

**La Garderie**



**éducative  
de Kingston**

**PARENT POLICY HANDBOOK :  
LA GARDERIE ÉDUCATIVE DE KINGSTON**

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September 2011

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## Letter of introduction

Dear Parents,

The members of the Executive Committee and the staff of La Garderie Éducative de Kingston would like to welcome new and returning families to before and after school program. We will work with you to ensure this year is one full of enjoyment for your child(ren). This document contains all the policies and procedures pertaining to La Garderie Éducative de Kingston.

By working together, we can achieve goals and aspirations for the well-being and education of our children, as well as maintaining the quality of the daycare. Your involvement and input is always appreciated.

If you are interested in taking part in the board of directors of La Garderie Éducative de Kingston, please do not hesitate to approach the Management. Once a year, La Garderie will hold an Annual General Meeting, during which those interested in sitting on the Executive Committee will be appointed. The Executive Committee comprises 5 elected members: the President, two Vice-Presidents, the Secretary and the Treasurer. All parents are encouraged to come and participate. The board meeting minutes are kept on file in the office of the executive director/director's office.

Sincerely,

The Management

N .B. A copy of the Constitution of La Garderie Éducative de Kingston is available upon request.

## MISSION

La Garderie Éducative de Kingston's mission is to establish and maintain a French non-profit daycare with the intent of offering activities which will enhance the French culture while taking into consideration the needs and interests of the families, and ensure the children can grow in an enriching, safe and developmentally appropriate environment.

## VISION

- All aspects of development are integral to the proper growth of the child
- Each child is unique
- The child's needs and interests are the foundation of programming
- Children learn through play
- The collaboration between family and educators ensures a positive learning experience for the child.

## VALUES

- Autonomy
- Respect
- Positive self esteem
- Teamwork

## 1.0 ADMISSION

Registration forms must be completed and signed by the parents/ guardians and returned to the Before and After School Program prior to the admission of your child(ren).

Registration is done on a first come, first serve basis, according to availability. If you are unable to obtain space for your child, you may wish to put his/her name on the wait list. When space does become available, we will then contact you. **We require a minimum of 3 days per week attendance.**

Once enrolled, all changes to the child's schedule must be approved by management with a written notice given minimum 2 weeks before changes are to be implemented.

The daycare at La Garderie Éducative de Kingston accepts the following age groups:

<i>Infant</i>	-children aged birth to 18 months
<i>Toddler</i>	- children aged 18 months to 2½ years
<i>Preschool</i>	- children aged 2½ to 5 years

Childcare for children over the age of 6 cannot be offered to school age children at the daycare during summer months.

## 2.0 WAIT LIST

When no space is available, we place children on a wait list. When space becomes available, La Garderie will contact the first eligible person on the list, with priority given to children needing full-time care. Children are considered registered once parents/ guardians have paid the \$100.00 non-refundable reservation fee and have submitted the completed registration forms. The reservation fee is deducted from your first month's payment. Parents with more than one child registered must pay this fee for each child.

## 3.0 CHILDREN'S FILES

Parents are responsible for notifying the daycare of any changes in address, telephone number and all other information included in the registration form (ex. new allergies or changes in authorized persons to pick-up or drop-off your child). This information is for the safety and security of your child.

## 4.0 HOURS OF OPERATION

The daycare is open Monday to Friday:

We offer full-time service from 7:00 am to 5:30 pm.

We also offer half day service from either 7:00 am to 12:30 pm or 12:00 pm to 5:30 pm. *(In order to register for half days, the child must attend 5 days per week).*

Lunch is served from 11:30 am to 12 noon.

La Garderie is closed for one week each summer, which is decided annually. We are also closed for two weeks during the Christmas holidays (the same dates as the French public school board). Fees are not required during the summer or Christmas break, with the exception of December 25<sup>th</sup>, 26<sup>th</sup>, January 1<sup>st</sup> and the Ontario Civic Holiday in August, which are statutory holidays.

## 5.0 STATUTORY HOLIDAYS

The following statutory holidays must be paid:

New Year's Day	-	January 1
Family Day	-	Third Monday in February
Good Friday	-	March or April
Easter Monday	-	March or April
Victoria Day	-	May
Canada Day	-	July 1
Ontario Civic Holiday	-	First Monday in August
Labour Day (if school starts before this day)	-	September
Thanksgiving	-	October
Christmas Day	-	December 25
Boxing Day	-	December 26

In the event any of these days fall on a Saturday, the daycare will be closed on Friday, and if any fall on a Sunday, it will be closed on Monday. In the case of part-time enrolled children, payment for statutory holidays will be pro-rated to the percentage of time that your child is enrolled, regardless of whether or not the child would normally attend on the statutory holiday.

## 6.0 ARRIVAL AND DEPARTURE

### 6.1 Arrival

**It is important to notify the daycare if your child will be absent or late, by phoning the office at 613-549-7109.** You must bring your child into the daycare and notify the educator that the child has arrived. This includes :

- The parent/ guardian must accompany the child to the classroom;
- The educator acknowledges that the parent has arrived with the child and greets them;
- The parent/guardian should inform the educator(s) of all pertinent information. (Ex: medication, health issues, the time at which the child will be picked up and by whom ( if a new person is coming), etc).

### 6.2 Departure

When picking your child(ren) up from the daycare, the parent/ guardian must inform the educator on duty and ensure s/he has noted that the child is leaving. Parents/guardians are responsible for providing La Garderie with a written list of the names of the individuals who are authorized to pick up their child; La Garderie will request a piece of ID before allowing the child to leave with these individuals and they must be aged over 16 years of age.

6.3 Late fees after 17h30

Parents who arrive after 5:30 pm to pick up their children will be charged a late pick-up fee. A \$5.00 charge will apply for the first five minutes and \$2.00 will be charged for each subsequent minute. These fees must be paid immediately, in cash, to the educator on duty. Parents with two children attending the service must pay the fees for EACH child.

**7.0 ABSENCES**

Please notify daycare if your child will be absent. Please specify the reason for the absence : personal, holiday, or illness. In the event that your child is ill, please describe their symptoms so that we will be able to monitor the spread of any communicable diseases.

**8.0 FINANCIAL ARRANGEMENTS**

Please make cheques payable to La Garderie Éducative de Kingston. **IT IS MANDATORY TO PROVIDE US WITH POST-DATED CHEQUES, DATED FOR THE 1ST OF EVERY MONTH, AT THE TIME YOUR FIRST BILL IS SENT TO YOU, AND AT SUBSEQUENT BILLING PERIODS.** You also have the option of paying for more than one month per cheque.

**After two weeks without payment, La Garderie Éducative de Kingston has the obligation to suspend your child from the daycare. The same rule applies for if your child attends “supplemental days”, which must be paid for within two weeks of receiving your bill. If your account is outstanding, reserving space for your child cannot be guaranteed**

**An administrative fee of \$ 25.00 will be applied to all NSF cheques. In the event that three NSF cheques are received from the same client, payment by certified cheque will be required for the remainder of the year.**

Reservation fees must be paid at the time of registration. In order to reserve space for your child, we require a \$100.00 non-refundable deposit, which will be deducted from your first month's payment.

The Executive Committee reserves the right to increase fees once a year according to the daycare's revenue and expenditures. Daily rates are determined in the summer of every year and go into effect on September 1.

Tax receipts are issued annually, on or before March 1. Parents are responsible for keeping the office informed of any change of address. **A \$10.00 administration fee will be charged to replace a lost receipt.**

**9.0 PROGRAMMING**

The staff determines, in advance, all themes with respect to the child's age group. A detailed program will be posted weekly so the parent/ guardian may be aware of the daily activities. These programs seek to fulfill the objectives chosen in accordance with the specific needs and age of the children. The preschool-aged classes also follow school readiness program recommendations developed jointly by local preschool and school professionals.

## Activities

Daily activities in the daycare include:

### **Indoor activities:**

<i>Artistic activities:</i>	painting, drawing, crafts, etc.
<i>Musical activities:</i>	singing, music.
<i>Gross and fine motor skill activities:</i>	team games, climbing equipment, cutting and pasting, etc.
<i>Imagination/ Creative activities:</i>	puppets, dolls, imitation games, etc.
<i>Math and science activities:</i>	puzzles, experiments, explorations, etc.
<i>Literacy activities:</i>	books, plays, discussions, etc.

### **Outdoor activities:**

The children go outside at least once a day, preferably twice, weather permitting. The playground has certain types of equipment to climb, slide, jump on, etc. It also has a covered sandbox and wading pools (seasonal).

## 10.0 **DISCIPLINE**

Physical punishment or bad language will not be used by the staff, students, parents/ guardians or volunteers on the premises. Degrading measures, which would humiliate a child or undermine a child's dignity, deprivation of a child's basic needs including food, shelter, clothing or bedding, being confined in a locked room or area or locking the exits for the purpose of confining a child are prohibited.

Children will be disciplined in a manner that is constructive and age-appropriate, in order to assure their health and safety, and to ensure that other people and their belongings are respected. Time outs will be used.

Because we are an integrated centre that accepts children with special needs, there may be children enrolled who are on Behaviour Modification Programs. Different behavioural intervention techniques may be used with these children. Any questions you may have should be directed to the daycare director.

If the staff determines a child may have special needs or that his/her behaviour is unmanageable, the daycare director will meet with the parents to discuss the problems encountered and to formulate a plan to manage the situation i.e. contacting outside agencies.

In the event that the program is unsuitable for a child, the daycare director will meet with the parents to discuss alternative arrangements.

## 11.0 **HEALTH**

### 11.1 Immunizations

The new standards of the Ontario Public Health immunization requirements require Public Health to review the immunization status of all attendees at licensed day nurseries. The Day Nurseries Act gives the Medical Officer of Health the authority to require up-to-date immunization of attendees before they are allowed to attend a licensed day care setting. Therefore, the KFL&a Public Health Immunisation Team will begin the process of reviewing immunization records of all children attending licensed day nurseries. The following up-to-date immunizations, according to the Immunisation Schedule for Ontario, will be required:

- Pediacel or equivalent (diphtheria, tetanus, polio, whooping cough and haemophilus meningitis)
- MMR (measles, mumps and German measles) or equivalent
- Varicella (chickenpox) vaccine
- Meningococcal Meningitis vaccine
- Pneumococcal vaccine

These requirements will ensure that licensed day nurseries are as safe as they possibly can be from the threat of outbreaks of communicable diseases. If parents choose not to have their child immunized, owing to religious or conscientious objection or medical contraindication, specific documentation will be required. These forms can be obtained by contacting the KFL&a Public Health Immunisation Team at 613-549-1232 or 1-800-267-7875 ext. 1451.

### 11.2 Illness

The daycare reserves the right to refuse a child showing one or more of the following illnesses or symptoms:

- Fever: a temperature higher than 101° F or 38.5° C. It is recommended that the child stay home for a period of 24 hours after the fever subsides;
- Skin rash or infection;
- Respiratory illness, thick phlegm, asthma;
- Any contagious illness such as chicken pox, Fifth's disease, impetigo, influenza, measles, mumps, rubella, strep throat, scarlet fever or pink eye;
- Vomiting or diarrhea: the child must not return to childcare until 48 hours after their last episode.
- Lice: the child will be quarantined until a parent comes to get him/her. The child will be readmitted once he/she undergoes a complete treatment and all nits have disappeared.

Any child with the above symptoms, must stay home for the well-being of themselves, as well as for the protection of other children and staff.

If you note that your child has any child with the above symptoms prior to coming to daycare, they must stay home for their own well-being, as well as for the protection of other children and staff.

### 11.3 Pediculosis (Head lice)

La Garderie Éducative de Kingston regularly screens children for head lice, particularly when a case has been reported at the school that shares our building.

Should your child have either live head lice or nits (eggs), we will isolate them from the others and ask that they be picked up from daycare as soon as possible. Parents are responsible for treatment of their child and removal of lice and nits from their hair.

Children can be re-admitted to daycare a minimum of 24 hours after treatment. All nits must have

been removed from their hair. The child's hair will be examined by a member of our staff before they are allowed to stay at daycare on the day of re-admission.

In an effort to control the spread of head lice, we ask that you routinely check your child's hair at home, and report any sign of head lice to the daycare by phoning the office at (613) 549-7109.

## 12.0 MEDICATIONS

Only prescribed medication will be administered to the child, where the child's name is on the original container dispensed by a pharmacist. Parents/ guardians are responsible for informing staff, and **must fill out the Medication Authorization Form**, including the dosage and times any drug is to be given. This consent form is then returned to the staff.

The same applies for administering all over-the-counter medication(s). A note signed by the doctor is necessary. **It is forbidden to leave medication in a place which can be accessed by a child such as in a child's bag, basket or cubby.**

## 13.0 NUTRITION

Proper nutrition is one of our program's priorities. All our snacks and lunches are based on a nutritionally balanced diet that meets the standards of the Ministry of Children and Youth Services and those outlined in the Canada's Food Guide to Healthy Eating. The menus are posted weekly, and follow a 4-week rotating basis. All allergies and special dietary needs will be respected according to the parents' written instructions. The allergies and special dietary needs will be posted in the kitchen and in all childcare rooms where food is served.

Children are encouraged to try all of the food they are offered but they are never forced to eat. Extra servings are available for those who are still hungry. Food is not used as a means of control or punishment.

For the purposes of maintaining an allergy-safe environment, **it is forbidden to bring any food from home into the daycare.** Breakfast must be eaten at home prior to arriving at La Garderie. **Parents/guardians are responsible for notifying La Garderie of their child's allergies at registration time as well as in writing when changes pertaining to the child's allergies or dietary needs arise.**

## 14.0 HYGIENE

At the daycare, we adhere to the following hygiene practices:

- Shoes must be worn at all times. **(a pair of indoor shoes are required, as are a pair of outdoor shoes).**
- Hands are washed before and after all activities (meals, snacks, outside play, etc.)
- Tables are wiped with disinfectant before and after use
- Toys and materials are disinfected on a regular basis

## 15.0 CLOTHING

Parents/ guardians must supply clothing appropriate to the season, as well as an extra change of clothes in a bag **labelled with the child's name**. The daycare is not responsible for lost items, nor the soiling of clothing during activities.

## 16.0 EMERGENCIES

A fire drill is carried out once a month in order to familiarize the children with emergency procedures. The employees are trained for such procedures. In the event of an emergency, the premises will be evacuated and the children will be brought to a safe place near the Canex building until parents or other authorized people arrive.

As of Sept 2007, La Garderie Éducative de Kingston is also conducting Lock-Down drills in conjunction with Madeleine-de-Roybon school and the police department. Once again, educators have been trained in the procedure and they execute the drill with as minimal a disruption to the children's schedule as possible.

*Lockdown : an emergency procedure that is applied when a serious violent act occurs in or around the school. The purpose is to protect the individuals by having them hide in a secure area.*

## 17.0 UNFORSEEN CLOSURES

In the event of an unforeseen circumstance requiring closure of the daycare (lack of heating, severe weather, etc...), parents will be advised as soon as possible by the staff or by the supervisor and asked to pick up their child.

**A maximum payment of two days per year would be required of parents in the event of an unforeseen circumstance requiring closure.**

## 18.0 WITHDRAWAL OF SERVICES

**You must notify management and give two weeks' written notice of your intention to withdraw your child from the daycare. After receiving this notice, we will issue a refund for the remaining months, if applicable. If two weeks' notice is not received, you must pay the full amount for two weeks of service. A permanent space for your child cannot be guaranteed if you wish to temporarily withdraw your child. Your child would then be placed on a waiting list.** La Garderie Éducative de Kingston may terminate services if policies are not followed or if fees are not paid.

With the consent of the Executive Committee, the Director reserves the right to expel a child from daycare if it has been determined that the child in question poses a threat to the safety and well-

being of other children at the daycare or its staff, and if corrective measures have been taken and have failed to remedy the child's behaviour.

#### 19.0 SCENT FREE ENVIRONMENT

Many people are extremely sensitive to perfumes, colognes and other scented products. Please refrain from wearing scented products to the daycare.

#### 20.0 FEES – LA GARDERIE ÉDUCATIVE DE KINGSTON – 2011-12

DAILY FEES	
Infant full time	\$50.00
Infant part time	\$52.00
Infant half day (5 days/week)	\$41.50
Toddler full time	\$40.00
Toddler part time	\$42.00
Toddler half day (5 days/week)	\$31.50
Preschool full time	\$38.00
Preschool part time	\$39.00
Preschool half day	\$29.50

#### 21.0 COMMUNITY AGENCIES

There are many agencies in the Kingston area that offer assistance to local families, notably:

- *City of Kingston*: fee subsidy assistance, 613-546-2695 ext. 4825
- *Pathways for Children and Youth*: provide comprehensive mental health services for children and youth from birth to 18 years of age. 613-546-1422
- *Community Living Kingston*: Assists families who have children with intellectual disabilities. 613-546-6613
- *Ontario Early Years Centre*: is a place where parents and childcare providers can:
  - Take part with their child in a range of programs and activities;
  - Get answers to questions;
  - Get information about programs and services that are available for young children and their families;
  - Talk to early years professionals as well as other parents and caregivers in the community. Contact number: 613-384-1231



**SERVICE CONTRACT**  
September 2011-August 2012

This contract must be signed and returned along with the registration form, to the director/executive director prior to the child's admittance to daycare.

I hereby acknowledge having read and understood La Garderie Éducative de Kingston's 2011-2012 policy document and I am aware of its fee structure. I accept the content of this policy document in its entirety, with particular attention to the following points (please initial):

- \_\_\_\_\_ All clients are responsible for payment of all statutory holidays
- \_\_\_\_\_ If my child is absent from childcare, I will inform of this fact by telephone
- \_\_\_\_\_ A late pick up fee is required, in cash to the educator on duty, should my child be picked up after 5:30
- \_\_\_\_\_ All fees are to be paid with post-dated cheques, dated for the first of the month. Should cash payment be required, it must be made on or before the first of the month.
- \_\_\_\_\_ Sick children must be kept home. In certain instances, children must be excluded from care after their symptoms have subsided (24 hours for fever, 48 hours for vomiting and diarrhea)
- \_\_\_\_\_ I will notify the administration of all changes in personal information (address, work phone, cell phone, etc) and of all changes to my child's health status (new or outgrown allergies, new medical conditions, etc)
- \_\_\_\_\_ I will provide two week's written notice before withdrawing my child from care. A temporary withdrawal will result in my child being placed on a wait list should I wish re-enroll at a later date

I, the undersigned, hereby request to enrol my child in La Garderie Éducative de Kingston. **I undertake to comply with all of the statutes and regulations listed in the policy document and understand that la Garderie Educative reserves the right to expulse whoever refuses to comply with these statutes and regulations.**

**Name:** \_\_\_\_\_ **Child's Name:** \_\_\_\_\_

**Signature :** \_\_\_\_\_ **Date :** \_\_\_\_\_

*This contract will be kept in the child's file and the parent will be provided with a photocopy. Thank you for your cooperation!*

*For office use only*

\_\_\_\_\_  
*Date received*

\_\_\_\_\_  
*Date admitted*

\_\_\_\_\_  
*Date withdrawn*

## ANNEXE B

### CHILD CARE SUPERVISION POLICY FOR VOLUNTEERS AND STUDENTS

This policy for the supervision of volunteers and placement students is in place to help support the safety and well-being of children attending the centre.

#### Requirements Under The Day Nurseries Act

O. Reg. 262 under the *Day Nurseries Act* (DNA) provides that every operator shall ensure that every child who is in attendance in a day nursery is supervised by an adult at all times.

#### Policy

- No child will be supervised by a person under 18 years of age.
- Direct unsupervised access (i.e. when an adult is alone with a child) is not permitted for people who are not employees of the centre.
- Placement students are not counted in the staffing ratios of the centre.
- Volunteers are not counted in staffing ratios of the centre. The exception is in parent co-operatives when two participating parents may take the place of an unqualified staff **when Ministry Director approval has been provided.**

#### Procedures under the DNA Applicable to Volunteers and Students

Volunteers and students will meet the following Day Nurseries Act requirements;

- Behaviour management policies and procedures will be reviewed with and signed off by volunteers and students who will be providing care or guidance at the centre before they begin and at least annually afterwards;
- The individual plan(s) for a child with anaphylaxis and the emergency procedures will be reviewed with and signed off by volunteers and students who will be providing care or guidance at the centre before they begin and at least annually afterwards;
- The supervision policy for volunteers and students will be reviewed with volunteers and students who will be providing care or guidance at the centre before they begin and at least annually afterwards;
- Criminal reference checks are required for all volunteers having direct contact with children in the centre.

#### **Notes:**

1. The Ministry criminal reference check policy does not apply to students placed in child care programs by an educational institution; however criminal reference checks are routinely required by community colleges and universities prior to students beginning a placement in child care and should be required as a policy by a child care centre.

## **Roles and Responsibilities**

### **1. Supervisor:**

- Ensure that the policy is reviewed with employees before they begin their employment and at least annually afterwards; and with volunteers or students who will be providing care or guidance at the centre before they begin and at least annually afterwards.
- Provide an orientation (see below) to all volunteers and students who will be providing care or guidance to children at the centre as well as ongoing mentoring, support and monitoring.
- Designate a lead RECE for each group of children in the centre who will be responsible to supervise volunteers and students when applicable and ensure this staff person's responsibilities in regard to volunteers and students is clear.

### **2. Volunteers and students:**

- Review all required policies, procedures and documentation before they begin to provide care or guidance to children at the centre and where applicable, at least annually afterwards.
- Participate in an orientation with the supervisor before they provide care or guidance to children at the centre.

### **3. Operator:**

- Ensure that the operator's insurance covers volunteers and students.
- Review the policy at least annually to ensure that it remains current.
- Ensure that the policy is reviewed with employees before they begin their employment and at least annually afterwards; and with volunteers or students who will be providing care or guidance at the centre before they begin and at least annually afterwards.

## **Orientation Procedures**

An orientation will be provided to help volunteers and students understand the operation of the child care program and the expectations for their placement/volunteer experience. It will include the required policy and procedure reviews set out in the *Day Nurseries Act* as noted on page one of this policy.

It should also include at least the following;

- A tour and orientation to the centre both indoors as well as the playground area
- A review of the emergency evacuation procedures
- A review of the centres Policy and Procedures manual
- A discussion regarding the needs of individual children (e.g. special needs, allergies etc.)
- A review of the centres parent handbook
- An orientation to the location and use of the Ontario Child Care Licensing; Day Nurseries Manual

## ANNEXE C

### **POSTING OF SERIOUS OCCURRENCES IN LICENSED CHILD CARE SETTINGS**

The safety and well-being of our children in licensed child care programs is the highest priority. Operators of licensed child care centres and private-home day care agencies work diligently to provide a safe, creative and nurturing environment for each child. In spite of all the best precautions, serious occurrences can sometimes take place.

The Ontario government has introduced a new policy that requires licensed child care centres and private-home day care agencies to post information about serious occurrences that happen at a centre or a home location effective November 1, 2011. To support increased transparency and access to information, a “Serious Occurrence Notification Form” must be posted at the centre or home location in a visible area for 10 days.

A serious occurrence could include:

- Serious injury to a child,
- Fire or other disaster on site,
- Complaint about service standard.

Licensed child care centres and private-home day care agencies are already required to report serious occurrences to the Ministry of Children and Youth Services, which is responsible for child care licensing. This new policy requires child care operators to post information in their facilities so that parents also have access to it.

This posting will give parents information about the incident and outline follow-up actions taken and the outcomes, while respecting the privacy of the individuals involved. Longer-term actions taken by the operator will also be included to help prevent similar incidents in the future, where applicable.

Many factors may lead to a serious occurrence report. A serious occurrence does not necessarily mean that an operator is out of compliance with licensing requirements or that children are at risk in the child care program.

This new policy supports the government’s efforts to increase access to information about licensed child care programs in Ontario. This includes the recent launch of child care licensing inspection findings on the Licensed Child Care Website which is available at:  
<http://www.ontario.ca/ONT/portal61/licensedchildcare> .

We encourage you to speak to the directors for more information about serious occurrences and the new Serious Occurrence Notification form posting policy.