

1/1/2026

PARENT/GUARDIAN HANDBOOK

BEAUSOLEIL DAY CARE CENTRE

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Supervisor's Message

Dear Parents/Guardians,

Welcome to Beausoleil Day Care Centre. We are pleased to have you and your child(ren) as part of our child care community.

Our educators and staff are honoured by the trust families place in us to provide safe, nurturing, and high-quality care for their children. We look forward to building strong, respectful, and positive relationships with your family while supporting your child's growth, learning, and well-being.

At Beausoleil Day Care Centre, we are committed to creating an environment where children feel:

- Safe;
- Valued;
- Included;
- Encouraged to explore; and
- Supported in reaching their full potential.

Through responsive caregiving, play-based learning, cultural respect, and meaningful relationships, we strive to support children's educational, emotional, social, and physical development.

We recognize parents/guardians as children's first teachers and value the important role families play in their child's learning journey. By working together, we can provide children with a strong foundation for lifelong learning and well-being.

We thank you for choosing Beausoleil Day Care Centre and look forward to sharing this important part of your child's journey with you and your family.

Sincerely,

Marisa Monague, RECE
Supervisor

Background

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

Beausoleil Day Care Centre is committed to providing a **high-quality, inclusive, and culturally responsive early learning environment** that supports each child's development and well-being. Our program reflects the requirements of the **Child Care and Early Years Act (CCEYA)** and is guided by **How Does Learning Happen? Ontario's Pedagogy for the Early Years (HDLH)**.

We support children as **competent, capable, curious, and rich in potential** by:

- Fostering **safe, healthy, and inclusive environments**
- Supporting **mental health, well-being, and self-regulation**
- Encouraging **learning through play, inquiry, and exploration**
- Building **responsive relationships** between children, educators, families, and community
- Providing **culturally grounded programming**, including Anishinaabemowin and community teachings
- Supporting **equity, diversity, and inclusion** in all aspects of the program
- Using **pedagogical documentation** to observe, reflect, and plan learning experiences
- Supporting children with **special needs through inclusive practices and community partnerships**
- Promoting **outdoor learning and land-based experiences**
- Maintaining **ongoing professional learning for staff**

Programming is **child-led and educator-supported**, based on children's interests, strengths, and developmental needs.

How Does Learning Happen?

How Learning Happens at BDCC

Beausoleil Day Care Centre follows **How Does Learning Happen? (HDLH)**, Ontario's framework for early years programs.

This approach recognizes that children learn best through **relationships, play, exploration, and belonging**.

The program is built on **four interconnected foundations**:

1. Belonging

Children feel they are valued, connected, and part of their community.

At BDCC this looks like:

- Strong relationships with educators and peers
- Connection to family, culture, and community
- Inclusion of Anishinaabe teachings and language
- Welcoming, inclusive environments for all children

2. Well-Being

Children develop a strong sense of self, health, and emotional safety.

At BDCC this looks like:

- Supporting emotional regulation and mental health
- Encouraging independence and self-help skills

- Providing nutritious meals and active play
- Creating safe, calm, and supportive spaces

3. Engagement

Children are active learners exploring the world through play.

At BDCC this looks like:

- Play-based and inquiry-based learning
- Hands-on experiences indoors and outdoors
- Following children's interests and curiosity
- Encouraging problem-solving and creativity

4. Expression

Children communicate and express themselves in many ways.

At BDCC this looks like:

- Supporting language development (including Anishinaabemowin)
- Encouraging art, storytelling, music, and movement
- Providing materials for creative expression
- Listening to children's voices and ideas

Beausoleil Day Care Centre Goals:

- Establish positive, responsive relationships with children and their families
- Value children as individuals and as competent contributors with their own interests and points of view
- Recognize the connection between emotional well-being and social and cognitive development
- Provide environments and experiences for children to explore ideas, investigate and interact with others in play – indoor and outdoor experiences
- Engage with families and support each child within the context of their family, recognizing that family and child well-being are inseparably linked.
- Provide opportunities for educators to engage in critical reflection and discussion with others about pedagogy and practice to support continuous professional learning and growth.
- Promote health, safety and nutrition of each child by providing a safe environment
- Foster communication and expression in all forms
- Nurture children's healthy development and support their growing sense of self
- Provide environments and experiences that engage children in active, creative, and meaningful exploration, play and inquiry
- Provide opportunities for each child to hear, learn and experience their culture, language and ceremonies by engaging with community language and knowledge keepers
- Beausoleil Day Care Centre Staff, Students Volunteers to ensure they familiarize themselves with programming, policies, procedures and all information concerning

children's medical conditions, allergies, food restrictions, medical requirements and rest time.

Beausoleil Day Care Centre will continue to provide high quality of care with our program and will put the needs of our children, families and staff first. Beausoleil Day Centre staff takes pride in the delivery of our services to the community of Beausoleil First Nation.

Our Educators and Program Staff

Our nurturing and caring educators include:

- Registered Early Childhood Educators (RECEs);
- Early Childhood Educators in training;
- Support staff; and
- Experienced on-call and supply educators who provide consistent care when regular educators are absent.

All educators and staff at Beausoleil Day Care Centre are committed to creating a safe, inclusive, respectful, and engaging learning environment where every child feels valued, supported, and capable.

Our Approach to Learning

The role of the educator is multidimensional. Educators use a warm, responsive, culturally respectful, and inclusive approach while building positive relationships with:

- Children;
- Families;
- Colleagues; and
- Community partners.

Educators participate as co-learners alongside children by:

- Learning with children;
- Learning about children; and
- Learning from children.

Our educators actively engage in children's play experiences to:

- Support development;
- Encourage curiosity;
- Extend learning;
- Foster creativity and problem-solving; and
- Build confidence and independence.

We believe children learn best through meaningful relationships, exploration, play, and responsive interactions.

Family Partnerships

Beausoleil Day Care Centre values reciprocal relationships with families and recognizes parents/guardians as children's first teachers.

- Educators:
- Listen carefully to families;
- Observe and document children's learning;
- Share professional knowledge and experiences;
- Seek family perspectives and cultural knowledge; and
- Collaborate with families to support each child's individual needs and development.

Through ongoing communication and respectful partnerships, educators work together with families to better understand each child as a unique individual.

Professional Practice & Reflective Learning

Educators regularly reflect on their teaching practices and the impact they have on:

- Children;
- Families;
- Colleagues; and
- The broader learning community.

Staff participate in:

- Ongoing professional learning;
- Training opportunities;
- Collaborative planning;
- Reflective practice discussions; and
- Continuous quality improvement initiatives.

Beausoleil Day Care Centre believes that providing opportunities for professional development is essential in supporting child-centred, emergent curriculum and high-quality early learning environments.

Educators are provided with opportunities to:

- Reflect collaboratively;
- Share ideas and experiences;
- Strengthen professional knowledge; and
- Enhance responsive teaching practices.

Food Services & Nutrition

Beausoleil Day Care Centre employs:

- One full-time Food Handler Certified Cook

Kitchen staff prepare nutritious meals and snacks for children 12 months of age and older, including while maintaining all standards for:

- Safe food handling;
- Sanitation;
- Healthy food preparation; and
- Allergy awareness.

Menus are planned in accordance with:

- *Canada's Food Guide*;
- *Eating Well with Canada's Food Guide – First Nations, Inuit and Métis*;

- *Nutrition for Healthy Term Infants (6–24 months)*; and
- Requirements outlined under the *Child Care and Early Years Act, 2014, Ontario Regulation 137/15*.

Learning Environments & Resources

Beausoleil Day Care Centre maintains an extensive library of:

- Educational resources;
- Learning materials;
- Indigenous resources;
- Sensory materials; and
- Open-ended play experiences.

These materials support children's:

- Interests;
- Curiosity;
- Creativity;
- Exploration; and
- Emergent learning experiences.

Our environments are intentionally designed to promote:

Inclusion;

- Belonging;
- Well-being;
- Engagement; and
- Expression for all children.

Our Commitment:

At Beausoleil Day Care Centre, we are committed to:

- Supporting each child's unique learning journey;
- Building strong relationships with families;
- Providing culturally responsive and inclusive care; and
- Creating a safe, nurturing, and respectful environment where children can learn, grow, and thrive.

Staff Qualifications

Staff must have the following qualifications and clearances:

- First Aid & CPR Level C;
- A criminal reference check complete which includes a vulnerable sector check
- Medical clearance and immunization

Staff must be fully educated of all policies, procedures and protocols that pertain to their position.

Registration and Enrolment

1. All children attending Beausoleil Day Care Centre must have a completed and current registration package on file prior to enrollment and orientation.
2. Registration packages are available through the Beausoleil Day Care Centre office and may also be provided electronically upon request.
3. Required registration documentation may include:
 - Completed registration forms;
 - Emergency contact information;
 - Immunization records or valid exemption documentation in accordance with Ontario legislation;
 - Health information;
 - Custody or legal care documentation where applicable;
 - A copy of the child's Certificate of Indian Status (if applicable for funding or community records);
 - Any individualized support, medical, or emergency plans required for the child's care.
4. All registration information received will be dated, kept confidential, and securely stored in accordance with privacy legislation and Centre policies.
5. Parents/guardians are responsible for ensuring all registration information remains current and accurate at all times, including:
 - Phone numbers;
 - Home address;
 - Emergency contacts;
 - Employment information;
 - Custody arrangements;
 - Medical or immunization updates;
 - Authorized pick-up information.
6. The Supervisor or designate manages the intake and waitlist process and will document all contact attempts and communication regarding available child care spaces.
7. When a space becomes available, parents/guardians will be contacted and provided a reasonable timeframe to:
 - Confirm acceptance of the space; and
 - Schedule an orientation meeting.
8. Children who are not residing with a parent/guardian must provide appropriate legal documentation prior to enrollment, including:
 - Customary Care Agreements;
 - Kinship agreements;
 - Custody orders; or
 - Other applicable legal documentation.

The designated caregiver will be responsible for all required consents and communication related to the child's participation in the program.

9. Beausoleil Day Care Centre maintains a waitlist for programs operating at full capacity in accordance with Ontario's Child Care and Early Years Act (CCEYA) requirements.

10. Parents/guardians may submit a completed registration package to be placed on the waitlist. Placement on the waitlist does not guarantee immediate enrollment.
11. Priority placement may be determined in accordance with Beausoleil Day Care Centre policies, funding requirements, licensing regulations, or community priorities.
12. If a child withdraws from the program and child care services are requested again at a later date, the family may be required to:
 - Reapply;
 - Update registration information; and/or
 - Rejoin the waitlist process depending on space availability.
13. Orientation meetings are required prior to a child's start date to:
 - Review Centre policies and procedures;
 - Discuss the child's individual needs;
 - Share program information; and
 - Support a smooth transition into care.
14. Beausoleil Day Care Centre is committed to providing inclusive, equitable, and culturally respectful enrollment practices for all children and families.

CONFIDENTIALITY

All personal information collected during registration and enrollment will remain confidential and will only be used for purposes related to:

- Child care operations;
- Health and safety requirements;
- Licensing compliance; and
- Communication with families.

Wait List Procedures

1. Once a **completed Registration Package** is received, the child will be placed on the wait list based on:
 - 1.1. Priority category (A–E)
 - 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 and reside on-island.
 - 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.
 - 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 reside on mainland.
 - Children who are BFN Band Members or whose Parents/Guardians are BFN Band Members and Parent/Guardians are non-working
 - Other First Nation Children (Working Parents/Guardians will have priority)
 - All other children (Working Parents/Guardians will have priority)

- 1.2. Date and time the application was received
2. Separate wait lists will be maintained for:
 - 2.1. Infant
 - 2.2. Toddler
 - 2.3. Preschool programs
3. Placement is offered as space becomes available in accordance with the priority system.

4. Enrolment Requirements

- Before enrolment is confirmed, the following must be provided:
- Proof of up-to-date immunization
- Certificate of Indian Status (if applicable)

5. Offer of Placement

- Parents/guardians will be contacted by **phone or email** when a space becomes available
- If contact is not made, a message will be left where possible
- All contact attempts will be documented

6. Response Time

- Families have **one (1) week** to respond to an offer
- If no response is received within this timeframe:
 - The space will be offered to the next family
 - The child will remain on the wait list

7. Declining a Space

- If a family declines a placement:
 - The space will be offered to the next eligible child
 - The child may remain on the wait list

8. Updating Information

- Wait list placement is based on information provided at registration
- Changes (e.g., employment status) may affect priority ranking
- Parents/guardians are responsible for keeping all information current

9. Wait List Transparency

- Each family will receive a **wait list number** upon registration
- The wait list is posted in the Centre office
- To maintain confidentiality, **names are not displayed**

Orientation

Beausoleil Day Care Centre believes that orientation is an important part of helping children and families transition successfully into the program. Orientation provides families with an

opportunity to become familiar with the Centre, educators, routines, policies, and daily program expectations.

Prior to a child's start date, parents/guardians will be required to:

- Complete all registration and enrollment documentation;
- Review Centre policies and procedures;
- Provide updated emergency contact and medical information;
- Discuss their child's routines, strengths, interests, and individual needs with educators; and
- Share any health, dietary, behavioural, or support information relevant to the child's care.

During orientation, families may:

- Tour the program environment;
- Meet educators and staff;
- Learn about daily schedules and routines;
- Ask questions regarding programming and policies; and
- Discuss transition strategies to support their child's comfort and success.

Parents/guardians are encouraged to:

- Communicate openly with educators during the transition period;
- Prepare children for arrival routines and separation;
- Provide comfort items if appropriate; and
- Ensure children arrive with all required belongings and weather-appropriate clothing.

Beausoleil Day Care Centre is committed to creating a welcoming, respectful, and supportive transition experience for all children and families.

License

The Ministry of Education through the Child Care Quality Assurance and Licensing Branch issues our license to operate after a thorough annual inspection. The current license is posted at Beausoleil Day Care Main Entrance.

Services Offered

Infant Program

Our Infant Program provides responsive, relationship-based care for children 6 months to 18 months of age. Educators support each child's individual routines, development, and early learning through nurturing interactions, sensory exploration, and safe environments designed for infants.

Toddler Program

The Toddler Program supports children approximately 18 months to 2.5 years of age. Educators encourage independence, communication, social development, and exploration through active play, creative experiences, outdoor learning, and responsive caregiving.

Preschool Program

The Preschool Program supports children approximately 2.5 to 5 years of age in preparation for school and lifelong learning. Children participate in play-based experiences that support:

- Early literacy and numeracy;
- Problem-solving;
- Social-emotional development;
- Creativity;
- Self-help skills; and
- Cultural learning opportunities.

Beausoleil Day Care Centre is committed to providing high-quality early learning experiences that honour each child's unique strengths, interests, culture, and developmental needs.

Early Intervention

Beausoleil Day Care Centre and Simcoe County Resource Consultation Services, a program of CLH Developmental Support Services, have created an Early Intervention program in partnership. The BFN Early intervention program provides a family centered approach that supports children 0-6 years of age who may have developmental support needs. Services can include Speech and Language, Occupational Therapy, Communicative Disorders Assistant, Physiotherapy, Early Interventionist, school age Special Education Resource Teacher, and Resource Consultation Services. Children and families can receive services within childcare, community programming, at the school, or in office. Children will have the opportunity to complete an ASQ 3 and ASQ SE 2. This will be completed with the family and service provider (Childcare Staff, Early Interventionist, or a Resource Consultant). With parent/caregiver consent, children with recommended referrals will be added to the CTN (Children's Treatment Network) Shared Electronic Record. Children who do not need access to further support will still be monitored by the EI/RC/ECE. Parents/Caregivers can at any time request a developmental check in. For children involved in the program, the EI/RC will communicate with the family and childcare or school and work together to create a Goal Plan. This is a document that contains goals for the child and strategies to strengthen identified needs. When a child is transitioning into Kindergarten the EI/RC will support the family with registration to school, provide transitional documents such as the student profile and a Transitional Integrated Program Plan (TIPP). After completion of these documents, a meeting will take place with the principal, JK Teacher, RC/EI, SERT, and family. A review of documents and a discussion on support that may be needed for the child to have a successful transition to school.

General Information:

HOURS OF OPERATION

<i>Day</i>	<i>Hours</i>
<i>Monday-Thursday</i>	8:00 a.m. – 4:30 p.m.
<i>Friday</i>	8:00 a.m. – 4:00 p.m.

To support children’s participation in daily programming and routines, families are encouraged to arrive no later than **9:30 a.m.** Parents/Guardians are responsible for notifying Beausoleil Day Care prior to 9:00 am.

Attendance Expectations:

Working Parents/Guardians

Children may attend during full operating hours:

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

Non-Working Parents/Guardians

Program hours are:

- 8:30 a.m. – 12:00 p.m.
- Extended hours may be arranged with the Supervisor when required.

Parents/guardians are asked to notify the Centre in advance regarding:

- Medical appointments;
- Professional appointments;
- Late arrivals;
- Absences; or
- Changes to scheduled attendance.

Late Pick Up Fees

Parents/guardians are responsible for ensuring children are picked up before closing time.

A late fee of **\$1.00 per minute per child** will be charged after the Beausoleil Day Care Centre’s scheduled closing time.

Late fee procedures:

- A late fee notice will be provided to the parent/guardian;
- Payment deadlines will be indicated on the notice;
- Reminder notices may be issued for unpaid balances;
- Outstanding late fees must be paid before the child returns to care unless alternate arrangements have been approved by administration.

Repeated late pick-ups may result in a meeting with the Supervisor to discuss ongoing care arrangements.

HOLIDAYS & CENTRE CLOSURES

Beausoleil Day Care Centre will be closed on the following statutory holidays and designated closure 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

Winter Closure

Beausoleil First Nation non-essential programs observe a mandatory two-week closure during the Christmas and New Year season. During this period, Beausoleil Day Care Centre will be closed. Families will be notified in advance of annual closure dates.

EMERGENCY CLOSURES

Beausoleil Day Care Centre may close temporarily or unexpectedly due to emergency situations affecting the safety and well-being of children, families, and staff.

Emergency closures may occur due to:

- Severe weather conditions;
- Hydro/power outages;
- Loss of heat or water;
- Natural disasters;
- Environmental hazards;
- Health and safety concerns;
- Pest infestations;
- Lack of telephone or emergency communication services;
- Unsafe building conditions;
- Blocked emergency exits; or
- Direction from Beausoleil First Nation Administration or emergency authorities.

In emergency situations where the Centre must close during operating hours:

- Parents/guardians will be contacted immediately;
- Children must be picked up as soon as possible;
- Staff will continue supervision until all children are safely picked up.

The safety of children, families, and staff remains the Centre's highest priority.

Professional Development Days

Professional Development (PD) Days are scheduled throughout the school year to support ongoing staff learning, planning, and training. These days help educators strengthen

instructional practices, enhance student programming, and ensure compliance with Ministry and Beausoleil Education Department expectations.

- Please note the following regarding PD Days:
- Students do not attend school on scheduled PD Days unless otherwise communicated.
- Topics may include curriculum development, student well-being, Indigenous education, safety training, assessment practices, and staff collaboration.
- Childcare arrangements are the responsibility of parents/guardians on these days.
- Any changes to scheduled PD Days will be communicated to families in advance through school communication channels.

We appreciate the continued partnership of families in supporting staff professional learning and student success.

Ratios

Staff must always maintain legislated ratios as outlined in the Child Care and Early Years, 2014. During the hours of arrival and departure, as well as applicable rest periods (ADR), there is an approved, reduced ratio for each group except the infant age group. Rest periods vary for every age group.

The ratios and ADR ratios are outlined below:

- Infant – 1 infant for every 3 children; NO ADR ration permitted for this age group
- Toddler – 1 adult for every 5 children; ADR ratios are 1 adult for every 8 children
- Preschool – 1 adult for every 8 children; ADR ratios are 1 adult for every 12 children

Mixed Age Grouping

Our license grants approval for mixed age grouping: Beausoleil Day Care Centre is permitted to allow up to 20% of younger age to be mixed with an older age grouping without changing the number of staff required. This permission allows Beausoleil Day Care Centre with staffing at pick-up and drop off time. You may need to drop off or pick up your child in another playroom.

Parent/Guardian Involvement

Beausoleil Day Care Centre recognizes parents/guardians as children's first teachers and values the important role families play in supporting children's learning, development, and well-being. We believe that strong partnerships between families and educators create positive and meaningful experiences for children. We encourage open communication, collaboration, and family involvement within our programs.

Parents/guardians are encouraged to:

- Share information about their child's interests, routines, strengths, and needs;
- Participate in program activities and special events when possible;
- Communicate regularly with educators and supervisors;
- Review daily communication, documentation, and program updates; and

- Contribute ideas, feedback, cultural knowledge, and family traditions to support inclusive learning environments.

Educators and staff are committed to:

- Maintaining respectful and positive relationships with families.
- Providing ongoing communication regarding children's experiences and development.
- Supporting family engagement opportunities; and
- Working collaboratively with families to support each child's success

Children's Health

Allergies

Parent/Guardians should ensure that any food, medical or environmental allergies are noted on their child's enrollment form, including a copy of any physician's restrictions. Enrollment forms should also indicate whether the allergy is mild, moderate or severe. If a new allergy develops, parents/guardians provide written documentation. To ensure the highest level of safety for your child in relation to their allergy, all staff must be notified of a new or existing allergy.

Allergy notifications are posted in all playrooms, cooking areas, serving areas and in any area where children may be present. If children are attending a shared public space, the information will accompany the staff members in attendance with your child, but this information will be kept confidential unless otherwise required for your child's safety. If alternative foods are needed for your child, a list of appropriate alternative foods should be supplied to the Centre. These alternates will be supplied by parents/guardians. NOTE: Young children often outgrow allergies (particularly food allergies); we require regular updates from an allergy specialist or doctor when your child's allergy is assessed by these individuals.

Anaphylactic Allergies

Some children have an allergy so severe that it requires the use of an epi-pen. Anaphylaxis is a severe systemic allergic reaction which can be fatal, resulting in circulatory collapse or shock. The allergy may be related to food, insect stings, medicine, latex, etc. All staff, students, and volunteers will be made aware of such an allergy and information will be posted to ensure all other individuals who may encounter your child are aware and take all appropriate precautions. All attempts will be made to ensure that your child is not exposed to their allergen. Parents/guardians will be engaged by the Child Care Manager to create a communication plan outlining specific allergies and severity, signs and symptoms of the anaphylaxis, the emergency procedures for your child in the event of an allergic reaction, as well as training on epi-pen use. All this information will be documented and placed in your child's file. Epi-pens must be replaced before they expire, or care cannot safely continue.

Dietary Restrictions/Special Arrangements

If your child cannot have something on our menu due to dietary restrictions or other personal restrictions, this information must be submitted in writing to Beausoleil Day Care Centre staff. This limitation will be posted in your child's playroom and food preparation areas to ensure that all staff are aware of any restrictions and can follow the arrangements directed by you in

writing. Where a child has restrictions in their diet, parents/families are to provide the alternates in original packaging.

Children with Medical Needs

If your child has medical needs, the Centre is required to have an individual plan to meet the child's needs. This plan must be developed in consultation with you and if deemed necessary, a health professional. This plan will ensure that all aspects of your child's care are clear and consistently followed by all involved. Children with asthma require a plan and consent to administer medications.

Medication (including puffers)

If your child has medicine prescribed by a physician, a medication form will be filled out. The medication must be provided to the Centre in the original container, clearly labelled with your child's name, the name of the medication, the dosage, date of purchase and expiration. Instructions must also be included for storage and administration including times for administration. A designated staff will be responsible for administering medications. Medication will be stored in a locked container inaccessible to children. Epi-pens and puffers are emergency medication and are not locked up but are still stored out of reach of children.

Ill Children

We will begin an ill health form when we feel that your child is showing signs of illness. Your child will be isolated with supervision, and you will be contacted to come and pick the child up. If we are unable to reach you, we will contact your emergency contact 20 minutes after first call. If it appears that your child requires medical attention, 911 will be called.

We will isolate your child and contact you in the case of the following symptoms:

- Fever of 100.0 or higher (in one or both ears)
- Difficulty Swallowing
- Chills
- Runny/Stuffiness/Congested Nose
- Cough
- Headache
- Shortness of Breath
- Complaints of Muscle Aches
- Decrease/Loss of Smell/Taste
- Complaints of Unusual Tiredness or Listlessness
- Sore Throat
- Joint Pain
- Nausea
- More Than One Incident of Diarrhea/Vomiting
- Unusual Irritability
- Out of Character Behaviour or Not Participating in Activities
- Irregular Skin Irritations/Rashes

Your child may return to care when their symptoms are resolved over a 24 hour period, or 48 with gastro symptoms. If your child is returning within 24 or 48 hours resolving symptoms, the resolving symptoms will be monitored until completely resolved.

Breastfeeding & Infant Support Feeding

Beausoleil Day Care Centre recognizes breastfeeding as an important part of healthy child development and family well-being. We are committed to providing a welcoming, respectful, and supportive environment for breastfeeding families.

Parents/guardians are welcome to:

- Breastfeed or their child at the Centre at any time during operating hours;
- Provide expressed breast milk for staff to feed to their child; and
- Work collaboratively with educators to support their child's individual feeding routines and needs.

Supportive Practices

Beausoleil Day Care Centre will:

- Provide a comfortable and respectful space for breastfeeding families;
- Support responsive infant feeding practices;
- Respect family choices regarding infant feeding;
- Follow safe handling and storage procedures for expressed breast milk;
- Maintain open communication with families regarding feeding schedules and routines; and
- Ensure all feeding practices are handled safely and respectfully.

Storage and Handling of Breast Milk

To ensure safety and proper identification:

- Expressed breast milk must be clearly labeled with:
 - Child's full name;
 - Date expressed; and
 - Date brought to the Centre.
- Breast milk will be stored according to public health food safety guidelines.
- Unused or expired milk will be returned or safely discarded according to parent instructions and health regulations.

Individual Feeding Routines

Educators will work collaboratively with families to support:

- Infant feeding schedules;
- Bottle-feeding preferences;
- Transitioning to solid foods;
- Children's individual nutritional and developmental needs.

Infants will always be fed:

- According to individual cues and schedules;
- In a safe, supervised, and nurturing manner; and

- In accordance with current health and safety guidelines.

Immunization

Every child is to be immunized prior to starting child care. A copy of proof of immunization must be submitted to Child Care Manager for your child's file.

Head Lice

If your child is found to have a case of head lice, you will be notified and given treatment information. Treatment must be given to your child prior to returning to Beausoleil Day Care Centre Program.

Sleep Supervision & Rest Periods

Beausoleil Day Care Centre recognizes that rest and sleep are important to children's healthy growth, development, and well-being. Sleep and rest periods are planned to support children's individual needs while maintaining a safe and comfortable environment.

All sleep supervision practices follow:

- *Child Care and Early Years Act, 2014 (CCEYA)*;
- Ontario Regulation 137/15;
- Public Health recommendations; and
- Safe sleep best practices.

Safe Sleep Practices

Infants will be placed for sleep according to current safe sleep recommendations and individual written instructions provided by parents/guardians and health professionals where applicable.

Beausoleil Day Care Centre will:

- Place infants on their backs for sleep unless otherwise directed in writing by a physician;
- Ensure sleep equipment meets current safety standards;
- Maintain a smoke-free and vape-free environment;
- Keep sleep areas safe, clean, and appropriately supervised;
- Ensure cribs, cots, and mats are spaced according to licensing requirements;
- Monitor room temperature and lighting for comfort and safety; and
- Avoid the use of unsafe sleep items, including pillows, stuffed toys, heavy blankets, or bumper pads in infant sleep spaces.

Sleep Supervision

Educators conduct regular visual sleep checks and direct supervision of sleeping children.

Staff will:

- Maintain active supervision during all rest periods;
- Conduct and document regular sleep checks as required by legislation and Centre policy;
- Observe children for:
 - Breathing;
 - Body position;

- Signs of distress;
- Comfort and well-being;
- Ensure children can be seen and heard at all times;
- Respond promptly to children who wake or require support.

Sleep supervision records are maintained in accordance with licensing requirements.

Individual Sleep Needs

Beausoleil Day Care Centre recognizes that each child has unique sleep routines and comfort needs.

Parents/guardians are encouraged to share information regarding:

- Sleep schedules;
- Comfort routines;
- Medical or developmental needs;
- Sleep preferences; and

Educators will work collaboratively with families to support children's individual routines whenever possible while maintaining health and safety standards.

Rest Periods

Children who do not sleep will be provided with quiet activities and respectful alternatives during rest periods. Children will never be forced to sleep or remain on their cot/mat for unreasonable periods of time.

Communication with Families

Educators will communicate with families regarding:

- Children's sleep patterns during the day;
- Changes in sleep behaviour;
- Concerns related to rest or well-being; and
- Any updates required to sleep routines or supervision plans.

Safe Arrival and Dismissal

Beausoleil Day Care Centre is committed to ensuring the safe arrival and dismissal of all children in accordance with the *Child Care and Early Years Act (CCEYA)* and Centre policies.

Arrival Procedures

Upon arrival, parents/guardians are required to:

- Accompany their child into the program;
- Ensure the child is signed in;
- Communicate any important information to educators, including changes to pick-up arrangements or attendance.

Children will only be accepted into care by program staff.

If someone other than the parent/guardian will be picking up a child, written authorization must be provided in advance through:

- Brightwheel;
- Email;
- Written note; or
- Phone call to the Centre at 705-247-2031

Absenteeism/Safe Arrival

If a child is absent and the Centre has not been notified:

- Staff will contact the parent/guardian to confirm the child's absence and well-being.
- All absences and communication attempts will be documented.

Parents/guardians are encouraged to notify the Beausoleil Day Care Centre Staff in advance if their child will be absent or arriving late.

Dismissal Procedures

Children will only be released to:

- A parent/guardian; or
- An individual authorized by the parent/guardian.

Staff may request photo identification if the individual picking up the child is unfamiliar to staff.

Children will never be released from care without adult supervision.

Late Pick-Up

If a child has not been picked up by closing time:

- Staff will contact the parent/guardian and/or authorized contacts;
- The child will remain supervised by staff;
- Late pick-up fees may apply in accordance with Beausoleil Day Care Centre Policy.

If staff are unable to reach a parent/guardian or authorized contact within a reasonable timeframe after closing, the Centre will follow required child protection and emergency procedures.

What to Bring to Program

Ensure that the following is provided for your child everyday:

- Indoor shoes
- Two sets of extra clothes for accidents, messy but fun play, eating mishaps or spills;
- Infants and children who are toilet training should have three full sets of clothes
- Appropriate footwear, (Note: flip flops are not safe for outdoor play)
- Outdoor clothing that is suitable for the weather (ensure that sun hats are sent every day)
- Pull ups/diapers and wipes

A blanket for the children crib or cot, a sippy cup, bottle and/or soother should be provided that can be kept at Beausoleil Day Care Centre for your child's day-to-day use.

Note: Toys, electronics and personal items must be left at home.

ALL ITEMS SHOULD BE CLEARLY LABELLED WITH YOUR CHILD'S NAME.

WE ARE NOT RESPONSIBLE FOR LOST OR MISPLACED ITEMS.

Outdoor Play

Outdoor play is an important part of children's health, well-being, learning, and development. Beausoleil Day Care Centre provides daily outdoor play opportunities in accordance with the *Child Care and Early Years Act (CCEYA)* and Ontario licensing requirements, weather and safety conditions permitting.

Outdoor experiences support:

- Physical activity and healthy development;
- Exploration and creativity;
- Social interaction;
- Connection with nature; and
- Overall well-being.

Family Responsibilities

Parents/guardians are responsible for ensuring children arrive with appropriate outdoor clothing for all weather conditions, including:

- Weather-appropriate footwear;
- Hats and mittens/gloves;
- Snow pants and winter clothing;
- Rain gear and splash pants;
- Sunscreen and sun hats when required; and
- Extra clothing as needed.

Children who are well enough to attend the program are expected to participate in outdoor play unless medical documentation indicates otherwise.

Outdoor Play Guidelines

Educators will:

- Supervise children at all times;
- Conduct regular safety checks of outdoor environments;
- Encourage safe, active, and inclusive play experiences;
- Ensure children are dressed appropriately for weather conditions; and
- Modify outdoor time when weather or environmental conditions present safety concerns.

Outdoor play may be shortened or cancelled during:

- Extreme heat or cold;
- Severe weather warnings;
- Poor air quality; or

- Other health and safety concerns.

Smoke Free Ontario Act

Beausoleil Day Care Centre is committed to providing a healthy, safe, smoke-free, and vape-free environment for all children, families, staff, and visitors.

Smoking, vaping, cannabis use, and the use of all tobacco or inhaled products are strictly prohibited:

- Indoors and outdoors;
- On all Centre property;
- In playgrounds, parking lots, entrances, and pathways;
- During field trips and off-site activities; and
- In vehicles used to transport children.

This policy is in accordance with the *Smoke-Free Ontario Act, 2017* and the *Child Care and Early Years Act, 2014 (CCEYA)* and applies at all times, whether children are present or not.

Communication and Confidentiality

Beausoleil Day Care Centre values open, respectful, and ongoing communication with families. Positive partnerships between educators and parents/guardians support children's learning, well-being, and successful participation in the program.

Educators and staff will:

- Communicate regularly with families regarding children's experiences, routines, and development;
- Share important program information, updates, and notices;
- Always maintain respectful and professional interactions; and
- Encourage families to share information, questions, or concerns regarding their child.

To protect the privacy and dignity of all children and families, all personal and confidential information will be:

- Collected, stored, and shared in accordance with applicable privacy legislation and Centre policies;
- Accessible only to authorized staff where necessary;
- Kept secure and confidential at all times.

Families are asked to respect the confidentiality and privacy of:

- Other children;
- Families;
- Staff; and
- Program information shared within the Centre community.

Beausoleil Day Care Centre is committed to creating a welcoming, respectful, and inclusive environment built on trust, collaboration, and confidentiality.

Parent/Guardians Issues & Concerns

Beausoleil Day Care Centre values open communication and encourages parents/guardians to discuss questions, concerns, or feedback regarding their child or the program at any time.

All concerns will be:

- Taken seriously;
- Addressed respectfully and professionally;
- Handled as quickly as possible; and
- Treated confidentially.

Concerns may be shared verbally or in writing with:

- Classroom educators;
- The Supervisor; or
- Administration.

Families will receive a response within a reasonable timeframe and will be kept informed throughout the resolution process where appropriate.

Confidentiality & Respect Conduct

Beausoleil Day Care Centre is committed to maintaining respectful, positive, and professional interactions between:

- Families;
- Staff;
- Children;
- Students; and
- Volunteers.

Harassment, discrimination, threatening behaviour, or abusive language will not be tolerated.

All information related to concerns or investigations will remain confidential except where disclosure is required by law.

Duty to Report

Under Ontario law, all individuals have a legal responsibility to report suspected child abuse or neglect to the appropriate Children's Aid Society (CAS). If concerns regarding the safety or well-being of a child arise, staff and families may be required to contact child protection services directly in accordance with legal reporting obligations.

Brightwheel Child Care App

Beausoleil Day Care Centre uses the Brightwheel child care communication app to support daily communication, attendance, documentation, and family engagement.

Brightwheel helps families stay informed about their child's experiences and allows educators to share important information in a safe and efficient manner.

BRIGHTWHEEL MAY BE USED FOR:

- Daily attendance and sign in/sign out;
- Communication between families and educators;
- Program updates and reminders;
- Daily reports and learning documentation;
- Photos and activity updates;
- Health and safety notifications;
- Medication and incident communication;
- Absence reporting; and
- Authorized pick-up notifications.

PARENT/GUARDIAN RESPONSIBILITIES

Parents/guardians are encouraged to:

- Download and regularly check the Brightwheel app;
- Keep contact information current;
- Notify the Centre of absences, late arrivals, or changes to pick-up arrangements through the app when possible; and
- Communicate respectfully and professionally through all messaging features.

Staff Policies

Child Guidance and Support

Beausoleil Day Care Centre is committed to providing a safe, caring, inclusive, and respectful environment where children are supported in developing positive relationships, self-regulation, confidence, and social-emotional skills.

Educators use positive child guidance approaches that are:

- Developmentally appropriate;
- Respectful;
- Supportive;
- Responsive; and
- Focused on helping children learn and grow.

Guidance strategies may include:

- Positive reinforcement and encouragement;
- Redirection;
- Problem-solving support;
- Clear and consistent expectations;
- Supporting emotional expression and self-regulation;
- Modeling respectful behaviour; and
- Providing choices and opportunities for independence.

Educators work collaboratively with families to support each child's individual needs, strengths, and development.

Prohibited Practices

In accordance with the *Child Care and Early Years Act (CCEYA)*, the following practices are strictly prohibited:

- Physical punishment;
- Harsh or degrading language;
- Humiliation or intimidation;
- Denial of basic needs;
- Isolation or confinement;
- Punitive measures related to sleep, toileting, or meals; and
- Any practice that may harm a child's emotional or physical well-being.

Our Commitment

Beausoleil Day Care Centre believes children learn best in environments where they feel:

- Safe;
- Supported;
- Respected;
- Included; and
- Valued.

Our goal is to guide children in developing the skills needed to build healthy relationships, solve problems, and become confident, capable learners.

Staff Monitoring

Beausoleil Day Care Centre is committed to maintaining high standards of care, professionalism, and child safety. Supervisors and administration regularly monitor and support educators, staff, students, and volunteers to ensure compliance with Centre policies, licensing requirements, health and safety procedures, and program expectations.

Staff monitoring may include:

- Program observations;
- Ongoing supervision and mentorship;
- Review of documentation and daily practices;
- Health and safety checks;
- Policy and procedure reviews; and
- Professional development and training opportunities.

This ongoing monitoring process helps ensure that children receive safe, responsive, inclusive, and high-quality care within a positive learning environment.

Serious Occurrences

In accordance with the *Child Care and Early Years Act (CCEYA)*, certain incidents, situations, or emergencies that affect the health, safety, or well-being of children may be considered a Serious Occurrence and must be reported to the Ministry of Education.

Examples of serious occurrences may include:

- Serious injury to a child;
- Medical emergencies;
- Missing or temporarily unsupervised children;
- Fire or emergency evacuations;
- Communicable disease outbreaks;
- Allegations of abuse or neglect;
- Unexpected program disruptions or closures; and
- Other situations impacting the safety or well-being of children.

When a serious occurrence takes place:

- Immediate steps will be taken to ensure the safety and well-being of all children and staff;
- Parents/guardians of affected children will be notified as soon as possible;
- Required reports will be submitted to the Ministry of Education; and
- A Serious Occurrence Notification Form will be posted for families as required by legislation while maintaining confidentiality.

All serious occurrences are reviewed by administration to support ongoing health, safety, supervision, and program improvement practices.

PARENT HANDBOOK POLICIES & PROCEDURES

ACCEPTANCE

Beausoleil Day Care Centre

I acknowledge that I have received, reviewed, and understand the Beausoleil Day Care Centre Parent Handbook, including the Centre's policies, procedures, program expectations, and parent responsibilities.

I understand that:

- Policies and procedures are in place to support the health, safety, well-being, and care of all children;
- I am responsible for following Centre policies and communicating any questions or concerns with administration;
- Policies and procedures may be updated periodically in accordance with legislation, licensing requirements, and Centre operations; and
- Updated information will be shared with families as required.

By signing below, I acknowledge my understanding and agreement to follow the policies and procedures outlined within the Parent Handbook.

CHILD INFORMATION

Child's Name: _____

PARENT/GUARDIAN INFORMATION

Parent/Guardian Name: _____

Signature: _____

Date: _____

CENTRE USE ONLY

Received By: _____

Date Received: _____