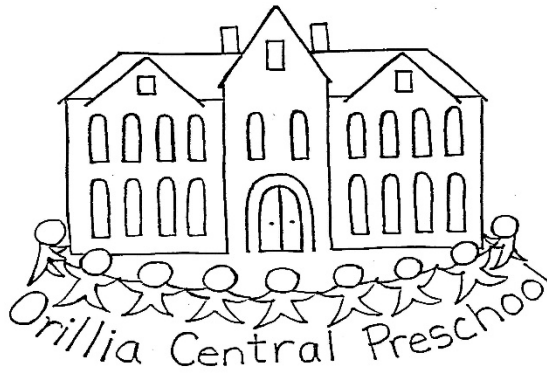




SUMMER CAMP ORCHARD PARK PARENT HANDBOOK

Updated: June 2026

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Our Philosophy

At Orillia Central Preschool, we believe that children are competent, capable of complex thinking, curious, and full of potential. We recognize that children thrive when they are given the opportunity to make choices, explore reasonable risks, and engage with an environment that nurtures their natural curiosity and connection to the world around them. Our goal is to provide a supportive setting where every child is encouraged to grow and develop in their own unique way.

Our programming and philosophy align with *How Does Learning Happen? Ontario's Pedagogy for the Early Years*. We are guided by the view that play is essential to learning and that children learn best through meaningful interactions with their peers and educators. Through intentional, play-based learning, children are supported in forming positive relationships, making decisions, and participating in a wide range of enriching experiences.

Each of our classrooms offers a warm, nurturing, and thoughtfully designed environment where children are free to explore, investigate, and engage both independently and collaboratively. Classrooms are equipped with a variety of carefully selected materials that promote inquiry, creativity, and hands-on learning. Children are encouraged to move freely between activity centres that reflect their current interests, with educators supporting their exploration and development in all domains. We foster a culture of acceptance, independence, and interdependence—within an environment that is positive, respectful, and free from coercion.

Our Relationships with Families

Supporting positive and responsive interactions among children, families, educators, and staff (Ontario Regulation 137/15, Section 46.3b)

At Orillia Central Preschool, we recognize the vital role families play in the developmental, emotional, and cognitive growth of their children. Families are our most valuable partners, offering insight, knowledge, and a unique perspective that enhances our understanding and support of each child. We view parents and caregivers as the foremost experts on their children and are committed to building strong, respectful, and reciprocal relationships with them.

We strive to maintain open and ongoing communication with families. Educators are available during daily drop-off and pick-up times to share updates and listen to concerns.

When in-person conversations are not possible, we offer alternative ways to stay connected, including scheduled meetings and telephone conferences.

Families are welcome and encouraged to participate in the life of our preschool in a variety of ways. Opportunities include joining our Board of Directors, participating in committees, or assisting with events and other practical contributions. We value and deeply appreciate the time, involvement, and support our families provide in helping us create a warm, inclusive, and thriving learning environment.

Ongoing Communication with Parents and Families

Fostering engagement and continuous communication with parents (Ontario Regulation 137/15, Section 46.3h)

At Orillia Central Preschool, we are committed to maintaining open, ongoing communication with families and fostering a sense of community and connection. Throughout the year, we host a variety of social events and gatherings that bring together children, families, educators, and members of the broader community. These occasions provide wonderful opportunities for families to connect with one another, meet their children's peers, and get to know the people who are part of their child's daily life.

We warmly welcome extended family members and friends to join in the fun—there's always great food, lively activities, and sometimes even a few surprise guests!

To stay informed about upcoming events and important updates, please watch for notices on our parent bulletin board and through your Lillio email account.

The Importance of Play

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

At Orillia Central Preschool, we believe that **children learn best through play**. As recognized by the Council of Ministers of Education, Canada (2012), *"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."*

Play is at the heart of everything we do. It is through play that children develop a strong sense of self-worth, creativity, and resilience. Purposeful play fosters physical development—strength, coordination, and fine and gross motor skills—while also supporting social, emotional, and cognitive growth.

Through play, children learn to navigate relationships, solve problems, take risks, and develop competence in everyday tasks. It is a dynamic and powerful process: play

promotes development, and development in turn enriches the play experience—creating a continuous and upward spiral of growth and learning.

Child-Initiated and Adult-Supported Experiences

(Ontario Regulation 137/15, Section 46.3e)

"Every child is an active and engaged learner who explores the world with body, mind, and senses."

— *How Does Learning Happen? Ontario's Pedagogy for the Early Years, 2014*

At Orillia Central Preschool, we believe that meaningful learning occurs when children take the lead in their own play and exploration. Our educators carefully observe and document children's interests and curiosities, using these insights to extend and enrich their experiences within the learning environment.

By joining children in play—as co-learners rather than instructors—educators foster engagement, creativity, and critical thinking. This approach allows children to feel seen, heard, and respected as capable contributors to their own learning journeys.

Educators support these experiences by modeling, facilitating, asking thoughtful questions, and gently challenging children to deepen their inquiry. Through this responsive and intentional practice, we create a rich environment where child-initiated and adult-supported experiences work in harmony to promote lifelong learning.

Creating Positive Learning Environments and Experiences

(Ontario Regulation 137/15, Section 46.3f)

At Orillia Central Preschool, we thoughtfully design our learning environments to inspire exploration, inquiry, and creativity. Materials are carefully selected and made accessible to children throughout the day, including open shelving with loose parts, open-ended resources, engaging activity centers, and a wide range of creative supplies. These environments are intentionally arranged to reflect and support the interests of the children.

We recognize the importance of uninterrupted time for children to engage deeply in their surroundings. To honour their natural curiosity, we minimize transitions throughout the day, allowing children the space and time needed to investigate, create, and learn at their own pace.

Educators continuously observe and document children's play and development to ensure individual needs are met and learning experiences are meaningful. As part of our commitment to supporting each child's growth, educators conduct developmental screenings at key milestones using validated tools such as the *Looksee Checklists* and the *Ages and Stages Questionnaire (ASQ)*. This information helps guide programming decisions

and supports our collaborative partnerships with families.

Supporting Children’s Ability to Self-Regulate and Communicate

(Ontario Regulation 137/15, Section 46.3c)

At Orillia Central Preschool, we recognize that **self-regulation is a foundational skill** that supports children’s overall well-being—physically, emotionally, socially, and cognitively. As Dr. Stuart Shanker (2012) notes, a growing body of research highlights self-regulation as essential to a child’s long-term health, behaviour, and learning.

We are committed to helping children develop the ability to manage their emotions, focus attention, and respond appropriately to challenges. Educators support this by modeling calm, respectful, and constructive behaviour. Through positive guidance and behaviour strategies, we help children navigate their emotions and social interactions in a safe and supportive environment.

We treat children as capable individuals by **respecting their choices, acknowledging their feelings and actions**, and empowering them to be active participants in decision-making. As they learn to care for themselves and solve problems, they build confidence, resilience, and independence.

Our program offers children **opportunities to make choices and take age-appropriate, reasonable risks**, helping them develop a strong sense of agency. Educators support communication by engaging children in meaningful conversations throughout the day—narrating experiences, asking open-ended questions, and truly listening.

Snacks and meals are served in a **family-style setting**, providing a warm, social atmosphere where children are encouraged to share thoughts, practice turn-taking, and develop strong communication skills in a natural and nurturing context.

Inside, Outside, Upside Down

Incorporating indoor and outdoor play, active play, rest, and quiet time with consideration for individual needs

(Ont. Reg. 137/15, Section 46.3g)

At Orillia Central Preschool, we recognize the importance of a **predictable yet flexible daily routine**. Consistency provides children with a sense of stability and security, while flexibility allows educators to respond meaningfully to children’s individual interests, developmental stages, and needs as they arise. Our program is thoughtfully designed to include a healthy balance of **indoor and outdoor play, active exploration, rest, and quiet moments**, ensuring that each child has opportunities to engage in a variety of experiences

throughout the day.

We believe that learning happens everywhere and all the time. That's why we intentionally plan for a **minimum of two hours of outdoor play daily**, weather permitting. The outdoor environment offers rich opportunities for physical development and imaginative exploration. It is here that children can **run, climb, leap, and jump**, as well as develop important **manipulative skills** like pushing swings, pulling wagons, and lifting or carrying objects. These experiences not only build strength and coordination but also encourage confidence and independence.

We view outdoor play as a natural extension of the learning that happens indoors. Children are encouraged to **invent games, take initiative, and interact with peers** in ways that support self-expression and problem-solving. Whether children are engaged in solitary play, cooperative activities, or group games, our educators foster a sense of safety, belonging, and autonomy in both indoor and outdoor environments.

By carefully balancing high-energy and quiet activities, and providing time for both group and individual engagement, we create a rhythm to the day that honours each child's **natural curiosity, energy levels, and unique ways of learning**.

Our Staff

Supporting Continuous Learning of Educators

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

At Orillia Central Preschool, we recognize that well-trained educators play a vital role in enriching each child's experience within our preschool environment. Our team consists of Registered Early Childhood Educators (RECEs) who are carefully selected for their specialized knowledge, caregiving skills, and expertise in child guidance, in accordance with the **Child Care and Early Years Act**.

Our professional educators engage as co-learners alongside children and families. They learn with and from the children, fostering meaningful relationships that allow them to actively participate in play, support children's development, and extend their learning through thoughtful interaction.

Continuous Learning

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

Our dedicated staff are committed to lifelong learning and professional growth. They are reflective practitioners who regularly participate in practicums, seminars, and conferences

to stay current with the latest research and best practices in early childhood development and education. Our educators also collaborate and reflect with their peers, sharing ideas and strategies to continuously enhance the quality of care and learning experiences offered to our children.

Program Statement and Philosophy Review

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

At Orillia Central Preschool, our program statement and philosophy are regularly reviewed and updated to align with changes in the **Child Care and Early Years Act** and evolving principles outlined in *How Does Learning Happen? Ontario's Pedagogy for the Early Years* (2014). We continually assess the impact of our program within the classroom to ensure it meets the diverse and changing needs of the children we serve.

To support this ongoing improvement, parents and staff are invited to participate in annual surveys, helping us maintain compliance with policies and respond to emerging trends and family needs in child care. Additionally, all staff conduct a thorough review of the Policies and Procedures established by our Board of Directors each year.

Health, Safety and Nutrition

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

At Orillia Central Preschool, we prioritize the health and well-being of every child in our care. Our centre is designed for **healthy** children; a child who is unwell may not benefit fully from our program and could impact the health of others. If you have any concerns about your child's health, please keep them at home and consult your family doctor. Should your child become ill while at the centre, we will notify you promptly, and we expect you to arrange for your child to be picked up as soon as possible.

We strongly encourage families to arrange a reliable **backup caregiver** for days when their child is too unwell to attend preschool.

Please keep your child at home in the event of:

- A communicable disease*
- Fever
- Rash of any kind until diagnosed and treated, or deemed harmless by a medical practitioner
- Severe colds (excessive coughing, sneezing, or purulent nasal discharge)

- Diarrhea**
- Vomiting**
- Red or matted eyes
- Head lice — Due to the highly contagious nature of head lice, children with lice or nits are not permitted to attend until treated with appropriate shampoo.

*If your child has been absent due to an infectious disease, a doctor's note may be required before returning to class.

**Children must remain home for 24 hours after the last occurrence of diarrhea, vomiting, or fever, in accordance with current guidance from the Simcoe Muskoka District Health Unit (SMDHU). During outbreaks, exclusion periods may be extended per SMDHU recommendations.

Administration of Medications

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

Orillia Central Preschool will administer medication to a child **only** when written authorization is provided by a parent or physician. This authorization must include a schedule specifying the times and dosages for administration.

Medications must be supplied in their **original container** as dispensed by a pharmacist or in the original package of purchase. The container or package must be clearly labeled with:

- The child's name
- The name of the medication
- The dosage
- Date of purchase and expiration

Please ask your educator or the Executive Director for a Medication Administration Form to complete prior to medication being given.

Immunizations

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

All children enrolled at Orillia Central Preschool are required to be immunized, and a record of immunizations must be kept on file.

If a parent or guardian objects to immunization due to sincerely held religious or conscience beliefs, a **written objection** must be submitted to the Executive Director. Additionally, if a legally qualified medical practitioner provides written medical reasons for exemption, the child will be exempted from immunization requirements.

Parents and guardians are responsible for reporting their child's immunization records to the appropriate public health unit to maintain up-to-date records, as required by the **Immunization of School Pupils Act (ISPA)** and the **Child Care and Early Years Act**. Please note that healthcare providers in Ontario do **not** automatically report immunizations to the local public health unit.

Upon registration and enrollment at Orillia Central Preschool, families must upload a copy of their child's immunization record to the Simcoe Muskoka District Health Unit's portal at www.smdhu.org/immsonline.

Special Health Conditions

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

It is essential that families inform us of any **special health needs, conditions, or dietary requirements** their child may have. To ensure proper care, we may request documentation such as physician reports or care plans outlining your child's condition and needs.

If a child requires **specialized medical care or procedures** that necessitate staff training (e.g., use of an EpiPen, feeding tubes, seizure protocols), enrollment or re-enrollment will only occur **once appropriate training has been completed** by all necessary staff members.

Our priority is to provide a safe and supportive environment that meets the individual needs of every child in our care.

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 with 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 46.3a)

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 vegetables.

School Age Bagged Lunch Policy

At Orillia Central Preschool, we are committed to supporting children in developing lifelong healthy eating habits. Mealtimes and the surrounding environment play a vital role in shaping children's nutritional outcomes by helping them:

- Learn and adopt healthy eating habits for life
- Develop a positive relationship with food
- Explore and enjoy a variety of foods
- Understand and appreciate family, community values, and culturally inclusive practices

Nutrition Guidelines for Bagged Lunches and Snacks

Parents and guardians of our school-aged children are asked to provide:

- One nutritious bagged lunch
- Two healthy snacks

All food provided must follow the daily nutritional guidelines outlined in Health Canada's "Eating Well with Canada's Food Guide" and by the Simcoe Muskoka District Health Unit.

Lunches should include:

- At least one item from each of the four food groups
- An additional serving of fruit or vegetables

Examples of acceptable food items include:

- Fresh fruits and vegetables
- Whole wheat bread, pasta, or wraps
- Cheese, yogurt, milk
- Cold meats, eggs, hummus
- 100% fruit juice
- Nut-free granola

Important Note:

Do not send Wow Butter, Pea butter, Soy Butter or any nut butter substitutes. While these alternatives may be nut-free, they look and smell like peanut butter, making it difficult for staff and children to distinguish them from real nut products. For safety reasons, they are not permitted at our facility.

Foods to Avoid

Please do not send items that are low in nutritional value or high in sugar content, including:

- Potato chips
- Chocolate bars or candy
- Soda or sugary drinks
- Donuts or high-sugar baked goods
- Energy drinks

Strict NUT-FREE POLICY

Orillia Central Preschool is a nut-free facility.

All food items must be completely free of nuts and nut products. Please check food labels carefully. If any item containing nuts (or resembling nut products such as Wow Butter or Pea butter) is found, the lunch will be removed from the premises for the safety of all children.

If a Lunch is Forgotten

If a child arrives without a lunch, we will attempt to contact a parent, guardian, or emergency contact to bring one. If we are unable to reach anyone, Orillia Central Preschool will provide an alternate meal that follows Canada's Food Guide.

Thank you for your cooperation in helping us maintain a safe and healthy environment for every child.

Community Partners

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

Orillia Central Preschool values and fosters strong partnerships with community organizations to enhance the well-being and development of the children in our care.

We are proud to collaborate with **CLH Midland Developmental and Support Services** through their **Resource Consultant Program**. This program works closely with families to develop **individualized intervention plans**, recognizing the home environment as a vital influence in a child's growth. Professionals such as **Speech-Language Pathologists, Occupational Therapists, Physiotherapists, Pediatricians, and Psychologists** may also be involved to assess and support the child's development.

Service coordination is offered to help families navigate available resources and

supports. In addition to working directly with families, the Resource Consultant Program provides **consultation and in-class support** to ensure that children with special needs are meaningfully included in their peer groups. This partnership also helps facilitate a **smooth transition to kindergarten**, working closely with local school boards.

If you have any questions or would like to learn more, please speak to your child's educator, the Executive Director, or contact **CLH Midland at (705) 526-4253**.

We are also grateful for our relationships with a variety of local partners. The children enjoy regular visits to community services such as the **Orillia Fire Department, Police Station, Canada Post Office**, and **neighbourhood grocers**. We also host **Public Health Nurses** and representatives from local businesses who enrich our programming with educational and engaging experiences.

At Orillia Central Preschool, we believe that strong community connections foster a sense of belonging and support lifelong learning.

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. Depriving the child of basic needs including 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.

Our History

From 1985 to 1994, Orillia Central Preschool (OCP) operated as 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-based Board of Directors**. At that time, OCP offered a **half-day morning preschool program** for children aged **2½ to 5 years**, running from **9:00 a.m. to 12:00 p.m.**

In **April 1996**, OCP expanded by launching the **Learning, Earning and Parenting (LEAP) Program**. This initiative was designed to support young parents in completing their high school diploma by providing high-quality care for their infants.

As the community's needs evolved, so did OCP. In **January 2014**, we acquired an additional location, establishing **Orillia Central Preschool North** to better serve local families.

In **2017**, OCP closed its doors at the historic **Orillia Central School**, marking the end of more than **130 years of children's laughter** in the beloved century-old building. But as one chapter closed, another opened: we proudly partnered with the **Simcoe County District School Board** to open **Orillia Central Preschool, Orchard Park** in a purpose-built facility at **Orchard Park Elementary School**. This new location allowed us to expand our services and better meet the growing needs of our community.

Continuing our growth, OCP was invited to partner with the **Simcoe Muskoka Catholic District School Board**, and in **January 2020**, we proudly opened **Orillia Central Preschool South**.

Today, OCP is honoured to serve **over 300 children daily** across five locations, providing care for children from **1 month to 12 years of age**. Both our **Orchard Park** and **South** locations offer **before- and after-school programs**, as well as **full-day care during school closures**.

In response to further community demand, we launched a **Before and After School Program** at **Uptergrove Public School in Ramara** in **February 2023**, and another at **Rama Central Public School in Washago** in **September 2024**.

Orillia Central Preschool is proud of its legacy and continued commitment to supporting children and families across our region.

Payment of Invoices

Orillia Central Preschool is proud to partner with the Federal and Provincial governments to offer all families access to high-quality, affordable child care. As participants in the **Canada-Wide Early Learning and Child Care (CWELCC)** program, our fees for children aged 0–6 are set by the Province of Ontario.

Monthly Fee Payment

- Monthly fees **must be paid by the 20th of each month.**
- A **late fee of \$25.00** will be applied to payments received after this date.
- If an account is in arrears **more than three times**, your child care space may be subject to termination.

Payment Options

- We accept **e-transfers** for the payment of monthly fees.
- Please contact your **Program Supervisor** if you need assistance with this process.

Refunds and Adjustments

- Accounts are reviewed monthly.
- Any overpayments will be **credited on your following invoice.**
- If an overpayment is identified after your child has been discharged, a **refund cheque** will be issued.

Admission and Discharge Policy

Children are admitted on a **first-come, first-served** basis. A **current wait list** is maintained to fill vacancies as they arise. For more information, please refer to our **Wait List Policy** (located in the Appendices).

We strongly encourage families to visit the centre **prior to enrolment** to:

- Meet the educators
- Familiarize themselves and their child with the environment
- Ask questions
- Complete the required admission forms

During the first week, families are welcome to **stay with their child** at drop-off to help ease the transition and minimize separation anxiety.

What to Bring

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

We recommend using **Mabel's Labels** or similar products to label your child's belongings.
Parents will be notified if any special items are required for field trips or activities.

Withdrawal 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.

Program Fee and Information

The Board of Directors sets fees on the recommendation of the Office Supervisor at 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.

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 shortfall. 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 \$25.00 will be charged after the 30th of each month. If fees are not paid by the 30th of each month, services will be suspended. The space will then be available to be filled from the waiting list.

Vacation Days, Sick Days, and Holidays

Families are responsible for paying fees for **all scheduled days**, regardless of attendance. This includes:

- Sick days
- Vacation days
- Statutory and civic holidays

No refunds or credits will be issued for absences on these days.

Fee Subsidy

Government fee subsidies may be available through the **County of Simcoe Children Services Department**.

To inquire about your family's eligibility:

Phone: 705-722-3132

Arrival and Pick-Up Procedure

Due to the nature of the Summer Camp programs, parents are asked to please arrive by **9:00 am** 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.**

Authorized Pick-Up

- Children will **only be released** to:
 - A parent or guardian, or
 - An individual **authorized in writing** by the parent/guardian.
 - All individuals picking up children must be **18 years of age or older**.
 - If a person unknown to staff is picking up a child, **photo identification** will be required.
 - In the case of **separated or divorced parents**, the Preschool will follow the instructions of the parent who enrolled the child unless a **legal custody agreement** has been provided.
 - **Please submit a copy of custody papers** if applicable.
-

Arrival Procedures

- Parents/guardians must **sign their child in and out daily** using the attendance sheet provided in the classroom.
- Children must be **accompanied into the Centre** and a **staff member must be notified** of their arrival.
 - Parents are responsible for the child **until a teacher has acknowledged the drop-off**.
- Parents are responsible for **supervising siblings or other children** not enrolled in the program during drop-off or pick-up.

- **Regular routines** help children feel secure. We encourage families to maintain consistent drop-off and pick-up times.

Absences and Communication

- Please **notify the Preschool if your child will be absent** for any reason.
- Ongoing communication is essential. We encourage you to speak with your child's educators regularly about their day and development.

Unexpected Situations

If a child:

- **Does not arrive** as expected, or
- **Is not picked up** on time,

Staff will contact the parent/guardian immediately to ensure the child's safety.

Unauthorized Pick-Up Attempts

If an unauthorized person attempts to pick up a child:

1. The child will remain with staff.
2. Staff will attempt to contact the parent/guardian.
3. If contact is not made, the child will stay at the centre until confirmation is received.
4. If the person refuses to leave without the child and no confirmation is given, the **police will be contacted** for support.

Suspected Impairment at Pick-Up

If a staff member believes that a parent or authorized individual is impaired (e.g., due to alcohol or drugs):

- The staff member will:
 - Express their concern, and
 - Encourage the individual to arrange **alternate transportation** for both themselves and the child.
- If the individual insists on leaving with the child, **police will be contacted immediately.**

Late Pick-Up Fees

Orillia Central Preschool closes at **6:00 p.m.** Parents arriving late will be charged a **late fee**:

Time	Fee
6:01 – 6:15 p.m.	\$1.00 per minute
6:16 – 7:00 p.m.	\$2.00 per minute

- If a child is not picked up by **6:00 p.m.** and the Preschool has not been contacted:
 - Staff will begin calling emergency contacts listed on the registration form.
- If **no contact has been made by 6:45 p.m.:**
 - The **Ontario Provincial Police** and **Family Connexions** will be contacted.
 - The child will be released to their care at **7:00 p.m.**

Late fees will be added to your **monthly invoice**.

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.

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.

Parent Boards

Parents are asked to check the **Parent Info Board** located in the main hallway regularly. This board contains valuable information such as weekly snack and lunch schedules, special activities, communicable disease notices, monthly fire drill dates, and other pertinent updates.

Files

According to the Child Care and Early Years Act (CCEYA), section 72, the preschool maintains a file for each child. Each file includes registration and medical forms, along with relevant information about the child. Parents wishing to review their child's file should make an appointment with the office.

Board of Directors

The Board of Directors for ORILLIA CENTRAL PRESCHOOL consists of up to nine members drawn from our parent community and the wider community. Board members engage actively and hands-on, providing opportunities to meet others and develop skills and experience. If you are interested in joining, please contact the Executive Director.

Child Abuse Reporting

Our staff have been trained to recognize signs and symptoms of child abuse. By law, we are required to report any suspected child abuse to Family Connexions, Simcoe County.

Confidentiality

Information shared by parents or guardians is used solely by preschool staff to provide appropriate and effective care. All information is kept confidential and is only released with the consent of the parent or guardian. All children's records remain the property of Orillia Central Preschool.

Parents and guardians have the right to access their child's records upon request. We encourage parents to respect confidentiality guidelines by not sharing any personal information about other children, families, or staff that they may learn about while at the centre.

Emergency Management

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

OCP Orchard Park:	OrilliaCentral Preschool North 547 Lacie Street, Orillia ON 705-327-2764
OCP North:	OrilliaCentralPreschool Orchard Park 24 Calverley Street, Orillia, ON 705-327-5764
OCP South:	Regent Park Public School 485 Regent St, Orillia, ON 705-259-6600
OSS (2026 summer location)	OrilliaCentralPreschool Orchard Park 24 Calverley Street, Orillia, ON 705-345-1846 or 705-345-3835

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.

OCP SUMMER CAMP

“Where Learning Meets Adventure”

Arrival – Camper’s Free Play Choice

Nutritious (NUT FREE) Morning Snack

Quiet Reflection/Tidy Up

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
- Local Parks & Splashpads

Lunch Time (NUT FREE) Nutritious

- Group Story
- Quiet / Calming hour

Rotational Interest Centres

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

Nutritious Snack Time (NUTFREE)

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

Children under 6 years of age \$22.00/Day (CWELCC)

Children over 6 years of age \$65/Day, \$300/Week

JULY 2026

Hello My Name Is?

July 2nd & 3rd

- Local Park & Library
- Neighborhood Scavenger Hunt
- Swimming at the Orillia Rec Centre

Energy Burn Extravaganza!

July 6th to July 10th

- OCP visits Funvilla
- Local Splash Pad & Picnic
- Swimming at the Orillia Rec Centre (leisure pool)

Rhythm & Rhyme It's Drummin' Time

July 13th to July 17th

- DIY musical instruments
- Mystic Drumz
- Swimming at the Orillia Rec Centre (leisure pool)

Chronicles of Camelot

July 20th to July 24th

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

The Magic Mirror Mishap

July 27th – July 31st

- Visit to Storybook Park
- Public library visit & picnic
- Swimming at the Rec Centre (Leisure pool)

AUGUST 2026

Lights, Camera, Action

August 4th to August 7th

- Cineplex – Movie on the big screen
- Creating Comic Strip Stories
- Local Splash Pad and Picnic
- Swimming at the Orillia Rec Centre (leisure pool)

Trailblazers Of The Serengeti

August 10th to August 14th

- Trip to African Lion Safari
- Animal games & exploration
- Local Splash Pad and Picnic
- Swimming at the Orillia Rec Centre

Buggin' Out

August 18th to August 22th

- Trip to the Wye Marsh
- Exploring our environmental impact
- Local Splash Pad and Picnic
- Swimming at the Orillia Rec Centre (leisure pool)

The Grand Finale

August 24th to August 28th

- Back yard Carnival games
- Dance party / masquerade ball
- Local Splash Pad & Parks

No summer is complete with out finishing off with our fantastic summer slide show.

Operation Time & Location

Summer Camp Hours: Monday through Friday – 7:00 am – 6:00 pm (July 2nd to August 28th)

CLOSED WEDNESDAY JULY 1ST, 2026 – CANADA DAY

CLOSED MONDAY AUGUST 3RD, 2026 – CIVIC HOLIDAY

**Orillia Secondary School (OSS)
250 Collegiate Drive
Orillia, Ontario L3V 7S5**

Contact Information

School age Program Supervisor

Name: Abby McArthur

Phone: (705) 327-2764 **(Orchard Park main line)**

Phone: (705) 345-1486 **(July 2-August 28)**

Phone: (705) 345-2835 **(July 2-August 28)**

Email: ocp.schoolage@rogers.com

Executive Director

Name: MaryAnn McLennan

Email: ocp.ed@orilliacentralpreschool.com

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

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