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# Introducing the Matthew-John Day Care Centre

## **WELCOME**

The board and the staff of the Matthew-John Day Care Centre of Toronto wish to welcome you and your family to our Centre.

The parent handbook is an overview of some of our more pertinent policies. It is intended to acquaint you with the philosophy and policies under which Matthew-John Day Care Centre operates.

We would like to thank you for selecting Matthew-John Day Care Centre and look forward to ensuring quality care for your child.

## PHILOSOPHY

Matthew-John Day Care Centre of Toronto is committed to make each child's experience a positive one.

We are dedicated to providing a safe, caring and stimulating environment in which children can develop physically, socially, emotionally and intellectually. Our goal is to create a program and environment that recognizes and meets each child as an individual with unique interests, culture, capabilities and aspirations.

Each child's sense of self-esteem, self-discipline and autonomy will be facilitated in our warm and caring family atmosphere. Children are active participants in their environment and will be given opportunities to make choices that enable them to learn how to problem solve, socialize, share and learn about the world around them.

Our stimulating program fosters creativity with the child's best interests in mind in order to satisfy their desire to explore and promote discovery. Through play, exploration and discovery, the program will challenge each child's individual development, interests, emerging capabilities and build the confidence necessary to realize their potential. We are committed to a play-based environment because we believe that play helps the child explore and understand the real world.

Our program also encourages environmental awareness, multiculturalism, anti-racism and tolerance for different abilities and lifestyles. Matthew-John Day Care Centre has an Anti-Discrimination Policy that is available upon request.



At Matthew-John Day Care Centre of Toronto, we strive to create a supportive family atmosphere where the program is an extension of both the home and community. We believe that open communication and cooperation with parents will lead to mutual respect and trust. We open our hearts and minds to family viewpoints and perspectives that might be different from our own in order to provide a family-centred, culturally sensitive child-care environment.

Through the city of Toronto, fee subsidies are available at Matthew-John Day Care Centre. To determine whether you qualify please contact the **KIDSLINE** at **416-392-KIDS (5437)**.

Finally, while Matthew-John Day Care Centre is located within St. Matthew's Anglican Church, the Day Care has no religious affiliation with the church. We are a secular and non-denominational Centre.

## **BOARD OF DIRECTORS**

Matthew-John Day Care Centre is a non-profit organization run by a Board of Directors made up of seven parents who are nominated on a bi-annual basis. Throughout the year, the Board of Directors work on various projects, policies and financial matters related to the business of Matthew-John Day Care Centre.

## **STAFF AND TEACHERS**

Matthew-John Day Care Centre is staffed by Registered Early Childhood Educators and Assistants, in accordance with the Day Nursery Act, as well as by students and volunteers. The staff/child ratio is 1/15 for the school age room, 1/8 for the preschool room and 1/5 for the toddler room. A Centre supervisor oversees the staff and the day-to-day operations of the Day Care.

The Centre also acts as a training facility for a number of different programs including high school cooperatives, Early Childhood Education and Early Childhood Assistant programs and Adult Learning programs.

Staff and volunteers are required to undergo a police reference check as a condition to work in direct contact with the children at the Centre. In addition, all permanent educators have current first-aid certificates.

All of our staff members are encouraged to participate in workshops in areas of need and interest. Some of our staff are bilingual and enjoy teaching the children about other cultures and languages.

## PROGRAMS OFFERED

We offer programs that meet the diverse needs of children, ranging in age from 18 months to 12 years.

Toddler . . . . .	18 months – 30 months
Preschool . . . . .	30 months – 5 years
Nursery School* . . . . .	30 months – 4 years
School Age . . . . .	6 years – 12 years **

\*Our Nursery School Program runs from 9:00am – 11:15am and starts in late September, concluding at the end of June. Each year, the Program's start date varies. Your Centre supervisor confirms each year's start date by the end of August.

## ADMISSION PROCESS

Parents/Guardians will meet with the Centre supervisor who will review all necessary information before the enrolment of your child. Parents will also be asked to sign a form noting that they have read, understand and agree to the policies of Matthew-John Day Care Centre.

Prior to a child's admission to the Centre, parents/guardians will also be required to complete the following forms:

- A general enrollment form
- A standard government medical form
- An emergency medical release form
- If applicable, an allergy information form which will disclose any known allergies, medical conditions and symptoms their child will display in the event of an allergic reaction/medical condition

## GRADUATING BETWEEN ROOMS

Children move up chronologically when space becomes available in the next room. The need to maintain proper teacher/child ratio means it is not always possible to move children up when the child hits the upper age limit.

When Toddlers graduate to the Preschool Room their soothers and bottles must stay behind.



## ESCORT TO DUNDAS PUBLIC SCHOOL

Matthew-John Day Care Centre escorts students to Dundas Public School. Children in JK/SK are walked to school in the morning and will be picked up after the morning session and returned to the centre for the rest of the day.

The school age children will be picked up from Dundas Public School by staff at 3:30 p.m. and returned to the Centre for the afternoon program.

## ESCORT TO WITHROW PUBLIC SCHOOL

Due to popular demand, Matthew-John Day Care Centre offers an escort from Withrow Public School. Children in JK/SK are picked up after the morning session and returned to the centre for the rest of the day.

The school age children will be picked up from Withrow Public School by staff at 3:30 p.m. and returned to the Centre for the afternoon program.

Please note that, due to staffing levels as well as the distance to Withrow Public School, there is no morning drop off escort provided.



## OPERATING HOURS AND HOLIDAYS

Matthew-John Day Care Centre operates Monday to Friday 52 weeks of the year with the exception of the following statutory holidays:

New Year's Day

Family Day

Good Friday (Easter Friday)

Victoria Day

Canada Day (July 1)

Civic Holiday (First Monday in August)

Labour Day

Thanksgiving

Christmas Day

Boxing Day

The hours of operation are from 7:30 am to 6:00 p.m. with the exception of Christmas Eve and New Year's Eve, where the Centre closes at 2 p.m.

The Nursery School Program will be closed on all P.A. days, during Christmas Break, and March Break to maintain the required staff/child ratio in accordance with the center's license. Nursery School Program will also be closed during the months of July and August.

## **A MESSAGE FROM ST. MATTHEW'S ANGLICAN CHURCH**

St. Matthew's is a valuable landmark for our community and you are invited to look in and enjoy your heritage. Our website [www.stmatthewsriverdale.com](http://www.stmatthewsriverdale.com) contains the history of St. Matthew's, written by Gerald Whyte of the Riverdale Historical Society.

Since April 2008, the building has been occupied solely by St. Matthew's and the Matthew-John Day Care Centre of Toronto and together, we are building a relationship of mutual caring and benefit. We have also reached out to the Riverdale community especially within the last year, by distributing invitations to the immediate Riverdale community to attend:

- the official historical designation of the church building in September (the plaque is installed on the west side of the church's front steps)
- movie nights on Sunday evenings over January and February; Shrove Tuesday pancake supper in February; an Alpha course held weekly from September to November.

We are a part of your community. Come and grow with us!

**As previously noted, Matthew-John Day Care Centre has no religious affiliation with St. Matthew's Anglican Church. We are a secular and non-denominational Centre.**

# Parents And Matthew-John



## **FAMILY INVOLVEMENT**

We have an "OPEN DOOR" policy for all parents. Parents are always welcome to visit the centre at any time or to call the child's educator or the supervisor. Parental involvement increases the feeling of community and adds another dimension to your relationship with your child. When in doubt ask the staff how you can help.

Matthew-John Day Care Centre of Toronto offers many opportunities for parents to become meaningful participants in the program. We welcome mothers, fathers, and other significant people in children's lives to be included in the partnership with our Centre. Close collaboration among parents/guardians, children and staff will help enrich the children's early education experiences.

Our parent involvement opportunities include:

- Involvement in the Board of Directors and on Board sub-committees
- Coming into the classroom and sharing talents, interests, and customs
- Parent volunteer days (i.e. special assignments, and/or field trips)
- Helping to organize special events such as the holiday concert
- Parent meetings (held throughout the year)
- Participating in fundraising events
- Assisting with Centre repairs, painting, cleaning, etc
- Helping to organize the outdoor environment i.e. garden
- Building new equipment
- Organizing translation services for families
- Helping children to learn a new language
- Collecting or contributing resources such as costumes for drama

If you ever have any questions or concerns about your child please don't hesitate to ask or make an appointment with the supervisor or the staff if you would prefer to speak in private. Also, if you have any questions or suggestions for programming please let us know.

## **SEPARATION ISSUES**

Parents are asked to help in their child's transition from home or previous care to care at Matthew-John Day Care Centre. It is suggested that especially with a toddler, the parent introduces their child to the Centre for increasing lengths of time for approximately three days prior to the child's first day. This will help the parent and the child to become familiar with the routines and program and to meet other children and educators.

When your child cries at separation it does not mean they are too young to be left, nor does it indicate how attached they are to parents. It is simply how they personally react to this situation. It may mean they need more practice being left, learning to cope, learning to express themselves verbally, learning that someone other than mom or dad can help them and finally that they can help themselves. Routine is very important at this time for these children and we remind them what happens next and that we all go home after school. If you are feeling unsure of what to do and how to help, our suggestion is to allow staff to handle separation issues as much as possible. Tears are a rite of passage and usually only last a few minutes for a few days or weeks.

## PARENT/GUARDIAN COMMUNICATION

Parents and guardians should read our Centre manual and ask any questions they may have before or during enrolment. Once enrolled, ongoing communication is encouraged. There are many ways to do this. Talk to your child's teachers on a regular basis to align your approach, goals and concerns. Please take advantage of the broad range of experience and education our teachers have. Let them know what to keep an eye on, what kind of feedback you are looking for and how you prefer to receive communication. In addition, calendars, newsletters and special updates will be taped to your child's cubby and can be found on their classroom bulletin board.

Please feel free to let us know if there is any additional information you need. Call us anytime.

Your concerns, suggestions and /or compliments are important to us, and are always welcome. At Matthew-John Day Care Centre we strive to create an atmosphere where parents feel comfortable discussing any issue. Concerns should be voiced to the staff or to the Centre supervisor. We ask that sensitive discussions be held in private, away from the children. All concerns will be taken seriously and attempts will be made to find a mutually satisfactory solution.

## PARENT SEPARATION & CUSTODY AGREEMENTS

For Custody Orders, the parent who has custody must supply a copy of the Custody Order to the Centre supervisor. The staff will try to ensure that the wishes of the parent are carried out. However, if there is no court order denying the other parent access, the staff cannot be held responsible if the other parent exercises the rights of a parent and takes the child. In cases where the Custody Order is in effect and the other parent demands the release of the child, the child will be taken to the supervisor's office where the police and the other parent will be called.





# OUR Programs

## **PHILOSOPHY & SAMPLE PROGRAM**

Matthew-John Day Care Centre provides developmental care and education for children through a program promoting physical, social, creative and intellectual growth. Each child's sense of autonomy, self-esteem and self-discipline is facilitated in a warm and caring environment.

Planned activities are designed to help children develop in a number of areas including art, science and drama, as well as focusing on literacy, cognitive, sensory and gross motor skills. Selected activities also aim to enhance exposure to different cultures and languages.

We encourage, but do not force each child to participate in all of the daily-programmed activities. We promote free choice and creativity.

Each program provides a creative art period(s) during the week. Please check your child's cubby weekly for artwork.

**Please note: The staff is not responsible for the completion of homework assigned by your child's school.**

## TODDLER ROOM SCHEDULE

7:30 am – 8:30 am	All meet in the toddler room for a free play
8:30 am – 9:20 am	Snack/free play in the toddler room
9:20 am – 10:20 am	Outdoor play/Gym Play/Program activities
10:20 am – 11:20 am	Program activities/Gym Play/Outdoor play
11:20 am – 11:30 am	Getting ready for lunch/washroom routines
11:30 am – 12:30 pm	Lunch time/getting ready for sleep
12:30 pm – 2:30 pm	Sleep time/washroom routines
2:30 pm – 3:00 pm	Snack time
3:00 pm – 4:00 pm	Outdoor play/Gym Play/Program activities
4:00 pm – 5:00 pm	Program activities/Gym Play/Outdoor play
5:00 pm – 5:15 pm	Late afternoon snack
5:15 pm – 5:45 pm	Free play
5:45 pm – 6:00 pm	Tidy-up time

## PRESCHOOL ROOM SCHEDULE

7:30 am – 8:15 am	Arrival Time
8:15 am – 9:00 am	Snack time/Free Play
9:00 am – 10:00 am	Washroom Routines/Program Planned Activities
10:00 am – 11:00 am	Outdoor Play/Gym/Program Activities
11:00 am – 11:20 am	Circle Time
11:20 am – 11:30 am	Washroom Routines
11:30 am – 12:00 pm	Preschool Lunch
12:00 pm – 12:30 pm	Kindergarten Washroom Routines/Lunch
12:00 pm – 2:00 pm	Preschool Sleep Time/Kindergarten free Play
1:00 pm – 2:00 pm	Kindergarten Quiet Time
2:00 pm – 3:00 pm	Washroom Routine/Program Planned Activities
3:00 pm – 4:00 pm	Outdoor Time/Gym Time/Snack
4:00 pm – 5:00 pm	Child and Staff Initiated Activities/Group Time
5:00 pm – 5:45 pm	Free play/Show and Share/ Circle Time
5:45 pm – 6:00 pm	Tidy-up Time



## SCHOOL AGE SCHEDULE

3:30 am – 4:00 pm	Escorted children return from school
4:00 pm – 4:15 pm	Snack time
4:15 pm – 5:45 pm	Children may choose to participate in self-initiated or, programmed activities (indoors or out) including: Sports, Art, Music/movement, Dramatic Play, Homework club
5:45 pm – 6:00 pm	Quiet games & activities—either independently or in small groups

The staff at Matthew-John Day Care Centre of Toronto plan according to the children's interests and their input on special events, current issues and their own ideas.



## REST AND NAP TIME

Every afternoon, a quiet time is provided for all the children according to the Day Nursery Act. We believe it is necessary for the children to have some rest from the day's activities. Quiet time/nap time is daily between 12:00 p.m. and 2:00 p.m. Your child is provided with a bed, sheet and blanket. We encourage your child to bring a cuddly toy or their own special blanket for naptime. Laundry is done on-site weekly for bedding; please wash cuddly toys at home as needed.



## **OUTSIDE ACTIVITIES**

Toddler and preschool children will, barring adverse weather conditions, spend one hour each morning and one hour each afternoon playing outside in our secure, fenced play area and play structure. Under adverse weather conditions, the children play in the gym. The Centre has bikes, ride-ons and many other outdoor toys.

## **OFF-SITE PERMISSION & FIELD TRIPS**

Field trips and walks within the community are part of the program and the child's experiences.

When a field trip is planned, you will be asked to sign a permission form. The form will include the date, time and destination of the trip. Parents are always invited to join us on the field trips.


When the children leave the centre for the field trip they will wear a specially designated t-shirt, which clearly identifies them i.e. Centre name, address and telephone number.

## **SPECIAL CELEBRATIONS**

We encourage parents to share their special celebrations and festivals with us. We enjoy celebrating birthdays and other special occasions. The Day Care provides the food for these occasions. If you would like to volunteer your time for any activity to celebrate these occasions, please speak to the staff or the Supervisor.

Winter Holiday season is celebrated by participating in the Holiday Concert which all parents/family are invited to watch.





# Discipline and Behaviour Management

## **WHAT'S EXPECTED OF THE CHILDREN**

Children attending Matthew-John Day Care Centre are expected to:

- treat everyone around them with care and consideration
- help others
- treat things with care
- walk indoors
- sit in line when waiting for a teacher
- sit on chairs (no kneeling, standing or sitting backward)
- use quiet voices
- put one toy away before getting another
- clean up their own messes
- wash hands before eating and after toileting

## **OUR APPROACH TO CONFLICT RESOLUTION AND BEHAVIOUR MANAGEMENT**

Our goal at Matthew-John Day Care Centre is to foster healthy emotional growth.

When conflict between children occurs, the staff will help them regain control of their emotions but do not stop the children from expressing their feelings or moods. We teach the children that their actions can have an effect on others – whether positive or negative – and we encourage them to take responsibility for their behaviour. We will also help each child to develop empathy and respect for others – an important attribute of any compassionate child or adult.

Whenever possible, the children will be encouraged to work out their own conflicts and problem solve. A teacher will intervene to help the toddlers through this resolution and with older children if there is risk of injury or harm.

Methods of handling other aggression or inappropriate behaviour include:

- re-direction or change of activity
- separation of children
- re-statement of expectations and monitoring results
- positive reinforcement to encourage children to develop self discipline, ensure safety and to respect the rights and property of others

Any ongoing problems with aggression and behaviour management will be dealt in a collaborative manner with the parents/guardians, any other children involved and, if necessary (and with the family's permission) with external agencies. This is done in a calm, caring and supportive way that emphasizes the safety of children and staff.

If the parents are not willing to work with the Day Care, or the aggressive child is putting himself or others at risk, the child may be withdrawn from the centre. A complete copy of our Suspension and Withdrawal Policy is available for review upon request.

### **BITING POLICY**

Biting is very common in any setting where young children are present.

In spite of our best efforts to help the children express their feelings using words, sometimes a bite will happen. When this occurs we will attend to the injured child first to ensure s/he is ok. We will make it clear to the biter that this behaviour is not appropriate or acceptable.

When a child is bitten, an incident report will be completed. Both families will receive notification of this incident. It is Matthew-John Day Care Centre's policy to keep the name of the biter confidential. Should the biter's behaviour continue, the family will be enlisted to help establish strategies to rectify the behaviour.

### **BEHAVIOUR MANAGEMENT POLICY & STAFF**

The Provincial Child Care Regulations prescribe standards of Behaviour Management, which must be followed by all employees, students or volunteers who provide guidance at Matthew-John Day Care Centre.

The following guidelines are further detailed in our Behaviour Management Policy, which is reviewed annually, signed and dated by each employee:

- The use of corporal punishment is forbidden
- Children will not be physically restrained unless they present a danger to themselves or others
- Children will not be humiliated or treated in a harsh manner
- Children will not be confined in a locked room or deprived of basic needs including food, shelter, clothing or bedding

A complete copy of our Behaviour Management Policy is available for review upon request.

If any staff or volunteer contravenes the Behaviour Management policy s/he will be suspended immediately. The supervisor will conduct an investigation and recommend what action should be taken by the Board, up to and including instant dismissal.



# Health and Safety Policies



## **IMMUNIZATION RECORDS, MEDICAL FORMS AND EMERGENCY CONTACT**

The health of the children and the staff at Matthew-John Day Care Centre is a common interest for us all. We strive to maintain a clean, safe environment and count on parents to keep their children's immunizations up to date.

Children attending Matthew-John Day Care Centre should be immunized according to their age as recommended in the Publicly Funded Immunization Schedules for Ontario. Prior to a child's admission to the centre, parents/guardians will also be required to provide a copy of an up-to-date immunization record. And, with each immunization period, we require proof of immunization for our records.

## PROCEDURES FOR ILLNESSES

Children are expected to be in good health. A child must be healthy enough to participate in all aspects of the program, including outdoor play.

If your child becomes ill during the day, temporary care will be provided until you arrive to take your child home (within 1 hour if possible). This requirement is necessary for both the interest of your child and in the interest of the other children in our care.

If your child has any health concerns, or, if you're not sure whether your child is well enough to attend the centre, your concerns should be raised prior to arrival. A staff member who notices any symptoms of ill health when a child arrives will ask that the child be taken home or to a doctor.

Parents are required to keep their children at home when any of the following occur and should not return to the Centre until the child is symptom-free for 24 hours:

- Vomiting
- Diarrhea (2 loose bowels)
- A fever of 101 F /38 C or higher
- Discharge coming from eyes or ears
- A visible rash that has not been diagnosed and cleared by a physician
- A severe cough, runny nose and/or congestion
- Bronchitis or pneumonia
- Any communicable disease (see below).

## REPORTABLE COMMUNICABLE DISEASES

If your child has been diagnosed with a communicable disease, the centre requires notification from you or your child's doctor. When this has been obtained, all other parents of the centre will be informed.

Guidelines parents are asked to follow when contemplating whether to bring their children into the Day Care Centre have been provided as a separate insert within this Booklet. Additional copies of these Guidelines are available upon request.

## RETURNING TO THE CENTRE

More than five absence days due to illness requires a doctor's note confirming that the child is well enough to participate in the program and is not infectious.

## MEDICATION ADMINISTRATION

It is our policy that only medication authorized by a physician can be given to a child by Matthew-John Day Care Centre staff. The medication must be in the original container showing the prescription label and must clearly show the child's name, the name of the drug, dosage, date of purchase, expiry date and instructions for storage and administration.

Only a registered ECE can administer non-prescription medication (including medicated creams) with written consent from the child's doctor. In both cases, parents must complete a Medical Form and hand the medication to the teacher.

All drugs and medications will be stored in a locked box so they are inaccessible to the children.

**Important Note: It is crucial that you inform the child's teacher if your child is on medication, even if your child is not receiving it at the Centre.**

## ALLERGY PREVENTION

No outside food is allowed onto our premises except for School Age Children (grade 1 & up) who bring their lunches to the Daycare. Parents must ensure that their lunch boxes are NUT FREE. We need your co-operation for the safety of children with severe allergies.



## ANAPHYLAXIS POLICY

Matthew-John Day Care Centre is committed to providing a safe environment. The Centre has created an anaphylaxis policy that is intended to help support the needs of children with severe allergies. It also provides information and awareness on anaphylaxis to parents, staff, students, volunteers, and visitors at the Centre.

Parents/Guardians of anaphylactic children will, prior to the child's enrolment, review the Centre's Anaphylaxis Policy with the Centre supervisor. Matthew-John Day care will develop an individual plan with input of the child parent/guardian and child's physician for each child with an anaphylaxis allergy.

A complete copy of our Anaphylaxis Policy is available for review upon request.

## INFECTION CONTROL

The Public Health Act sets out policies and procedures that we use to minimize or eliminate the risk of infection to the children and staff. Staff will help the children practice the following guidelines:

- Washing or sanitizing hands frequently
- Coughing or sneezing into a tissue
- If you no tissue is available, sneezing or coughing into your sleeve or arm—not your hands

## PANDEMIC PLAN

A Pandemic Plan has been developed for Matthew-John Day Care Centre in the event of an outbreak. A complete copy of our Pandemic Plan is available for review upon request.

## GENERAL SAFETY

Our playground and play equipment is inspected each morning to ensure that there is not anything that could harm a child such as broken or damaged equipment, cigarette butts, syringes or anything else that does not belong in the play area.

On trips, our staff carry cell phones and first aid kits to assist the child immediately if necessary.

## ACCIDENTS AND ACCIDENT REPORTS

We are committed to providing a safe program and staff shall make every attempt to ensure that the children are playing in a safe environment. No child shall be left without adequate supervision.

All accidents will be documented by the staff member most closely involved with the incident. Accident reports detailing what occurred will be presented to the parent or guardian at the end of the day. The parent will be asked to sign and return the form that will then be placed in the child's file. When warranted, parents will be informed of the accident by phone.





In a situation where a child requires immediate medical attention, s/he will be taken to the nearest hospital by ambulance or taxi. The parent will be called to join the child and staff at the hospital.

Serious occurrences will be reported to Children's Services and to the Ministry of Children and Youth Services.

### **WASHROOM SAFETY**

An adult will, at all the times, accompany toddlers and pre-school children to the washroom. School Age children must go to the washroom in pairs.

For health reasons all children must always wash their hands and flush the toilet when finished. Children are not permitted to run and play in the washroom.

### **TOILET LEARNING**

We the staff at Matthew-John Day Care Centre will help you and your child through this stage in a positive manner. As each child's needs vary, the staff will work together with parents/guardians to develop an individual plan.

### **CHILD ABUSE AND NEGLECT POLICY**

Any suspected child abuse will and must be reported to the Children's Aid Society as required by law. All staff members are trained in this area and will follow the necessary policy and procedures.

### **SMOKE FREE ACT**

Matthew-John Day Care Centre is smoke-free centre. Smoking is not permitted anywhere on our property. No smoking signs are posted throughout the centre and washrooms. Any person who refuses to comply is in contravention of the Smoke-Free Ontario Act.

### **SUN SAFETY POLICY**

Parents are asked to put a sun block on their child in the morning; our staff will re-apply the sun block before the afternoon outdoor play.

In the event that an alert (Smog/Heat/Humidex Alert) is issued the centre may limit, cancel or reschedule activities on or off site.



## EMERGENCY CARE PROCEDURES

Families will be notified in the event of any emergency or disruption and possible further disruption or changes to our program/site.

## FIRE PREVENTION AND DRILLS

Fire drills are held monthly. Evacuation plans and fire procedures are posted in each room. All full-time staff are fully aware of these procedures and will instruct children, students, volunteers, supply staff and parents of these procedures as necessary.

## EMERGENCY CLOSING


If an evacuation is ordered, Matthew-John Day Care Centre will go to designated place of shelter and alert parents to the situation and designation. Our emergency shelter is:

Eastdale Collegiate  
701 Gerrard Avenue East  
Toronto, Ontario M4M 1Y7  
(416) 393-9630

## TESTING OF WATER

The Matthew-John Day Care Centre is located in an older building and, like many of the older homes in the neighbourhood, lead content in tap water must be monitored. The water at our centre is tested annually between May & October.





# General Policies And Procedures

## **CONFIDENTIALITY OF CHILDREN'S RECORDS**

Children's Records are considered confidential and available only to the Daycare Supervisor and his/her authorized representatives.

## **ITEMS REQUESTED FROM HOME**

At least one change of clothing is necessary for children of all ages, including underwear and socks. Please label your child's clothes to prevent loss and confusion of articles. The Centre has emergency clothing available: please wash and return these clothes as soon as possible after use.

In the winter, a pair of outside boots should be available for outdoor play, as well as warm accessories (mittens, hats, snowsuit.) In the summer, be sure to bring a wide-brimmed hat, towel and extra shoes, socks and clothes for outside water play.

Children are encouraged to bring something for show and tell. At other times, toys that come from home must be put in the child's cubby: it comes out at the end of the day as a "Five o'clock Toy".

**We are not responsible for any lost toys or articles of clothing.**

## WHAT IS SUPPLIED BY MATTHEW-JOHN DAY CARE

Matthew-John Day Care Centre provides all diapers and wipes for toddlers, as well as sunscreen for toddlers and preschoolers. If there are special products you wish to be used for your child, including diaper cream, please bring labeled items and describe their use to your child's caregivers.

## MEALS AND SNACKS

We understand the importance of providing the children with nutritious well-balanced meals. We provide two snacks and a hot meal each day for the toddlers and preschoolers. Lunches are catered by Real Food for Real Kids ([www.rfrk.com](http://www.rfrk.com)), who supply delicious, healthy, all-natural meals. RFRK has a 4-week rotating menu cycle, featuring a variety of globally inspired dishes; the menu changes twice a year to ensure variety. Children with dietary restrictions such as food allergies, food preferences or ethnic or religious restrictions are accommodated. It is of the utmost importance that parents keep us informed of any changes in allergies or food restrictions.



For children with severe allergies, parents will be asked to provide the child's food on a daily basis in labeled containers. This precaution will help to keep the risk of contamination to a minimum.

School-aged children will be provided with a nutritious snack after returning to the Centre from school. On holidays and professional activity days, an early morning and afternoon snack are also served. The school age children bring their own packed lunch and these lunches must be NUT FREE. Ice packs that fit the lunch bags are recommended to keep lunches fresh. Lunch and snack menus are posted on the parent's board.

**NO NUTS! Matthew-John Day Care Centre is a nut-free Centre.**

Only the School Age Children (Grade 1 & up) are allowed to bring their lunches into the Centre and, these lunches must be nut free.

## CUBBIES

Each child is assigned a cubby and coat hook where the child's outdoor clothes and shoes/boots are stored during the day. Children's artwork and other personal items may also be placed into cubbies by the caregivers/children to take home at the end of the day. Please ensure these are cleaned out weekly.

Parent newsletters and notes may also be placed into the cubbies for parents to take home.

## PICK-UP AND DROP-OFF

Matthew-John Day Care Centre opens at 7:30 am. The staff may not accept children into the Centre before this time. Parents must not leave children unattended at the Centre doors or hallway. Matthew-John Day Care Centre is not responsible for children until parents have checked in with the staff on duty. Before leaving the Centre, parents should put away their child's outer clothing/knapsacks and take them to the bathroom and/or change diapers if necessary.

Parents are expected to alert the staff on duty when taking children from Matthew-John Day Care Centre care. The staff will sign out children and may discuss any matters pertaining to the child's health and well being. Parents are responsible for the care of their children once they are signed out from Matthew-John Day Care.

Departure time is a busy time of the day because of "tidy-up time", parent-staff communication, staff closing rooms, etc. Given this transition can be confusing and disruptive for all, parents are asked to:

- Assist their children when tidy-up if necessary, or allow the children enough time to complete tidy-up
- Avoid long discussion with the staff
- Supervise and assist your children in the hallway and the cubby area
- Avoid long discussions with other parents that may occur in the classroom, doorways and hallway. Please continue conversations outside of the Centre
- **DO NOT LEAVE CHILDREN UNATTENDED**
- Follow staff instruction when necessary

We care so much for your children so please do not leave your child unattended. Once a parent/guardian arrive to pick up their children, the child becomes his/her responsibility.

## PICK-UP RELEASE AUTHORIZATION

Children will only be released to custodial parents (or emergency contact when necessary). If parents request persons other than the above mentioned to pick up their children from Matthew-John Day Care Centre, the staff must be notified in advance. As an added precaution the staff will request picture identification if the person is unknown to the staff on duty.

## LATE PICK UP

Matthew-John Day Care Centre closes at 6:00 pm. Parents are asked for their cooperation in picking up children by this time. A late fee of \$1 per minute is charged per child after this time. The late fee is due immediately and parents will be asked to sign a late sheet.

## VACATION/ABSENCE POLICY

If your child will be absent, please call us before 10:00 a.m. If the absence is due to a holiday, personal or family matter please inform the office.

While your child is on vacation or ill, parents are required to pay the regular fee in order to maintain their child's space. We regret that space cannot be reserved if the child is temporarily withdrawn.

## COMMUNICATION WITH STAFF

Communication between Matthew-John Day Care Centre and parents is a top priority. We always welcome your calls, especially during the first few weeks.

## WITHDRAWAL PROCESS

If you decide to withdraw your child from the Centre, the Centre requires four weeks written notice to the day-care supervisor. Failure to give a proper notice will result in a penalty of up to 30 days of fees.





## **TUITION AND FEES**

Fees are set and approved by the Board of Directors. Matthew-John Day Care Centre is a not-for-profit organization and all fees go to benefit the Centre. Fees are set each October and come into effect January 1st of the next year. Fees represent an equitable portion of the cost of running the Centre for each year.

## **ENROLMENT FEE**

A one-time non-refundable \$50.00 fee per child is required to cover administrative costs. Upon enrolment the parent/guardian will be asked to submit a one-week deposit. This deposit will be used to cover any outstanding fees at the time your child is withdrawn from the program. Accordingly, this deposit will be returned to you minus any outstanding fees upon your child's withdrawal from the program.

## **FEE PAYMENT**

Fees are due on the first day of each month and are payable regardless of your child's absence (sick time or vacations) during the month. Fee payment must be made by cheque or money order only and are payable to Matthew-John Day Care Centre. Please note on the cheque or money order, the name of the child and the month the cheque is payable. Cheques can be handed to the Centre Supervisor, slid under her door when she is not there or placed into a fee box located in the Preschooler's room.

## **LATE PAYMENTS**

If payment is not made, Matthew-John Day Care Centre reserves the right to offer your daycare space to someone on the daycare waiting list and your child/children will be withdrawn from Matthew-John.

## **WITHDRAWAL POLICY**

If you decide to withdraw your child from the Centre, the Centre requires thirty days written notice. Failure to give a proper notice will result in a penalty of four week's fees.

## **NSF CHEQUES**

There is a \$25.00 fee for all NSF cheques.

## **FINANCIAL ASSISTANCE**

Parents receiving subsidies for their children to attend Matthew-John Day Care Centre are responsible for their fee subsidy agreements, (example: keep records of number of vacation days and sick days, daily rates) and inform the supervisor, in writing, of any changes.

## **VACATION/SICK LEAVE**

While your child is on vacation or ill, parents are required to pay the regular fee in order to maintain their child's space. We regret that a child's space cannot be reserved if the child is temporarily withdrawn.

## **YEAR END TAX INFORMATION**

Tax receipts are issued in March for the previous taxation year. Please notify the Centre in writing if your address has changed before the tax receipts are issued.









