

WELCOME TO HUCKLEBUG PRESCHOOL INC.!!!

Hucklebug Preschool Inc. (Hucklebug Child Care Centre in Norwood, Hucklebug Rural Roots in Norwood, Hucklebug Stepping Stone Child Care in Havelock, Norwood District Public School – School Age Program, St. Paul Catholic Elementary School – School Age Program and Havelock Belmont Public School - School Age Program in Havelock) is a non-profit corporation with charity status administered by a Board of Directors.

The Centre and its facilities are owned by the families that patronize it. All our licensed programs are inspected annually by the Ministry of Education, the Peterborough County Health Unit, and the local Fire Departments.

We are financed by parent's fees, proceeds from fundraising activities and provincial funding through Children's Services, Peterborough. The programs are overseen by a Director and managed by a Supervisor on-site who is trained in Early Childhood Education. The programs are designed to enrich the learning experiences of children from 6 weeks to 12 years of age in Norwood and 1.5 to 12 years of age in Havelock.

Wait List Policy

PURPOSE

The purpose of this policy and the procedures outlined within are to provide clear direction for families and staff to follow for the waiting list for Hucklebug Preschool Inc. All of Hucklebug Preschool Inc sites are part of the Centralized Waitlist for Peterborough City and County. Hucklebug Preschool Inc is aware of the shortage of child care spaces in the community, we do our best to give families an accurate likelihood of receiving care. The waiting list for families requesting child care is maintained when child care spaces are not currently available.

POLICY

To join any of our programs go to https://onehsn.com/peterborough/ux_2_0 and follow the directions. Applications may be taken at any time during the year for the current or subsequent years. All registrations will get an automatic response once received. If you have any questions, you can reach out to a site supervisor for clarification. Each site has their own waitlist and will be managed by the site supervisor. There is no fee to add your children to the waitlist. The waitlist policy is in our Handbook which is available on our website. Families are also welcome to call/email to inquire of their standing. The privacy of all families on the waiting list is maintained at all times.

PROCEDURE

When a space becomes available, a supervisor will make an offer to the next applicable applicant on the waitlist. Orientation by the supervisor with families and child will be held prior to the first day of attendance. Child care fees will begin on the mutually confirmed start date.

Waitlist Priorities:

1. Children of current educators
2. Children of current Board Members
3. Children needing full time care
4. Children of current or returning families

Note: Waitlist priorities may change your current standing, which means that first place on the waitlist may be pushed down by a new waitlist family with a higher priority.

Waitlist Management:

1. The date of registration on the waitlist will reflect the date the registration was completed online.
2. It is the family's responsibility to change any information on the online registration.
3. Once space is confirmed to be available, an offer is made to a family as per our waitlist priorities. Families have 3 business day to confirm placement into the program.
4. If we are not able to offer space for as many days as are requested, the family will be offered what days are available. If the family is not interested, the offer will be made to the next family on the waiting list. If the family starts with fewer days, we will add days as they become available.
5. A family who refuses a space the first time it is offered or fails to return the first call will retain its priority on the waitlist.
6. A family who refuses a space when offered a second time or fails to return a second call will be placed at the end of the waitlist.
7. A family who refuses a third offer for a space or fails to return a third call will be withdrawn from the waitlist. Once withdrawn from the waitlist, a family must complete a new online registration to the One HSN centralized waitlist.
8. If a family is inquiring as to their position on the waitlist, they are to call the Supervisor of the program.

Agency Policies for Sign-off

It is Hucklebug's policy to provide orientation for staff, Board Members, students and volunteers. All are required to submit a clear Criminal Reference Check with Vulnerable Sector Search and to sign off on many of our policies including confidentiality policy, program statement implementation, sleep supervision, serious occurrences including child abuse, playground safety policy, anaphylaxis policy, supervision of students and volunteer's policy, medication policy, fire evacuation and safety, emergency management policy and parent issues and concerns policy. Hucklebug's policy regarding "Supervision of Students and Volunteers" states that no child in our program is supervised by a person under the age of 18 years and students and volunteers will not be counted in our ratios of staff to children.

Board of Directors

Hucklebug operates with a volunteer Board of Directors. The Board meets quarterly, and becoming a member is an annual position commencing with our Annual General Meeting in May or June. The purpose of the Board of Directors is to maintain strong, viable, non-profit child care programs in the Norwood and Havelock area. They set policy for the operation of the non-profit programs. All parent clients, staff, and elected Board Members are considered approved members of this corporation and have voting privileges at all General Meetings. The five elected Board Members will have voting privileges at all Director and General Meetings. The elected positions are: President, Vice President, Treasurer, Secretary, and Director(s).

Program Statement

Hucklebug Preschool Inc. idealizes Ontario's pedagogy, How Does Learning Happen. This document and others (Ontario Early Years Framework, Ontario Early Learning Framework, Think Feel Act: Lessons from Research About Young Children, Early Learning for Every Child Today) guide us in our work with children and families. Hucklebug's program statement is consistent with the Minister of Educations' policy statement on programming and pedagogy issued under subsection 55 (3) of the OEYCC Act and we shall review the program statement at least annually for this purpose. Hucklebug views children as being competent, capable, curious and rich in potential. Our program statement describes the goals that guide our programs for children and the approaches that we use to:

- Promote the **health, safety, nutrition and well-being** of the children:
 1. Following Canada's food guide for healthy meals and snacks, the children are involved in our "family" style meals by setting, clearing dishes, sitting and having conversations around the table. Self-served snacks are offered morning and afternoon. Educators model table manners and encourage healthy choices.
 2. Indoor and outdoor play environments are safe spaces for children and educators to explore and learn together
- Support **positive and responsive interactions** among the children, parents and educators;
 1. Interactions between and among child/educator, child/child, child/parent, and educator/parent are valuable and build important relationships where the quality of child care is improved.
 2. Parent communication boards are located in each program for families to see what is happening. Email, telephone, text messaging are important ways parents can communicate with their child's program.
 3. Siblings that are registered in our programs have the opportunity to visit each other.
 4. Parents and families are invited to be involved in their children's program by: fundraising activities, bringing items/resources from home, sharing learning opportunities.
 5. Family involvement opportunities (tea party, BBQ, party) happen two times per year, spring and late fall where parents, educators and children celebrate together.
- Encourage the children to **interact and communicate** in a positive way and **support their ability to self-regulate**:
 1. Environments are created to be child-friendly with appropriately sized tools. We encourage children to help with many tasks, tidying, self-help, sweeping.
 2. Daily routines create a balance to our day so the children have ample time to play and learn.
 3. Communication skills for children begin early, our infants are using signs to communicate and support their language development. Educators use positive words to guide children. ("walking feet" not "don't run")
 4. Educators observe children and encourage the child to use problem-solving skills. We wait and watch.

5. Self-regulation is your child's ability to handle stress. When each child's physiological needs are met (rested, fed, comfortable), they are ready to practice regulation. Educators use calm breathing techniques.
- Foster the **children's exploration, play and inquiry**;
 1. Active and engaged exploring the world with body, mind and senses.
 2. Purposeful curious approaches to learning. The children are engaged in planning with educators.
 3. Risk-taking where appropriate is being explored and supervised in all our programs. Allowing the children some freedom within limits to explore their world.
 - Provide **child-initiated and adult-supported experiences**;
 1. Programming is based on observations of children and building on the interests of the child. Educators are playing and interacting with the children, and play can be spontaneous.
 2. Opportunities for different types of activities, active and quiet play, small groups, large group and quiet alone time. Educators guide experiences throughout a free-flowing day.
 3. Projects may last days and there is space to store creations for another time.
 - Plan for and create **positive learning environments and experiences** in which each child's learning and development will be supported;
 1. Learning environments within classrooms change based on children's interests.
 2. We look at the whole child to support learning. Cognitive, speech and language, physical, large and small muscles and senses.
 3. Children, families and educators are connected and all belong in our programs.
 - 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;
 1. This is essential
 2. Outdoor play for two hours each day in a full day program. Often outdoor items are brought in and our indoor activities are outdoors as well.
 3. Rest time
 - Foster the **engagement of and ongoing communication with parents** about the program and their children;
 1. Relationship building with families is important for the quality of child care we provide children.
 2. Connecting with educators at drop off and pick up times is a great way to communicate daily. Parent information boards, email, telephone and text messaging are tools we use.
 3. Parents and guardians are invited to participate in our programs and share their resources.
 - Involve **local community partners** and allow those partners to support the children, their families and educators;

1. Children and educators explore our communities in a variety of ways, walks, visits, library, guests coming to Programs.
 2. We are supported by other agencies that support children and families; Five Counties Children's Centre, PCFC, Public Health.
 3. We often have student trainees from NDHS Co-op, Fleming and Loyalist Colleges, when students are practicing their skills and learning for their future. These adults are not counted in our ratios and are not responsible for the children.
- Support educators, or others who interact with the children at a Child Care Centre in relation to continuous professional learning;
 1. CECE, Ontario's College for ECEs encourages educators to be continually learning. Hucklebug's policy for staff training requires all educators to be involved in training, workshops or meetings. All staff are trained in Standard First Aid and Infant/Child CPR.
 2. Peterborough City County Quality Initiative has brought "Quality Initiatives Engagement Guide" to our programs. Many opportunities for professional development and network meetings are included.
 - **Document and review the impact** of the strategies set out above on the children and their families;
 1. Photo documentation, making learning visible
 2. Observations and planning
 3. Parent survey, bi-annual
 4. Educator survey, bi-annual
 5. Annual review at staff meetings

Hucklebug ensures that all new educators, students and volunteers review the program statement prior to interacting with children and at any time when the program statement is modified. Hucklebug shall ensure that the approaches set out in its program statement are implemented in the operation of its program at each Child Care Centre it operates and each premises where it oversees the provision of child care.

Goals of Hucklebug:

- a) To manage, support, and maintain licensed early learning and child care sites.
- b) To provide licensed child care in the County of Peterborough.
- c) To involve parents, families and educators in the activities of the children and in all aspects of the services of Hucklebug.
- d) To provide through the effort of educators; an opportunity for each child to participate in a play-based program aimed at promoting developmentally appropriate social, emotional, physical, and cognitive growth.
- e) Educators will plan for and create positive learning environments and experiences in which each child's learning and development will be supported and which is inclusive of all children, including children with individualized plans.

General Information

Payment

A bill will be emailed, or personally given to you at our after-school programs; the first of each month for that month's fees. Prompt payment is requested within five days. A service charge of 2% will be added after 30 days of an unpaid account. Continuous nonpayment of fees or NSF cheques, leave us no other choice but to request withdrawal from the Centre. Any concerns should be directed toward the Supervisor or Director. Unpaid accounts past 61 days will go to Collections. Receipts will be issued in February for income tax purposes.

Subsidy

For working families (including parents attending schools, etc) to whom the fees would present a financial hardship, child care subsidies are available. For further information please contact Children's Services in Peterborough 705-748-8830 ext. 4.

Canada-Wide Early Learning and Child Care System (CWELCC)

The Canada-Wide Early Learning and Child Care System (CWELCC) will provide funding to participating licensed child care programs to help reduce fees for parents of children under the age of six, support inclusive child care and give families access to more affordable and high-quality child care options.

Hucklebug's Board of Directors made the decision to opt into the CWELCC system. The application process occurred in August 2022 to verify we were eligible. Hucklebug was notified of their approval status after the application process was complete and we entered into a CWELCC system service agreement with our service system manager. This agreement outlines the amount of funding the program will receive and the guidelines that must be followed. Parents/guardians and staff were notified of this decision and the outcome through email September 2022.

As a parent or guardian of a child under the age of six, you do not need to apply to get a fee reduction. A fee reduction took place as of October 1, 2022 to reduce child care fees by an average of 25%. Retroactive payments/credits were issued to eligible families/children that attended the agency. A second fee reduction took place January 1, 2023 to reduce fees further by approximately 37%. The goal is to lower licensed child care fees to an average of \$10 per day by September 2025.

Hours of Operation

The program hours are Monday-Friday 7:15AM to 5:30PM throughout the year. The Centre will open at 7:00 with the prior approval from the Supervisor. Fees will be charged for statutory holidays. Hucklebug Child Care Centre will be closed for the following Statutory Holidays: New Year's Day,

Family Day, Good Friday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Christmas Day, Boxing Day. The Programs are closed from Christmas Eve Day to New Year's Day inclusive. Being closed allows for building maintenance. Talk with the Supervisor if you must work and have no child care during the closed days.

Attendance Policy

Parents will be charged either a full day (six or more hours) or part day (AM or PM) fee. Fees are payable every day your child is registered at Hucklebug. If absent due to illness or vacation, fees will be charged as of course we cannot give your child's space to someone else during this time. If the child care centre is closed for reasons beyond our control (e.g. inclement weather, power outages, etc.) fees will still be charged. Notice of closures will be posted on our Hucklebug Facebook page and sent out by email.

Effective Communication

The smooth operation of a child care centre depends upon the cooperation and good will of people who start out as strangers with different ideas about how things should be done. Please feel free to discuss any problems, suggestions or questions you may have with your child's RECE educator or the Supervisor.

Parent Involvement

Hucklebug encourages parent involvement in the centre in many ways.

- Prior to children enrolling in the program, visits are requested. Once a child attends, we have an open-door policy, and parents are invited to drop in at any time. Keep in mind what your child's response will be, i.e. "when Dad comes, it's time to go home".
- Open House evenings and parent meetings are planned occasionally. Becoming a member of the Board of Directors is a concrete way to become involved. Recruiting is done prior to our June Annual General Meeting.
- The programs produce a newsletter, specific to their program. Information bulletins are shared from the Board, and the Director Supervisor periodically.
- The Board hold fundraising ventures throughout the year, such as frozen dough sales, and silent auctions. Your participation keeps our fees as low as possible.
- Bi-annual family involvement opportunities is a special social time as well as sometimes being a fundraiser.

Forms

All required admission forms must be filled out and submitted to the Supervisor before the child can attend the child care centre. It is the responsibility of the parent to immediately inform the Supervisor, in writing, of changes in important information. This would include new addresses, new job location,

new telephone numbers, new child custody agreements, or changes in persons authorized to pick up your child from the child care centre. Updating the Centre, and Public Health on immunization dates is also required.

Parental Separation/Access

In the event of a parental separation, divorce, or foster children, the staff of Hucklebug cannot accept instructions from the parents regarding each other's access to and information about their child without a legal document which clearly sets out the arrangements.

Withdrawal

Hucklebug requires two weeks' notice in writing if a child is being withdrawn. If a child is withdrawn without notice, two weeks' full fees will be required in lieu of notice.

Parking Lot Information

Please use caution when entering the parking lot. The parking spots closest to the building, are for parents with children. **Turn your vehicle off while you are in the building.**

NO SMOKING ON HUCKLEBUG PROPERTY. THIS INCLUDES THE PARKING LOT.

Security System

Our Centre has an "authorized persons only" access system. When your child starts receiving care at Hucklebug, you will be given the 'code'. It can be shared with the regular drop off person and the pick-up person only. There is a buzzer for anyone who does not have the code. This helps further ensure the safety of our children.

Arrival and Departure Policy

Purpose:

This policy and the procedures within it help support the safe arrival and dismissal of children receiving care. This policy will provide staff, students and volunteers with a clear understanding of their roles and responsibilities for ensuring the safe arrival and departure of children receiving care, including what steps are to be taken when a child does not arrive at program.

Policy:

Hucklebug Preschool Inc. will ensure that any child receiving child care at a Hucklebug Preschool Inc. site is only released to the child's parent/guardian or an individual that the parent/ guardian has provided written authorization to release to. Hucklebug Preschool Inc. will not release any children from care without supervision. Children will not be released to anyone under the age of 12 years of age or unknown to the child. Infants and toddlers will not be released to anyone under the age of 16 years. Parents/guardians are responsible for their children's safety and safe arrival. This policy and it's procedures do not release parents/guardians from this responsibility.

Procedures:

Accepting a child into care:

When a child arrives at a Hucklebug Preschool Inc. site it is imperative that their arrival is acknowledged by a staff member before the parent/guardian leaves the playroom or playground. On arrival each day the educators will visually assess each child for signs of illness (Health Check). The educator will 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 (ie: 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 educator must confirm that the person is listed on the child's registration form or where the individual is not listed, ask the parent/guardian to provide authorization for pick-up in writing (ie: note or email). The educator will document this change in the communication book and sign the child in on the classroom attendance record.

Parents should ensure their child arrives by 9:30am. It is mandatory that the program receives a phone call before 9:30am if a child will be absent for any reason.

Where a child has not arrived in care as expected:

Where a child does not arrive at a Hucklebug Preschool Inc. program and the parent/guardian has not communicated a change in drop-off (ie: left a voice message, messaged their classroom educator on Seesaw or advised the closing staff at pick-up), the educator in the classroom must:

- Inform the supervisor and they must commence contacting the child's parent/guardian no later than 10:00am. The program educator will contact the parent/guardian through the program communication app (Seesaw). A phone call will be made to all parent/guardian contact numbers listed on the child's registration form. A message will be left for the parent/guardian to contact the site to discuss the absence.
- Hucklebug Preschool Inc. will make all reasonable attempts to contact the parent/guardian in a timely manner. If we are not able to reach a parent/guardian, Hucklebug Preschool Inc. will reach out to any emergency contacts listed on the child's registration form.
- Once the child's absence has been confirmed, program educators will document the child's absence on the attendance record and any additional information about the child's absence in the communication book.

Releasing a child from care:

When a child is picked up from Hucklebug Preschool Inc. it is a parent/guardian's responsibility to alert the educator to the departure of their child from the site or playground. The educator 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 program may release the child to. In case of emergency, a phone call to the supervisor will be permitted.

The agency has a fee for 'late pickup', which is picking up a child after 5:30pm. While Hucklebug Preschool Inc. understands emergency circumstances may prevent you from arriving before 5:30, the agency cannot allow frequent late pickups. The penalty is \$10.00 for every 15 minutes or part thereof. It is mandatory that a phone call or seesaw message be made by 5:15pm if you will be late in picking up your child. The late fee is meant as a penalty and not a provided service. These late fees are, of course, not covered by your subsidy agreement with Children's Services.

Where the educator does not know the individual picking up the child (ie: parent/guardian or authorized individual)

- Confirm with another educator that the individual picking up is on 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 registration form or written authorization.

Where a child has not been picked up as expected (before site closes)

Where a parent/guardian has previously communicated with the educator a specific time or timeframe that their child is to be picked up from care and the child has not been picked up, the educator will try to connect with the parent/guardian through the room communication app (Seesaw) and/or by phone within 30 minutes of the specified time and advise that the child is still in care and has not been picked up.

- Where the educator is unable to reach the parent/guardian, educators must leave a message for the parent/guardian, as well as send a message on Seesaw. Where the individual picking up the child is an authorized individual and their contact information is available, the educator shall proceed with contacting the individual to confirm pick-up as per the parent/guardian's instructions or leave a voice message to contact the site.
- Where the educator has not heard back from the parent/guardian or authorized individual who was to pick up the child the educator shall wait until program closes and then refer to procedures under "where a child has not been picked up and program is closed".

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

1. Where a parent/guardian or authorized individual who was supposed to pick up a child from program and has not arrived by 5:30pm, one educator shall stay with the child while the second educator proceeds with calling the parent/guardian to advise that the child is still in care and inquire their pick-up time.
2. If the educator is unable to reach the parent/guardian or authorized individual who was responsible for picking up the child, the educator will reach out to the emergency contacts listed on the child's registration form.

- Where the educator is unable to reach the parent/guardian or authorized individual listed on the child’s registration form (ie: emergency contacts) by 7:00pm the educator will proceed with contacting the local Children’s Aid Society (CAS). Educators will follow the CAS’s direction with respect to the next steps.

School Age Program

Where a child has not arrived 15 minutes after their typical arrival time in the before school program with no communication from the parents/guardians, the educator in the program will:

- Inform the supervisor and they must commence contacting the child’s parent/guardian. The program educator will contact the parent/guardian through the program communication app (Seesaw). A phone call will be made to all parent/guardian contact numbers listed on the child’s registration form. A message will be left for the parent/guardian to contact the site to discuss the absence.
- Hucklebug Preschool Inc. will make all reasonable attempts to contact the parent/guardian in a timely manner.
- Program educators will document the child’s absence on the attendance record and any additional information about the child’s absence in the communication book.

Children will only be accepted into the after-school program, when released by their teacher when school ends for the day. Attendance will then be taken when the children arrive. If a child does not arrive at the School Age Program, and the parent/guardian has not reached out, the Supervisor/Designate in the program will contact the Main Office of the school. Children will not be accepted into the after-school program if they have been discharged from school for the day or did not attend school for the day.

Children attending before and after care, must attend the program at the school their child attends.

Parents/Guardians pick up children from Norwood District Public School, St. Paul’s Catholic Elementary School and Havelock Belmont Public School as per the policy above.

ACCESSIBILITY

Statement of Commitment:

In respect of the Accessibility Standards for Customers Service (Ontario Regulation 429-07), Hucklebug Preschool Inc strives at all time to provide its services in a way that respects the dignity and independence of people with disabilities. We are also committed to giving people with disabilities the same opportunity to access our services and allowing them to benefit from the same services in the same place and in a similar way as other customers.

Action 1 – Establish Accessibility Working Group	
Initiatives/Actions	Expected Outcomes

<ul style="list-style-type: none"> • Establish a working group for Hucklebug Preschool Inc. • Working group will be facilitated by a Leadership staff and educators 	<ul style="list-style-type: none"> • Each Hucklebug site will be represented in the working group. • Working group has detailed work plans, multi-year timelines. • Members participate in developing, implementing, and updating the Accessibility Plan
Action 2 - Offer and provide information in an accessible format on request	
<ul style="list-style-type: none"> • Process for responding to requests for accessible supports and services • Process will be communicated to staff by email • Communications to promote the availability of alternate formats on request 	<ul style="list-style-type: none"> • Admin staff and supervisors are aware of alternate formats and how to make them available to the public. • All documents created onward advertise the availability of alternate formats.
Action 3- Staff Awareness and Training	
<ul style="list-style-type: none"> • Management to confirm the organization’s commitment to accessibility in writing, endorse the commitment at meetings • Accessibility training/awareness presentations to managers, program and frontline staff • Management to acknowledge accessibility achievements and share information with staff in organization staff meetings 	<ul style="list-style-type: none"> • Staff understands accessibility and supports implementation of the plan. • Information on progress on implementing Hucklebug Preschool Inc’s Accessibility Plan is available to staff. • All staff complete online accessibility training.

Emergency Management Policy

This policy and procedure give staff and Supervisors a plan of action in the case of emergency situations. Should an emergency occur where the children must be evacuated from the program such as in case of a fire, they will be taken to the Norwood Public School, Asphodel-Norwood Community Centre or Havelock Community Centre. Parents would be contacted immediately in case of an evacuation, and be asked to come and pick up their child.

Child Illness Policy

Hucklebug Preschool Inc. is striving to ensure a healthy environment for all. The Child Care and Early Years Act stipulates that, prior to admission; all children must be immunized against infectious diseases as recommended by the local Medical Officer of Health. Children may be exempt from this requirement if a parent/guardian objects to the immunization on the basis of religious or moral beliefs, medical circumstances, or reasons of conscience. The family must provide a signed waiver expressing their decision to have their child(ren) exempt. The Child Care and Early Years Act required that childcare programs follow

recommendation of the Medical Officer of Health in matters pertaining to health. Immunization records must be submitted by the first day the child attends the program.

Universal precautions are used on an ongoing basis by all. Staff members set a good example for children and others by diligent hand washing, disinfecting surfaces, and practicing good hygiene. The health policy for the children is strictly enforced to prevent the spread of infection. Public Health provides our procedure if and when children become ill with a communicable disease. Parents should advise the educator of any allergies, special health problems, or any communicable disease affecting their child.

On arrival each day the educators will visually assess each child for signs of illness (Health Check). If a child becomes ill at the program every effort will be made to reach the parent/guardian or specified emergency delegate so that the child may be withdrawn for the length of the illness. With severe symptoms, child will be removed from the area of other children until they can be picked up.

Your child should not be sent to the centre if he or she has any of the following symptoms:

- Diarrhea (not related to child's diet or medical condition)
- Vomiting
- Excessive nasal discharge
- Eye discharge
- New or worsening cough
- A fever
- Constant sneezing, not related to an allergy (ie: seasonal allergies)
- A rash of unknown origin
- A communicable disease

If the staff notices that a child is lethargic or unwell the child's temperature will be taken. If a child becomes ill with a fever while at the centre the staff will follow the procedure outlined:

1. If the child's temperature is 100.4 F/38 C the parent will be called to be notified.
2. If the child's temperature reaches 101 F/38.2 C the parent will then be called to come and pick up the child.

The child should **remain out of the program for 24 hours after the symptoms have subsided (48 hours for vomiting/diarrhea)**. If your child is not well enough to participate fully in the program, they are not well enough to attend. If we go into outbreak status, we will be given direction by the Peterborough Public Health.

Adequate clothing will be worn for the prevailing weather. It is required that children keep a pair of 'indoor' shoes/slippers at the centre. All diaper changing must be done in the changing areas provided. Please follow posted directions carefully.

Children with a sniffle need not be kept home if they feel well. Mild viral attacks are very common with this age group since this is often the first exposure to large groups of children. Be consoled that this will help to build your child's resistance to infections in later years.

Please ensure you have a "back-up caregiver" for when your child is ill and you are not able to take time off from work.

Responding to Accidents and Injuries

The staff is trained with standard first aid and infant/child CPR. In case of an accident or injury the staff will perform first aid, call 911 (if needed), contact a parent/guardian to share information and actions taken around the injury, and a written injury report will be given to the family.

Anaphylaxis Policy

Policy: In accordance with the Child Care & Early Years Act, Hucklebug will develop, implement, train and communicate a procedure to reduce the risk of exposure to anaphylactic causative agents to all persons in attendance at the programs.

Procedure:

1.0 Strategy to reduce the risk of exposure:

Signs are posted at the entrance to the centre, reminding everyone that Hucklebug is a ‘**nut-safe**’ environment.

Any allergen specified in a child’s Emergency Medical Plan should not be served to the child.

When ingredient lists are not available or unknown for food and drinks that will be served at the child care centre, the food will not be served.

During snack and meal times, educators are supervising the children at all times.

Each playroom, kitchen, play area and staff room have posted **Allergy/Sensitivities Lists** including the children with anaphylaxis and an “epi-pen” or emergency medication.

Emergency Medical Plans are posted in the child’s classroom, emergency binder and staff room.

Emergency medications will never be locked up and will be made easily accessible to all staff while being kept out of the reach of children. During outdoor play periods and off-premises activities, emergency medication will be carried by an educator.

With written parental permission, school age children may be allowed to carry their own emergency medications. The medication must remain on the child and not left unattended. Supervision is maintained to ensure other children don’t have access to the medication.

Where possible, the surplus or expired medication must be returned to a parent/guardian of the child. Where attempts have been made to return a drug or medication to a parent/guardian and the parent/guardian has not taken the medication home, the Supervisor/designate will attempt to return unused drugs or medications to a local pharmacist for proper disposal.

Do not flush any drugs or medications down the toilet or sink or throw them in the garbage.

Confidentiality

Information about a child’s medical needs will be treated confidentially and every effort will be made to protect the privacy of the child, except when information must be disclosed for the purpose of implementing the

procedures in this policy and for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

1.1 Rules for Parents/Guardians Who Provide Food From Home

When a child has severe or multiple food allergies or a special diet that cannot be accommodated by the child care, the parent/guardian will provide the child's meals and snacks. These items will be identified with the child's name and date. Program staff will ensure that the child is provided with his/her meal in a safe environment free of cross contamination. The parent/guardian will provide a note for the child's registration file confirming that they are providing alternate food items that are nut-safe and follow our nutrition policy

Parents/Guardians are to provide nutritious bagged lunches for their School Aged Children on full program days (such as PA days, March Break and Winter Break). **Parents/Guardians are to ensure that all items packed in their child's lunch are nut free**, and will be notified if there are other foods that must be avoided due to severe allergies in the program. Hucklebug Preschool Inc. School Age Programs will continue to offer morning and afternoon snacks in accordance with Ministry of Education standards and our Nutrition Policy.

2.0 Communication plan for information:

When a child is identified to have a life-threatening allergy, including anaphylaxis, the following communication plan will take place:

The Parent/Guardian of the Anaphylactic Child will:

- Identify the causative agent(s).
- Provide written information about the allergy and about the emergency plan for their child. The information will be in the child's file and posted as necessary. It is the parent/guardian's responsibility to replace an epi-pen when it is reaching the expiry date. This ensures the child is in compliance with their emergency medical plan.
- An epi-pen with a valid date must be onsite at all times when the child is in attendance.

The Supervisor/Designate will:

- Maintain all necessary consent and information forms. These forms will be up to date, accessible and appropriately posted, where necessary.
- Maintain on-going communication, with parent/guardians, staff, and anyone else having access to the child care centre with regards to the identification of specific causative agents and the risk of exposure (email/posted signs/newsletters etc.).
- Plan for and ensure that all staff, students or volunteers receives initial training in Emergency Administration of Epinephrine medications (Epi-Pen), and annual review of each child's Emergency Medical Plan.

The Staff will:

- Ensure that children's emergency medical plans are posted.
- Maintain on-going communication, with the Supervisor regarding an anaphylactic child's daily well-being, any unexpected or concerning symptoms, any possible risks of exposure (i.e. while on field trips).

- Maintain ongoing communication, with parents/guardians regarding upcoming program plans, field trips and activity food items, new or questionable physiological symptoms or reactions and up to date contact information in the event of an emergency.
- Through initial training and annual review of Emergency Medical Plans, staff will be confident in how to administer Epinephrine (Epi-Pen) medication in the event of an emergency.

Child's file will include: Emergency Medical plan for the child including emergency contact information
 Parental consent form for training staff, students & volunteers
 Copies of medication form(s) detailing medication and plan for
 administration

3.0 In the Event of Exposure:

Mild Exposure:

1. Child is displaying rash, clear runny nose, sneezing, cough, and possible hives. **Child is not in distress, but clearly is having allergic symptoms.** A staff must stay physically close to the child to monitor any changes.
2. Notify the Supervisor / Designate in Charge.
3. The Supervisor or Designate, with parental pre-consent, will authorize the administration of Benadryl by a staff member (if appropriate).
4. The Supervisor/Designate will call the parent/guardian to inform them of their child's current health status and the administration of Benadryl. The Supervisor may prepare the parent/guardian to pick up their child or to call back to check on their child.
5. The child is closely monitored for improvement or increased symptoms of a severe allergic reaction.

Severe Exposure (Anaphylactic Reaction and Shock):

1. Child displays allergic symptoms that require immediate action (difficulty breathing, swelling of throat/tongue). One staff remains with the child, while the other staff retrieves the child's Epi-Pen.
2. Staff shout for "**HELP – Call 9-1-1**".
3. Epinephrine medication is administered to the child as per instructions and training. The child must be kept warm and calm.
4. The Supervisor / Designate in Charge will be notified and confirm that 9-1-1 has been called.
5. All staff will immediately respond by forming emergency ratios to: meet the ambulance at the centre/school's main entrance and direct the EMT's to the child, supervise/remove other children that may be with the child.

6. Parent/guardian will be contacted by the Supervisor/Designate in charge to inform them of the situation and that the child is being transported to hospital.
7. A designated staff member will be asked to follow the ambulance to the hospital with the child's file, and daily chart. If the Emergency Response Team did not take the used Epi-Pen, it should go with the staff to the Emergency Room.
8. The staff member will remain with the child until the parent/guardian arrives at the hospital and is completely informed of the situation.
9. The staff member will return to the child care centre and begin the reporting procedure for documentation. The Director will ensure that all documentation is complete.
10. A full investigation of the incident will occur to identify the source of the causative agent, effectiveness of the emergency procedures and an overall evaluation of Hucklebug's Anaphylaxis policy.

Where a child has an anaphylaxis reaction and the allergy is unknown, the procedure outlined in the Medication policy will be followed.

Following an anaphylactic incident, the Supervisor/Designate will meet with the educators to debrief and review/reflect on the relevant policies and procedures.

4.0 Training

Hucklebug Preschool Inc. will ensure that the supervisor/designate and/or all staff, students and volunteers receive training from a parent/guardian of a child with anaphylaxis on the procedures to follow in the event of a child having an anaphylactic reaction, including how to recognize the signs and symptoms of anaphylaxis and administer emergency allergy medication.

Where only the supervisor/designate has been trained by a parent/guardian, the supervisor/designate will ensure training is provided to all other staff, students and volunteers at the child care centre.

A review of each child's emergency medical plan and emergency procedures will be done annually. If any changes to a child's emergency medical plan and/or emergency procedures occurs a new training session will take place promptly.

A written record of training for staff, students and volunteers on procedures to be followed for each child who has an anaphylactic allergy will be kept with the child's information.

Appendix A:

Child's Emergency Medical Plan: posted in the child's classroom, emergency binder and staff room with a copy in child's file

Appendix B: Record of Training

When training is complete a record will be kept with staff signatures and dates with child's Emergency Medical Plan. When educators are not present on the initial day of training they will be trained individually upon their next scheduled shift. Training will be provided annually and documented on the Review of Anaphylaxis Policy training record This record is kept at the back of the Emergency Medical Plan posting in the classroom.

Appendix C: Authorization for Training Staff Students & Volunteers

Parent/Guardians authorize the Supervisor/Designate to train others in the program and the form **Anaphylaxis Epi-pen Training for Hucklebug Preschool Inc. Staff** is kept in the back of the child's Emergency Medical Plan.

Record of Review

All staff, students, volunteers must review the policy prior to commencing employment/placement and annually thereafter. A written record of the review must be signed by the staff and kept on file for at least two years from the time of entry.

All Emergency Medical Plans will be reviewed with the parents/guardians yearly to ensure accuracy.

Rules for Parents Who Provide Food From Home

When a child has severe or multiple food allergies or a special diet that cannot be accommodated by the daycare, the parent will provide the child's meals and snacks. These items will be identified with the child's name and date. Program staff will ensure that the child is provided with his/her meal in a safe environment free of cross contamination. The parent will provide a note for the child's registration file confirming that they are providing alternate food items that are nut-safe and follow our nutrition policy

Medication Policy

Purpose

The purpose of this policy and the procedures outlined within are to provide clear direction for staff, students and volunteers to follow for administering drugs or medication to children at the child care centre and for appropriate record-keeping.

Where the term drugs and/or medications is used in this policy, the term refers to any product with a drug identification number (DIN). For the purpose of this policy, drugs and medications fall into the following two categories;

Prescription, intended for acute, symptomatic treatment; and

Over-the-counter, intended for acute, symptomatic treatment

Note: The following items are not to be considered drugs or medication for the purposes of this policy, except where the item is a drug, as defined in the *Drug and Pharmacies Regulation Act*, prescribed for a child by a health professional;

- Sunscreen
- Moisturizing skin lotion
- Lip balm
- Hand sanitizer
- Diaper cream

These over-the-counter products, may only be administered in accordance with the following rules:

- Must be stored in accordance with the instructions for storage on the label and the container or package must be clearly labelled with the child's name and the name of the item.
- A container or package does not need to be labelled with a child's name where items are shared (if appropriate). Such as hand sanitizer located at entrances and exits.
- Must be administered to a child only from the original container or package and in accordance with any instructions on the label and any instructions provided by the parent of the child.

This policy and procedures document support children's health, safety and well-being by setting out measures to:

- Ensure children receive only those drugs or medications deemed necessary and appropriate by their parents/guardians;
- Reduce the potential for errors;
- Ensure medications do not spoil due to improper storage;
- Prevent accidental ingestion;
- Administer emergency allergy and asthma drugs or medications quickly when needed; and
- Safely administer drugs and medications according to established routines.

Policy

Parental Authorization to Administer Medication:

Whenever possible, parents/guardians will be encouraged to administer drugs or medications to their children at home if this can be done without affecting the child's treatment schedule.

Prescription and over-the-counter medications for acute, symptomatic treatment will only be administered to a child where a parent/guardian of the child has given written authorization to do so by completing the child care's Medication Form.

The authorization must include a schedule that sets out the times the drug or medication is to be given and the amounts to be administered.

Where a drug or medication is to be administered to a child on an "as needed" basis (i.e. there is no specific schedule or time of the day for administration), the Medication Form must clearly indicate the situations under which the medication is to be given including observable symptoms.

Medication Forms will be reviewed with parents yearly to ensure the dosage continues to be accurate (e.g. based on the child's age or weight).

Drug and Medication Requirements

All drugs and medications to be administered to children must meet the following requirements:

All drugs and medications must be stored in their original containers as supplied by a pharmacist, or their original packages. Medications that have been removed from their original package or transferred into a different container will not be accepted or administered to children.

All drug or medication containers must be clearly labelled with:

- The child's full name;
- The name of the drug or medication;
- The dosage of the drug or medication;
- Instructions for storage;

- Instructions for administration;
- The expiry date of the medication, if applicable.

The information provided on the written Medication Form must match with all the requirements listed above.

Where information is missing on a drug or medication label and/or the Medication Form does not match the label on the labelled container, the child care centre will not accept or administer the medication until the label and/or Medication Form accurately contains all the required information.

Drugs or medications purchased by staff, student or volunteers for their own use will be kept inaccessible (e.g. stored in locker versus left in a purse in the classroom) to children and will not be administered to children at any time.

Drug and Medication Handling and Storage:

All drugs or medications will be kept inaccessible to children at all times in a locked container or area (e.g. in a refrigerator, cabinet, cupboard or drawer). There are exceptions for emergency medications as outlined below:

Emergency medications will never be locked up and will be made easily accessible to all staff while being kept out of the reach of children, including during outdoor play periods and off-premises activities.

Where a child has written permission to carry their emergency allergy or asthma medication, precautions will be taken to ensure that these medications are not accessible to other children (e.g. in cubbies or backpacks that are unattended).

In case of an emergency, all staff, students and volunteers will be made aware of the location of children's emergency medications at all times.

Emergency medications will be brought on all field trips, evacuations and off-site activities.

Any topical products or drugs/medication in the first aid kit will not be used on children to clean or treat wounds. Children's cuts and wounds will be disinfected in accordance with local public health recommendations.

All drugs and medications for children will be stored in accordance with the instructions for storage on the label. Medication requiring refrigeration will be stored in the refrigerator in a locked container.

Where drugs or medications are past their expiry date, they will be returned to the parent/guardian of the child, where possible.

Any drugs or medications remaining after the treatment period will be returned to the parent/guardian of the child, where possible.

Where attempts have been made to return a drug or medication to a parent/guardian and the medication has not been taken home, the Supervisor/designate will ensure that the drug or medication have been documented in the communication book (e.g. daily written record), and the drug or medication be returned to a pharmacist for proper disposal.

Drug and Medication Administration:

Drugs or medications will be administered according to the instructions on the label and only with written parental authorization.

The supervisor or designate (permanent educator in program) will deal with all drugs and medications to reduce the potential for errors, whether on or off the premises.

A drug or medication will only be administered from its original container as supplied by a pharmacist or its original package, and where the container is clearly labelled as outlined under the Drug and Medication Requirements section of this policy.

A drug or medication will only be administered using the appropriate dispenser (e.g. syringe, measuring spoon/cup etc.).

To support the prompt administration of emergency medication:

Emergency medications may be administered to a child by any person trained on the child's individualized plan at the child care centre: and

Children will be allowed to carry their own asthma or emergency medication in accordance with this policy the drug and medication administration procedures, and the child's individualized plan, where applicable.

Drugs or medications that are expired (including epinephrine) will not be administered at any time.

Record-Keeping:

Records of medication administration will be completed using the Medication Form every time drugs or medications are administered. Completed records will be kept in the child's file.

Where a child's Medication Form includes a schedule setting out specific times to administer the medication and the child is absent on a day medication would have been administered, the child's absence will be documented in the communication book to account for all days during the treatment period (excluding weekends, holidays and planned closures).

If a dose is missed or given late, reasons will be documented on the Medication Form, the supervisor/designate will be notified and parent/guardians will be notified as soon as possible as it may impact the treatment schedule or the child's health.

Where a drug or medication is administered "as needed" to treat specific symptoms outlined in a child's medication form or emergency medical plan (e.g. asthma, fever, allergic reaction), the administration and the reason for administering will be documented in the appropriate communication book (e.g. daily written record). A parent/guardian will be notified.

Confidentiality

Information about a child's medical needs will be treated confidentially and every effort will be made to protect the privacy of the child, except when information must be disclosed for the purpose of implementing the procedures in this policy and for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

Prohibited Practices

The staff and volunteers at Hucklebug Preschool Inc. will serve as positive role models for the children, parents and their co-workers. They will encourage children to treat others with similar respect. Our goal is to provide a positive education experience, to encourage and enhance their growth and allow children to develop while in our care. Staff verbally confirm that these practices are not allowed and do not occur in the program.

Section 48 of the Child Care and Early years Act 2014

These practices are never permitted in a Child Care Centre:

- a. Corporal punishment (which may include but is not limited to; hitting, spanking, slapping, pinching);
- b. Physical restraint of children, including but not limited to confining to high chair, car seat, etc. for discipline or in lieu of supervision unless for the purposes described in the regulation (to prevent self-harm, harm to others and only until risk of harm/injury is no longer imminent);
- c. Locking the exits of the Child Care Centre for the purpose of confining the child, or confining the area or room without adult supervision, unless such confinement occurs during an emergency;
- d. Use of harsh, degrading, measures or threats or derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine their self-respect, dignity or self-worth;
- e. Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or
- f. bedding; or
- g. Inflicting any bodily harm on children including making children eat or drink against their will.

Behaviour Guidance Approach:

At Hucklebug Preschool Inc. we focus on the needs of the individual child. Behaviours will be guided through encouragement and redirection to develop a positive self-image and foster independence.

Sleep Supervision Policy

Policy:

Each child attending Hucklebug Preschool Inc., who receives child care for six (6) hours or more in a day, must have a rest/sleep period not exceeding two (2) hours in length. During each child's rest, they will be actively monitored with direct visual checks. This is not applicable for the School Age Programs.

All children will have an assigned crib (infants) or a cot for rest time by being labelled with their name.

Procedures for Sleep or Rest Time:

- Each child attending has their assigned crib/cot placed in the classroom or infant sleep room. Each 'bed' has a fitted sheet and has a blanket for the child's use.
- Classroom blinds are closed, lights are turned off, and soft music may be used to help calm the children.
- To immediately identify which children are present in the separate sleep room, their name will be placed on a white board on the wall beside the door entering into the separate sleep room.

Expectations while assisting children to rest:

- Children younger than 12 months will be placed for sleep on their back, consistent with the recommendations found in the document entitled “Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada” from Health Canada.
- A child may require a sleep aid such as a special blanket or soother, in accordance with Health Canada recommendations however, infants are not recommended to have items such as stuffed animals and toys in their cribs. In following these recommendations; families can bring suitable items, such as blankets and soothers, from home and they will be made available to the children at rest time.
- Staff supervising the children at nap time may help the children to sleep by rubbing their back.

Children who do not rest:

- Are encouraged to rest their body for a minimum of 20 minutes.
- Are offered a quiet activity, toy or book to occupy them while others are sleeping, after 20 minutes of rest.

Supervision of Children during rest/sleep:

- There is sufficient light in the sleep environment to conduct direct visual checks throughout the sleep/rest period. Where rooming darkening blinds are used, and if necessary, a blind in the room will be opened to allow for adequate lighting to preform visual checks.
- **Sleep supervision documentation** – sleeping children in the infant and toddler age groups will be actively monitored by being physically present beside the child every 15 minutes, or more frequently as needed (in the event that a child is showing signs of illness/unusual behavior or has a predisposed medical condition that requires constant supervision). A sleep supervision check form will be housed in the Infant sleep room. The Toddler classrooms will document in their communication books.
- Sleeping children in the preschool age groups will be actively monitored by being physically present beside the child every 15 minutes but does not require documentation.

Children’s Cots/Cribs:

All children up to 12 months will be provided a crib to sleep in. Children 12 months to 18 months who receive care for 6 hours or more may sleep in a crib or cot in accordance with written instructions from the parent. At 18 months of age all children will be provided a cot for sleep.

- Each cot/crib will be labeled with the child’s name.
- Will be kept in good condition.
- Cot/sheets and blankets will be laundered weekly, or more frequently as needed.
- Will be strategically placed around the classroom, so sleeping children can sleep, and resting children can be placed together for quiet activities.

Responsibility to Parents:

- Parent/Guardian will be consulted respecting a child's sleeping arrangement, at the time the child is enrolled for care, and any other appropriate time such as a transition from one program to another or upon a parent's request. Family requests are documented on the registration form and will provide written documentation of any changes they request.
- Parent/Guardian will be advised that children under 12 months will be placed on their back to sleep in accordance with Health Canada recommendations, unless the child's physician recommends otherwise in writing.
- Parent/Guardian will have access to the written policies with respect to sleep upon registration and any time requested thereafter.
- Parent/Guardian will be advised that children who regularly sleep while in care will be monitored on an on-going basis and will be informed if their child is experiencing significant change in sleep patterns or behaviour during sleep time. Together, parent/guardian and child care staff will discuss an appropriate plan of action, and will result in adjustment to the manner in which the child is supervised during sleep.

All appropriate sleep items brought from home must be labeled with the child's name on them, and will be stored individually while at the child care centre. Parents will be informed that it is not recommended by Health Canada for infants to have stuffed animals or toys in their crib during sleep time.

Child Care Programs

(Approximate Ages)

Infants 6 weeks – 18 months

Toddlers 18 months – 2.5 years

Preschool 2.5 years – 3.8 years

JK/SK Before & After School 3.8 years – 5 years

School Age Program 6 – 12 years

Diapers and Toilet Training

Diapers/wipes are not provided. Please bring at least six diapers a day or we can store a bag of diapers and inform you when the supply is low. Toilet training is a cooperative effort between child, parent(s), and staff. When a child is ready for toilet training, please bring in plenty of extra clothes. The wet or soiled clothes will be placed in a bag to be taken home at the end of each day.

Bed Clothes

The Centre provides a bed, blanket, and sheets for your child. You may send a child's "special" blanket and also a "special" soft toy that may be needed at sleep time. All bedding is laundered weekly or more frequently if soiled.

Clothing

A full set of clothing (including socks) should be left at the Centre in case of accidents or spills. Children learning to use the toilet will need **AT LEAST** three sets of clothes. Every attempt is made to keep children's clothing clean and in good repair; however, spills, tears, and soils do occur. We advise you to send your child in clothes that won't prohibit them from participating fully in the program. The challenges of dressing many children to play outdoors are greatly reduced if all items of clothing are clearly **marked with your child's name or initials** and mittens are attached to your child's snowsuit. In sunny weather, hats are a must and sun screen is provided for a small fee each year.

Accidents

Bumps, grazes and bruises will be handled by staff and reported to the parents when they pick up their child. Accidents or illnesses that require medical attention will be reported to the parents at once. All staff have been certified in Standard First Aid and Infant/Child CPR. Serious Occurrences sometimes happen and would be reported to parents, Board members and the Ministry. The Ministry of Education requires licenced programs to post a Serious Occurrence Notification Form in the Centre if and when an occurrence has happened.

Meals

Children, older than 12 months, are served a hot lunch and two snacks during the day according to the Canada Food Guide. The menus are posted in the kitchen. The children are encouraged to try new foods. We are always happy to receive suggestions and new recipes. Please let us know if your child has any food allergies/sensitivities. Parents will be requested to provide food for their allergic child.

Activities off Premises

Periodically, the children and educators go for community walks in the neighbourhood. Your signature is required indicating permission for your child to participate. Staff plan various field trips to a specific place (i.e., the grocery store). A permission form will be given to you for signature well in advance of the trip. Generally, the children walk for field trips, whereas older school age children may have bus trips planned.

Staffing

Hucklebug is staffed according to the Early Learning and Child Care Act by twenty+ caring adults. When you share your child care needs with the Supervisor, the staffing is arranged accordingly. Changes to your child's hours of care **MUST** be arranged with the Supervisor.

Parent Issues and Concerns Policy

Parents/guardians are encouraged to take an active role in our Child Care Centre and regularly discuss what their child(ren) are experiencing with our program. As supported by our program statement; we support positive and responsive interactions among the children, parents/guardians, child care providers and staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Our staff are available to engage parent/guardians in conversations and support a positive experience during every interaction. All issues and concerns raised by parents/guardians are taken seriously by the Supervisor/Director and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible. Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved. An initial response to an issue or concern will be provided to parents/guardians within 1 business day. The person who raised the issue/concern will be kept informed throughout the resolution process. Investigations of issues and concerns will be fair, impartial and respectful to all parties involved.

Conduct

Our centre maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.

If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or licensee.

The Child Care Program

Child Care at Hucklebug is offered daily Monday – Friday, from 7:15 AM to 5:30 PM year-round. We feel that child care should be an extension of home and with this goal in mind, we strive to provide a warm loving early learning environment for the children together with age-appropriate activities.

Base Fees:

Hucklebug Rates Full Day (+6hrs) / Part Day with lunch / Part Day no lunch

Infants \$20.91 Full days only

Toddlers \$18.43 / \$12.99 / \$12.00

Preschool \$16.42 / \$12.00 / \$12.00

These fees are reflective of the January 1, 2023 fee reduction of base fees.

Non-Base Fees may include costs for trips, occasional fundraising opportunities that arise, late pick up fees, late payment service charges.

The Child Care Schedule (an example of Preschool Room)

Centre Opens at 7:15 AM

9:30 – 10:00 Open Snack

10:00 – 11:00 Child Initiated Activities/Washroom

11:00 – 12:00 Outdoor Play Morning Program Departures (11:45)

12:00 – 12:30 Lunch Part-Day Departures (12:30)

12:30 – 3:15 Naptime & Quiet Activity Time

3:00 – 3:45 Open Snack/Washroom

3:45 – 5:00 Outdoor Play (weather permitting)

3:00 – 5:30 Full Day Departures

Centre Closed 5:30

School Age Programs

BEFORE and AFTER SCHOOL PROGRAM:

Norwood District Public School, St. Paul Catholic Elementary School and Havelock Belmont Public School

Hucklebug also offers a morning and afternoon program for children 3.8 to 12 years of age. The JK/SK and SAP groups are located in the kindergarten classroom/ designated classroom/ library/gym. The program is designed to provide child care for those who need it before and /or after school. The programs run for non-instructional days (PA days, and March and Christmas Break) during the school year. An email/survey will be sent out to currently enrolled families before the beginning of summer to inquire about the following September - June school year. Families will be asked to book their care schedule at that time. A minimum of 2 days a week will be required for the school year.

Base Fees:

JK/SK Full Day - \$15.95

JK/SK Before & After - \$12.00

Before School ONLY JK/SK - \$10.50

After School ONLY JK/SK - \$12.00

School Age Full Day - \$34.40

School Age Before & After - \$19.00

Before School ONLY School Age - \$11.45

After School ONLY School Age - \$15.15

These fees are reflective of the January 1, 2023 fee reduction of base fees for JK/SK through the CWELCC. School age fees are reflective of the January 1, 2024 Board of Directors approved increase.

Non-Base Fees may include costs for trips, occasional fundraising opportunities that arise, late pick up fees, late payment service charges.

Schedule:

7:15 – 8:40 AM Arrival, Snack and Free Play (before school)
3:10 -5:30 PM Arrival, Snack and Activities (after school)
Indoor and Outdoor.

Summer Camp

Summer Camp (school age) is offered during the summer months for children who have completed Junior Kindergarten ages 4 to 12 years, if space is available.

POLICY

Attendance at Hucklebug School Age Summer Camp will be confirmed through the program Supervisor. An email or survey will be sent to all currently enrolled families to ask for care requests for summer around May 1st. **Enrollment will be made on a week-by-week basis (5 full days).** Families will notify the Supervisor in email/survey as to what weeks they require for the whole summer. Fees are payable every day the child is registered at Hucklebug. Hucklebug requires summer camp schedules to be confirmed with the Supervisor by **May 15th. NO CHANGES WILL BE ACCEPTED AFTER THIS POINT.** Therefore, the schedule that is confirmed as of May 15th will be what the family is billed for their summer care needs. This allows us to arrange a space, staffing and supplies. The camp will be closed on statutory holidays. (Canada Day and the Civic Holiday). The summer camp will also be closed the week before school starts, unless space becomes available through Community Use of Schools with the school board.

The summer camp is open from 7:15 am to 5:30 pm Monday through Friday. Parents/guardians are asked to contact the program by 9:30 am if the child is coming in later or will be absent for the day. If someone other than a parent/guardian is to pick up a child, this must be noted on the child's registration form or the centre/program must be notified. This is best done through a written note given to the supervisor in advance. If this is not possible, parents/guardians may telephone/text the supervisor.

Children will only participate in excursions outside the centre if the field trip permission form is complete. Parents/guardians will be given specific notice of field trips, indicating mode of transportation, date, time and location. Signed permission slips for the trip must be returned to the centre to authorize children's participation. Accounts are to be kept in good standing; a 2% service charge will be added to your invoice if unpaid after 30 days. Continuous non-payment may result in your child being discharged from the program. Accounts still owing 60 days after discharge will be sent to a collection agency.

An email/survey will be sent out to currently enrolled families before the beginning of summer to inquire about the following September - June school year. Families will be asked to book their care schedule at that time. A minimum of 2 days a week will be required for the school year.