



Parent Handbook And Program Statement

Revised April 2018

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For children, PLAY is as natural as breathing, AND AS NECESSARY (Mimi Brodsky Chenfeld, ECE and Author)

Our View of the Child (Ont Reg 137/15 s.s 46.2)

Orillia Central Preschool believes that children are competent, capable of complex thinking, curious, and rich in potential. We believe that children flourish when given the opportunity to make choices, are provided with an environment that offers them reasonable risks and supports their natural curiosity in connecting with the world around them. Our goal at Orillia Central Preschool is to provide an environment that offers all children the opportunity to develop in their own unique way.

Our program and philosophy is consistent with “How does learning happen? Ontario’s Pedagogy for the Early Years”. It is based on the philosophy that children’s play is valued, and that children interact with and learn from their peers. We believe that through intentional play children are encouraged to form positive relationships, make choices, and participate in a full range of activities. Our program is designed to enhance children’s development in all areas, foster self esteem and encourage both independence and interdependence in an environment that is positive and free from coercion.

Children in all our programs are offered a nurturing and comfortable classroom setting where they can creatively explore, investigate and respond to their peers and their teachers. Our rooms are filled with a variety of carefully selected accessories that offer choices for children to examine and manipulate. Children are accepted and encouraged to move throughout the different activity centres set up by our educators that reflect the current interests of our children.

Our Relationships with our Families

Support positive and responsive interactions among the children, parents, child care providers and staff; (Ont Reg 137/15 s.s 46.3 b)

Orillia Central Preschool understands the profoundly important role the family plays in the developmental, emotional and cognitive growth of a child. Our families are the most valuable resource in our organization and provide us with knowledge about their children from a different perspective. We believe that families are experts on their children. At Orillia Central Preschool, we aspire to build strong, reciprocal relationships with our families in order to provide the best care possible for our children.

Glossary

How Does Learning Happen? Ontario’s Pedagogy for the Early Years: Ontario’s professional learning resource guide about learning through relationships for those working with young children and families.

Pedagogy: the understanding of how learning takes place and the philosophy and practice that support that understanding of learning. (How Does Learning Happen?, 2014)

Reciprocal relationships: a relationship between two or more parties that shares information and knowledge.

We invite parents and families to share information with us by being available to them when they drop off and pick up their children. Sometimes it is difficult for parents to find time to meet with our educators, so we are available for telephone conferences and scheduled meeting times with families.

Parents and family members may choose from a number of different ways to participate in the operation of our school. They are welcome to become a member of our Board of Directors, join one of our various committees as well as assist with a variety of practical tasks. We truly appreciate the help of our family members.

Ongoing Communication with Parents and Families

Foster engagement and ongoing communication with parents (Ont Reg 137/15 s.s 46.3 h)

Throughout the course of the year, Orillia Central Preschool holds a number of social functions that we invite all our families, children, community members and friends to attend. We love meeting your family and friends and introducing you to ours. These events give our families an opportunity to meet each other and meet their children’s friends. There is always plenty of food and fun to be had at these venues...not to mention some incredible surprise guests. Please watch our newsletters and our parent bulletin board for dates and times.

HiMama

Foster engagement and ongoing communication with parents (Ont Reg 137/15 s.s 46.3 h)

To complement our important face-to-face interactions with our parents and families, Orillia Central Preschool offers a program called HiMama. HiMama is used by our educators to record activities on their tablets as they happen throughout the day, to keep you informed on everything from nutritional information to fun moments and learning activities. This program provides you with real-time email updates and access to a complete history of your child's experience in our program. The photos are stored safely and securely in a journal format that you can access from home or on the go through HiMama's mobile apps. This is also a great way to reinforce your child’s in-program learning at home as you’ll have timely insight into what they’ve been working on throughout the day.

Your childcare provider will observe your child to assess how they are learning and developing. They will use this information, along with evidence from photographs, videos and work samples, to document their progress and where this might be leading them. Our teachers will update you regularly through informal discussions when you collect your child.

Board of Directors:
OCP and OCP North are governed by 9 volunteer Directors. These Directors are responsible for overseeing policies, procedures and the management of our corporation.

HiMama: an online application that provides families with real time updates of children’s activities.
www.himama.com



Learning through Play and Inquiry

Foster the children's exploration, play and inquiry (Ont Reg 137/15 s.s 46.3 d)

Children learn best through play. "Experts recognize that play and academic work are not distinct categories for young children: creating, doing, and learning are inextricably linked. When children are engaged in purposeful play, they are discovering, creating, improvising, and expanding their learning." (Council of Ministers of Education, Canada, 2012)

Play is absolutely fundamental to our program. We, at Orillia Central Preschool believe that through play our children build their sense of self worth. Play nurtures our children's creativity, and aids in their development of strength and coordination. Children learn to solve problems while playing; they begin to develop social skills and competence skills. Play promotes a child's development and development enhances a child's play experience. This is an upward spiral of growth and learning.

Child-initiated and Adult-supported Experiences

(Ont Reg 137/15 s.s 46.3 e)

"Every child is an active and engaged learner who explores the world with body, mind and senses." (How Does Learning Happen, 2014) Our educators enrich our children's play, inquiry and exploration within the preschool environment by following the child's lead. They observe and document the interests of the children by joining them in play. By becoming participants **in** the program as opposed to teachers **of** the program our educators are able to foster the children's engagement. We continue to support these learning opportunities by modeling, facilitating, challenging and questioning the children during play.

Creating Positive Learning Environments and Experiences

(Ont Reg 137/15 s.s 46.3 f)

Our learning environments are arranged to promote investigation. Materials are available to the children throughout the day including shelves with loose parts and open ended materials, unique activity centers and boundless creative supplies all thoughtfully organized and based on the interests of the children. We understand that children need time to explore the many facets of their environment. We limit our transitions throughout the day to allow our children time to fulfill their natural curiosity in exploration.

Purposeful Play: is not just any play. This type of play is enjoyable and it allows children to make meaning out of their experiences. It requires teachers to thoughtfully plan for the play experiences and organize the environment to facilitate the child's play.

<https://www.schoolbag.sg>

Learning environment: is a combination of social and physical qualities that create the classroom experience. It includes classroom management procedures, as well as the way the space is organized, furnished and maintained.

Through observation and documentation our educators will monitor each child's development to ensure the needs of all our children are met. Our educators perform screenings on all children at developmental milestones and have received certification in the "Early Referral Identification Kit". With the aid of these screenings we are able to plan and implement activities that will scaffold the learning and development of all children in our care.

Supporting our Children's Ability to Self-regulate and Communicate

Encourage the children to interact and communicate in a positive way and support their ability to self-regulate
(Ont Reg 137/15 s.s 46.3 c)

Self-regulation is an essential function for healthy children. At Orillia Central preschool we believe in the importance of fostering children's abilities to meet life's challenges. That is, their ability to self-regulate. There are a growing number of studies showing that self-regulation lays a foundation for a child's long-term physical, psychological, behavioral, and educational well-being. (Shanker, 2012)

By modeling appropriate behaviour, remaining calm, and using positive behaviour management our educators demonstrate to our children how to accomplish tasks and use the self-regulation needed to complete them. Our staff respect the children as individuals by accepting who they are as people, supporting them with their choices, acknowledging their actions and language and supporting their decision making process.

We believe that as children learn to solve problems and take care of their own needs they begin to approach new situations with a sense of confidence in their own ability to create and try various solutions. We offer our children choices, allow them to make decisions and provide them with opportunities to take reasonable risks.

Our emphasis is on building skills and focusing on what our children do well. Children are helped to learn better ways to communicate with their peers. We encourage communication with our children by taking opportunities throughout the day to speak naturally with them about what they are doing. All our snacks and meals are served in a family style setting providing a forum for open conversation.

Early Referral Identification Kit

(ERIK): A screening tool to promote early identification of children at risk for developmental delays. If a child is identified a referral to Early Intervention Services, Preschool Speech and Language Program and other services will be started.

Self-regulation: the ability to stay calmly focused and alert, which often involves – but cannot be reduced to – self-control.

Stuart Shanker: a distinguished Research Professor of Philosophy and Psychology and Director of the Milton and Ethel Harris Research Initiative at York University.

Reasonable Risk: providing opportunities for all children to encounter or create uncertainty and unpredictability, as part of their play.

Seeds of Empathy

Encourage children to interact and communicate positively and support their ability to self-regulate
(Ont Reg 137/15 s.s 46.3 c)

Orillia Central Preschool is proud to offer the internationally acclaimed “Seeds of Empathy” program which aids in providing our children with emotional literacy, social competence and empathy. This program enriches our children’s emotional vocabulary giving words to emotions they want to express. “The earlier we help our little ones with recognizing their feeling as well as others is the best way to instill this practice. They will carry this throughout their life time. They will learn to stop aggression and develop self-control. Empathy should be practiced in all schools and programs right along with Health, Literacy, and Culture.” (Seeds of Empathy Centre, Campbell River, British Columbia, Canada)

At the heart of the program are a neighbourhood infant and parent who visit the centre every three weeks over the program year. The baby is the "Teacher" and a lever, which helps children identify and reflect on their own feelings and the feelings of others. In Seeds of Empathy, we use stories to help children explore their own feelings and take the perspective of others. Attitudes to reading are formed early through trusting relationships, which is what makes Early Childhood Educators powerful role models. (Seeds of Empathy)

Inside, Outside, Upside Down

Incorporate Indoor and outdoor play, as well as active play, rest and quiet time, into the day and give consideration to the individual needs of the children receiving child care (Ont Reg 137/15 46.3 g)

At Orillia Central Preschool we understand that daily routines offer children a sense of stability. We work to provide our children with a schedule that is consistent yet remains flexible and responsive to the individual needs of each child. Flexible schedules allow us to capitalize on those moments when children discover something that interests them. We realize the importance of a healthy balance between indoor play and outdoor play, quiet time and busier time as well as group play and individual play.

Children are learning everywhere and all the time. At Orillia Central Preschool we plan for our children to spend a minimum of two hours a day outside, weather permitting. We believe our outdoor environment is a great place for all children to learn. Here they can practice and master emerging skills. It is in the outdoors that children can fully and freely experience motor skills like running, leaping, and jumping.

Seeds of Empathy: a program designed to foster social and emotional competence and early literacy skills and attitudes in children 3 to 5 years old.

Emotional Literacy: is the ability to express feelings with specific feeling words.

Child Care and Early Years Act (CCEYA): legislation that replaced the “Day Nurseries Act” in Ontario as of August 31, 2015. All licensed child care facilities are mandated by this Act.



Children can perform other such manipulative skills as pushing a swing, pulling a wagon, and lifting and carrying movable objects. We encourage our children to invent games and participate in play. As they do, they are able to express themselves and learn about the world in their own way. We create an environment to help each child feel safe and in control, which promotes autonomy, decision-making and organizational skills.

Our Staff

Support continuous learning of educators (Ont Reg 137/15 s.s 46.3 j)

Well-trained educators enrich each child's interaction within the preschool environment. Registered Early Childhood Educators are selected because of their specialized knowledge, care giving skills and experience in child guidance in accordance with the "Child Care and Early Years Act. The professional educators at our Centres participate as co-learners with our families and our children. They learn with the children and from the children. This relationship allows our educators to become involved in play with our children, supporting their development and extending their learning.

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Continuous Learning (Ont Reg 137/15 s.s 46.3 j)

Our dedicated staff continues their learning throughout their entire career. Our teachers are reflective practitioners. They attend practicum, seminars and conferences each year to keep up to date with current trends in early childhood development and contemporary teaching strategies. Our educators collaborate and reflect with other child practitioners to share ideas and strategies.

Program Statement and Philosophy Review

(Ont Reg 137/15 s.s 46.3 k)

Orillia Central Preschool's program statement and philosophy are re-evaluated regularly to reflect changes within the Child Care and Early Years Act and ideologies in "How Does Learning Happen? Ontario's Pedagogy for the Early Years" (2014). We review the effects of our program in the classroom and constantly work to ensure we meet the changing needs of our children. Parents and staff are requested to complete annual surveys to ensure adherence to all policies and to reflect the changing needs and trends in child care.

All staff review the Policies and Procedures set forward by our Board of Directors on an annual basis.

College of Early Childhood Educators (CECE): is the regulatory college for Early Childhood Educators (ECEs). Registration with the college is mandatory if you wish to work in a position labeled early childhood educator and/or call yourself an early childhood educator.

Co-learner: teachers work with students and families to search for understanding, meaning, or solutions to ideas and problems.

Reflective Practitioner: someone who, at regular intervals, looks back at the work they do, and the work process, and considers how they can improve. They 'reflect' on the work they have done. They are not happy to carry on at the current standard, they want to improve, they do not believe in the saying, 'if it ain't broke don't fix it'.

Health, Safety and Nutrition

Promote the health, safety, nutrition and well-being of children
(Ont Reg 137/15 s.s 46.3a)

The following guidelines have been created to aid in the maintenance of good health for your child and all other children in the class. We are a centre for “healthy” children. A child who is not well does not benefit from our program and can adversely affect the health of our other children. If you have any doubts about your child’s health, please keep your child home and contact your family doctor. In the event your child becomes sick while at the centre, you will be promptly notified. We expect that you will come to the school as quickly as possible to take your child home.

We stress the importance of arranging a “back up” caregiver for those days when your child is not well enough to attend preschool.

In the event of the following, we ask you to keep your child at home:

- A communicable disease*
- Fever
- Rash of any kind until diagnosed, treated, or declared harmless by a medical practitioner
- Bad colds (extreme coughing, sneezing, purulent discharge)
- Diarrhea**
- Vomiting**
- Red or matting eyes
- Head lice – Please note; Head lice are easily transmittable. Children who have head lice and/or nits are not permitted to attend Orillia Central Preschool until their hair has been treated with the applicable shampoo and all nits have been removed.

*If your child has been absent due to an infectious disease, a doctor’s certificate may be required the day that your child returns to class.

Diarrhea and vomiting require 24 hours away from centre starting with the last onset of symptoms. **In case of an outbreak, exclusion will be 48 hours.

Communicable Disease: a disease that is transmitted through direct contact with an infected individual or indirectly through a vector.

Administration of Medications:

Promote the health, safety, nutrition and well-being of children (Ont Reg 137/15 s.s 46.3 a)

Orillia Central Preschool will only administer a medication to a child where a parent or physician has given written authorization for the administration of the drug or medication. Included with the authorization there must be a schedule that sets out the times the drug or medication is to be given and amounts to be administered. The Drug or medication will only be accepted from the original container as supplied by a pharmacist or the original package of purchase. The container or package must be clearly labeled with the child's name, name of the drug, the dosage of the medication as well as date of purchase and expiration. Ask your educator or the Executive Director for a medication disbursement form.

Anaphylaxis:

Promote the health, safety, nutrition and well-being of children (Ont Reg 137/15 s.s 46.3 a)

Orillia Central Preschool is committed to ensuring a strategy is in place that is in line with Sabrina's Law, 2005 and O.Reg 137/15, subsection 39 of the Childcare and Early Years Act 2014, to reduce the risk of exposure to anaphylactic causative agents. Orillia Central Preschool will:

- Ensure all employees, volunteers, and placement students are aware of the Anaphylactic Policy and each child's Emergency Medical Treatment plan.
- Assist in supporting the needs of a child with severe allergy.
- Provide information on anaphylaxis to employees, volunteers and placement students.

Immunizations:

Promote the health, safety, nutrition and well-being of children (Ont Reg 137/15 s.s 46.3 a)

All children enrolled at Orillia Central Preschool must be immunized and a record of such is required to be on file with us. Where a parent or guardian objects to immunizations on the grounds the immunization conflicts with the sincerely held convictions of the child or family based on their religion or conscience, a written objection must be provided to the Executive Director. If a legally qualified medical practitioner gives medical reasons in writing to the Executive Director as to why the person should not be immunized, a child will be exempt from these criteria.

Anaphylaxis: a severe, potentially life-threatening allergic reaction. It can occur within seconds or minutes of exposure to something you're allergic to, such as a peanut or the venom from a bee sting.

Special Health Conditions:

Promote the health, safety, nutrition and well-being of children (Ont Reg 137/15 s.s 46.3 a)

It is important that you advise us of any special health programs or special diets your child(ren) require. In order to treat your child appropriately, we may request copies of doctor's reports or other information you may have about your child's condition. In a case where staff require specialized training, a child will only be admitted or readmitted after the training has been completed.

Nutrition:

Promote the health, safety, nutrition and well-being of children (Ont Reg 137/15 s.s 46.3 a)

At Orillia Central Preschool, children are served nutritious lunches and two snacks daily that meet the requirements of the Health Canada documents "Eating Well with Canada's Food Guide", "Nutrition for Healthy Term Infants" and the Simcoe Muskoka District Health Units guidelines. We encourage the children in our care to try a variety of different foods and our educators model proper eating habits. Our goal is to assist the children with the development of lifelong healthy eating habits. Each week our menus are posted on our Parent Information board showing the represented food groups for easier readability.

If a child requires a specialized menu as recommended through a doctor, the Executive Director and Chef will consult with the family on a case by case basis.

Due to the risk of unintentional cross-contamination of potentially deadly allergens, Orillia Central Preschool does not allow food not prepared by our Chef to enter into the school. Parents are not permitted to bring any food, drink, snacks etc. into the Centre at any time. If a child will be arriving more than one hour before the regularly posted snack time, a healthy snack will be provided by the Preschool.

Community Partners

Involve local community partners and allow those partners to support the children, their families and staff;
(Ont Reg 137/15 s.s 46.3 i)

Orillia Central Preschool is a proud partner of Catulpa Community Support Services. The Resource Program works closely with parents to develop an individualized plan of intervention, as the home setting is one of the most influential environments. Other professionals such as Speech and Language Pathologists, Occupational Therapists, Physiotherapists, Pediatrician and a Psychologist may assess the child and contribute to the individualized plan.

"Eating Well with Canada's Food Guide": created by Health Canada and replaces the 1992 version called "Canada's Food Guide to Healthy Eating". It is an eating plan to help children, teens and adults make healthy food choices.

"Nutrition for Healthy Term Infants": a joint statement of Health Canada, Canadian Paediatric Society, Dietitians of Canada, and Breastfeeding Committee for Canada that promotes the communication of accurate and consistent messages on infant nutrition in the first six months.

Cross-contamination: occurs when harmful bacteria or allergens spread to food from other food, surfaces, hands or equipment.

Catulpa Community Support Services: a community-based, multi service agency supporting individuals and families throughout Simcoe County. Services include: Supports for children and adults who have developmental disabilities, and their families.

Service Coordination to help families navigate a complicated system is offered to every family. In addition to working close with families, The Early Intervention Program also provides support and/or consultation to preschool programs so that children with special needs can participate fully with their peers. This Program also works with the School Boards to ensure a smooth transition for kindergarten or junior kindergarten.

If you have any questions or concerns you can talk to your child's teacher, the Executive Director or call Catulpa Community Services office at (705)326-2214.

Orillia Central Preschool shares many interests with our Community Partners. We are frequent visitors to our local Fire and Police Departments, Canada Post Office and neighbourhood Grocers. We have eagerly hosted Public Health Nurses and local pet stores who bring a wealth of information and fun to our Centers.

Prohibited Practices

In keeping with the requirements of the CCEYA and the policies and procedures of Orillia Central Preschool, **no preschool staff member will resort to:**

1. Corporal punishment of the child;
2. Physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
3. Locking the exits of the child care centre for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;
4. Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;
5. food, drink, shelter, sleep toilet use, clothing or bedding; or
6. Inflicting any bodily harm on children including making children eat or drink against their will.

Speech and Language

Pathologist: a highly-trained professional who evaluates and treats children and adults who have difficulty with speech or language.

Occupational

Therapist: specific knowledge to enable children and adults to engage in activities of daily living that has meaning and value. OT's work to develop, improve, sustain, or restore independence to any person who has an injury, illness, disability or psychological dysfunction.

Our History

From 1985 to 1994, Orillia Central Preschool was part of Catulpa Tamarac Child and Family Services. On October 1, 1994, Orillia Central Preschool officially became a separate, non-profit, charitable corporation governed by a Community Board of Directors. The Preschool ran a half day morning programs for 2 ½ to 5 year olds in the Purple Room, from 9:00am to 12:00pm. The Board of Directors has worked hard over the past few years to ensure that Orillia Central Preschool maintains its positive and innovative image.

In April of 1996 Orillia Central Preschool opened another exciting program, the LEAP Infant Daycare on the second floor. This program was developed for children of teen parents returning to school at the Alternative High School also located on the second floor. LEAP stands for Learning, Earning, and Parenting. The daycare is only one part of a community project to support teen parents and their children

In September of 1997 Orillia Central Preschool began providing **full day** services within the preschool and toddler programs. The Red, Blue, Yellow, and Green Rooms now run full daycare programs.

In January of 2003, the Preschool expanded the infant room to incorporate working families as well as our teen parents, providing **full day** infant care to the community. This program runs Monday to Friday, 7:30am to 5:00pm.

In September 2005, our hours of operation were extended to meet the growing needs of the population.

In June of 2008, the Preschool hosted its first O.C.P. School Readiness Program for children who were getting ready to start junior kindergarten in September 2008. Many of our parents requested this and we were happy to work with them to get their children comfortable with the daycare/school transition.

Currently Orillia Central Preschool provides care for children from 4 weeks to 6 years of age in five specialized classrooms.

In January of 2014, Orillia Central Preschool acquired another location so we could serve our families better. Our new site, Orillia Central Preschool North is located at 547 Laclie Street in

Orillia. This location offers a before and after school program. Orillia Central Preschool North provides care for children ages 1 month – 12 years.

In September 2016 Orillia Central Preschool began a “Before and After” School Program at Orchard Park Elementary School, located at 24 Calverly Street. Our full day child care program moved from the historic Orillia Central School in June 2017 and began operating out of the Orchard Park location, where we continue to care for children ages 1 month to 12 years old.

Fees

The Board of Directors sets fees on recommendation of the Office Supervisor, Orillia Central Preschool. As fees are based on the yearly expenses of the Preschool, you are required to pay for all the days your child is registered, even when he / she is away due to illness.

Families are required to pay a non-refundable \$25.00 registration fee. Orillia Central Preschool accepts cash, cheques and e-transfers for payment. Please speak to the Office Supervisor for instructions.

Fees are the major source of income to support the operation of the preschool. Fees are charged for the scheduled number of days that each child attends each week.

The receipt of monthly fees is critical to the ongoing operation of Orillia Central Preschool. No funds are held in reserve to cover any short fall. Therefore, fees MUST be paid by the 20th of each month. A fee of \$20.00 will be charged after the 30th of each month. If fees are not paid by the 30th of each month, services will be suspended unless other arrangements are made. The space will then be available to be filled from the waiting list.

Admission and Discharge Policy

Children are admitted on a first come, first served basis. A current waiting list is maintained to fill vacancies as they occur.

We suggest parents and children visit our centre before a child is enrolled to familiarize parents and children with the surroundings, to meet the teachers, ask questions, and complete admission forms prior to enrolment. For the first week or so, parents are welcome to stay with their child at the beginning of the day in order to reassure him/her and minimize fears until the parent and the child become more comfortable.

Please supply the following items for your child: indoor shoes, blanket, soft stuffed toy for sleeping, a complete change of clothes, two weeks' supply of disposable diapers where necessary. **Please put your child's name on as many things as possible.**

WITHDRAW CRITERIA

Please note that notice of permanent withdrawal must be given in writing, two weeks in advance. A permanent space cannot be guaranteed if a parent wishes to temporarily withdraw his/her child. Therefore, the child will be placed on a waiting list.

**ORILLIA CENTRAL PRESCHOOL MAY TERMINATE SERVICES IF POLICIES ARE NOT FOLLOWED OR FEES ARE NOT PAID.
CHILDCARE FEE CHART**

PROGRAM INFORMATION

ROOM	AGE	TIME	FEE
PRESCHOOL	2.5 - 5 years	6:30am - 6:00pm	\$42.75/day Includes lunch and snacks
TODDLER	18 months - 2.5 years	6:30am - 6:00pm	\$45.50/day Includes lunch and snacks
INFANT	birth - 18 months	7:30am - 5:00pm	\$56.75/day Includes lunch and snacks
Before and After School Orchard Park, St Bernard's and Brechin ONLY		Ages JK – 12 years	Before School \$9.45 After School \$13.80 Before and After School \$18.90 Full Day Rate (PA days, holidays- not summer) \$34.20

Before and After School Operation

Our Before School program runs from 6:30am to 8:30am for children in JK to 12 years. The After School Program runs from 3:10pm to 6:00pm.

A minimum number of children are required in order for this program to operate. Families are asked about their before and after school child care needs in a survey each year to determine if a program has the minimum number of children required to operate. There is no guarantee a program will operate in a school from year to year.

View which schools are offering B&A's at www.scdb.on.ca-Schools-BeforeandAfterSchoolCare or speak with someone in the Orchard Park school office.

Detailed information about B&A's is available in the SCDSB's "Before and After School Programs: Parent Handbook".

Statutory & Civic Holidays

The following Statutory & Civic Holidays are observed: FAMILY DAY, GOOD FRIDAY, VICTORIA DAY, CANADA DAY, CIVIC HOLIDAY, LABOUR DAY, THANKSGIVING DAY, CHRISTMAS DAY, BOXING DAY and NEW YEARS DAY. Parents are required to pay if a holiday falls on one of their regularly scheduled days to attend Orillia Central Preschool.

Subsidy

Government subsidy is available for those families who are approved by the County of Simcoe's Children Services Department. For more information regarding eligibility for subsidy, please call 705-722-3132.

Holidays (Full day children)

Every family registered for daycare only; will receive 2 weeks of holidays throughout the year. This entitles a family to take their child out of the child care center, without charge, for two regular scheduled weeks. For example, if your child comes to daycare every Monday, Wednesday and Friday, you will be entitled to 6 days of holidays without charge. If your child comes Mon-Fri, then you will be entitled to 10 holiday days. This holiday cannot be held over for the next year and must be taken in the calendar year (January-December).

The Executive Director of Orillia Central Preschool **must receive this request in writing at least 2 weeks prior to the vacation.** Holidays cannot be used for sick days.

Operation Time

Orillia Central Preschool runs a year round program for all programs. Our hours of operation will be from 6:30am until 6:00pm. Parents will be asked in early November for Christmas Schedules and will be asked in early April for summer schedules. The Board of Directors will annually review the Christmas Break period and advise the school's hours of operation. **The Preschool may remain closed for the period of time between Christmas Eve and New Year's Day, depending on the calendar year.**

Our educators work diligently to plan and implement programs that are both engaging and reflective of the children in the classrooms. With respect for their hard work and dedication, we ask that parents and guardians please attempt to have their children at the school no later than 9:30am. If for some reason you will need to be late, please contact the school by phone or email so that the educators in the classroom may be advised of the late arrival.

Inclement Weather

The preschool is rarely closed due to bad weather OR unforeseen circumstances, but if it becomes necessary for the safety of our families and staff, the closure will be announced by 7:30am on the local radio stations Kicks 106 and ROCK 95.7 and on the preschool answering service, 705-327-2764. Please check our website, Face book page and HiMama for school closures.

Arrival and Pick Up

The parent/guardian is required to sign their child(ren) in and out each day on the sheet provided in your child's classroom.

Young children depend upon regular routines for their own sense of security. We recommend that you establish fixed hours to pick up and drop off your child.

Parents are responsible for the transportation of their child to and from the preschool. **Children are to be accompanied into the Centre and a teacher notified of their arrival. You are responsible for your child up until the teacher has been notified of his/her arrival.** Parents are responsible for any children not registered in the programs, e.g. siblings, friends that they may bring to the centre.

Please notify the Preschool if your child will be absent. Regular contact with the parents is very important. Please take time to speak with the staff about your child's day.

Parent must inform staff when anyone other than them will be picking up their child. If the person is unknown to the staff, they will be asked for identification. In the case of separated parents, the Preschool is responsible to the parent who enrolls the child and will follow that parent's wishes as to who picks up their child. Please submit a copy of custody papers if there is a legal agreement between parents. If an unauthorized person tries to pick up the child, the following steps will be taken.

The child will be kept with another staff member while the parent is being contacted.

If the parent cannot be reached, the child will be kept at the centre until the parent can be reached for confirmation.

If the parent does not give confirmation, the person trying to pick up the child will be asked to leave. **The police will be called for support if necessary.**

Out of concern for the children in our care, if staff suspects that a parent or other authorized person picking up a child is impaired, (e.g. Alcohol or drugs). The following steps will be taken:

Staff will advise the person of their concern and encourage him/her to arrange alternative transportation for him/herself and the child.

If the person refuses and leaves with the child, staff will contact police and advise them of the situation.

Upon pick up, you are responsible for your child once you have made contact with him/her. We are obligated to inform CAS.

Late Fee

Parents who are late at pick up time will be billed a LATE FEE.

\$1.00/min between 6:00 pm to 6:15 pm

\$2.00/min between 6:16 pm to 7:00 pm

At 6:00 pm if the Preschool has not been contacted by the parent/guardian as to a pick up time, staff will begin to contact authorized names on the pickup list and/or emergency list from the child's registration application.

If no contact has been made by **6:45pm**, both the Ontario Provincial Police and Children's Aid Society will be contacted and the child will be released into their care at 7:00pm.

Late fees must be paid in cash to the Office on the child's next scheduled day, otherwise care will be denied.

Wait List

Orillia Central Preschool will place perspective families on a Wait List for child care services. There is NO fee charged for this service.

Parking

There is parking at the back of the school for arrival and pick up. The front drive is reserved for emergency use only. Due to the large number of cars driving in and out, we ask that you closely monitor your children's movements and not leave young siblings alone in your car. Please remember to think of others when you are parking: leave room for cars from the back row to get out, and leave room for cars to drive through. **Please remember to NOT park in the "HANDICAPPED PARKING" or the municipal lot.**

Field Trips

Throughout the year trips are made to special places of interest. If a field trip requires transportation, a notice will be sent home in advance of the excursion informing parents of the destination time and date. It will also include a permission slip to be signed and returned. If the excursion is within walking distance of the school, the teachers will

determine if a notice needs to be sent home. Make sure that your child comes to school with appropriate clothing for outdoor activities.

Clothing and Possessions

Children should be dressed in clothing that is appropriate for physical activity, the weather and the season. Remember that outdoor activities are part of our program. A second set of clothing should be brought daily to the preschool in case of accidents. Soft-soled shoes are necessary for optimum participation in the program. Children will only be permitted to go to the basement for large muscle activities if they have shoes on. There are close to 140 children attending the preschool in a week, so it would be helpful if clothing were LABELLED with your child's name. We prefer that children's personal toys stay at home as we cannot be responsible for damage or loss.

Bulletin Boards

Parents are asked to check the Parent Info Board in the main hallway. This board will have weekly snack and lunch schedules, special activities, communicable diseases, monthly fire drills and other pertinent information that parents need to know.

Files

The CCEYA, section 72, requires that the school keep a file on each child. Each file includes the registration and medical forms, and pertinent information about the child. If a parent wishes to see their child's file, please make an appointment with the office.

Board of Directors

The Board of Directors for the corporation of ORILLIA CENTRAL PRESCHOOL is composed of a maximum of nine members from our parent membership and from the community. It is an active, hands on involvement with lots of opportunity to meet others and gain skills and experience. If you are interested please see the Executive Director.

Child Abuse

Our staff has received training regarding the observation of signs and symptoms of abuse. We are required by law to report any occurrences of suspected child abuse to the Children's Aid Society, Simcoe County.

Confidentiality

Information from the parent or guardian is for the use of Preschool staff only, and is of the type to aid in providing appropriate and adequate childcare.

Information is kept in confidence and only released with consent of parent/guardian.

All children's records are property of Orillia Central Preschool.
Parents/guardians have access to child's records when requested.

Parents are encouraged to follow the same guidelines as the staff, and not share any personal information they may have about other children of families or staff that they may have contact with in the centre.

REQUIREMENTS TO POST SERIOUS OCCURANCES IN LICENSED CHILD CARE PROGRAMS

The safety and well-being of your child(ren) is our highest priority and we work diligently to provide a safe, creative and nurturing environment for each child. However, serious occurrences can sometimes take place.

Effective November 1, 2011, the Ontario government has introduced that all childcare centres are required to post information about serious occurrences that happen at the centre in a visible area for 10 days. A serious occurrence could include; serious injury to a child, fire or other disaster on site and/or a complaint about the standard of service.

Our centre is already required to report serious occurrences to the Ministry of Education, which is responsible for child care licensing. This new policy requires us to post information in our centre so that parents also have access to information about the incident, outline follow-up actions taken and the outcomes, and preventative measures if applicable while respecting the privacy of the individuals involved.

ADDITIONS TO THE VOLUNTEERS AND PLACEMENT STUDENT POLICY

We are an active partner in our community and are continually involved in mentoring opportunities to promote the importance of Early Childhood Education. Throughout the year we encourage and welcome volunteers and placement students to participate in our child care program.

Effective September 6, 2011, all childcare centres are required to develop and implement a policy for the supervision of volunteers and placement students in childcare programs. The policy clarifies that volunteers and placement students do not have unsupervised access to the children and do not count in staffing ratios at our centre.

We already maintain an Orillia Central Preschool and student policy that states; volunteers and students do not have unsupervised access to the children and at no time do volunteers and placement student's count in ratios.

Emergency Management

Orillia Central Preschool has Emergency Management Policies and Procedures in place in the event of an emergency. Parents will be notified via HiMama and/or telephone. Our long term evacuation site is:

Orillia Central Preschool North
547 Laclie Street, Orillia ON
705-327-5764

Parent Issues and Concerns Policy

Purpose

At Orillia Central Preschool, we believe that the parent has the most fundamental role in their child's life. We feel very strongly that the parent is, first and foremost, the most important influence for a child. This translates into the practice at Orillia Central Preschool, as our educators work diligently to form trusting, reciprocal relationships with each and every parent and/or guardian in our program.

We feel that transparency is vital to creating long-lasting bonds between our program staff and our parents. As part of our commitment to transparency, we outline specific processes for parents and guardians to follow when bringing forward an issue or concern.

Policy

1. Any issue or concern raised by a parent/guardian is taken seriously at Orillia Central Preschool and will be addressed immediately. Every effort will be made by the licensee, program staff or supervisor to address and resolve the issue or concern to the satisfaction of all parties.
2. Issues and concerns may be brought forth to the program staff, supervisor or licensee verbally, or in writing. Responses and resolutions will be provided verbally, or in writing upon request. All responses will respect and maintain the confidentiality of all parties involved.
3. Parents/guardians will be provided with an initial response to their issue or concern **within 3 business days**. The parent/guardian who brought forth the issue or concern will be kept informed throughout the entire resolution process.
4. Any and all investigations of issues or concerns will remain fair, impartial and respectful to all parties involved.
5. Any and all issues and concerns will be treated to the highest level of confidentiality and every effort will be made by those involved to protect the privacy of all parties (parents/guardians, children, program staff, supervisors, students/volunteers) except in the case that information must be shared with the appropriate authorities (i.e. Ministry of Education, College of Early Childhood Educators, local law enforcement agencies, and/or Simcoe Muskoka Family Connexions) for legal reasons.

Orillia Central Preschool prides itself on maintaining a high standard of communication, engagement and respect. We do not tolerate any form of discrimination or harassment from any party. If at any point a parent/guardian, supervisor or program staff member feels uncomfortable, threatened abused or belittled, s/he may immediately end the conversation and report the situation to the supervisor or licensee.

Glossary

Reciprocal relationships: a relationship between two or more parties that shares information and knowledge.

Simcoe Muskoka Family Connexions: A new integrated child and family services agency – formerly Simcoe Children's Aid Society and Family, Youth and Child Services of Muskoka

Discrimination: An action or a decision that treats a person or a group negatively for reasons such as race, gender, or disability

Harassment: A form of discrimination; unwanted physical or verbal behaviour that offends or humiliates a person; generally persists

Procedures

Nature of Issue/Concern	Steps for Parents/Guardians to Report Issue/Concern	Steps for Program Staff and/or Licensee in Responding to Issue/Concern
<p>Program Related Issue/Concern (i.e. sleep schedule, feeding, indoor/outdoor activities, toilet training, daily schedule, etc.)</p>	<p>Raise the issue/concern to:</p> <ul style="list-style-type: none"> - the program staff directly <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> - the supervisor or licensee 	<p>Address the issue/concern at the time it is raised</p> <p style="text-align: center;">OR</p> <p>arrange for a meeting with the parent/guardian within 5 business days</p>
<p>General/Centre Related Issue/Concern (i.e child care fees, hours of operation, wait lists, staffing, menus, etc.)</p>	<p>Raise the issue or concern to:</p> <ul style="list-style-type: none"> - the supervisor or licensee 	<p>Document the issues/concerns in detail. Documentation should include:</p> <ul style="list-style-type: none"> • the date and time the issue/concern was received • the name of the person who received the issue/concern • the name of the person reporting the issue/concern • the details of the issue/concern and any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral
<p>Staff Related Issue/Concerns (i.e. program staff, supervisor, licensee, etc.)</p>	<p>Raise the issue or concern to:</p> <ul style="list-style-type: none"> - the individual directly <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> - the supervisor or licensee <p>All issues or concerns about the conduct of a staff member that puts a child’s health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation</p>	<p>Provide contact information for the appropriate person(s) if the person being notified is unable to address the matter</p>
<p>Student/Volunteer Related Issue/Concern (i.e. high school students, college/university placement students, parent volunteers, etc.)</p>	<p>Raise the issue or concern to:</p> <ul style="list-style-type: none"> - the staff responsible for supervising the volunteer/student <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> - the supervisor and/or licensee <p>All issues or concerns about the conduct of a student and/or volunteer that puts a child’s health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation</p>	<p>Ensure the investigation of the issue/concern is initiated by the appropriate party within 3 business days or as soon as reasonably possible thereafter.</p> <p>Document reasons for delay in writing.</p> <p>Provide resolution or outcome to the parent/guardian who raised the issue/concern.</p>

Escalation of Issue/Concern

Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may request to escalate the issue or concern in writing to the Executive Director and/or Board of Directors.

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

Issues/concerns may also be reported to other relevant regulatory bodies (i.e local public health department, local authorities, Ministry of Environment, Ministry of Labour, College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers, etc.) where appropriate.

Concerns about the suspected Abuse or Neglect of a child

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

If a parent/guardian expresses concerns that a child is being abused or neglected, OCP staff will advise the party to contact Family Connexions directly.

As a member of OCP, the staff that has become aware of an abuse/neglect concern is responsible for reporting this information to Family Connexions as per the "Duty to Report" requirement under the *Child and Family Services Act*.

Contacts

MaryAnn McLennan, Executive Director, Orillia Central Preschool: (705) 327-2764 or ocp@rogers.com

Jill Colin, President of Board of Directors, Orillia Central Preschool: jacolin@osmh.on.ca

Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or childcare_ontario@ontario.ca

Simcoe Muskoka District Health Unit, Investigation and Enforcement Sector, Day Nurseries: 1-877-721-7520

Simcoe Muskoka Family Connexions (CAS), Simcoe County: [1-800-461-4236](tel:1-800-461-4236) in Muskoka: 1-800-680-4426

ORILLIA CENTRAL PRESCHOOL CONTACT INFORMATION

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