



PLADEC
DAY CARE

Parent Handbook

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Table of Contents

Welcome	5
Our Programs.....	6-7
• Our Philosophy	
• Mission Statement	
• Programming Statement	
• Pladec Staff	
Enrolment.....	7-8
• Waitlist Policy	
• Admissions and Registration	
• Integration Period	
Fees and Schedules.....	8-11
• Hours of Operation	
• Child Care Scheduling	
• Payment of Fees	
• Subsidized Child Care Positions	
• Late Pick – Up Fee	
• Withdrawal and Dismissal Policy	
Multi-Household Families and Custody Policy	11-12
Family Partnership Policies and Procedures	12-13
• Arrivals and Departures	
• Absenteeism	
• Alcohol Consumption and/or Substance Abuse Policy	
Health.....	13-16
• Health Policy	
• Head Lice Policy	
• Medication Policy	
• Asthma, Allergy and Medical Health Policy	
• Nutrition	
• Programming Rest Period	
• Outdoor Play	
• Recommendations for Clothing	
Safety and Emergencies	16-23
• Field Trip Policy	
• Behaviour Management Policy and Procedures	
• Individual Program Plans	
• Bullying Policy	
• Incident Procedures	
• Serious Occurrences	
• Suspected Child Abuse	
• Emergency Procedures	

- Emergency Closure Announcements
- Safety and Security
- Parking
- Smoking Policy
- Placement Students and Volunteer Supervision
- Picture Policy

Communication23-25

- Parent/guardian Communication and Involvement
- Parent/guardian Comments or Concerns
- Policies and Procedures are Subject to Change
- Pladec Board of Directors
- What you Need to Know Before Your First Day
- Dressing Children for Success

Registration Package27-41

- Parent/Guardian Agreement
- Child Enrolment Information
- Child Health Information
- Immunization Record Cover Page
- Getting to Know Me
- City of Kingston Attendance Reporting Consent Form
- HiMama Information and Permission
- Infant Food Permission Form

Welcome to Pladec Day Care Centres, on behalf of the staff and Board of Directors thank you for choosing Pladec Day Care Centres. Our centres strive to provide the highest quality care for children from six weeks of age to twelve years, and creates educational experiences that will last a lifetime.

Pladec Day Care Centres Inc. was established in 1982, with the help of a small government grant, several energetic parents and soon to be parents. These parents dedicated themselves to the cause by shopping garage sales, building a playground, and seeking donations because of all their hard work Pladec became incorporated, developed policies and procedures, and successfully established one of the first workplace day care centres in a government facility in Ontario, and the first of its kind in Kingston. The centre provided care for parents working 12-hour shifts with a flexible care schedule both full and part-time.

In March of 2008, Pladec moved operations to its location at 349 Mack Street (Pladec Mack). This move allowed for 11 additional day care spaces to be made available. There are nine infant, fifteen toddler and sixteen preschooler positions.



In June 2010, Pladec expanded their services to the east end of Kingston and Pladec East was opened. An additional ten infant, fifteen toddler, thirty-two preschooler and fifteen school-age positions became available, along with fourteen additional staff were hired. A summer camp for children aged six to twelve years began its operation in 2011 with great success, continuing its growth each year.



Pladec Day Care Centres operates in compliance with the Ministry of Education (MEDU), following the guidelines of the Child Care and Early Years Act (CCEYA) (2014) and the KFL&A Public Health Unit.

This package has been compiled to provide you, the parent/guardian, with general information about our centres. You will find information regarding the daily operation, requirements for payment of fees, policies regarding holidays, illness, behaviour management, health and nutrition as well as the administration of medications.

If you should have any questions, concerns or general comments you would like to share with us, we urge you to do so. Your input is important to us and will only serve to enhance our programs.

Our Philosophy

Pladec Day Care Centre was formed to provide a warm, nurturing and stimulating environment which contributes to the child's intellectual, social, emotional and physical growth. You and your family are at the heart of everything we do. We provide an environment of caring, dedication, integrity and quality through our skilled and professional team. We strive to meet and exceed your expectations by continuously improving our care programs and facilities. We seek to stimulate and develop children's creative thinking and problem-solving skills through both teacher and child directed activities. We strive to promote a positive self-image for each child by encouraging exploration, fostering the development of social skills, and cultivating relationships. We support, encourage and facilitate a cooperative working relationship with parents/guardians in order to meet the needs of the children entrusted to our care.

Our Mission Statement

We believe learning begins at birth, encouraging children with child focused curriculum and limitless activities. We put forth our greatest effort to provide your children with the best possible foundation upon which to build their life-long love of learning.

Our Programming Statement

Pladec views children as competent, capable, curious and rich in potential, and it is believed that children learn best through play. To support this vision, the framework "How Does Learning Happen?" is used to guide programming and pedagogy. Pladec's programming focuses on the "Early Learning Framework's" developmental domains: social and emotional, physical, language, literacy, and communication, as well as cognition and sensory, plus the arts. The goal of Pladec's programming is to foster the development of these domains through play-based learning, exploration and inquiry. Pladec's team of educator's plan program plans derived from staff observations of the children's interests and skill development, as well as individual considerations and progresses. Through this observation process, staff plan a combination of child-initiated and adult-supported experiences while following the children's lead. Staff also plan for both indoor and outdoor play, as well as active play, rest and quiet time, following their room's daily routines.

In addition to weekly program planning, Pladec staff also work to provide opportunities for children to develop social development and relationships by fostering and supporting positive and responsive interactions among children and staff. Opportunities for this social growth, as well as personal growth, are encouraged throughout the day. When social or personal conflicts arise, children are always disciplined in a positive manner that is appropriate to their age, developmental level, and the situation which has occurred. Redirection is usually the solution. Staff work with the child/children involved, assisting them in returning to the group and helping them work through their feelings, and to develop self-regulation skills. In addition to these strategies, Pladec has long-standing working relationships with many local community partners. When appropriate and possible, Pladec works to utilize these partners to support the children, their families and staff.

Pladec strives to promote the health, safety, nutrition and well-being of the children through programming when possible, as well as throughout Pladec's policies and procedures. Pladec ensures all children receive nutritious meals and snacks that take into account health issues and respect family requests and preferences. The preparation and serving of meals and snacks meet regulatory requirements.

Pladec has established practices that prevent many accidental injuries, protect children/staff from harm where possible, and remove children/staff from danger in the event of fire or another emergency situation.

Pladec views families as a vital component to their child's successful experience in child care and are encouraged to enter a unique partnership/collaboration with the teachers. Pladec hopes to support parents as they learn about their children by having an open-door policy, and by encouraging ongoing communication with staff. Staff are available to provide parents with regular updates on their child's days, needs and progress. If families have specific questions or concerns, meetings between staff and families can be arranged at mutually convenient times. Families are viewed as resources for the child care as well. Families have intimate knowledge regarding their child and family, which can assist staff in fully meeting the needs of their family and child. Families are also invited to play a role in the process of programming planning by providing feedback and suggestions.

Pladec's staff are skilled professionals who have chosen to work with children and families. Pladec's staff are responsible for providing a stimulating environment which supports children and families. This environment includes both the physical set-up of the program and program planning. In addition, staff are expected to

provide an atmosphere rich with open, supportive, and responsive interactions to meet the needs of the children and families. Educators can be an obvious presence in the program, leading, organizing, and interacting with the children, but, at times, staff may hold back while watching, and waiting, to support children with their presence while allowing the children to take the lead. Pladec encourages staff to pursue professional development whenever opportunities arise. Pladec holds high value to professional development and informs staff of upcoming continuous professional learning within the Kingston and area community, as well as provides time and resources to attending these opportunities when possible.

Programs are re-evaluated regularly to reflect changes within the centre, as well as the Child Care and Early Years Act and current professional standards in Early Childhood Education. Staff are expected to ensure that the approaches set out in the program statement are implemented in the operation of any program. All new staff, students and volunteers are required review this program statement prior to interacting with children and any time the program statement is modified.

Pladec Staff

Our caregivers and educators are sensitive, supportive and interested observers, using their observations as an ongoing process, so that children can be given the opportunity to succeed at their own level of development.

The teaching staff are selected and placed in classrooms based on their experiences, education and ability to identify the individual strengths of each child. They work to enhance these skills and develop new abilities. The teachers function is to be a guide and facilitator nurturing your child's developmental needs.

Majority of Pladec staff are Early Childhood Educator holding a positive standing with the College of Early Childhood Educators and each classroom is staffed with a minimum of one Registered Early Childhood Educator. All of our staff members are qualified in various other child care educational backgrounds, these staff members are encouraged to apply for their Early Childhood Education equivalency through the College of Early Childhood Educators and the Ministry of Education. All staff are also required to be trained in up to date First Aid and CPR, trained in anaphylactic procedures including Epi-Pen administration as well as obtain a clear Criminal Reference Check.

Our on-site cook is trained in the Safe Food Handling course offered by the KFL&A Public Health Unit. Pladec's cooks take pride in their planned menus which meet the requirements of both the Canadian Food Guide and Child Care and Early Years Act (2014).

Waitlist

It's never too early to add your child to our waitlist. Due to numerous factors, space availability cannot always be confirmed when your child is added to our waitlist. When programs become full, Pladec retains a waitlist for each program by age group. To access our waitlist please visit www.kingstonchildcare.ca and register your child. You must then select which Pladec location you would like your child(ren) to attend and ensure to check the fee subsidy selection to determine eligibility. Your child is placed on the waitlist in accordance to application date and date the position is required. Pladec recognizes the following priorities when space becomes available:

- 1) Employees of Pladec Day Care Centres
- 2) Siblings of children currently enrolled in our programs
- 3) Transfer of families from one location to another
- 4) Previous Pladec families
- 5) Families not currently enrolled

These above priorities are based on the application date in which a family has applied to the Centralized Waitlist as well as the date of care requested. Families may contact the supervisor directly at the centre to confirm their waitlist position at any time.

*Exceptions may be required based on the current enrollment and needs of the centre.

If Pladec attempts to contact a family and is unable to due to a change in information, the application will be removed from the wait list. If an attempt to contact a family to confirm a space has been made and the centre does not receive a response by the designated date the application will be removed from the waitlist and we

will move to the next family on the list. If an attempt to verify your desire to remain on the waitlist has been made the centre and does not receive a response by the designated date the application will be removed from the waitlist. If a space is offered to a family and is declines, the application will be removed from the waitlist.

*Placement on the waitlist is not a guarantee of space in the centres, a space cannot be confirmed unless the site supervisor has provided confirmation of space and a deposit has been received to secure the space.

Admissions and Registration

As per our Parent/Guardian Agreement, upon enrolment of a child, a non-refundable \$300 deposit fee is required, which is applied to your child's first invoice of monthly fees. Prior to enrolment parents/guardians are required to complete the registration package and return to the site supervisor before your child's first day of attendance. This package includes an up to date copy of your child's immunizations record, which is forwarded to the KFL&A Public Health Unit. If your child is not eligible for immunizations, you must contact Pladec Day Care for a Statement of Conscience or Religious Belief under the Child Care and Early Years Act, 2014. This form is required to be filled out prior to your Child(ren) start date.

Due to a limited number of childcare spaces, Pladec cannot always guarantee that spaces will be available for your child to move from program to program. However, the site supervisor will make every effort to move children into the next program whenever possible. Children move from program to program based on the children's date of birth. Your child's developmental needs will be addressed within their classroom if movement is not available through variation of programming.

Integration Period

It is very important, when possible, your child is integrated into the programs. The purpose of this gradual integration is to ease children into a new child care environment that involves many routines and transitions throughout the day. Another important factor is that your child will need to adjust to many new friends and adults in his/her life. This integration period is up to the parents/guardians discretion, arranging with your site supervisor based on ratios and available times will allow you the additional opportunity to familiarize yourself and your child with the surroundings and answer any additional questions you may have. This will also allow the staff the opportunity to meet with you and your child to familiarize themselves with your family's routines and specific needs.

Adjusting to the centre and program can vary between each child. It is important to encourage your child to go through routines and interact with other children but do not insist. Your child is adjusting to new people and transitions. Your child may become more fatigued the first few days. Your child may cry during this time of separation, this often occurs when a child is transitioning to a new environment. Your child's teachers may have some helpful insight into ways to decrease your child's anxiety with the new transition. For further comfort, your child's teacher will be able to answer any questions about whether your child settled throughout the day and the activities they have participated in.

Hours of Operation

Both Pladec locations are open Monday through Friday from 6:00 a.m. to 6:30 p.m. year-round, excluding the following Statutory Holidays listed below: (All families are required to pay for each Statutory Holiday)

- New Year's Day
- Good Friday
- Canada Day
- Labour Day
- Christmas Day
- Family Day
- Victoria Day
- Civic Holiday
- Thanksgiving
- Boxing Day

**Pladec also closes at 4:00 p.m. on Christmas Eve and New Year's Eve. Please note all families are responsible for full fees on the above Statutory Holidays. **

Child Care Scheduling and Fees

Pladec prides itself on its flexible scheduling procedures; with both full time and part time care are available. Program fees vary on the class your child is enrolled in. Below are the fee rates for both Pladec East and Pladec Mack:

Infant	\$1,254.00 per month
Toddler	\$52.75 per day
Preschool	\$50.00 per day
Before School (East Only)	\$13.75 per day
After School (East Only)	\$15.25 per day
Before and After School (East Only)	\$23.00 per day
P.A. Days and School Breaks	\$49.00 per day
Summer Camp (East Only)	\$51.00 per day

Childcare dates are booked by submitting the care calendar being placed in your child's cubby. These calendars will be available by the 1st of the month prior. Parents/guardians are to mark the days required with an "x" and return the completed calendar in the drop box outside the main office no later than the 15th of the month prior. Families may also submit their care dates via email to the site Supervisor. Each child is required to attend a minimum of ten days per month (statutory holidays may be included in these ten days). **Dates cannot be changed or removed beyond the required date of submission (15th of the month).** Dates are distributed on a first come first serve basis. All families are responsible for full fees for children on statutory holidays.

If additional days are required throughout the month, please call the centre to request your additional dates and if space is available, they will be invoiced on the next month's bill.

In order to maintain your childcare space, families continue to be responsible for fees for unscheduled holidays, absent days and when a child is unable to attend due to illness.

Payment of Fees

Parents/guardians will be invoiced for all dates booked on their submitted schedule, statutory holidays as well as any additional dates booked during the prior month. Families are responsible to make payment by 4:00 p.m. on the 1st of the month via cash, cheque or email transfer. Families with a single child are required to make payment in full by the 1st of the month. Families with two or more children are able to make payment in two equal instalments paid on the 1st and 15th of the month. When submitting payment via cheque, please ensure your child's name is written in the memo line at the bottom, if payments made via email transfer must be sent to the centre's supervisor where your child is attending, the memo line should include who the payment is for and the supervisor be notified of the consistent password used.

If payment has not been received by 4:00 p.m. on the above deadlines an additional \$45.00 late penalty/administration fee will be charged to your account, this fee is not tax deductible and will not be included in your year-end tax receipt. Please be reminded that if your child is not booked into daycare this does not relinquish your responsibility to make payment on time.

Please note, payments must be paid in full, refunds will not be given for any days your child was booked but did not attend (i.e. sick time or vacation days). Failure to comply with the fee policy Pladec will proceed as follows:

- 1) An updated invoice including the late payment administrative fee will be placed in your child's cubby or sent via email serving as a first notice. Please be reminded that if your child is not booked into daycare this does not relinquish your responsibility to make payment on time. Payment is due by the designated date written within the notice; please remember to check your child's cubby or your email on a frequent basis.
- 2) If payment is not received by the designated date written in the first notice a final notice will be delivered. Families that receive a final notice will be notified that if payment is not received within the specified date their child care space will be forfeited. At this time payment must be made by

cash or certified cheque. If payment is not received, Pladec reserves the right to obtain the services of a collection agency and release all relevant information in order to pursue the outstanding account. You will be invoiced any additional costs incurred.

- 3) Families enrolled in the fee subsidy program with the City of Kingston will be reported if an account is considered delinquent.

All NSF cheques received by Pladec will be subject to a \$25.00 fee, this fee is not tax deductible and will not be included in your year-end tax receipt. If Pladec receives two NSF cheques from family, all future payments must be made in the form of certified cheque, money order or cash. An updated invoice reflecting the charges incurred will be placed in your child's cubby, payment will be due by the designated date written notice. This notice will also be subject to the above fee payment policy.

Pladec will prepare and issue tax receipts by February 28th for fees received during the previous calendar year. If you relocate, please provide a forwarding address to your site supervisor.

Employer Child Care Support Plan-Attendance Form (or other Administrative forms) are accepted by Pladec. If you require these forms to be completed, they must be submitted prior to January 20th, to ensure they are ready for submission.

Subsidized Child Care Positions

For eligibility information or to be added to the Child Care Programs subsidy waitlist, through the City of Kingston, please contact them at 613-546-2695 or visit www.kingstonchildcare.ca. Please notify your site supervisor that you wish to apply for fee subsidy and a Confirmation of Space form will be submitted to the City. It is the parent/guardian's responsibility to create and attend the appointment. It is the responsibility of the parent/guardian to deliver their approval letters and further update letters to their site supervisor. Parents/guardians will be responsible for full payment of parent/guardian contribution fees as noted in the approval letter. Parents/guardians will also be billed for any additional days not approved by the City, as well as any days above and beyond the allowable sick or vacation days. Vacation days can be avoided through the submission of the Child Care Calendars to your site supervisor.

All families utilizing child care subsidies are responsible for full payment of their fees by 4:00 p.m. on the 1st of the month. Late payment reminders will be placed in your child's cubby as well your account will be invoiced an additional \$45.00 late penalty/administration fee.

As of January 1st, 2010, all subsidized families are responsible for paying full fees to Pladec when their child has exceeded the maximum number of sick, vacation or absent days. The allotted number of days are prorated and predetermined by Childcare Programs and can be found in your "Approval of Childcare Subsidy" letter. Pladec will invoice these additional days accordingly within a two month timeframe, example January days exceeded will be invoiced by March. This invoice, once produced, must be paid within 5 business days. If you are aware an absence will be taking place, i.e. scheduled holidays, please fill out a calendar and submit to your site supervisor by the 15th of the month prior, your sick and vacation days will not be affected by this.

Late Pick – Up Fee

If you are going to be later than our closing time due to unforeseen circumstances, please notify the centre as soon as possible. A late fee of \$10.00 per fifteen minutes is charged to parents/guardians who fail to pick their child(ren) by our closing time (6:30 p.m.). Time will be calculated using the designated clock at the centre. Parents/guardians must initial the attendance as they are leaving the centre. Parents will be invoiced for the fees incurred and are responsible for full payment upon receipt, this fee is not tax deductible and will not be included in your year-end tax receipt.

"Excessive Lateness" – When a child has not been picked up from the child care centre a half hour or more past closing time, with no phone call being made to advise staff of the circumstances involved and none of the identified "Persons Approved for Pick-up" reachable or available to come and get the child, there will be no other option left for Pladec but to contact the Children's Aid Society of the City of Kingston Police. A notice will be placed at the entrance of the childcare centre, with written instruction on how to contact the Children's Aid Society for further direction.

Families experiencing a high volume of late pick ups will be notified and reminded of Pladec's operational hours, if tardiness continues the families will be notified of their risk of termination of child care space.

Withdrawal Policy

Families are required to provide a minimum of one month written notice to withdraw their child from Pladec Day Care Centre. Families will remain responsible for their child's fees for one month of services if notice has been received. A withdrawal from the program does not guarantee that space will be available if you wish to re-enter the program. Parents are responsible for re-adding their children onto the Centralized Waitlist by visiting www.kingstonchildcare.ca.

Dismissal Policy

All parents/guardians are expected to be familiar with and adhere to the Centre's policies and procedures at all times. If a family fails to comply with Pladec's policies and procedures the following will apply:

- 1) Written warning by the Supervisor
- 2) Written warning by the Board of Directors
- 3) Failure to comply after written warnings will result in the discharge of your child

Every effort will be made to resolve differences and correct issues however Pladec may require parents/guardians to withdraw children from the centre when:

Parental disregard for centre policies such as:

- Failure to comply with our fee payment policy or our late pick up fee policy.
- Consistent disregard for hours of operation
- Failure to comply with family policies and practices
- Failure to treat staff, children and/or families with respect

In extreme circumstances, the Management and Board of Directors at Pladec may determine that circumstances warrant termination of care for a child. Pladec is committed to delivering high quality care to children and their families, should circumstances arise where we believe that the children or staffs safety is at risk due to the behaviours of an individual. Appropriate efforts will be taken to assist the family and provided support, Pladec's intervention strategy and termination policy are as follows:

- The supervisor and program staff will observe the behaviours and will meet with the parents/guardians to develop strategies.
- Regular communication will occur between the program staff, parents/guardians and supervisor regarding the child's behaviour and ongoing observations.
- All efforts will be made to accommodate the child's needs. During this time, parents/guardians will be asked to provide staff with pertinent information that may help Pladec support the child's developmental needs.
- The supervisor and program staff will review the child's progress and a meeting will be arranged to discuss the observations with the parents/guardians.
- If significant improvement is not observed, parents/guardians will be asked to seek professional counselling to aid in a solution. If parents/guardians refuse these services this will be reported immediately to the Board of Directors, who with the suggestions of the Supervisor may terminate services immediately.
- If the Supervisor and Board of Directors determine that despite all efforts being made the child's needs are unable to be met within the centre child-staff ratio, a meeting with the parent/guardian, supervisor and Board representative will be held to address termination of service.
- If it has been determined by the Board of Directors and supervisor that it is in the best interest of the child that she/he be withdrawn from Pladec termination of services will be effective two weeks from the date of the scheduled meeting.

Multi- Household Families and Custody Policy

Pladec recognizes that multi-household families are commonplace. This policy will serve to clarify Pladec's expectations about notification of a change in custody, communication and payment of fees in such households. At the time of registration, any special considerations with respect to custody arrangements between parents and/or guardians should be declared. In the event that custody arrangements should change, parents and/or guardians are responsible for notifying Pladec and providing documentation to support the request. Changes regarding custody or guardianship will not be made without proper documentation. Pladec will release a child to any parent or guardian listed as having full or partial custody at any time, unless otherwise documented.

As per standard practice, invoices, forms newsletters and letters will be circulated to families by placing them in the youngest child's cubby. It is the responsibility of the parent/guardian receiving these documents to communicate any necessary information to the other parent/guardian sharing custody.

From time-to-time Pladec may contact families by phone to discuss behaviour concerns or illness. When contacting parents/guardians from multi-households, Pladec will first attempt to contact the parent/guardian with primary custody. The parent/guardian with secondary custody will be contacted only if the attempt to contact the first parent/guardian has been unsuccessful. Pladec assumes that the parent/guardian receiving such information will communicate any necessary information to the other.

Monthly payment of fees may be made by one individual or both, though in the case of both parents/guardian making individual payments both are due at the beginning of the month. It is up to the family to determine how monthly fees will be paid. In the event that the family account is in arrears, any individual listed as having full or part custody will be responsible for full payment, whether to Pladec, or, if the account is not paid in a timely fashion, then to a collection agency.

Arrivals and Departures

Upon arriving at the centre, children must be escorted into the centre and accompany their child into the classroom to a staff present within the program. We insist that you bring your child into the classroom and notify a staff directly, so they are aware your child has arrived and help him/her make the transition from home to daycare. Staff must know exactly who is in their care at all times so your child should never be dropped off at the front door. You are encouraged to say goodbye to your child before leaving the centre, this provides for a smooth, safe transition for you and your child, as well as providing an opportunity for you to communicate with the staff. All children are required to be in attendance for their scheduled day of care no later than 11:00 a.m., unless the centre has otherwise been notified of circumstances surrounding a delayed drop off and arrangements have been made. Ensuring your child has arrived by 11:00 a.m. will assist in allowing them to be settled for lunch and rest time within the program and help to avoid possible disruption to the routine for their classmates. If possible, to arrive prior to this drop off will allow the children to enjoy more of their classroom's routine and programming. Please be advised the centre is unable to adjust mealtimes and routines for children arriving late.

During departures ensure you notify the staff before departing. It is important that staff know who is in their care at all times. It is also essential for the protection of the children that they will be released only to those on the authorized list completed on the child's registration papers, unless a written note is received specifying otherwise. If a parent/guardian will not be picking their child up, we insist we are notified as soon as possible by the parent/guardian. Authorization to release a child to individuals other than the parent or guardian must be given either in writing or verbal consent. If a parent/guardian gives permission for an individual to pick up the child at any time without written or verbal consent being needed on a specific day, please indicate this on the registration form by marking this individual with a note "may pick up at any time", or request an information update form from the supervisor or teachers. If this procedure is not followed, the child will remain in the centre until a parent/guardian is able to be contacted. Valid phot identification is required of individuals other than the parents/guardians. Please ensure the person designated to pick up your child has an appropriate car seat for your child.

Parents/guardians must keep us informed of any changes in the enrolment information provided. Please inform us if any contact information or addresses for all those listed on the emergency contacts as well as any authorized or unauthorized persons should change to ensure we may update your records. This is particularly important with respect to the health and safety of your child. For example, in the event of an emergency, having quick access to current telephone numbers and alternate emergency contact persons is essential.

Absenteeism

If your child will not be attending daycare for any reason please inform the centre as soon as possible to ensure we may continue on our regular schedule without postponing activities, outings, meals, as well as to ensure proper staffing. Also, please notify the staff if your child will not be attending due to health reasons, as the illness may require the Kingston Public Health Unit to be notified, an information form to be posted as well as increased cleaning procedures. No refund or credit will be given for scheduled days not attended.

Alcohol Consumption and/or Substance Abuse Policy

Should you or an authorized person arrive to pick up your child and you or the authorized person be suspected to be under the influence of alcohol or any other substance which affects your judgement, the interest of the child will be the primary consideration. If a parent/authorized person is driving we shall assist the parent/authorized person in finding alternate means of transportation. However, in case of a dispute, the local police authorities will be contacted to discharge any legal obligation the centre may have under the law. The Children's Aid Society may also be contacted as per our obligation under the Child and Family Services Act.

Health Policy

Please notify the centre as soon as possible if your child will not be attending due to illness or has been exposed to any contagious or communicable disease.

In order to ensure the overall health and safety of all the children and staff, you will be contacted if your child becomes ill as well you are asked to keep your child from the centre if he/she displays the following:

- An elevated temperature of 38.0°C (100.4°F)
- Vomiting
- Diarrhea
- Eyes or ears discharge
- Visible rashes
- Any communicable disease including: Impetigo, Coxsackie Virus, Fifth Disease, German Measles, Hepatitis A or B, Meningitis, Measles, Mumps, Whooping Cough, Scabies, Scarlet Fever, Strep Throat, or Tuberculosis
- Bronchitis or pneumonia.

Should your child develop a fever of 38.0°C while in our care, the staff will contact you immediately. A fever is not an illness, but is normally a symptom of illness. Therefore, as outlined by the KFL&A Public Health Unit, children must be fever free and **un-medicated** for at least 24 hour before they may return to the centre.

Children who experience an episode of vomiting or two episodes of diarrhea will be sent home and must remain until they are symptom free for a minimum of 48 hours.

Children experiencing any eye or ear discharge or a visible rash will be sent home, they will also be required to provide a doctor's note upon their return.

If diagnosed with an illness requiring antibiotics they may also be required to remain away from the centre until 24 hours after their first dosage. Additional restrictions and procedures may be required based on the doctor's diagnosis, please inform the daycare as soon as possible to allow the staff to take the proper precautions.

A child must be able to fully participate in all aspects of the program, including outdoor play. If your child is unable to participate fully in the program, including outdoor play they will be unable to stay for the programming. Children are not permitted to stay inside, as staffing ratio does not allow for this.

These policies are set in place to ensure the health of the children as well as our staff. Our staff are expected to uphold the same policies for their own health.

Head Lice Policy

If head lice are found in the centre, all parents/guardians will be notified. We ask all families to assist us in preventing the spread of the lice, please check your children for nits for the week following the first posting. We will follow the following to prevent and eliminate further spreading.

- 1) All children will be screened each day for signs of head lice.
- 2) You will be notified should we discover lice on your child and will be requested to pick up your child from the centre.
- 3) Should you discover that your child has head lice you must notify us and take the necessary treatments for your child.
- 4) Your child must be treated with a head lice treatment and free from live lice and/or nits before returning to the centre.
- 5) After treating your child for head lice and upon returning to the centre a head check will be completed on your child before leaving your child at the centre. Should we find any nits or signs

of lice you will be asked to take your child and remove all nits before returning to the centre. This will be completed within the Supervisor's office when possible.

- 6) The second treatment for head lice must be applied to your child and we will be requesting conformation of application after seven days.

Please complete the additional at home treatments to prevent another outbreak. This may seem a bit extreme to some families however it is the best way to prevent further spreading and to aggressively eliminate the head lice outbreak.

Medication Policy

No medication, unless prescribed by a physician, will be administered to a child. To have a non-prescription medication administered to your child a medical note must be provided stating:

- The child's name
- The name of medication
- The name of the prescribing physician
- The required dosage
- Administration instruction
- The duration for dosage
- Reasoning for medication

All medications must be provided in its original container. Parents/guardians must complete a medication information and consent form for each medication before leaving the centre, these forms must also include the side effects described on the medication information pamphlet.

All medications are stored in locked storage, each classroom is responsible for their medications and ensuring they are returned to the family. Once the medication is completed or no longer needed the staff will return the container to the parents/guardians for proper disposal, as a safety precaution no medication will be disposed of in the centre.

Asthma, Allergy, Medical Health and Policy

All children's records must be kept up to date, especially regarding their medical needs. Families will be expected to inform the centre prior to their start date if your child has diagnosed with new medical needs including but not limited to asthma, allergies, and seizures. As well as Pladec will require notification regarding any new diagnoses or updates. Parents/guardians will also be required to provide the proper documentation for their child stating their specific medical needs. Parents/guardians are responsible for filling out these forms prior to your child's attendance, any medications described in the form must be brought in daily or stored permanently on site. Medication forms must be filled out fully before leaving the centre. Asthma medication and Epi-pens are stored out of the children's reach but are easily accessible to the employees. We will not accept or administer expired medication.

Children diagnosed with medical needs such as asthma or seizures require a posted "Medical Plan" with your child's picture in each classroom. This plan includes information regarding your child's symptoms, medications, additional irritants and specific symptoms surrounding the medical need. A medication form must be filled out reflecting any of the information described within the "Medical Plan".

Children diagnosed with an anaphylactic allergy require an "Anaphylaxis Emergency Plan" with your child's picture to be posted in all classrooms. These forms include information regarding allergens, specific reactions, precautions to be taken as well as emergency contact numbers. This form must be updated annually with both parent/guardian and physician's signature. Children with anaphylactic allergies must have their Epi-Pen on site at all times, children who do not have an Epi-Pen in the centre will be unable to attend the program. Pladec staff are trained annually in Anaphylactic and Epi-Pen procedures, as well all children's plans are reviewed with staff prior to their start date and annually thereafter.

All medical plans will be required to update annually. If a plan is not submitted prior to its expiry date the child will not be eligible to attend until it has been completed.

Please be advised Pladec is a peanut and nut safe environment, parents/guardians are asked to avoid feeding their child(ren) food containing peanuts or nuts in the morning prior to attending daycare. Please ensure your child's hands have been washed before entering the program if they have eaten during your transition from

home to the centre. To ensure Pladec is able to upkeep our strict guidelines regarding allergens, please **DO NOT** bring food items into the centre.

Nutrition

Nutritious meals and snacks are prepared daily on the day care premises. Our kitchens are inspected regularly by the KFL&A Health Unit, and all food served must be prepared in an inspected kitchen.

The children will receive a morning and afternoon snack consisting of a minimum of two food groups as well as a full lunch which will include all food groups. Children arriving prior to 7:00 a.m. or present past 5:45 p.m. will be offered an additional snack of two food groups. All menus are posted outside the kitchen and adhere to Canada's Food Guide, Ministry of Education and KFL&A Public Health. Children enrolled in the Infant and Toddler program will receive 3.25% milk and the Preschool and School Age children will receive 2% milk. Children unable to drink our milk products due to allergies will be responsible for their own products such as soy or rice milk. These products must be brought to the centre in their original containers and staff will be responsible for reading the label prior to accepting the product.

If your child has dietary restrictions or allergies, we must have written notification in your child's file. In some cases, the site supervisor has the right to ask for a doctor's note requesting specifications for the restrictions, i.e. lactose intolerant. Families may be responsible for alternative products for special dietary needs, these food items must be provided in a container marked with your child's name and be free from any peanut or nut allergens. These foods must also follow the regulations set forth by the KFL&A Public Health and Canadian Food Guide.

Infants are fed according to their food list provided during registration, as the child has been introduced to new foods at home please ensure their list has been updated at the centre. Pladec will provide homogenized milk and baby food for the Infants. Parents/guardians are however responsible for their child's formula if receiving throughout their day. Pladec will provide a sippy cup for the children enrolled, however parents/guardians are asked to provide bottles for the children if they are not able to use a sippy cup.

Programming Rest Period

There is a rest period schedule for all children enrolled in our Infant, Toddler and Preschool programs. We encourage parents/guardians to bring a blanket and/or sleep toy for their child to assure complete security for the child while he/she rests. Children under eighteen months of age will have opportunities to rest based on their individual needs. We ask parents to inform the centres staff regarding their child's regular sleep schedule to ensure staff are able to follow as closely as possible. Each child over eighteen months of age up to and including five years of age will have the opportunity for a rest period up to two hours following lunchtime. Children who are unable to sleep are not kept on their bed longer than one hour and will be allowed to engage in a quiet activity. Parents/guardians may request children have a sleep limit or provide a written request that their child enrolled in our senior preschool program not to nap.

Each child will be provided with a cot or crib and sheet, based on their program. Their beds will be labelled and all bedding is laundered at a minimum of once a week on premises. Lights are dimmed and soft music will be played. All classrooms will be supervised through sleep time and children will be assisted to sleep when necessary, i.e. rubbing of back.

The infant program will have a baby monitor in the sleep room to monitor the children when ratios must be met on the classroom floor and spot checks will be completed at a minimum of ten-minute intervals. If ratios are able to be met on the classroom floor, a staff member will sit inside the infant sleep room and monitor the children. The toddler and preschool programs will also be monitored regularly during sleep time. The staff members will complete a sleep room check every 10 minutes for infant programs and every 15 minutes for toddler and preschool programs. The observance of any significant changes in a child's sleeping patterns or behaviours will be communicated to parents through our HiMama journal and will be reiterated at pick up time.

Outdoor Play

Children are required to participate in outdoor play for one hour twice per day, weather permitting. Children will have the opportunity to participate in gross motor activities and programming provided by the staff members while outdoors. Children also have the opportunities to enjoy walking excursions to see the excitement around our neighbourhoods.

During the warm weather, the children will be provided with sunscreen. Parents/guardians are responsible for signing the permission form annually prior to use. All children must use sunscreen when participating in outdoor play. Children unable to use our provided sunscreen will be responsible for providing their own product, which must be approved by the site supervisor. The products must be peanut, nut and dairy free.

Children must be provided with appropriate clothing for outdoor play, we are required to participate in outdoor play while temperatures are not below -25°C without wind chill (or -28°C with wind chill) or above 34°C including the humidex. Children will be kept indoors to participate in gross motor activities when heat and cold weather warnings are issued by the KFL&A Public Health Unit.

Recommendations for Clothing

Winter: snow pants, hat, neck warmer, coat, waterproof mittens, waterproof boots and warm jacket. We also suggest placing a spare sweater in your child's cubby for the days he/she is wearing a t-shirt.

Spring/Autumn: splash pants, rain boots, light mittens, sun hat and winter hat, sweater and coat.

Summer: sun hat, light sweater, outdoor shoes.

*Please ensure all clothing items are labelled.

**Please note indoor and outdoor hard soled shoes are needed for children at all times.

Field Trip Policy

From time to time throughout the year, teachers take the children on field trips. In order to manage these trips in a safe and successful manner, the following steps will continue to be used by our centre:

- 1) Field trips are posted outside the classroom at least the day before the trip
- 2) No child will attend any trip without a signed permission form allowing the child to attend the specific trip and thus acknowledging the timeframes away from the centre that were established when the form was signed. Children scheduled for care on the trip date however are expected to attend the trip.
- 3) Children are to be dropped off and picked up at the centre. The rationale for this is that children may become confused if they do not have consistent rules to follow or may become excited when a parent/guardian arrives causing them not to be aware of their surroundings, possibly causing injury to themselves. It is also difficult for staff to continually manage the children and the coming and goings of families while participating in the activities.
- 4) Children who arrive late for a trip and are not present for the departure will be unable to attend an alternate program. Classrooms are staffed according to the children on the approved attendance and spaces and age groupings may not permit your child's unexpected attendance.
- 5) If a parent/guardian is to join the group during the trip they will be responsible for supplying the centre with a clear Criminal Reference Check.

Behaviour Management Policy and Procedures

We view each child as an individual and special person, deserving of respect, care and guidance. We use positive methods of guiding and relating to children. Learning to be a part of a social group is an important experience for children and can often be difficult for children to balance their own needs with those of the group. For this reason, our staff view guidance as a time to remain positive and supportive for the children. Behaviour management practices should be used in a positive and consistent manner based on the individual needs of the child, related to the inappropriate behaviour and implemented as soon as possible. The goal of guidance and redirection is for each child to help learn self-control.

The guidance technique our staff use is redirection. Staff will talk to the children involved and will assist them in returning to the group and will help them deal with their feelings. Children may be redirected to another area away from the source of conflict when necessary. The staff work to assist the children in problem-solving methods, accepting the children's feelings while encouraging them to use words when expressing their

emotions, giving them a chance to try again, helping them to see the consequences of their actions as well as modifying the environment or routine to better meet the children's needs.

At no time will the centre permit:

- Corporal punishment of a child,
- Physical restraint of a child, such as confining a 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 themselves or someone else. This would only be used as a last resort and only until the risk of injury is no longer imminent.
- Locking of exits for the purpose of confining a child, or confining a child in an area or room without supervision, unless such confinement occurs during an emergency and is required as part of the emergency management policies and procedures,
- 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,
- Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding,
- Inflicting any bodily harm on children including making children eat or drink against their will.

Everyone including employees, students, volunteers, and parents/guardians are expected to comply with Pladec's established behaviour management policies and procedures and the requirements of the Child Care and Early Years Act (2014). Should anyone fail to comply, the site supervisor will inform and communicate with the parents/guardians. Violation of the established behaviour management practices could result in the following:

Employees, students, and volunteers:

- 1) A verbal warning
- 2) A written warning
- 3) Dismissal

For others including parents/guardians:

- 1) A verbal warning
- 2) Other action as deemed appropriate by Pladec's Board of Directors, including, but not limited to, the person not being permitted on the premises.

Disciplinary measures for employees normally follow a three-step process. An exception is made for certain kinds of conduct whose seriousness justifies omitting one or more of the steps. When determining which disciplinary measure(s) will be taken, the supervisor and/or Board of Directors will take the following criteria into account:

- Seriousness of the offence
- Actual or potential risk or harm to the child
- The past and recent performance of the employee
- The frequency of occurrence
- Previous disciplinary action taken

When action is necessary, it will be completed by the Supervisor in the case of the staff, students, volunteers, parents/guardians and by the Board of Directors in the case of the Supervisor.

The following monitoring practices are set in place to help ensure that only the preferred behaviour management practices are used:

- A comprehensive discussion of the behaviour management policy will be completed during the hiring process to ensure compatibility with the policy and the Child Care and Early Years Act (2014) requirements
- Staff, students and volunteers will be made aware of the policies and procedures through the review and sign-off procedures outlined, in-service training sessions offered, and staff meetings which include discussion of any unusual disciplinary challenges.
- Supervisors will observe each staff, with ongoing communication of the said observations. Staff will also receive performance reviews.

- All complaints regarding behaviour management practice made by anyone, including parents/guardians, children, and employees will be investigated and acted upon by the supervisor and if necessary the Board of Directors. Serious occurrence procedures will be followed when necessary.

A log of the observed behaviour management practices will be kept by all classrooms and supervisor. This log will include factual statements only and will be kept in a secure location for reasons of confidentiality. At a minimum, this log will include:

- Dates of review of the behaviour management policy and people involved in the review
- Summaries of concerns regarding a child's behaviour including staff meetings to discuss concerns, strategies agreed upon, discussions with a child's parents/guardians, etc.
- Dates of observations of behaviour management practices by supervisor, board members or others where applicable
- Dates of complaints/concerns regarding the behaviour management practice and notes indicating where the details regarding the incident and the action take can be found (e.g. personnel file)
- Dates of observation of the use of anyone on premises of prohibited behaviour management practice, with a note indicating where the details regarding the incident and actions taken can be found
- Workshops, courses, in-service training, etc. participated in by staff, provided for parents/guardians/etc.

All staff, volunteers and students will be required to review and sign off on the behaviour management policies and practices prior to working with the children and at least annually thereafter. The Board of Directors will review the behaviour management policy annually to ensure that it remains appropriate and up to date. A record of the date of review will be kept in the policy binder.

All record related to the review and sign-off of the behaviour management policies as well as the monitoring of the behavioural management practices will be kept on file for at least two years after the last entry.

In extreme circumstances, should a child's continued negative behaviour put themselves, peers, or teachers at risk from physical harm or, if the child damages property, we reserve the right to ask the parent/guardian to withdraw the child from the program. While we understand the developmental tendencies of many children to experiment with inappropriate language to shock others, withdrawal may also be requested for those children who are verbally abusive, including the repeated use of inappropriate language, which others consider offensive.

Individual Program Plans

Pladec is committed to accommodating children with special needs. Based on individual children's need, the staff at Pladec will work with families to devise an individual program plan that best suits the child's needs and developmental level. This is often done with the support of a Resource Consultant available through programs and organizations such as Community Living Kingston. Pladec can also apply for funding to have an additional Enhanced Support Worker with a child if it is appropriate. If you require any information about these resources or completing a referral please speak with your site supervisor.

Bullying Policy

As of January 2014, Pladec's Board of Directors and staff have introduced an Anti-Bullying Policy to reflect the many changes within the child care and education community. Pladec will be adhering to the following policy and procedures:

Pladec recognizes that

- Bullying adversely affects a child's ability to learn
- Bullying adversely affects healthy relationships and the daycare's climate
- Bullying adversely affects Pladec's ability to provide a safe, caring environment for its students
- Bullying will not be accepted on Pladec property

For the purposes of this policy, Pladec will use the following definition of bullying:

Bullying is typically a form of repeated, persistent and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and/or harm to another person's body, feelings, self-esteem or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.

The behaviour that is commonly seen when bullying is present includes but is not limited to:

- Physical manifestations (for example, hitting, pushing or tripping),
- Verbal manifestations (for example, name-calling, mocking or making sexist, racist or homophobic comments), and/or
- Social manifestations (for example, excluding others from a group, spreading gossip or rumours).

Prevention and awareness Strategies:

- 1) Pladec will adopt a 'low-profile, high vigilance' anti-bullying strategy, that is, teachers will not repeatedly draw attention to the issue of bullying, but will be continuously vigilant to ensure that bullying incidents are dealt with quickly.
- 2) Pladec will develop kindness awareness programs in the toddler, preschool and school-age classrooms. The awareness program will include age-appropriate strategies focused on developing healthy relationships, sharing, acceptance, and communication.
- 3) Children will receive examples in story form of people being mindful of each other's feelings. Positive role models characterising this positive behaviour will be regularly presented.

Intervention and support strategies

- 4) Pladec staff will be vigilant, to observe children's peer relationships for signs of discord or interpersonal difficulty of any kind, and to make closer observation or investigation where there is sufficient cause for concern.
- 5) Pladec employees and Board Members will take seriously all allegations of bullying behaviour and act in a timely, sensitive and supportive manner when responding to children and caregivers who disclose or report bullying incidents.
- 6) When an altercation that fits the definition of bullying (as described above) between children has been observed, Pladec staff will act as follows:
 - a. The behaviour will be stopped immediately with physical and / or verbal intervention
 - b. Any resulting injuries will be investigated and dealt with immediately and appropriately, and concern and support will be offered to the victim; preferably in the presence of the perpetrator
 - c. The children will be supported to engage in problem-solving strategies that might have avoided the confrontation
 - d. Both children will continue to be observed closely to determine if further intervention or separation is necessary.
- 7) In the case of repeated observed or reported bullying behaviour or in the case of a single particularly malicious or severe incident, the Supervisor or her delegate may visit the classroom to observe the interaction between children. This will assist Pladec staff in:
 - a. Determining causative factors to the behaviour,
 - b. Providing assistance in helping the children engage in problem-solving strategies, and
 - c. Determining strategies for intervention.
- 8) Strategies for intervention will vary depending on the progression of the behaviour, age of the child and extent of outcome at the time of intervention, and may include:
 - a. Re-direction
 - b. Temporary separation of children
 - c. Temporary removal of child(ren) from group
 - d. Verbal reminders of appropriate behaviour when bullying or aggressive behaviour is witnessed
 - e. Suspension (removal of the child from the daycare for the remainder of the day or a number of days)
 - f. Expulsion (permanent removal of the child from the daycare)

- 9) Help for the child who is bullying
 - a. The child will be told that 'this behaviour' is always unacceptable, no matter what preceded the incident
 - b. Pladec staff will take care to remember that bullying behaviour is often symptomatic of a child who is him or herself suffering, and/or that the child has not yet learned appropriate ways of dealing with conflict.
- 10) Responding to a specific incident/incidents reported by a parent
 - a. Parents may approach either their child's teacher or a Supervisor
 - b. Staff should remain calm and listen carefully to the allegation(s) made, and then explain Pladec's policy on these matters. Staff should assure parents that Pladec takes such allegations seriously and will act to protect their child from such behaviour, in accordance with the procedures set out in this document
 - c. The parent/guardian will be asked for full available information about the alleged bullying behaviour, and record it fully
 - d. The allegations will then be investigated in accordance with the procedures set out in this document.

Reporting

- 11) Any bullying or suspected bullying incidents that have been observed by or reported to Pladec staff will be reported to the Site Supervisor immediately, or in the daily report; depending on the severity.
- 12) In situations where bullying behaviour persists for more than two days, or when a single incident is particularly malicious or severe, the parents or guardians of the child exhibiting aggressive behaviour will be notified, in writing, as soon as possible (in most cases this will occur at pick-up on the day of the observed behaviour).
- 13) In situations in which bullying behaviour is observed by or reported to Pladec staff, the parents or guardians of the child who has been bullied will be notified at pick-up, or in the case where the child appears to be particularly distressed, immediately by phone.
- 14) Each Site Supervisor will prepare a bi-annual account of reported bullying incidents for presentation to the Board of Directors.

Outcomes

- 15) Parents of both the bullied and the perpetrator are kept fully informed of any decisions, or changes with regards to the problem behaviour in question. In all cases except those in which special needs are present, the ultimate goal will always be full reconciliation between the children.

Incident Procedures

In the event of an accident the following steps will be taken:

- 1) Child will receive comfort and first aid
- 2) An incident report will be completed by a staff member who will determine if the parent/guardian needs to be called
- 3) The supervisor will sign off acknowledging that they are aware and understand the information on the incident report
- 4) Parents/guardians will be asked to review and sign off on the incident report at pick up, while a staff member is explaining the situation and prevention to you

Children experiencing a bite while participating in the program will receive the following procedures:

- 1) The wound will be washed out with soap and water immediately
- 2) The child will be comforted while receiving a cold compress
- 3) The child who has bitten will be disciplined following our behaviour management policy
- 4) Additional documentation in our tracking log will be taken
- 5) Immunization record will be verified by the supervisor
- 6) Parents/guardians of both children will be called and informed of the incident and actions taken. If skin has been broken, staff will advise the parents/guardians they may wish to visit their physician due to possible fluid transfer
- 7) At no time will the other child's name be released

In the event of a serious incident, the following steps will be taken:

- 1) First aid will be given
 - 2) If required the child will be transported to the hospital via Ambulance
 - 3) Parents/guardians will be informed immediately
- *If a parent/guardian is not present at the time the ambulance arrives a staff member will accompany the child to the hospital

Serious Occurrences

If a serious occurrence is determined, appropriate reporting procedures have been established to ensure that the Ministry of Education is made aware by Pladec. A serious occurrence report will be completed and submitted to our designated representative with Ministry of Education. In addition to this report, a Serious Occurrence Notification Form will be posted. We recognize that parents/guardians benefit from information about the incidents that occur in licensed child care programs, the immediate actions taken to respond to the incident and any long-term actions that must be taken to minimize the reoccurrence of the incident. Serious Occurrence Notification Forms will be posted by the main office with our Licensing Inspection Summary.

Suspected Child Abuse

The four areas covered under the term child abuse are: physical abuse, sexual abuse, emotional abuse and child neglect. In an individual case, there could be only one form of abuse or a combination of types of abuse.

Child abuse is a serious occurrence by definition of the Child Care and Early Years Act (2014). It is the legal responsibility of every person including parents/guardians, volunteers, students, or support staff that has had contact with a child in Pladec to report suspicion of child abuse to the Children's Aid Society of Kingston. Personnel failing to report the suspicion of child abuse are subject to legal action and a fine, if convicted. (Child and Family Services Act. 1984, section 72)

Emergency Procedures

Evacuation procedures for fire and other emergencies are practiced monthly. When severe weather is in the area, the Supervisors monitor the weather reports and alert staff to be prepared to quickly move children to safety if necessary. Emergency procedures are posted in each classroom. The staff know and periodically review procedures for emergencies and become familiar with our alternate shelter locations.

Emergency Closure Announcements

In the event of a public emergency, such as an ice storm, families are requested to listen to the local radio station for announcements and/or call the centre for an up to date message regarding the closure or delay of opening. Pladec will remain open until no longer deemed safe by the Board of Directors, Ministry of Education, KFL&A Public Health and/or City of Kingston. Parents/guardians will be contacted and advised to pick up their child early due to worsening conditions.

In case of emergency requiring evacuation of the centre, the staff will transport the children to our alternate place of shelter. Pladec Mack will evacuate to St. Joseph and St. Mary's Catholic School and Pladec East will evacuate to Startek. At this time parents/guardians will be called and informed of the evacuation and be asked to retrieve their child as soon as possible.

If Pladec experiences a power outage the following procedure will take place:

- In the event of a scheduled outage, Pladec will notify the Health Unit and Ministry of Education. Details will be given and the agencies will provide management with notification as to whether or not Pladec will continue to be open. Parents/guardians will be notified as soon as possible of the planned outage and our plans.
- In the event of an unscheduled outage, Pladec will notify the Health Unit and Ministry of Education with all available details. If deemed unfit to remain open parents/guardians will be notified and will be responsible to pick their child up as soon as possible. Please ensure for the safety of our staff and children that all children are picked up in a timely manner.

After Pladec has been given the "All-Clear" notification, the staff will guide all children back to the center and resume normal operations immediately.

The Immediate Site Supervisor's responsibilities following resuming normal operations will be as follows:

- They will notify the Program Advisor of the Ministry of Education and complete a Serious Occurrence application within 24 hours after the emergency situation.
- They will respond to any media and community inquiries necessary within the week after the emergency situation.
- They will contact the insurance company to inform them of any necessary information after the emergency situation

If Pladec has been provided with an "Unsafe to Return" notification, the Immediate Site Supervisor or Acting Supervisor will inform parents that Pladec will be closed until further notice. An approximate time for reopening to resume normal operations will be provided as soon as possible.

The Immediate Site Supervisor must debrief staff, children, and parents/guardians after the emergency. A memo will be posted in each child's cubby and each staff members mailbox to provide all necessary details of the emergency situation. Management and staff will also take time in each room to discuss the emergency situation with all children in an age appropriate discussion. Staff and parents who would like more information will be encouraged to contact the Immediate Site Supervisor to schedule a meeting at the next available date.

Safety and Security

It is Pladec's strict policy that no child is ever left alone. Children shall always be under adult supervision. Before moving to and from different areas within the centre, a headcount will be taken to account for all children with that group. During the transition from area to area, a teacher will always leave the classroom first, as a leader, with the other teacher being the last out of the room to assure all children have safely left the room. Transitions involving the outdoor follow the same procedure. Teachers will carry attendance sheets with them wherever their program goes.

Our policies and procedure for dealing with emergencies and security are carefully drafted to ensure your child's safety. We conduct monthly fire drills, evacuations, and test our emergency lighting system. Also, annually our emergency system is tested by a third-party inspection agency.

Parking

Mack Street has parking available in front of the main entrance of the centre. Please remember this is a public street and watch for traffic. It is important to remember when parking no car should obstruct the flow of traffic, obstruct the view of intersections, block driveways, as well as interfere with the sidewalks. Please ensure your attention is focused (i.e. no cell phone use), monitor the other children's whereabouts, and please be courteous to our neighbour who may be on shift work (i.e. no honking goodbye)

Pladec East has parking available on premise with the first parking space designated to needing disability parking. Please ensure spaces are not double parked to ensure all our parents/guardians have the opportunity to acquire a parking space. Please be aware of other children's whereabouts before moving from your parking space and ensure your attention is focused on the task (i.e. no cell phone use).

Smoking Policy

Pladec does not permit smoking on or in view of the facilities. Please refrain from smoking on daycare property, staff are obligated to ask you to remove yourself from our property or view of our property if noticed smoking.

Placement Students and Volunteer Supervision

As part of our professional role in the community and further staff development, Pladec is committed to the mentoring and training of students. We further recognize that students and volunteers from a range of disciplines can enrich the learning environment and experiences for everyone. For these reasons each year Pladec may choose to host a number of students and volunteers from our local secondary school and post-secondary school placement programs. This is done at our discretion based on the needs of the children, the staff and the centre in general. All students are monitored by the program staff and supervisors and must obtain a current criminal reference check. The policy for the supervision of volunteers, work study students and placement students is in place to help support the safety and well-being of children attending the centre and to clearly define roles and responsibilities.

Students will not be left alone with the children or responsible solely for the children's wellbeing. At no point will the volunteers or students be counted in our staffing ratios. This is a great learning opportunity for the children, students and staff. This is one of the many ways that the students acquire new ideas and skills.

At times, the student may observe a child and record his/her actions and reactions. The names of the children do not appear anywhere on these records. The purpose of the observation exercises is to help the student learn that various techniques they will need when in the workforce.

Picture Policy

From time to time throughout the year, teachers and or supervisors may take pictures in the classrooms. Please ensure you complete the section of the form included in the parent package indicating your authorization of specific photo regulations.

Parent/Guardian Communication and Involvement

Programs cannot adequately meet the needs of children unless they also recognize the importance of the child's family and develop strategies to work effectively with families. It is important that teachers and families communicate frequently about family practices at home to avoid confusion for the children. Verbal or written systems are appreciated in regard to the happenings that may be affecting your child, changes in a child's physical or emotional state should be reported regularly to teachers.

The staff at the centre will attempt to communicate with parents/guardians regarding their child(ren) on a regular basis. The center encourages parents/guardians to contact staff with any questions, but please try to restrict calls to 12:30pm-2:30pm while the children are napping. Parent/guardian-teacher meetings can be scheduled on an as needed basis. Parents/guardians will be kept informed of any seminars, workshops, and meetings related to child development and family life topics. It is also important, apart from speaking with your child's teacher, to read the posted program plans and daily schedules, read special event notices posted outside your child's classroom and/or front door, read the information posted on the parent/guardian bulletin board, read the newsletters, read your child's HiMama journal, check your child's cubby daily for notices and share your opinion with centre staff or through the parent/guardian surveys.

If you have questions regarding any portion of the program, we encourage you to discuss them with your child's program staff. In every case, we will attempt to respond to concerns and questions in a timely and satisfactory manner. If your concern still is not resolved to your satisfaction, you are encouraged to place your concern in writing and forward it to the supervisor.

Parents/guardians are welcome to visit their children as often as they would like. Observing your child's reactions to other children, adults and to the things he/she finds to do in the program may be helpful to you in planning for guidance strategies at home. Please keep in mind, your visits may be confusing to your child. If they see you, they may think it is time to leave. It may be helpful to explain to your child you are just visiting, please also be aware your child's behaviour and actions will be much different while parents/guardians are present during the day.

Parent/Guardian Comments or Concerns

If you have any comments or concerns, it is important that you voice these concerns to ensure Pladec can continue to offer high quality care for your child(ren). This can be done in multiple ways, we would like to suggest the following procedure when possible:

- 1) Parents may bring forth any concerns or complaints to management as soon as possible. If further action is required to resolve the concern or complaint, Management may request a written complaint.
- 2) If unsatisfied with the response to the concern or management is not available, the board of directors is available to contact at bod@pladecdaycare.ca.

Steps for employees/employers to take in responding to a concern brought forward by a parent:

- 1) Management will acknowledge parent's written complaint within 24 hours unless management is not in the office during this time.
- 2) Management will review any circumstances that lead to the concern from the parent.
- 3) Management will develop a plan to solve the issue involving any factors of the daycare or staff that are involved.

- 4) If assistance is needed from the Board of Directors, Management will contact them via email to address the concern or complaint.
- 5) If Management and the Board of Directors need extra assistance in the matter, they will contact our Program Advisor at the Ministry of Education.
- 6) The parent will be contacted within a week to confirm that the concern or complaint has been addressed depending on the severity of the issue. If outside resources were contacted for assistance, a response to parents can take longer. Management will share any steps taken to resolve the issue with the parent with the exception of any information that might break confidentiality.

Policies and Procedures are Subject to Change

Please be aware the policies and procedures outlined in this package are subject to change. Other rules and regulations may be posted and distributed within the facility and shall be binding as described within this handbook. All enrolled families will be obligated to observe these policies and procedures.

Pladec Board of Directors

Each spring the Board of Directors hold our Annual General Meeting (AGM), all families are encouraged to attend to meet our current members, learn about our successes from the year, ask questions about the centre and learn about becoming a member. Being a member of the Board of Directors requires a commitment of our monthly meetings, which are held after hours. This is a great way to learn more about day care operations, voice your opinions, meet other parents/guardians and vote on important day care business. Our meetings usually last approximately an hour and a half. A family may join the Board of Directors together, allowing you to alternate meetings and share a vote.

What You Need To Know Before Your First Day

Orientation: It is important for families to become familiar with the centre, reading the entire registration package and becoming familiar with its material, please be sure to ask a Supervisor questions if necessary. We suggest coming in for a visit if possible before your first day of care. Please also prepare for a longer drop off on your first few days of care, adjusting your schedule as much as possible to accommodate getting acquainted with the site and staff.

What to wear: Your child should dress for an active day. We suggest comfortable, washable play clothes, with comfortable shoes.

What to bring: Your child needs a complete change of clothes in their cubby (shirt, shorts/pants/skirt, socks, underwear, and sweater). Please be sure to write your child's name in each piece of clothing, many of our children have very similar items. Your child will also need indoor shoes, tooth brush, blanket, diapers and/or pull ups, diaper cream, and seasonally appropriate clothing. Your child must also bring a seasonally appropriate hat for outdoor play EVERY day. If your child uses a soother or sleep toy for napping, please provide these to your child's classroom.

Dressing Children for Success

Here are a few suggestions on what your child(ren) may need for weather-appropriate clothing and a list of items that should accompany your child(ren) to the centre.

Dressing your child in clothing that fits and is comfortable will help him/her get the most out of their day. It's important that children are not over/under dressed and that all clothing suits the weather conditions. Also keeping in mind may also become slightly soiled throughout their investigative experiences throughout the day.

It's a good idea to send spare clothes for unexpected changes in weather, especially during the initial change of seasons when the weather can be unpredictable. It is a mandatory requirement that the children be able to participate outside every day, unless there are severe weather conditions that prevent outdoor play.

Seasons

Items Needed

Winter

Winter boots, snowsuit, mittens/gloves (extras are recommended), winter hat, neck warmer, extra clothing and indoor shoes

Spring/Fall

Rain jacket, extra sweater, rain boots, splash pants, extra clothing and indoor shoes

Summer

Sun hat, summer outdoor shoes (appropriate for play), extra clothing, clothing for outdoor water play, indoor shoes

Parent/Guardian Agreement

1. I agree to pay a non-refundable \$300 deposit fee is required, which is applied to my child's first invoice of monthly fees to reserve enrolment for my child.
2. I agree to pay my child's fees promptly by 4:00pm the first of the month. I understand if payment has not been received by 4:00 p.m. on the 1st of the month an additional \$45.00 late penalty/administration fee will be charged to my account. I understand the late penalty/administration fee is not tax deductible and will not be included in our year-end tax receipt. I understand failure to make payment will result in my child being refused admittance to the day care. Accounts in arrears will be forwarded to a collections agency and/or Small Claims with all information on file.
3. I understand all NSF cheques are subject to a \$25.00 fee and must be replaced immediately.
4. I will make every effort to ensure that my child is picked up by 6:30 p.m. and understand that I will be charged a late fee if I fail to do so (\$10.00 per every 15 minutes past closing time). I understand "excessive lateness" will place my child care space at risk of termination.
5. I understand that the daycare is closed on the following occasions:
 - New Year's Day
 - Family Day
 - Good Friday
 - Victoria Day
 - Canada Day
 - Civic Holiday
 - Labour Day
 - Thanksgiving
 - Christmas Day
 - Boxing Day

The centre also closes early on Christmas Eve and New Year's Eve

I also understand I am responsible for full program fees for all observed holidays (may be applied to the monthly booking minimum).

6. I understand, families are responsible for scheduling all childcare dates before the 15th of the month prior. I also understand no care dates can be deleted or changed past this due date.
7. I understand that the teachers will carry out routine health inspections of my child. As required by the Health Unit, the teacher has the right to refuse admittance or request a Doctor's note if the child has any of the following signs of ill health:
 - a. fever
 - b. vomiting
 - c. diarrhea
 - d. Eye or ear discharge
 - e. unusual skin disorder, rash or other infection
 - f. head lice/nits (must be nit free to be readmitted to centre)I will notify the daycare if my child contracts a communicable disease.
I understand that a Doctor's note may be required when my child returns.
8. I understand that, in order for my child to be admitted, he/she must be able to full participate in all aspects of the program, including outdoor time.
9. I understand I am responsible for filling out all required medical documentation and plans, I also understand without proper documentation, plans or medication my child will not be able to enter the program.
10. I understand that if my child has to be excluded and another person comes to pick up my child, they may be given details of ill health symptoms.
11. I give my permission for the centre to use my child's Health Card Number (if given) and medical information if medical treatment is necessary.
12. I agree to notify the centre when my child will be absent from the program, in the event of a sick day, vacation, special circumstance, etc. I am also aware I will remain responsible for fees for any missed scheduled days.
13. I agree to notify the daycare if someone other than the parent/guardian or approved is to pick up my child from daycare and understand that my child will not be released unless I follow the daycare's departure policy for releasing a child to someone other than that on the list I have submitted.

14. I agree it's the responsibility of the parent/guardian to inform the centre of changes to important information immediately. This would include information such as a new address, new employment, new contact numbers, new custody agreement or changes in persons authorized to pick up my child from daycare. Such notifications must be given in writing.
15. I understand I am responsible to provide the centre with seasonally appropriate indoor and outdoor clothing, as well as a spare set of clothing in case of accidents or spills.
16. I understand I am responsible for providing my child with their own supply of diapers, diaper cream, pull ups and/or underwear. I understand failure to supply these items will result in a phone call to provide items or retrieve my child from the centre.
17. I understand I must provide written permission for my child to attend all fieldtrips prior to departure.
18. I understand that the daycare is not responsible for the welfare of my child on his/her way to and from school.
19. I understand it is the responsibility of the parents/guardians from multi-household families to communicate any necessary information or forms received with the other parent/guardian. I also understand I must supply the centre with any legal documentation regarding the custody agreement.
20. I understand it is the sole responsibility of the parent/guardian to frequently check my child's cubby for invoices, memos, newsletters or information packages. I will read all documents and acknowledge all documents and due dates.
21. I agree to give the day care **one month written notice** when withdrawing my child and to pay all fees owing, including for the three week notice period. I understand it is my responsibility, if I wish to possibly reenroll my child at a future date, to add my child to the Centralized Waitlist at www.kingstonchildcare.ca.

This is to certify that I have read and understand the policies and procedures at Pladec Day Care Centre and the Parent Handbook. I agree to adhere to all policies and procedures outlined.

Child's Name: _____

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

****Please realize that this is a legal document and you will be held liable for each item of the contract. By signing this document you are accepting the terms outlined in the Parent Handbook and package***



Child Enrollment Information

Name and Address of Child Enrolling:			
Child's Name:		Child's Date of Birth:	
Primary Home Address:			
City:	Province:	Postal Code:	
Start Date		Discharge Date (Office Use):	
Parent/Guardian Information:		Authorized for Pick Up? <input type="checkbox"/> Yes <input type="checkbox"/> No (Copy of Custody Agreement MUST be provided)	
First Name:		Last Name:	
Home Address:		City:	Province: Postal Code:
Home Phone Number:	Cell Phone Number:	Email: Would you like to receive communications, invoices, etc. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Employer:		Employer's Phone Number:	
Employer's Address:		City:	Province: Postal Code:
Parent/Guardian Information:		Authorized for Pick Up? <input type="checkbox"/> Yes <input type="checkbox"/> No (Copy of Custody Agreement MUST be provided)	
First Name:		Last Name:	
Home Address:		City:	Province: Postal Code:
Home Phone Number:	Cell Phone Number:	Email: Would you like to receive communications, invoices, etc. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Employer:		Employer's Phone Number:	
Employer's Address:		City:	Province: Postal Code:

Authorized Pick Up and Emergency Contact Person(s)

Other than Parent/Guardians: (Attach a separate sheet if more space is required)

Contact #1: Able to pick up at any time Able to pick up with specific date permission only

First Name:	Last Name:	Relationship to Child:		
Home Address:		City:	Province:	Postal Code:
Home Phone Number:	Cell Phone Number:	Work Phone Number:		

Contact #2: Able to pick up at any time Able to pick up with specific date permission only

First Name:	Last Name:	Relationship to Child:		
Home Address:		City:	Province:	Postal Code:
Home Phone Number:	Cell Phone Number:	Work Phone Number:		

Contact #3: Able to pick up at any time Able to pick up with specific date permission only

First Name:	Last Name:	Relationship to Child:		
Home Address:		City:	Province:	Postal Code:
Home Phone Number:	Cell Phone Number:	Work Phone Number:		

Contact #4: Able to pick up at any time Able to pick up with specific date permission only

First Name:	Last Name:	Relationship to Child:		
Home Address:		City:	Province:	Postal Code:
Home Phone Number:	Cell Phone Number:	Work Phone Number:		

Permissions

1. I provide Pladec with permission to take photos of my child to show the many fun and memorable moments from the children's daily activities and interactions with friends. I am aware these photos will be shared within the centre for photo boards postings as well as group photos may be distributed to those families within the photos via hard copy of Himama.

**Yes or No to photos of my child alone
Yes or No to group photos**

2. I provide Pladec with permission to prop my child's crib mattress or cot slightly if he/she is showing signs of congestions (i.e. stuffy/runny nose). Please do so at your discretion as well as we will inform you if it is felt elevation is required.

Yes or No

3. I provide Pladec with permission for the staff to apply non-prescribed creams, lotions, lip balms, diaper creams that I provide for use by my child during operational hours of the program.

Yes or No

Authorization:

I hereby authorize the information contained in the registration form is truthful and correct as well as authorize the above individuals to be contacted if necessary for pick-up of my child, at which time they may be given information surrounding the daily activities and/or symptoms of ill health.

Parent/Guardian Signature

Date

Child's Physician Information:			
Child's Name:		Health Card Number (if permitted for use)	
Family Physician's Name:		Physician's Phone Number:	
Physician's Address:		City:	Province: Postal Code:
Additional Information About Child			
Allergies: (to food, medication or environmental)			
Any known allergies? <input type="checkbox"/> No <input type="checkbox"/> Yes, if yes, list below: (attach a separate sheet if needed)			
Allergy:	Reaction:	Medical Attention:	
1.			
2.			
3.			
4.			
Previous Illnesses or Injuries: (Including Communicable diseases, chronic diseases, etc.)			
Chicken Pox <input type="checkbox"/> No <input type="checkbox"/> Yes	Whooping Cough <input type="checkbox"/> No <input type="checkbox"/> Yes	Hepatitis <input type="checkbox"/> No <input type="checkbox"/> Yes	
Seizures <input type="checkbox"/> No <input type="checkbox"/> Yes	Pneumonia <input type="checkbox"/> No <input type="checkbox"/> Yes	Measles <input type="checkbox"/> No <input type="checkbox"/> Yes	
Mumps <input type="checkbox"/> No <input type="checkbox"/> Yes	German Measles <input type="checkbox"/> No <input type="checkbox"/> Yes	Scarlet Fever <input type="checkbox"/> No <input type="checkbox"/> Yes	
Asthma <input type="checkbox"/> No <input type="checkbox"/> Yes	Rheumatic Fever <input type="checkbox"/> No <input type="checkbox"/> Yes		
Other <input type="checkbox"/> No <input type="checkbox"/> Yes, if yes, list:			
Special Requirements:			
Diet: <input type="checkbox"/> No <input type="checkbox"/> Yes, if yes, list:			
Rest: <input type="checkbox"/> No <input type="checkbox"/> Yes, if yes, list:			
Exercise: <input type="checkbox"/> No <input type="checkbox"/> Yes, if yes, list:			
Any other health concerns or other information that centre should be made aware of? <input type="checkbox"/> No <input type="checkbox"/> Yes, if yes, list:			
Do you have any concerns about your child's development you would like us to be aware of and monitor? <input type="checkbox"/> No <input type="checkbox"/> Yes, if yes, please check: <input type="checkbox"/> Speech/Language <input type="checkbox"/> Social <input type="checkbox"/> Cognitive <input type="checkbox"/> Gross Motor <input type="checkbox"/> Behaviour <input type="checkbox"/> Other: _____			
Has your child been involved with any of the following agencies? <input type="checkbox"/> No <input type="checkbox"/> Yes, if yes, please check (be aware they are able to visit the centre if you wish): <input type="checkbox"/> Child Development Centre (CDC) <input type="checkbox"/> Pathways for Children & Youth <input type="checkbox"/> Ongawanada <input type="checkbox"/> Community Living Kingston <input type="checkbox"/> Other: _____			
Authorization:			
I/We authorize the Pladec staff to take any emergency medical measures deemed necessary for the protection of my child while he/she is in their care. I understand that this authorization includes telephoning the physician I have named or an emergency response team, giving medical history information listed on the above form, implementing the instructions of emergency worker instructions and transporting my child to a hospital by emergency vehicle without first contacting me for my consent.			
_____ Parent/Guardian Name		_____ Date	



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 Fax: 613-546-6152
 Email: mack@pladecdaycare.ca

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 671 Innovation Drive
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 K7K 7E7
 Phone: 613-507-4321
 Fax: 613-507-5678
 Email: east@pladecdaycare.ca

Child Care Admission Profile and Immunization History

FORM TO BE COMPLETED AT THE TIME OF REGISTRATION

Under the Child Care and Early Years Act, 2014, children attending licensed child care in the KFL&A area, who are not in school (i.e., infants, toddlers, and preschooler), must have up-to-date immunizations according to Ontario's Publicly Funded Schedule, or provide a valid exemption.

Please complete the following section and attach two photocopies of your child's immunization record to this form. Give these documents to your child care provider. A copy will be kept at the daycare and the other copy will be sent to KFL&A Public Health.

Child's Name:	Date of Birth (y/m/d): <input type="checkbox"/> M <input type="checkbox"/> F
Address:	Postal Code:
Home Phone:	Work Phone:
Name of Child Care Centre:	Ontario Health Card (Optional):
Parent/Guardian (Print):	Parent/Guardian (Signature):
Parent/Guardian (Relationship):	Date:

Immunization records are **NOT** automatically provided to KFL&A Public Health by your doctor. When your child receives an immunization, please call the KFL&A Public Health Immunization Line at 613-549-1232, ext. 1451, or use the online immunization reporting system at www.kflapublichealth.ca.

This information is collected under the authority of section 2 and 5 of the **Health Protection and Promotion Act**, the **Health Cards and Numbers Control Act**, Ont. Reg. 585/94 and the **child Care and Early Years Act** Part II, Section 32, 35, 72, and 73. The information will be used for the administration of public health programs. Any questions about the collection of this information should be directed to the Vaccine Preventable Disease Team manager, KFL&A Public Health, 221 Portsmouth Avenue, Kingston, Ontario, 613-549-1232 or 1-800-267-7875.



GETTING TO KNOW ME!!!!

While at Pladec we want to help your child learn and discover, we recognize that this happens when a child feels safe, welcome and happy. We want to surround your child with activities which they will enjoy and understand who they are as an individual. Please fill in the following form to help us get to know more about your child and your family and help make a smooth transition.

CHILD'S NAME: _____

What would you like Pladec to be able to provide your child? What are some things you hope your child will learn while in our programs?

Are there any circumstances in the family which may be a factor in your child's present behaviour? (i.e. Recent move, new baby, sickness)

No Yes, please describe:

Does your child have any siblings?

No Yes, please list:

Name: _____ Age: _____ Male/Female?

Name: _____ Age: _____ Male/Female?

Name: _____ Age: _____ Male/Female?

Does your family have any pets?

No Yes, please list:

Name: _____ Animal: _____

Name: _____ Animal: _____

Family Holidays and Celebrations

Are there any holidays your family does not celebrate?

Diapering and Toileting

Diapers: Reusable or Disposable

Cream: Each change or When needed

Are there any special instructions for diapering/toileting?

Is your child a good Eater?

Good Eater Average Eater Poor Eater

Favourite Foods: _____ Food Dislikes: _____

Soothing your child:

When your child is upset or unhappy, what seems to comfort him/her?

Child's Favourites:

Song:

Book:

Friend:

Toy:

Indoor Activity:

Outdoor Activity:

Sleep Habits:

Number of naps per day:

Approximate length of naps:

Is there a particular way your child likes to be put to sleep? (i.e. back rubbed, being rocked, etc.)

Does your child require any of the following to allow him/her to feel more comfortable:

Bottle Soother Blanket Stuffy: _____ (Name) Other: _____

Please add any additional comments which you feel would help us know your child better:



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CONSENT

The City of Kingston provides funding to licenced childcare programs to support the cost of operations. This funding is used to lower the costs to operate programs and subsequently the daily rates charged to parents.

As a condition of receiving this funding, childcare operators are required to provide the City of Kingston with periodic attendance reports. These reports include children’s names, ages and attendance status during a specified time period.

This information is provided only for the purpose of determining the number and frequency of children using the childcare program. Your child’s information will be kept confidential and will not be used for any other purposes.

I _____ give consent to _____
(Name of Parent/Guardian) (Name of Childcare Program)

to include my child(ren)s information, as outlined above, for the sole purpose of determining their program usage. This information will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be provided only to an authorized representative of the City of Kingston, Housing and Social Services, Childcare Programs for the purpose outlined above. *Questions regarding the collection, use, disclosure and disposal of this information shall be directed to the Childcare Coordinator, 613-546-2695 extension 4956 or childcareprograms@cityofkingston.ca.*

My consent is provided for the duration of one year from the date of signature or until service is no longer provided whichever occurs first.

I have read and understand the consent set out above.

 Signature of Parent/Guardian

Dated: This _____ day of _____, 20__



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HiMama Information

HiMama will be used by our educators to record activities and updates throughout the day. Everything from naps to snacks, it will provide you with a complete history of your child's experience in our program with photos stored safely and securely in a journal format. Whether it be at work, home or on the go through HiMama's mobile app, you'll receive real-time updates on your child's activities to your email and smartphone. You'll be in the loop throughout the day with digital updates regarding your child to complement our important face-to-face interactions. It is also a great way to reinforce your child's in-program learning at home, as you'll have timely insight into what they've been working on throughout the day!

Updates of your child will automatically be sent to you via email. You may also elect to login to your special Parent Portal online or via the HiMama Parent app. You can expect to receive an invitation to log in from HiMama soon! At that point you can create an account. If you want to share updates with additional family members, you can also do so once you've created an account.

If you'd like to learn more you can visit the HiMama website where you can find HiMama's page dedicated to Internet Safety, an FAQ page with answers to frequently asked questions, as well as a Contact Us page if you have specific questions.

HiMama Participation Agreement

In the interest of safety and security we require parent permission for the publishing of children's work, photographs or videos through a software program called HiMama (the "Program"). By signing this form, you grant permission for us to photograph or video your child for the purposes of sharing this information with you through the Program. You will also receive updates and information about your child through the Program to the email you have provided herein.

Note that sometimes other children in the center may feature in photos, videos or stories of your child. By giving your consent you agree not to share photos or video of any child, other than your own, outside the Program without permission.

Please complete, sign, and return this form to the center if you wish to participate. We encourage you to contact us if you have any questions.

I hereby acknowledge that I wish to voluntarily participate in the Program:

My Child's Name: _____

My Name (Parent/Guardian 1):

My Name (Parent/Guardian 2):

My Email (Parent/Guardian 1):

My Email (Parent/Guardian 2):

My Phone Number (Parent/Guardian 1):

My Phone Number (Parent/Guardian 2):

Signature: _____

Signature: _____

Date: _____

Date: _____



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Infant Food Permission Form

Child's Name: _____

Regulations require that we feed children in attendance according to the Canadian Food Guide and that we post our menus in a visible place for parents/guardians to see. This information is available on the bulletin board outside of the kitchen and in all classrooms. For infants, we document whether certain foods have been offered at home to ensure foods are introduced into the child's diet at the appropriate time. Below is a list of foods that are commonly delayed until children turn at least one year of age due to being known as most common allergens in Canada. Please check off which foods your child has had at home.

Milk

- Homo Milk
- Cheese
- Cream Cheese
- Sour Cream
- Yogurt
- Margarine/Butter

Grains

- Grains (Bread, buns, tortilla, crackers, etc.)
- Healthy Home Baked Goods
(examples include muffins / loaves)

Meat/Alternatives

- Egg
- Fish (Tuna, Salmon, Cod, etc.)
- Soy (i.e. Tofu, Soy Sauce, Edamame, etc)

Fruits/Vegetables

- Strawberries
- Raspberries
- Blueberries
- Citrus Fruit

Other:

- Mustard

If there are foods you do not wish your child to have (ex. mini cupcake for birthday celebrations, etc.), please list it below. Please note that some special request that do not fit within the guidelines set out by the Health Unit or the Child Care and Early Years Act will need to be made through the supervisor, as they require further documentation. This may sometimes include a note from a physician.

If your child is allergic to, or has a known reaction (eczema, gastrointestinal issues, etc.) to a food, please list it below, along with the reaction. For all allergies, there is further documentation to help ensure the safety of your child at Pladec.

Once children move up to the toddler program they will be provided with the standard diet, with the exception of allergies or potential allergens.

Parent/Guardian Signature: _____ Date: _____