

ERRATUM to Matthew-John Day Care Centre PARENT HANDBOOK

A copy of Matthew-John Day Care Centre Parent Handbook is available free of charge.

Please check our website for updates

MJDCC website: www.matthewjohndaycare.com

*p. 4 Effective March 5, 2015 Matthew John Day Care (MJDCC) license was revised. There are no changes in revised license capacity. The new changes are: new room licensed (basement) to operate as kindergarten (children ages 4 years and 5 years old)/or school age room (children ages 6-12years). This room will be operating with capacity of 15 children. The school age room in the gym will no longer be operating. The kindergarten room was relicensed as preschool (children ages 3-4 years old)/or kindergarten (children ages 4 years and 7 years old). This room will be operating with capacity of 15 children.

*p.4 Effective September 3, 2013 Matthew-John Day Care Centre is no longer offering Nursery Program

p. 3 Matthew- John Day Care Centre is staffed by RECE and ECA, in accordance to Child Care and Early Years Act (**CCEYA**)

*Effective September 1, 2015 MJDCC will be picking up JK/SK and/or SA children from Dundas Public School, Withrow Public School.

*Effective January 1, 2014 Serious Occurrence Report will be reported to Ministry of Education. SO must be reported in Child Care Licensing System (CCLS).

*p.5 Effective September 2016 the centre will be offering before and after school program for kindergarten children attending Dundas Public School, Withrow Public School.

*p.5 Effective September 3, 2013 JK/SK children attending Full Day Learning kindergarten at Withrow Public School and Dundas Public School will be pick up by MJDCC staff at 3:15 pm.

*Effective September 6, 2011 MJDCC has developed and implemented Supervision Policy for Volunteers and Placement Students. A copy of this policy is available upon request.

*MJDCC is dedicated to ensuring all programs and services are accessible to clients and their children in accordance with Ontario Regulation 429.07 Accessibility Standards Customer Services. The Policy for Customer Service Standards available upon request.

*Effective December 2015 Matthew-John Day Care Centre made a revision Serious Occurrence (SO) Policy and Procedures. Serious Occurrence information will be posted for families as set in the requirements under the CCEYA and the Ministry's Serious Occurrence Reporting Procedures. The centre will be posting Serious Occurrence Notification Form which will provide a brief overview of SO for parents The Serious Occurrence Notification Form will be posted in the main hallway within 24 hour of serious occurrence and will remain posted for 10 days. If additional, updated information is added, it will remain posted for another 10 days. The centre

will complete the annual summary report as a method of identifying issues, trends and actions taken.

The exception is in the case of allegation of abuse or unverified complaints, which will be posted at the completion of, follow up/investigation.

Effective Dec. 2017 the centre has revised Serious Occurrence Policy

Effective September 1, 2017, the Ministry of Education will require all license centres to have a conflict resolution policy in place to support open discussions between licensed child care providers and parents through a fair and transparent process. This new requirement is intended to set out clear and consistent standards for licensed child care providers to ensure issues and concerns are addressed in a timely and transparent manner. This is not intended to replace requirements ministry processes related to reporting serious occurrences, but rather support communication and positive relationships between licensees and parents.

* Effective May 2017 the centre developed and implemented Complaint Resolution Procedures. A copy of this policy is available upon request.

p. 13 Outside Activities: All children benefit from time spent outside playing and exploring. We offer gross motor play outside or in the gym. These activities are integrated into daily routines and help children to develop a foundation and love for physical activities and help to support their health and well-being.

*p.26 Effective November 22, 2010 fee penalties for late pick up are:

- \$2 per minute for the first 5 minutes after 6:00 pm per child;

- \$5 for every minute after 6:05 pm per child;

* MJDCC has up to date current policies and procedures on infection control, prevention/control measures using 2017 Toronto Public Health Guidance Document.

*p.21 Effective January 1, 2016 a parent/guardian will receive a copy of the accident report.

* p. 12 Rest: Our program is arranged so that a child is permitted to sleep, rest or engaged in quiet activities based on a child needs. We believe that it is necessary for children to have a rest/quiet relaxation from busy day's activities. We provide for all children according to CCEYA quiet rest time. Some children will sleep where others only require a short rest period. The rest time will not exceed two hours in length, so that normal sleep patterns at home are not disrupted. MJDCC will support children's varied needs for sleep, rest and quiet time.

Effective October 1, 2016 the centre developed and implemented Sleep Policy.

* Effective January 1, 2017 there is no fee to place your name on the waiting list.

* Effective January 1, 2017 the centre developed and implemented Waiting List Policy. A copy of this policy is available to parents..

* Effective January 1, 2017 the centre developed and implemented Program Statement and Program Statement Implementation Policy. MJDCC Program Statement was develop captures our philosophy and goals that guide the program for children. The Program Statement can be found on our website.

* Effective May 2016 The centre developed and implemented Staff Training and Development Policy

*Effective Jan. 1, 2017 the centre developed and implemented Monitoring Compliance and Contravention Policy. A copy of this policy is available upon request.

* Effective Jan. 1, 2017 MJDCC revised Administration of Medication and Drugs Policy. A copy of this policy is available upon request.

*Effective Sept. 1, 2016 the centre developed Sleep Policy. A copy of this policy is available upon request.

*Effective April 2017 the centre developed and implemented Individual Support Plans for children that require involvement of Special Needs Resource Educator or other services.

Effective April 1, 2017 the centre developed and implemented Individual Support Plan Policy. A copy of this policy is available upon request.

*Effective Jan. 1, 2017 the centre revised Supervision of Student and Volunteer Policy

* Effective October 1, 2017 the centre revised Criminal Reference Check Policy/Vulnerable Sector Check Policy

P.16 The following are unacceptable behaviour guidance strategies and are not permitted at any time under any circumstances:

1. Corporal punishment of the child;
2. Physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
3. Locking the exits of the child care centre for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures.
4. Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth.
5. Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
6. Inflicting any bodily harm on children including making children eat or drink against their will.

Violations of these or other prohibited practices will be immediately addressed by management. Discipline may include verbal or writing warnings, suspension, dismissal and/or reporting the incident to CAS and the College of ECEs.

p. 18 Returning to the daycare

Before an ill child is able to return to the daycare, his or her parent may be required to provide the daycare with a doctor's note confirming that the child is well enough to participate in the programme and is not infectious. Children's Circle Daycare will follow the designated exclusion times and other procedures for communicable diseases as recommended by the Canadian Pediatric Society and Toronto Public Health.

All Policies of the Daycare are available to parents in the Supervisors Office.

All policies and procedures and individualized plans are reviewed as follows:

- with new employees before they begin their employment
- with volunteers and students before they begin to volunteer or before their begin their educational placement
- with staff/volunteers/students at least annually after the first review and at any other time when changes are made to the policy, procedure or individual plan.