



Parent Handbook And Program Statement


Revised June 2024

Enrolled in the Canada Wide Early Learning Child Care Program (CWELCC)



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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.



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.

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.

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.



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.

***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, vomiting and fever require 24 hours away from centre**

starting with the last onset of symptoms (based on the Simcoe Muskoka District Health Unit (SMDHU) current direction. In case of an outbreak, exclusion may be extended (based on the SMDHU Direction).

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 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 CLH Midland Developmental and Support Services. This 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, Pediatricians and

"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.

CLH Midland: is a community-based, multi service agency supporting individuals and families throughout Simcoe County. Services include: Supports for children who have developmental disabilities, and their families.

Psychologists 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 Resource Consultant 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 CLH Midland (705) 526 4253.

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 (OCP) 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 program for 2 ½ to 5 years old from 9:00am to 12:00pm.

In April of 1996 Orillia Central Preschool opened another exciting program, the Learning, Earning and Parenting program (LEAP). This program was designed to support young parents that wanted to complete their high school diploma while offering care to their infant children.

As the needs of the community grew, so did OCP. In January of 2014, OCP acquired another location and Orillia Central Preschool, North was born.

OCP closed it's doors at the historic Orillia Central School in 2017, thus ending over 130 years of children's laughter in this century old school. When one door closes, another one opens, and we began a new journey at Orchard Park Elementary School. In a facility built specific to the needs of our children and program, we partnered with the Simcoe County District School Board to open Orillia Central Preschool, Orchard Park. Our new building allowed us to increase our space to meet the needs of the community.

Still expanding, OCP was given an opportunity to partner with the Simcoe Muskoka Catholic District School Board and in January of 2020 we very proudly opened Orillia Central Preschool South.

OCP is proud to host over 300 children daily in our programs. Our 3 locations offer care for children from 1 month of age to 12 years of age. Both our Orchard Park and our South locations offer before and after school care and full day programs for school age children during school closures.

In February 2023, Orillia Central Preschool opened a much needed Before and After School program at Uptergrove Public School in Ramara.

Beginning September 2024, Orillia Central Preschool will open a new Before and After School program at Rama Central Public School in Washago.

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 our Finance Officer 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.

PROGRAM INFORMATION

Fees are reflective of our enrollment with the Canada Wide Early Learning Child Care (CWELCC) funding

ROOM	AGE	TIME	FEE
PRESCHOOL	2.5 - 5 years	6:30am - 6:00pm	\$25.99/day Includes lunch and snacks
TODDLER	18 months - 2.5 years	6:30am - 6:00pm	\$28.35/day Includes lunch and snacks
INFANT	birth - 18 months	6:30am - 6:00pm	\$33.08/day Includes lunch and snacks

ORILLIA CENTRAL PRESCHOOL MAY TERMINATE SERVICES IF POLICIES ARE NOT FOLLOWED OR FEES ARE NOT PAID.

CHILDCARE FEE CHART

Before and After School/Kindergarten

Orchard Park, St Bernard's, Uptergrove

Before School \$12.00

After School \$12.00

Before and After School \$12.00

Full Day Rate (PA days, \$19.37

holidays-**not summer**

Before and After School AGE Primary/Jnr (6+)

Orchard Park, St Bernard's, Uptergrove, **ALL RAMA BASP**

Kindergarten Primary/Junior (6+)

Before School \$16.95 \$16.95

After School \$19.10 \$18.05

Before & After School \$26.75 \$25.65

Full Day Rate \$53.50 \$48.05

(PA Day and Holidays, NOT SUMMER)

Summer 2024 - /DAY TBD

Before and After School Operation

Our Before School program runs from 6:30am to first bell for children in JK to 12 years. The After School Program runs from dismissal to 6:00pm.

A minimum number of children are required for this program to operate. Families are asked about their before and after school childcare 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, EASTER MONDAY, VICTORIA DAY, CANADA DAY, August 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. The Board of Directors will decide on an annual basis the days OCP will close for Christmas. These additional days closed are at no cost to families.

Vacation Days/Sick Days/Holidays

Parents and guardians are responsible for paying fees on the days that their children are scheduled to attend care. If your child is absent due to illness, vacation periods, and statutory holidays, please be advised that **regular fees will apply, and no credit will be given.**

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.

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 between Christmas Eve and New Year's Day, depending on the calendar year.**

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 Pure Country 105.9 and ROCK 95.7. **Any interruption in Child Care Services due to inclement weather, loss of facility utilities or unforeseen circumstances is NOT subject to a refund.** Please check our website, Face book page and HiMama for school closures.



Arrival and Pick Up

Orillia Central Preschool will ensure that any child receiving child care within our organization is only released to the child's parent/guardian or an individual that the parent/guardian has provided written authorization that the child may be released to.

Children in care in all Orillia Central Preschool programs will only be released to adults (must be 18 years of age)

Where a child does not arrive in care as expected or is not picked up as expected, staff will connect with parents/guardians to ensure child's safety.

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 photo 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.

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 Family Connexions 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.

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. Please ensure all clothing is LABELLED with your child's name.

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 Family Connexions, 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 within 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 for

OCP Orchard Park is:

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

OCP North is:

Orillia Central Preschool Orchard Park
24 Calverley Street, Orillia, ON
705-327-2764

OCP South is:

Regent Park Public School
485 Regent St, Orillia, ON
705-259-6600

OCP Uptergrove is:

St Columbkille
4993 ON-12, Orillia ,O
705 305-1033

OCP Rama Central School:

TBD

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.

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 3 business days</p> <p>Document the issues/concerns in detail.</p> <p>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>Provide contact information for the appropriate person(s) if the person being notified is unable to address the matter</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>
<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>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>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>	

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.ed@orilliacentralpreschool.com

Kristin Reid, President of Board of Directors, Orillia Central Preschool: kristin.l.shaw@gmail.com

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

Orillia Central Preschool
Program Supervisor, Jennifer Kitchen, RECE
24 Calverley Street, Orillia, Ontario, L3V 3T4
Phone: 705-327-2764
Email: ocp.orchardpark@rogers.com

Orillia Central Preschool North
Program Supervisor, Crystal Kitchen, RECE
547 Laclie Street, Orillia, Ontario, L3V 4R2
Phone: 705 327-5764
Email: ocp.north@rogers.com

Orillia Central Preschool South
Program Supervisor, Lynn Daly, RECE
255 Oxford Street, Orillia, Ontario L3V 1H6
Phone: 705 259-660
Email: ocp.south@rogers.com

Orillia Central Preschool SCHOOL AGE (Orchard Park AND St Bernard's AND Uptergrove Public School
and Rama Central Public School) Program Supervisor, School Age, Brittany Theriault
24 Calverley Street, Orillia, Ontario, L3V 3T4
Phone: 705-327-2764
Email: ocp.schoolage@rogers.com

Safe Arrival and Dismissal Policy and Procedures

Development Date	November 17, 2023
Revision Date	N/A
Executive Director	MaryAnn McLennan

Purpose

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

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

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

Policy

Orillia Central Preschool will ensure that **any child receiving child care within our organization is only released to the child's parent/guardian or an individual that the parent/guardian has provided written authorization** that the child may be released to.

Children in care in all Orillia Central Preschool programs will only be released to adults (must be 18 years of age)

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

Procedure

Accepting a child into care

When accepting a child into care at the time of drop-off, program staff in the room must:

- greet the parent/guardian and child.
- ask the parent/guardian how the child's evening/morning has been and if there are **any changes to the child's pick-up procedure** (i.e., someone other than the parent/guardian picking up). Where the parent/guardian has indicated that someone other than the child's parent/guardians will be picking up, the staff must confirm that the person is recorded on the Registration form, or where the individual is not listed, ask the parent/guardian to provide authorization for pick-up in writing (e.g., note, HiMama, or email).

- document the change in pick-up procedure in the daily written record.
- sign the child in on the classroom attendance record.

Where a child has not arrived in care as expected

Where a child does not arrive at the child care centre and the parent/guardian has not communicated a change in drop-off (e.g., left a voice message or advised the closing staff at pick-up), the staff in the classroom must:

- inform Program Supervisor.
- the Program Supervisor or designate will commence contacting the child's parent/guardian no later than 10:30am.
 - Program Supervisor or designate will attempt to contact the parent or guardian via HiMama. If no response is received within 1 hour, our next step will be to call parents or guardian by phone. If available, a message will be left on the phone; if no message service is available, we will call the next contact on the emergency list. Continued efforts will be made until we reach an adult to confirm absence, or we are able to leave a message advising of absence.
 - If no contact can be made to confirm the child's absence the Program Supervisor will notify Executive Director.

Once the child's absence has been confirmed, program staff shall document the child's absence on the attendance record and any additional information about the child's absence in the daily written record.

Releasing a child from care

The staff who is supervising the child at the time of pick-up shall only release the child to the child's parent/guardian or individual that the parent/guardian has provided written authorization that the child care may release the child to. Where the staff does not know the individual picking up the child (i.e., parent/guardian or authorized individual),

- confirm with another staff member that the individual picking up is the child's parent/guardian/authorized individual.
- where the above is not possible, ask the parent/guardian/authorized individual for photo identification and confirm the individual's information against the parent/guardian/authorized individual's name on the child's file or written authorization.

If an unauthorized person attempts to pick up a child

One staff shall stay with the child, while a second staff proceeds with calling the parent/guardian.

- If the parent/guardian confirms that an unauthorized person can pick up child, parent will be asked to email or HiMama message the Centre for written confirmation before child is released.
- If the parent/guardian 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.
- Police will be called for support if necessary.

Where a child has not been picked up and the centre is closed

Where a parent/guardian or authorized individual who was supposed to pick up a child from care and has not arrived by 6:00pm, staff shall ensure that the child is given a snack and activity, while they await their pick-up.

- One staff shall stay with the child, while a second staff proceeds with calling the parent/guardian to advise that the child is still in care and inquire about their pick-up time.
- If the staff is unable to reach the parent/guardian or authorized individual who was responsible for picking up the child, the staff shall begin calling emergency contacts from the child's Registration form.
- Where the staff is unable to reach the parent/guardian or any other authorized individual listed on the child's file (e.g., the emergency contacts) by 6:45 pm, the staff shall proceed with contacting Family Connexions at, 705 325 1005. Staff will follow the direction of Family Connexions.

Important Note:

Out of concern for the children in our care, if an employee 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 the police and advise them of the situation. Orillia Central Preschool employees are also obligated to inform Family Connexions (705)325 1005.