 Years | \$100.00 |
| 3 Days per Week | BASP AM | JK to Gr. 1 – Under 6 Years | \$145.00 |
| 4 Days per Week | BASP AM | JK to Gr. 1 – Under 6 Years | \$195.00 |
| 5 Days per Week | BASP AM | JK to Gr. 1 – Under 6 Years | \$230.00 |

| <u>Under 6 Years - After School AFTERNOON Care</u> | | | |
|---|-----------------------|-----------------------------|-----------------------------------|
| <u># of Days per Week</u> | <u>Program</u> | <u>Age</u> | <u>Base Fees Per Month</u> |
| 2 Days per Week | BASP PM | JK to Gr. 1 – Under 6 Years | \$100.00 |
| 3 Days per Week | BASP PM | JK to Gr. 1 – Under 6 Years | \$145.00 |
| 4 Days per Week | BASP PM | JK to Gr. 1 – Under 6 Years | \$195.00 |
| 5 Days per Week | BASP PM | JK to Gr. 1 – Under 6 Years | \$230.00 |

| <u>School Age Gr. 1 to 6 - Before School MORNING Care</u> | | | |
|--|-----------------------|--------------------|-----------------------------------|
| <u># of Days per Week</u> | <u>Program</u> | <u>Age</u> | <u>Base Fees Per Month</u> |
| 2 Days per Week | BASP AM | Grade 1 to Grade 6 | \$120.00 |
| 3 Days per Week | BASP AM | Grade 1 to Grade 6 | \$170.00 |
| 4 Days per Week | BASP AM | Grade 1 to Grade 6 | \$210.00 |
| 5 Days per Week | BASP AM | Grade 1 to Grade 6 | \$250.00 |

| <u>School Age Gr. 1 to 6 - After School AFTERNOON Care</u> | | | |
|---|-----------------------|--------------------|-----------------------------------|
| <u># of Days per Week</u> | <u>Program</u> | <u>Age</u> | <u>Base Fees Per Month</u> |
| 2 Days per Week | BASP PM | Grade 1 to Grade 6 | \$170.00 |
| 3 Days per Week | BASP PM | Grade 1 to Grade 6 | \$240.00 |
| 4 Days per Week | BASP PM | Grade 1 to Grade 6 | \$290.00 |
| 5 Days per Week | BASP PM | Grade 1 to Grade 6 | \$350.00 |

| <u>Base Fees for Additional Care</u> | | | | | |
|---|------------|-------------------------------|----------|----------------------|----------|
| Toddlers | \$27/day | Under 6 Years AM | \$12/day | BASP AM | \$13/day |
| Preschoolers | \$25/day | Under 6 Years PM | \$12/day | BASP PM | \$18/day |
| Registration Fee | \$30/child | Under 6 Years Full Day | \$22/day | BASP Full Day | \$45/day |

| <u>Non Base Fees</u> | | | |
|-------------------------------|--------------------|------------------------------------|---------|
| Extra Care Request Fee | \$5/family request | Overdue Payments/ Late Fees | \$3/per |

School Breaks

The price for full day care for school age children on P.A. days, Christmas Break, March Break, and during the summer can be found in the chart above. Registration for these days will need to be done by contacting the Appleseed office by email or phone.

Accepted Payment Methods

Appleseed accepts payment in the form of e-transfer or cash. All payments are due before the 1st of the upcoming month in advance of services. Alternately, clients may choose to split their payments into two equal parts and submit payments to Appleseed by the 1st and 15th of each month in one of the accepted methods.

Late Fees

If a client fails to submit payment by the 1st of each month (or the 1st and 15th of each month) a late fee will be applied to the clients account at \$3 per day until the necessary payments have been paid. Failure to regularly pay the required fees according to the established due dates may result in withdrawal of care.

Additional Days of Care

If clients request additional days of care beyond their scheduled days of care, a \$5.00 fee will be applied to their account. The \$5.00 administrative fee will be charged upon each request per family, not for each day requested. This \$5.00 administrative fee is non-refundable even if the additional care is cancelled. Cancellation of additional days of care requires a full week's notice or the account will still be charged for the additional day of care.

Permanently Withdrawing from the Program or Cancellation of Additional Days of Care

Appleseed requires a full week's notice for the cancellation of additional days of care or permanently withdrawing a child from the program. Cancellation of registration for full day care for school age children (I.e. March Break care, P.A. Day care, Summer Camp care, etc.) will also require a full week's notice.