

BEAUSOLEIL DAY CARE CENTRE

Parent Handbook



MAY 13, 2019

BEAUSOLEIL DAY CARE CENTRE
15 O'GEMAA MIIKAN, CHRISTIAN ISLAND, ON

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Supervisor's Message

Dear Parents/Guardians;

We welcome you to the Beausoleil Day Care Centre program and are pleased to have you be apart of our BDCC family. Beausoleil Day Care Centre staff are honoured to accept the trust you have placed in us to provide child care for your child/ren. We look forward to working together with your family to build a trusting relationship for the best interest of the children in our care.

Beausoleil Day Care Centre staff aims to promote positive growth and development of the children in our care. Our staff is committed to working together with families to provide the children with a happy, healthy and safe environment.

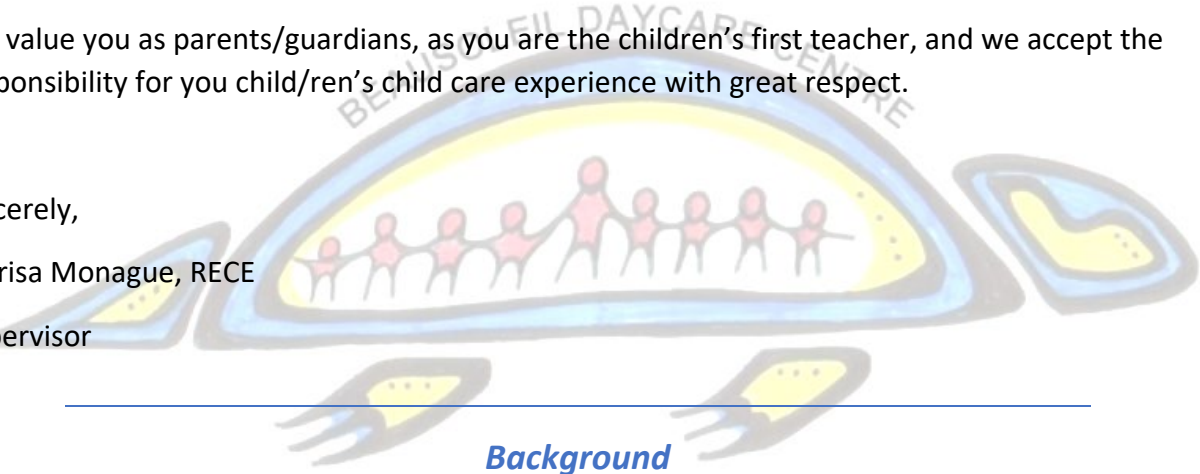
As we share a small amount of your child's life and our goal is to impact the children's lives educationally, emotionally and socially so they are provided with a strong foundation.

We value you as parents/guardians, as you are the children's first teacher, and we accept the responsibility for you child/ren's child care experience with great respect.

Sincerely,

Marisa Monague, RECE

Supervisor



Beausoleil Day Care Centre has been providing child care services to the community of Christian Island since July 1976. Our centre is committed to offering high quality child care programs.

Beausoleil Day Care Centre program is staffed with fully qualified Registered Early Childhood Educators, and Assistants who provide the best possible program for each child.

Beausoleil Day Care Centre meets all regulations and standards as determined by the Ministry of Education in accordance with the Child Care & Early Years Act (CCEYA, 2014) and the College of Early Childhood Educators. All program staff members possess a valid First Aid/CPR, updated immunization and a Police Record Check, including a Vulnerable Sector Check.

Program Statement

The Beausoleil Day Care Centre program is a child-focused environment. We aim to make children feel comfortable in the environment by learning through play. The goals to guide programming and pedagogy include:

- Bringing in community partners to support the children, families and staff
- Provide an on-going professional development experience for staff
- Promote children's exploration through play and inquiry
- Support positive interactions between children, staff and families
- Promote the health, safety, nutrition and well-being of children
- Encourage children to interact and communicate in a positive way and support their ability to self-regulate
- Provide an enjoyable environment for the children to learn and develop
- Provide a variety of indoor and outdoor learning experiences
- Considering the unique needs of children receiving child care through rest and quiet time
- Provide a quiet space for rest or alone time
- Provide an open policy for parent/guardians to be apart of the program
- Provide child initiated and adult-supported programming
- Observe and document child's interests and development
- Promote culture, and the daily use of Anishinaabemowin

The Child Care and Early Years Act stipulates that harsh punishment is not allowed. The following forms of discipline will not be used and may result in dismissal depending on the severity of the infraction.

- corporal punishment of the child;
- physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
- locking the exits of the childcare centre for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;
- 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

Four Foundations of How Does Learning Happen?

The Beausoleil Day Care Centre program is licensed by the Ministry of Education, and follows pedagogy in *How Does Learning Happen?* Document. *How Does Learning Happen?* is organized around four foundational conditions that are important for children to ensure optimal learning and development:

1. **Belonging:**

(Goals for the children): Every child has a sense of belonging when he or she is connected to others and contributes to their world

(Goals for program): Early childhood programs cultivate authentic, caring relationships and connections to create a sense of belonging among and between children, adults and the world around them.

2. **Well-Being:**

(Goals for children): Every child is developing a sense of self, health and well-being

(Goals for program): Early childhood programs nature children's healthy development and support their growing sense of self.

3. **Engagement:**

(Goals for children): Every child is an active and engaged learner who explores the world with body, mind and senses

(Goals for program): Early childhood programs provide environments and experiences to engage children in active, creative and meaningful exploration, play and inquiry.

4. **Expression:**

(Goals for children): Every child is a capable communicator who expresses himself or herself in many ways.

(Goals for program): Early childhood programs foster communication and expression in all forms.

Registration/Enrolment

1. All children registered to attend the Beausoleil Day Care Centre program must have a completed and up-to-date registration form prior to Orientation.
2. Registration Packages are always available in the Beausoleil Day Care Centre office.
3. Received registration information including immunization records, and a copy of the child's Certificate of Indian Status will be dated and kept on file until an open space for the child is available.
4. Parents/Guardians are responsible for keeping the registration form current prior to orientation (i.e., current working phone numbers, employment status, address, immunizations, etc.,).
5. Beausoleil Day Care Centre Supervisor/Assistant Supervisor manages the intake process and will document when contact is made and/or attempted for the wait list. Parents/Guardians will have a one-week period to confirm and schedule the orientation.
6. For children who are not living with their parents, a copy of the Customary Care/Kinship Agreement must be submitted to Beausoleil Day Care Centre prior to admission. The designated caregiver will be responsible for all consents and requirements to the Beausoleil Day Care Centre program.
7. A wait list is compiled for classrooms at capacity.
8. A parent/guardian may submit a completed registration package to be put on the Wait List. Once the spot becomes available, the Parent/Guardian will be contacted.
9. If a child leaves the program and childcare services are requested again, the parent/guardian must restart the registration process

Registration Package includes:

- Parent/Guardian Information, Working/Non-Working
- Child's information/Copy of Indian Status
- Custody Information/Living Arrangements
- Doctor Contact Information
- Child's Medical Information/History
- Immunization Records
- Wait List Policy

Wait List

1. A Wait List will be compiled for Preschool & Toddler classrooms at capacity and children will be prioritized according to the Priority Admission List

2. Enrolment into the program will be determined by the compliance with the Priority Admission list. The list is prioritized in the following manner:
 - A. Children who are BFN Band Members or whose Parents/Guardians are BFN Band Members and both working full-time or attending an educational facility full-time
 - B. Children who are BFN Band Members or whose kinship or customary care guardian is a BFN Band Member or children who are referred from outside agencies based on their individual needs
 - C. Children who are BFN Band Members or whose Parents/Guardians are BFN Band Members and Parent/Guardians are non-working
 - D. Other First Nation Children (Working Parents/Guardians will have priority)
 - E. All other children (Working Parents/Guardians will have priority)
3. Once the Registration Package is complete, the child will be placed on the Wait List first by Priority Letter (A-E), and then by the date and time of when the Registration Package was received by Beausoleil Day Care Centre staff
4. Proof of up-to-date immunization and a copy of Certificate of Indian Status are required before enrolment
5. Beausoleil Day Care Centre Supervisor will notify Parents/Guardians via telephone when a space becomes available for their child. If contact is not made with the Parents/Guardians, a message will be left, if possible.
6. If a Parent/Guardian does not respond within the one-week period, the space will be offered to another family. However, the child of the Parent/Guardian will remain on the Wait List. They will not lose their spot on the list. The dates and times of the attempted contacts will be documented.
7. If an individual declines the open space for their child, the space will be offered to the next person on the list.
8. Placement on the Wait List is based on information provided in the Registration Package. If information changes (i.e. working/non-working status), it may change the position on the Wait List effective the date of the new information. It is the Parent/Guardian's responsibility to keep information current and up to date including contact information.
9. Parents will receive an assigned number for the Wait List when the completed Registration Package is submitted.
10. The Wait List is posted in the Beausoleil Day Care Centre Office.
11. To maintain confidentiality, the Wait List will show the assigned number but not the name of the child or Parent/Guardian
12. A parent/guardian can also contact the Beausoleil Day Care Centre to learn his or her child's placement on the Wait List.

Room Ratios

Beausoleil Day Care Centre is licensed child care centre. Under Child Care & Early Years Act Regulations, Beausoleil Day Care Centre is required to maintain Room Ratios. Room Ratios are put in place to ensure the health, safety and well-being of all children. Room Ratios outline the maximum number of a children a teach may have under their supervision and care. The Room Ratios are determined based upon the age of the children.

Age Grouping	Ratio of staff to children	Maximum number of children in group
Toddlers (18 months or older but younger than 30 months)	1 to 5	15
Preschool (30 months or older but younger than 6 years)	1 to 8	16



Hours of Operation

Monday to Thursday	8:00 a.m. to 4:30 p.m.
Friday	8:00 a.m. to 4:00 p.m.

All children must be signed into the program no later than 9:30a.m to fully benefit the Beausoleil Day Care schedule.

Working Parents: 8:00-4:30 pm (Monday-Thursday), 8:00-4:00 (Friday)

Non-Working Parents: 8:30-12:00 pm (Unless arranged with Supervisor)

Parents must notify the Beausoleil Day Care Centre Supervisor in advance of a medical or professional appointment. Please notify staff to request late arrival.

Late Pick-Up Fees

A late fee of \$1.00 will be charged per every minute late picking up your child. A late fee notice will be given to the parent with date to pay in full a reminder will be sent if payment isn't made. Parents/Guardians are responsible for ensuring their late fees are not overdue. Late fees must be paid before returning to the program.

Holidays

The Beausoleil Day Care Centre will be closed on the following holidays or designated days:

New Years	Victoria Day	Labour Day
Family Day	Aboriginal Day	Thanksgiving Monday
Good Friday	Canada Day	Remembrance Day
Easter Monday	Civic Holiday	Christmas/Boxing Day

Note: Beausoleil First Nation (non-essential) programs have a mandatory two-week closure over the Christmas and New Year Season during which time the Centre will be closed.



Emergency Closures

In emergency situations, Beausoleil Day Care Centre can be closed at any time due to hydro, water, heat, natural disasters, weather conditions or any other threatening circumstance approved by the Director of Operations for the safety and well-being of the children.

In situations when the Centre is opened and a recommendation for closure is made, the parents/guardians will be required to pick up their child immediately.

Reasons for Emergency Closures:

- Health and safety reasons
- No Hydro
- No Heat
- No lighting – as a licensing requirement, all areas need to be well lit
- Weather conditions causing unsafe travel
- Infestation of pests
- There is no available telephone service for emergency situations

- When emergency exits are blocked, safety for all is comprised
- When Beausoleil First Nation Administration closes band programs

Emergency Contacts

- Emergency contact people that you put down must be able to pick up and care for your child in the event Beausoleil Day Care Centre closes for any reason
- Emergency contact people must be able to pick up and care for a child who is not well enough to attend programming
- **Please inform emergency contacts of this responsibility before providing us with their information**
- **It is mandatory that we always have current phone numbers for parents and emergency contacts in the event that we need to reach you.** All children must have a minimum of two emergency contacts.
- **Phone numbers need to be accessible**



Release of a Child

- For ongoing safety and security purposes, only the people noted by the parent on updated Parent Information Forms, will be allowed to sign and take the child from the Beausoleil Day Care Centre program
- In the cases where the teachers are not familiar with the person picking up the child, identification may be required
- The parent must contact the classroom teachers or the Supervisor in the event that you are authorizing individuals other than those currently designated, to sign and take a child from the BDCC program
- Individuals picking up a child must be 16 years or older unless authorized by a parent
- Individuals picking up a child must not be under the influence of alcohol or drugs

Health & Safety

Upon arrival, each child must be brought directly to the classroom where the child's parent/guardian must sign the attendance sheet. The child care centre is not responsible for a child until he/she is signed in and the teacher is aware that they are in the classroom. When departing the Centre, the child becomes the responsibility of the parent or guardian once they are signed out.

- **Daily Health Check:** The general health/hygiene of your child is observed and documented every morning
- **Sun Safety:** Beausoleil Day Care Centre recognizes the need to protect young children from the harmful effects of the sun. You can help by supplying your child with sunscreen, hats and protective clothing. It will be parent/guardian responsibility to supply sunscreen for the application on your child.
- **Fire Drills:** Fire Drills are conducted monthly at the Centre.
- **Indoor Shoes:** All children must have 2 sets of footwear, one for outdoor, and one for indoor. Indoors shoes are necessary for emergency evacuation.
- **Toys/Personal Items:** Children are not permitted to bring toys/personal items into the Centre to ensure the safety and prevention of possible choking hazards. Only under special circumstances prearranged by the teacher will certain items be permitted.
- **Food/Snacks:** Parents/Guardians can bring snacks for their children that are healthy and safe. Exemptions will be made for children with food allergies. **Reminder: BDCC building is a PEANUT-FREE environment!**
- **Head Lice:** Head checks are done periodically. If a child has lice, they will be sent home. Head checks are done within the BDCC program. Your child must be nit and louse free before returning to the program. Verification from Community Health Nurse from the Beausoleil Family Health Centre is required. Your support and co-operation is greatly appreciated.
- **Accident Reports:** If your child gets injured, an accident report will be completed for a parent/guardian to sign. If the injury is serious, parents/guardians will be notified as soon as staff is able to after the incident to inform them of the injury. Parents/Guardians will receive a copy of the incident report.

Children sometimes communicate their feelings by pushing, hitting, scratching or biting. Staff does their best to prevent these situations from happening although incidents will occur.

Immunization

Every child must be immunized prior to their start date. Immunization is a mandatory required for your child to attend the program. Should you fail to comply, your child's space could be jeopardized. Please provide Beausoleil Day Care Centre Supervisor will all up-to-date immunizations.

Medication

In exceptional cases, Beausoleil Day Care Centre will allow for parent/guardians to administer medication in the Centre. The Beausoleil Day Care Centre staff will only administer medication prescribed by a doctor in the event of a life-threatening situation.

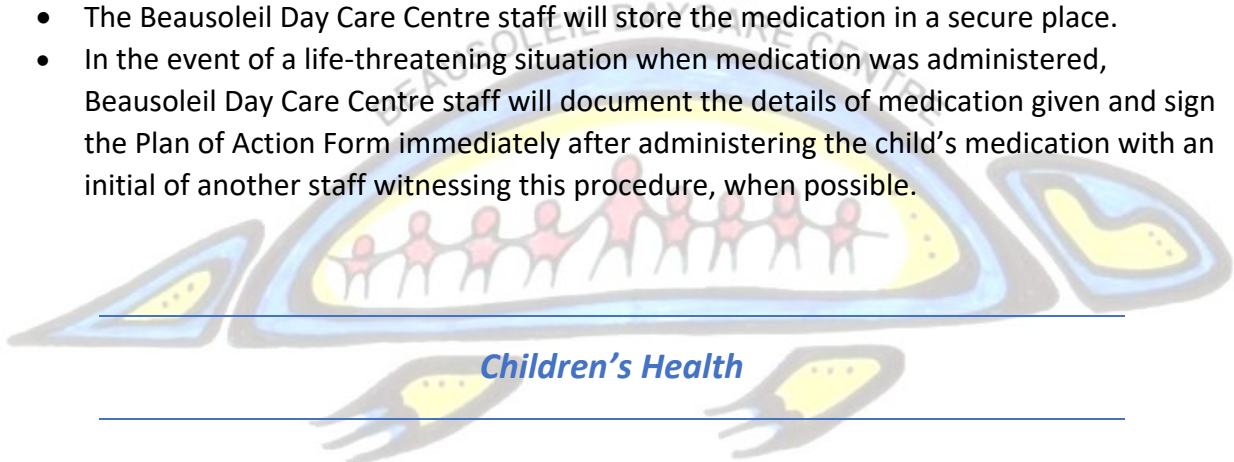
Parent/Guardian Administered Medication:

- The child's parent/guardian may be permitted to administer medication during program hours
- Arrangements must be made with the teacher to arrange a time for such administration of the medication with the least possible disruption to all considered.
- It is the parents/guardian's responsibility to transport and store all medications.
- Parents/Guardians will be required to fill out the Drug/Authorization Consent Form to indicate date, name of medication, reason for medication, time given and a signature.
- A parent/guardian may designate someone to administer medications to a child by giving consent to their consent form

Life-Threatening Situations:

- Only in the event of a life-threatening situation, medication will be administered to a child while in the care of the Beausoleil Day Care Centre
- The Beausoleil Day Care Centre recognizes that children are at high risk to life threatening situations. These children include but are not limited to:
 - those who have severe allergies and anaphylactic reactions
 - severe asthma
 - prone to seizures

- type 1 diabetes
- medically fragile (with medical documentation)
- Parents/Guardians of children who represent high risk life-threatening situations will fill out an Anaphylaxis Emergency Plan of Action form and/or Medical Emergency Plan of Action form
- Parents/Guardians will provide Beausoleil Day Care Centre staff with the necessary details of the medical condition, medical documentation and written Plan of Action to follow prior to enrolment.
- Staff must follow the prescribed instructions printed on the pharmaceutical label for all medications for life-threatening situations. The pharmaceutical label must clearly indicate:
 1. Child's Name
 2. Name of Medication
 3. Date Dispensed
 4. Dosage
- The Beausoleil Day Care Centre staff will store the medication in a secure place.
- In the event of a life-threatening situation when medication was administered, Beausoleil Day Care Centre staff will document the details of medication given and sign the Plan of Action Form immediately after administering the child's medication with an initial of another staff witnessing this procedure, when possible.



All children attending the Beausoleil Day Care Centre Program must be well enough to participate in the full program; including indoor and outdoor activities.

- An attempt to call Parents/Guardians when unusual or out of the ordinary symptoms occur with their child.
- Children with communicable or contagious conditions will not attend the Beausoleil Day Care Centre program until their condition improves, or they have been prescribed medication for the last 24 hours (depending on the circumstance)
- When a child has **2** episodes of diarrhea, or **1** episode of severe vomit the parent/guardian will be called to pick up their child. The child must stay home the next day after the last episode.
- When a child has a fever of **100.4 F. or 38 C.**, the parent/guardian will be called to pick up their child. The child will have to remain home for the next day after the fever subsides

Nutrition and Diet Restrictions

The Beausoleil Day Care Centre provides a well-balanced lunch meal along with morning and afternoon snack; parents are welcome to see weekly menus posted on the entrance door. Our cook is certified with a Food Handler Safety Certificate, which is renewed every five years.

Reminder – Beausoleil Day Care Centre is a peanut-free environment.

Toddler & Preschool Program

Our child care centre offers a Toddler program for children 18 months to 3 years of age. For our toddler program, parents/guardians are expected to provide:

- Diapers or pull-ups, wipes, diaper rash preventions.
- Pacifier (if needed)
- Pre-made formula/milk in labeled baby bottles/sippy cups with child's name
- Several labeled changes of clothing

Our child care centre offers a Preschool program for children 3 to 5 years of age. Parents are expected to provide a change of clothes in case of an accident.

Screening and Resource Supports

All children ages 0-5 enrolled in the childcare centre are developmentally screened by the classroom teachers using the E.R.I.K. - Early Referral Identification Kit. The developmental screening tool to promote early identification of children at risk for developmental delays. If a child is identified a referral to Early Intervention Services, Preschool Speech and Language Program and other services, a parent/guardian's consent for referral may be made to Beausoleil Day Care Centre Supervisor, Special Needs Support Worker or Community Living Huronia Resource Consultant.

Child Guidance

Child Guidance Techniques used in our Centre are as follows:

- Praise and encouragement for positive behaviour
- Staff members encourage children to use positive solving skills
- Redirection to activities with which the child is more comfortable and can cope, or that provide a more socially acceptable way to handle his/her anger, fear, frustration etc.,
- When a child's behaviour jeopardizes the health and safety of others, the parent will be called to discuss their child's behaviour. Any reoccurring incidents may result in the parent having to pick up their child.

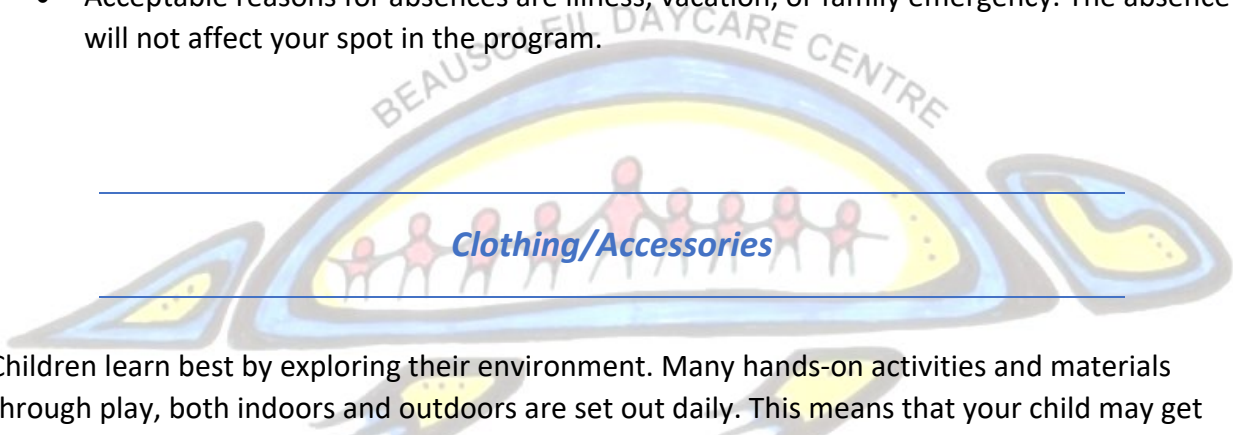
Prohibited Practices

All the listed practices are strictly forbidden:

- a.) **Corporal Punishment:** any physical punishment intended to cause physical pain in order to punish a child such as: striking a child, directly or with any physical object, shaking, shoving, spanking, slapping, pinching, kicking or any other form of aggressive contact. It also includes requiring or forcing a child to repeat physical movements, forcing a child to sit on a chair for a long length of time, making a child eat or drink against their will and any action carried out which would cause physical injury or emotional harm to a child
- b.) **Verbal or Emotional Abuse:** 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, belittle, shame, frighten or undermine his or her self-respect, dignity or self worth.
- c.) **Deprivation:** denying a child of his or her basic needs including food, shelter, and clothing. This also includes the denial of the physical comforts of bedding or denying the use of the toilet.
- d.) **Confinement:** locking the exits of the childcare centre for purpose of confining the child, or confining the child in an area or room without any adult supervision, unless such confinement occurs during an emergency and is required as part of emergency management policies and procedures
- e.) **Physical Restraint:** Physical restraint of the child such as confining to a highchair, car seat, stroller or other device for the purpose of discipline, unless the restraint is for the purpose of preventing a child from hurting himself/herself, or someone else and is only used as a last resort and only until the risk of injury is no longer imminent.

Attendance Guidelines

- Regular attendance of your child is expected as it generally promotes better adjustment as well as offering a positive routine and security for children.
- Please make a courtesy call to advise staff if your child will be absent. This will enable staff to make the necessary staffing adjustment (if needed). Our phone number is (705) 247-2031.
- Any changes affecting your child's enrollment needs to be reported immediately to the classroom teacher, or Supervisor. If your child is absent for ten (10) consecutive days, without notification, he/she may forfeit their enrollment spot.
- Open communication with the Centre regarding your child's attendance is very important. Please communicate with your child's teacher or the Supervisor if your child will be absent.
- Acceptable reasons for absences are illness, vacation, or family emergency. The absence will not affect your spot in the program.



Children learn best by exploring their environment. Many hands-on activities and materials through play, both indoors and outdoors are set out daily. This means that your child may get messy or dirty. We request your co-operation in dressing you child appropriately.

Each child is required to have:

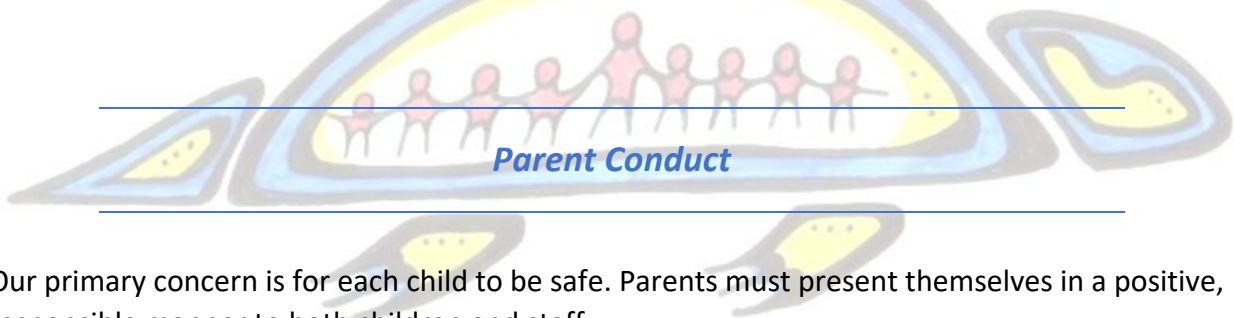
- Comfortable play clothing.
- Sturdy protective footwear (it has been our experience that flip flops/crocs have been the cause of injuries).
- Extra set of indoor shoes
- A complete change of clothing in the event of an accident
- Winter coats, snow pants, snowsuit, boots, hat, scarf, mittens for cold weather
- Hats for sun protection outdoors during summer months

Required Outdoor Time

- As outlined in the CCEYA, each child that attends for six hours or more a day, spends time outdoors for at least 2 hours each day (weather permitting)
- Parents/Guardians must ensure their child/ren have proper footwear and are dressed appropriately for the weather conditions
- Footwear must be worn at all times. The Beausoleil Day Care Centre recommends closed-toe shoes for the safety of you child/ren

Parent Involvement

We encourage you to openly discuss any concerns and share information regarding your child. A mutually convenient time may be set for you to meet with your child's teacher(s)/Special Needs Support Worker. WE may send notes home, phone you, or request to meet with you regarding child.



Our primary concern is for each child to be safe. Parents must present themselves in a positive, responsible manner to both children and staff.

Parents must refrain from using harsh language, tones, and derogatory comments, while on the property or during phone conversations.

Profanity and threats have NO PLACE at the Beausoleil Day Care Centre and will NOT be tolerated.

Any persons under the influence of drugs or alcohol should NOT be on the premises.

No form of harassment will be tolerated, and if necessary, law enforcement will be contacted.

Parent/Guardian Issues & Concerns

1. Beausoleil Day Care Centre will provide a transparent process for parents/guardians, and staff to follow when parents/guardians bring forward issues/concerns
2. Parents/Guardians are encouraged to take an active role in our child care centre and regularly discuss what their child(ren) are experiencing within our program.
3. All issues and concerns raised by parents/guardians are taken seriously and will be addressed. Every effort will be made to resolve issues and concerns to the satisfaction of all parties and as quickly as possible.
4. Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.
5. An initial response to an issue or concern will be provided to parents/guardians within 3-5 business days. The person who raised the issue/concern will be kept informed throughout the resolution process.
6. Investigation of issues/concerns will be fair, impartial and respectful to all parties involved.
7. Every issue and concern will be treated confidentially, and every effort will be made to protect the privacy of parents/guardians, children, staff, students and volunteers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or Children's Aid Society).
8. If no satisfactory resolution has been reached, parents/guardians may bring issues or concerns to the Beausoleil Education Director
9. As a last resort, appeals may be brought forth to the Beausoleil Education Advisory Committee

Court Orders/Customary Care/Kinship Agreements

- In cases where a child is the subject of a court order or Customary Care/Kinship Agreement, the Beausoleil Day Care Centre must be provided with a copy of the most recent order or agreement. The orders of the court will be followed.
- In the absence of a court order on file with the Centre, both parents shall be granted equal access to their child. We cannot, without a court order, limit the access of one parent by request of another parent, regardless of the reason. If a situation presents

itself where a parent does not want the other parent to have access to their child, we suggest that the parent keep the child with them until a court order is issued.

- It is the parent/guardian's responsibility to communicate and work together respectfully for the benefit of the child(ren).
- It is the parent/guardian's responsibility to provide Beausoleil Day Care Centre with a written schedule of pick-up/drop off and any other relevant information.

Duty to Report

Under the Child and Family Services Act, it is the **legal responsibility** of the Beausoleil Day Care Centre staff to report their suspicions that a child may be or is in need of protection. The best interests and well-being of children are paramount. Every one of us has the responsibility to keep children safe, healthy and protected.

- Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect
- If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the local *Beausoleil Child & Family Services/Children's Aid Society* directly
- Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "*Duty to Report*" requirement under the *Child and Family Services Act*

The term "child in need of protection" covers four principal forms of child maltreatment:

- 1. Physical abuse**
- 2. Sexual abuse**
- 3. Child neglect**
- 4. Emotional abuse**

Reporting Child Abuse Procedure

- All information is confidential
- All expected cases are to be reported to a Children's Aid Society Worker within 24 hours of allegation and/or accusation
- Daily records are to be kept by the Beausoleil Day Care Centre staff in a daily log. All information in the daily log is to be a minimal and will refer to the Child's file where more detailed information will be kept and will include:
 1. Child's name/Date of Birth/Age

2. Date and description of entry
3. Description of injury
4. Changes in child's personality
5. Chronic health or behaviour problems
6. Direct quotations from child or suspect
7. Dramatization or direct quotes from child's play

Smoke Free Policy

To maintain a smoke-free environment & protect the health of all those who work, attend or visit Beausoleil Day Care Centre. Beausoleil Day Care Centre is designated a smoke-free area, in accordance with Smoke-Free Ontario Act 9. (1), (2), (3)

Smoking (or holding a lit cigarette) is prohibited in all areas of Beausoleil Day Care Centre, including the outdoor play areas and pathways, whether children are present or not.

1. "No smoking signs are posted at each entrance/exit and washroom in the centre
2. Notice will be given to all parents before their child is enrolled
3. Notice will be given to all students and volunteers prior to providing care or guidance to the children
4. The policy will be reviewed with staff and supervisor at commencement of employment.
5. The following person has read and understand the Policy and Procedure of Smoke-free Beausoleil Day Care Center.

Name: _____ Signature: _____

Date: _____

Orientation

Orientation Form

Room of Orientation: **Name of Child:** _____

Toddler

Pre-School Room

Date of Orientation: _____

Day 1: 8:00 – 9:00 am (*1 hour, parent stays*)

Day 2: 8:00-10:00 am (*2 hours, parent stays first hour, steps in and out for second hour*)

Day 3: 8:00 -11:00 am (*3 hours, parent stays with child until content, leaves and checks on child once*) _____

Day 4: 8:00 -12:00 pm (*4 hours, parent drops child off, picks child up at 12:00*)

Received and reviewed the **“Parent Handbook”**: _____

Parents Signature

Teachers Signature



Special Needs Resource Worker

Intake Form

Child Information

Last Name : _____ First Name: _____

Date of Birth: _____ Gender: Male Female Other: _____

Address: _____

Parent Information

Parent/Guardian(s): _____

Home Phone: _____ Email: _____

Cell Phone: _____

Messages can be left at the numbers provided Yes / No

Emergency Contact

Alternate Contact: _____ Alternate Phone: _____

Alternate relationship to the client: _____

Additional Information

Do you have any concerns about your child or their development?

Has your child been identified with a special need? Please specify.

Reason for Attending or Requesting for Services:



Special Needs Resource Worker

Consent to Service

I _____, hereby request and or agree to additional supports with the Special Needs Resource Worker and/or agree for my child _____, to receive support services.

The Special Needs Resource Worker will provide one-on-one support and work with other care providers such as Teachers, Principals, Occupational therapists, Speech and Language Pathologists, Community Living Huronia to best support learning goals and skills which may fall under the following: social, emotional, cognitive, physical, and cultural areas of development.

- I give permission for my child to receive services during school hours.
- I understand that I can withdraw from services at any time.

Confidentiality

I understand that all information regarding my child _____, their needs and any other pertinent information to their support services will be kept confidential which includes verbal and written exchanges.

However, there are exceptions under the Child and Family Services Act which requires staff are required by law where disclosure of personal information is required without the client's consent. These exceptions are:

1. In the case of suspected or reporting child abuse (Child and Family Services Act).
2. When based on reasonable grounds, the child/client has disclosed that they may harm themselves or others. In order to eliminate or reduce the risk of harm to self or others.
3. If subpoenaed by the court, to provide documentation or participate in necessary legal hearings.

Childs Name: _____

Parent/Guardian Signature: _____ Date: _____