



# Orchard Park Summer Camp: Parent Handbook And Program Statement



Revised May 2022

## Table of Contents

<b>Our View of the Child</b> (Ont Reg 137/15 46.2).....	<b>5</b>
<b>Our Relationships with Families</b> .....	<b>5, 6</b>
Support positive and responsive interactions among the children, parents, child care providers and staff (Ont Reg 137/15 s.s 46.3 b)	
<b>Learning through Play and Inquiry</b> .....	<b>6</b>
Foster the children’s exploration, play and inquiry (137/15 s.s 46.3 d)	
<b>Child-initiated and Adult-supported Experiences</b> (Ont Reg 137/15 s.s 46.3 e) .....	<b>6</b>
<b>Creating Positive Learning Environments and Experiences</b> (Ont Reg 137/15 s.s 46.3 f) .....	<b>7</b>
<b>Supporting Self regulation and Communication</b> .....	<b>7</b>
Encourage children to interact and communicate positively and support their ability to self-regulate (Ont Reg 137/15 s.s 46.3 c)	
<b>Inside, Outside, Upside Down</b> .....	<b>7, 8</b>
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)	
<b>Our Staff</b> .....	<b>8</b>
Support continuous learning of educators (Ont Reg 137/15 s.s 46.3 j)	
<b>Program Statement and Philosophy Review</b> (Ont Reg 137/15 s.s 46.3 k).....	<b>9</b>
<b>Health and Safety</b> .....	<b>9,10</b>
Promote the health, safety, nutrition and well-being of children (Ont Reg 137/15 s.s 46.3 a)	
<b>Administration of Medication</b> .....	<b>10</b>
Promote the health, safety, nutrition and well-being of children (Ont Reg 137/15 s.s 46.3 a)	
<b>Anaphylaxis</b> ... ..	<b>10</b>
Promote the health, safety, nutrition and well-being of children (Ont Reg 137/15 s.s 46.3 a)	
<b>Special Health Conditions</b> ... ..	<b>10</b>
Promote the health, safety, nutrition and well-being of children (Ont Reg 137/15 s.s 46.3 a)	
<b>Immunizations</b> ... ..	<b>11</b>
Promote the health, safety, nutrition and well-being of children (Ont Reg 137/15 s.s 46.3 a)	
<b>Summer means Sun! Sun means Heat.</b> .....	<b>11</b>
Promote the health, safety, nutrition and well-being of children (Ont Reg 137/15 s.s 46.3 a)	

<b>Nutrition .....</b>	<b>11</b>
Promote the health, safety, nutrition and well-being of children (Ont Reg 137/15 s.s 46.3 a)	
<b>School Age Bagged Lunch Policy... ..</b>	<b>12</b>
<b>Community Partners.....</b>	<b>13</b>
Involve local community partners (Ont Reg 137/15 s.s 46.3 i)	
<b>Prohibited Practices.....</b>	<b>13,14</b>
<b>Our History .....</b>	<b>14,15</b>
<b>Fees... ..</b>	<b>15</b>
<b>Admission and Discharge Policy.....</b>	<b>15</b>
<b>Withdraw Criteria.....</b>	<b>15</b>
<b>Statutory Holidays... ..</b>	<b>16</b>
<b>Subsidy.....</b>	<b>16</b>
<b>Arrival and Pick Up... ..</b>	<b>16,17</b>
<b>Late Fee.....</b>	<b>17</b>
<b>Wait List... ..</b>	<b>17</b>
<b>Field Trips... ..</b>	<b>17</b>
<b>Clothing and Possessions... ..</b>	<b>17</b>
<b>Supplies.....</b>	<b>18</b>
<b>Toilet Trained .....</b>	<b>18</b>
<b>Bulletin Boards... ..</b>	<b>18</b>
<b>Files... ..</b>	<b>18</b>
<b>Board of Directors.....</b>	<b>18</b>



<b>Child Abuse.....</b>	<b>18</b>
<b>Confidentiality... ..</b>	<b>19</b>
<b>Serious Occurrences.....</b>	<b>19</b>
<b>Concerns.....</b>	<b>19</b>
<b>Where Learning Meets Adventure .....</b>	<b>20</b>
<b>Summer Camp Adventures... ..</b>	<b>21</b>
<b>Hours of Operation &amp; Location .....</b>	<b>22</b>
<b>Contact Information .....</b>	<b>22</b>





## 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.

### **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 school 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.

### **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.

**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>)

## **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. Through observation and documentation our educators will monitor each child's development to ensure the needs of all our children are met.

### **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, behavioural, 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.

### **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.

### **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. **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.

Children are learning everywhere and all the time. 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.

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.

### **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.

### **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’.

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



## **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.

## **Health & Safety**

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 school.

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.

## **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.

## **Communicable**

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



\*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.**

### **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 a severe allergy.
- Provide information on anaphylaxis to employees, volunteers and placement students.

### **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.

**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.

**Immunizations:**

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

All children enrolled in the Summer Camp program must fill out a Immunization History Form from the Simcoe Muskoka District Health Unit. This form will be provided with your registration package.

**Summer Means Sun! Sun means Heat!**

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

At Orillia Central Preschool, we believe in the value of outdoor play and we strive to plan as many exciting learning opportunities as possible in our outdoor environment, while the warm weather presents itself. Spending time outdoors gives children the ability to make messes, run, jump and climb, yell, shout and whistle and explore their natural surroundings. While outdoors, children are provided the space and freedom for large body movements. Here they can learn about math, science, construction, ecology, entomology, zoology and evolution while practicing and mastering emerging skills.

The summer programs at Orillia Central Preschool will be spending a significant portion of the day exploring and playing outdoors. We are committed to ensuring the safety of all children, whether indoors or outdoors. Orillia Central Preschool will ensure the following practices are taking place each day:

- Slather on some sunscreen – reapplication taking place multiple times throughout the day
- Strap on a sun hat
- Slip on some safe shoes – closed toed shoes are a must
- Sip some refreshing water – children will be encouraged to refill their water bottles throughout the day for adequate hydration

**Nutrition:**

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

Parents and Guardians of our school aged children are asked to provide a bagged lunch and 2 or more healthy snacks for their children. The food provided by our families must meet the daily nutritional guidelines of Health Canada’s document, “Eating Well with Canada’s Food Guide” and the Simcoe Muskoka Health Unit. Lunch should include one item from each food group as well as one extra fruit or vegetable.

**Ecology:** the study of organisms and their relation to one another and their physical surroundings; a branch of biology

**Entomology:** the scientific study of insects; a branch of zoology

**Zoology:** the branch of biology that studies the animal kingdom, both living and extinct animals, and how they interact with their ecosystems (animal biology)



## **School Age Bagged Lunch Policy**

At Orillia Central Preschool our goal is to assist children with the development of lifelong healthy eating habits. Mealtimes and the eating environment play a large role in the nutritional outcomes of children by helping them to:

- learn and form healthy eating habits which become eating habits for life
- learn a positive attitude about food
- try a variety of foods
- learn about family and community values and cultural inclusive practices

Parents and Guardians of our school aged children are asked to provide a bagged lunch and 2 healthy snacks for their children. The food provided by our families must meet the daily nutritional guidelines of Health Canada's document, "Eating Well with Canada's Food Guide" and the Simcoe Muskoka Health Unit. Lunch should include one item from each food group as well as one extra fruit or vegetable. The following is an example of possible food choices:

- FRUIT
- WHOLE WHEAT BREAD
- CHEESE
- 100% FRUIT JUICE
- GRANOLA
- MILK
- VEGETABLES
- YOGURT
- COLD MEAT
- EGGS
- PEABUTTER
- PASTA
- HUMMUS

Please do not include foods that are low in nutritional value or high in sugar content:

- POTATO CHIPS
- CHOCOLATE BARS
- SODA POP
- HIGH SUGAR DRINKS or ENERGY DRINKS
- CANDY
- DONUTS

**We are a NUT FREE Facility. Please** check food labels before sending lunches. It is important that lunches are **NUT FREE.**

Upon arrival, children's lunches should be refrigerated until snack and lunch.

**"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

## **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.

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;

**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.

**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 Calverley 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.



Orillia Central Preschool’s Before and After School Program expanded once again in September 2017. The locations of these new B & A Programs are Brechin Public School and St. Bernard’s

Catholic Elementary School. We have also had the opportunity of continuing to support our school age families with the development of our Summer Camp Program.

### **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.

**New families are required to pay a non-refundable \$25.00 registration fee.** Orchard Park Summer Camp accepts cash, cheques and e-transfers for payment. Please speak to the Program Supervisor for instructions.

**Fees are the major source of income to support the operation of our centres. 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. If you require a payment plan, please see the supervisor of the program to discuss this. A late fee of \$20.00 will be charged after the 30th of each month. If fees are not paid by the 30<sup>th</sup> of each month, services will be suspended. 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.

### **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.**

**ORCHARD PARK SUMMER CAMP PROGRAM MAY TERMINATE SERVICES IF POLICIES ARE NOT FOLLOWED OR FEES ARE NOT PAID.**

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### **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.

### **Arrival and Pick Up**

Due to the nature of the Summer Camp programs, parents are asked to please arrive by 9:00am to ensure your children do not miss an opportunity for our exciting outings. If you are required to arrive earlier for designated field trips, this will be articulated on a permission form.

**If your child does not arrive on time, you will need to find alternate care for him or her. We will not allow drop-off or pick-up while we are on field trips.**

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

Parents are responsible for the transportation of their child to and from the school. **Children are to be accompanied into the school and an educator is to be notified of their arrival. You are responsible for your child up until the educator 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 School if your child will be absent.** Regular contact with the parents is very important. Please take time to speak with the educators 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 Summer Camp program 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. 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 Summer Camp program 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 Summer Camp Program Supervisor on the child's next scheduled day, otherwise care will be denied.**

### Wait List

Orchard Park Summer Camp will place perspective families on a Wait List for child care services. There is NO fee charged for this service.

### Field Trips

Throughout the summer, trips are made to special places of interest. If a field trip requires special 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 or city bus limits of the school, the Program Supervisor 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 school in case of accidents. Soft-soled shoes are necessary for optimum participation in the program. We prefer that children's personal toys stay at home as we cannot be responsible for damage or loss.

**Please put your child's name on as many things as possible.**

### Supplies

**All children attending an Orchard Park Summer Care will be responsible for supplying the following items every day:**

- **A healthy, nutritious morning snack, lunch and afternoon snack (NUT FREE)**
- **Closed-toed indoor shoes**
- **Closed toed outdoor shoes**
- **Swimsuit and towel**
- **Sun hat**
- **Sunscreen**
- **Refillable water bottle**
- **Extra clothing (in case we get messy!)**
- **A supportive backpack for field trips and outings**

***Parents will be notified if any special items are required for field trips or activities.***



### **Toilet Trained**

**Due to restrictions of access to changing stations during field trips, we are unable to register any children that are not completely toilet trained.**

### **Bulletin Boards**

Parents are asked to check the Parent Info Board in the main hallway. This board will have schedule of events, 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 Summer Camp 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 Orchard Park Summer Camp Program. 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.

### **Concerns**

Complaints can be received by any employee from any person or family member receiving service as well as a member of the general public. We encourage you to first address your concern to the Program Supervisor of Orchard Park Summer Care.

The person most appropriate to deal with the issue will respond to a complaint or concern in a timely manner. If you are not satisfied with the responses you have been given, you can request through the Executive Director of Orillia Central Preschool to meet with the President of the Board of Directors. You may be asked to put your concern in writing so that the Board has the information it needs to respond appropriately.

## OCP SUMMER CAMP

“Where Learning Meets Adventure”

Arrival – Camper’s Free Choice

Morning Snack (NUT FREE)

Nutritious A Quiet Reflection

Outdoor activities (**Campers will be outdoors for the entire morning**)

- Structured Outdoor Challenge/Game
- Experiments & Explorations
- Outdoor Large Group Water Play
- Sensory Activities
- Hiking Adventures

Lunch Time (NUT FREE) Nutritious

- Group story
- Meditation

Rotational Interest Centres

- Arts & Crafts
- Board Games
- Manipulatives
- Experiments & Explorations
- Sensory Activities

Snack Time (NUT FREE)

Nutritious Outdoor Play

(Camper’s Choice)

- Games & Imaginative Play
- Creative & Sensory

Gym Activities (During Heavy Rainfall or Extreme Heat)

**\* Daily Schedule subject to change on trip days \***

# Summer Camp Adventures

(\$250.00/week) OR (\$55.00/day)

## JULY 2022

### Getting to Know You

July 4<sup>th</sup> to July 8<sup>th</sup>

- Local Splash Pad & Picnic
- Local Park & Library
- Nature Hike
- Swimming at the Orillia Rec Centre (leisure pool)

### Christmas in July

July 11<sup>th</sup> to July 15<sup>th</sup>

- Trip to Santa's Village
- Christmas Trivia/Movie Marathon
- Happy New Year
- Swimming at the Orillia Rec Centre (leisure pool)

### Wild, Wild West

July 18<sup>th</sup> to July 22<sup>nd</sup>

- Trip to Rounds Ranch
- Local Splash Pad & Picnic
- Off to the races
- Swimming at the Orillia Rec Centre (leisure pool)

### The Sky's the Limit

July 25<sup>th</sup> to July 29<sup>th</sup>

- Trip to Bruce's Mill Conservation Area for Treetop Trekking (4yrs - Treewalk Village/ 5yrs to 8yrs – Discovery Kids Courses and Treewalk Village/ 9yrs to 12yrs – Zip Line and Aerial Game Trek)

## AUGUST 2022

### Amazing Animals

August 2<sup>nd</sup> to August 5<sup>th</sup>

- Seth's Amazing Pets Traveling Show
- Local Park and Library
- Local Splash Pad and Picnic
- Swimming at the Orillia Rec Centre (leisure pool)

### A Knight's Tale

August 8<sup>th</sup> to August 12<sup>th</sup>

- Trip to Medieval Times (Lunch and Show)
- Castle Creations
- Local Splash Pad and Picnic
- Swimming at the Orillia Rec Centre (leisure pool)

### Orillia's Ninja Warrior

August 15<sup>th</sup> to August 19<sup>th</sup>

- Trip to Funvilla
- Geocaching
- Local Splash Pad and Picnic
- Food Drive for the Sharing Place

### Once Upon A Time

August 22<sup>nd</sup> to August 26<sup>th</sup>

- Trip to Storybook Park
- Community walk and Library
- A day at Tudhope Park
- Movie Marathon

**Operation Time & Location**

Summer Camp Hours: Monday through Friday - 7:00 am – 6:00 (July 4th to August 26th)

CLOSED MONDAY AUGUST 1ST, 2022

OCP Summer CAMP  
Orchard Park Elementary School  
24 Calverley Street  
Orillia, ON

**Contact Information**

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*Executive Director*

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We are looking forward to a fun-filled  
summer with you!