



PARENT HANDBOOK

January 2020

Revised January 2023

Our Management Team

Administration Office

Address: 130 Elm Street, Suite 202, Sudbury, Ontario P3C 1T6

Phone: 705-688-8602

Sherri Cole

Executive Director

Scole.lsk@eastlink.ca

Jordan Carriere

Registrar

Registrar.lsk@eastlink.ca

Noreen McChesney

Human Resources Coordinator

hr.lsk@eastlink.ca

Danielle Belfry

Financial Officer

finance.lsk@eastlink.ca

Our Sites

Alexander Kids

39 St. Brendan Street

Sudbury, Ontario P3E 1K3

Site Supervisor - Heather Cross

Registered Early Childhood Educator

alexander.lsk@eastlink.ca

Phone: 705-671-3695

Beattie Kids

102 Loach's Road

Sudbury, Ontario P3E 2P7

Site Supervisor – Kyrie Stevens

Registered Early Childhood Educator

kstevens.lsk@eastlink.ca

Phone: 705-522-8963

Cell Phone: 705-938-8963

Larch Street Kids

199 Larch Street Suite 202

Sudbury, Ontario P3E 5P9

Site Supervisor - Angela Riley

Registered Early Childhood Educator

ariley.lsk@eastlink.ca

Phone: 705-688-8600

Northeastern Kids

45 Spruce Street

Garson, Ontario P3L 1P8

Site Supervisor – Ashley Roque

Registered Early Childhood Educator

northeastern.lsk@eastlink.ca

Phone: 705-693-3767

Princess Anne Kids

500 Douglas Street

Sudbury, Ontario P3C 1H7

Site Supervisor – Caitlyn Riguidel-Thiessen

Registered Early Childhood Educator

princessanne.lsk@eastlink.ca

Phone: 705-586-0699

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Introduction

Welcome to the Larch Street Kids Child Care Inc. Larch Street Kids provides care at several locations throughout Sudbury and comes in a variety of types and sizes. Most sites provide care for PD Day/March Break/Christmas Break and Summer Break. Please call our Administration office 705 688-8602 to see which location provides the care you need.

Alexander Kids at Alexander Public School

Preschoolers: 30mths – 4yrs

Before and After School Care: 4yrs – 12yrs

Centre Hours 6:30am – 6:00pm

Beattie Kids at R.L. Beattie Public School

Before and After School Care: 4yrs – 12yrs

Centre Hours 6:30am – 6:00pm

Larch Street Kids at 199 Larch Street, Suite 202 (Provincial Building)

Infants: 4mths – 18mths

Toddlers: 18mths – 30mths

Preschoolers: 30mths – 4yrs

Centre Hours 6:30am – 6:00 pm

Northeastern Kids at Northeastern Elementary School

Infants: 4mths – 18mths

Toddlers: 18mths – 30mths

Preschoolers: 30mths – 4yrs

Before and After School Care: 4yrs – 12yrs

Centre Hours 6:30am – 6:00pm

Princess Anne Kids at Princess Anne Public School

Preschoolers: 30mths – 4yrs

Before and After School Care: 4yrs – 12yrs

Centre Hours 6:30am – 6:00pm

The minimum ratio of children to program staff, as regulated by the Child Care and Early Years Act, is:

Infants: 3 children per 1 staff member

Toddlers: 5 children per 1 staff member

Preschoolers: 8 children per 1 staff member

School-Age Care: JK/SK 13 children per 1 staff member

Primary School Age 5.5 – 13yrs 15 children per 1 staff member

Junior School Age 9-13yrs 20 children per 1 staff member

We hope this handbook will provide you with the information needed to understand your child's program and daily activities. We also hope it will answer any questions that you, as a parent of a child enrolled in the Centre, may have. If you have any further questions or require more information, please feel free to speak to a Program Supervisor.

Philosophy

Larch Street Kids Child Care Centre Inc. provides quality care to children in a safe and secure environment where children are encouraged to grow socially, emotionally, physically and intellectually. Children participate in a variety of play to encourage this growth, but each child's individual needs and choices are considered.

The program is designed to promote self-esteem, self-discipline and independence while the children learn to respect others. We are inclusive, diverse and accepting of all families. Please see the attached Program Statement for a better understanding of the programming and pedagogy of Larch Street Kids.

Program Development

Larch Street Kids Child Care Centre Inc. regularly reviews and revises programs to reflect changes in the Child Care and Early Years Act and ideologies on early childhood education and care.

Management

Larch Street Kids Child Care Centre Inc. is a not-for-profit organization run by a volunteer Board of Directors, elected by the membership of the corporation. The Board of Directors sets the governance policies for the Centre. The Executive Director reports to the Board and is responsible for the day-to-day operations of the Centre and for the supervision of staff.

Volunteers/Students

Every effort is made to hire Registered Early Childhood Educators. We attempt to increase the staff ratio through the involvement of students, special employment programs and volunteers. All staff, either full-time employees or otherwise, are thoroughly screened before commencing work with the Centre and are carefully monitored while on the job. Please see our complete Student/Volunteer Supervision Policy at the end of this handbook.

Movement between Groups

The decision to move children from one group to the next will be made at the Supervisor's discretion on the basis of the child's age, readiness for the move and availability in the next group. The best interest of the child is paramount and consideration is given to all relevant factors. Parents concerned about a decision to move (or not move) their child may discuss the rationale behind the decision with the Program Supervisor or Executive Director at any time.

Days of Operation

The Centre will be open 52 weeks per year, Monday to Friday, **excluding** the following statutory holidays:

*New Year's Day	*Victoria Day	*Thanksgiving Day
*Family Day	*Canada Day	*Christmas Eve – close at 1:00pm
*Good Friday	*Civic Holiday	*Christmas Day
*Easter Monday	*Labor Day	*Boxing Day

*****Parental fees WILL be charged at the normal rate on the above listed days*****

All Larch Street Child Care Centre's will be open on Remembrance Day.

All Larch Street Child Care Centre's will be closed for two Professional Development (PD) days (one/spring and one/fall)

****Parental fees will NOT be charged for these two PD Days ****

Administration

Part-time care is available for Toddlers, Preschoolers and School-Aged Children. A minimum of **2 days per week** can be used for part-time care. Casual care (Drop in) may be available and must be paid in cash at the time of drop-off. Please note that parents must call the Site Supervisor when care is needed as casual care spots are not guaranteed. Families accessing 199 Larch Street Kids location are given a Mag Loc. Card for entry. This card allows parents access into the Centre. The card must be returned upon withdrawal.

Daily Attendance

Parents are requested to notify the daycare any time their child will not be attending the Centre due to illness or other factors. On arrival each morning, parents are responsible for informing the staff that the child has arrived. In the morning, special activities begin by 9:00am. In order for your child to benefit from the program, he/she should arrive by this time. If late arrival is unavoidable, parents are to arrange an appropriate time with the staff to bring the child in. This would be at a time when the child can easily be integrated into the program, such as lunchtime or after naptime. This policy is designed to ensure that required staff/child ratios are maintained. Parents **MUST** provide their schedules to the Daycare at the beginning of each month.

Full Day Options

School Professional Development (P.D) days can be accessed for the cost of a full-day enrollment. Registration will be available on a first come-first serve basis. Please speak to your site supervisor for enrollment. **Parents will be responsible for paying their regular before and after school rates regardless of whether or not they access P.D days, Christmas Break or March Break. If you sign up for any full day program you will be billed the full day rate whether you attend or not.**

Billing

Our agency bills a month behind. If your child starts in September, you will receive your invoice in October also your preauthorized payment will be processed a month behind. You will receive your invoice/statement (example) for September in October. Please note that daily rates are reviewed on an annual basis and may increase at that time due to program needs.

Fees in arrears of 30 days will be given a written notice forewarning termination of services.

Fees in arrears of 45 days will result in services being terminated along with fees being forwarded to collections.

Larch Street Kids is proud to be an approved childcare centre for the Canada Wide Early Learning and Child Care (CWELCC) program. Currently, parents of children under six years receive a 50% discount on their monthly invoices.

Billing for Shared Custody/Co-Parenting

In the case of clients with shared custody or co-parenting agreements, parents/guardians requiring childcare will register separately for invoicing purposes.

Late Fees

All children must leave the Centre by closing time, according to the Centre's clock. A penalty of **\$30.00** (per child) within the first 15 minutes will be invoiced to the parent. After the 15-minute time frame, an additional \$30.00 (per child) will be invoiced. If the parent has left no message within 15 minutes after closing hours, the emergency person named on the registration form will be called. If this person cannot make arrangements to pick up the child at once, the Children's Aid Society will be called to pick up the child. The staff cannot be made responsible. If you foresee being late, please call and let the Centre know immediately so alternate arrangements can be made.

N.S.F Cheques

There will be a **\$40.00 non-refundable** administrative fee for all N.S.F cheques. Upon notification, you will be allowed 48 hours to provide the necessary monies in the form of cash, money order or certified cheque. After 3 N.S.F charges, payment will only be accepted by cash, money order or certified cheque.

Weekly Fees

Fees to cover the operational costs of the Centre are set for each calendar year by the Board of Directors. Parents pay the fees set for the program in which their child participates, regardless of the exact age of the child. Fee increases may occur throughout the year. All accounts are to be registered with our Pre-Authorized Payment Plan (PAP). There will be a registration form provided for this when a child is enrolled in the program. Should an alternative payment plan be granted by the Financial Officer, account payments must be paid in full by the 21st of each month. Late payments will result in a 4% interest charge which will be added to the following month's invoice/statement including a past due reminder. Please see attached for current parent fees. Cash payments will only be given directly to the Supervisor or Financial Officer during regular office hours. A receipt will immediately be issued to the parent or caregiver. Larch Street Kids Child Care Inc. will not be held responsible for any payments which are not forwarded directly to the Supervisor or Financial Officer. For your convenience, credit and debit cards are accepted at the administration office at 130 Elm Street as well as our Northeastern location. Fees in arrears of 30 days will be given a written notice forewarning termination of services. Fees in arrears of **45-days** will result in services being terminated along with fees being forwarded to collections.

Waitlist/Admission and Discharge

LSK fills all available spots through The City of Greater Sudbury's on line wait list. When a space becomes available, the client at the top of the list is called and given 48 hours for response to an offer. After 48 hours, if there is no response, our Registrar will move down the wait list. Perspective parents may call our Register at any time for information of their position on this list. LSK does not charge waitlist or holding fees.

To see the complete Waitlist Policy, please see our website: www.larchstreetkids.com

Upon childcare space acceptance, the new client will meet with our Registrar to complete the child's intake package before entering the program. **Two weeks' written notice is required** for withdrawal from the program, with regular fees charged during this time period. In the event that a client is unable or unwilling to adhere to Larch Street Kids Policies and Procedures; causes continual disruption to the program through harassment of staff, management, and/or the program itself; treats staff and/or management in a derogatory manner (which includes abusive language, threats, and intimidation), they will be asked to withdraw from the program immediately.

Please see our full Harassment and Discrimination Policy on our website at www.larchstreetkids.com

Closure Due to Bad Weather

The Agency will be closed on days that the City of Greater Sudbury's public transit closes. Our school locations will also close if the school closes due to bad weather. Fees will continue to be charged. If bus transportation is cancelled but schools remain open, parents are responsible for transporting their child from daycare to school and from school to daycare. Please note that full-day childcare is not available for school-aged children on days where bussing is cancelled.

Emergency Closure

In the event of a major flood, chemical spill, damage to the program, water, heat or continued power loss, or a state of emergency-operations will close (dependent on the severity of the situation). Parents will continue to be billed at their regular rate for the duration of the emergency closure, up to a maximum of three days. This is subject to change, should the closure be extended for an indefinite period of time.

Transportation

Parents are responsible for dropping their children off and picking them up at the Centre. Parents are requested to notify the staff if their child is to be picked up later than usual as the delay may be upsetting to the child. If children are being picked up by anyone other than the authorized parent, advanced notice must be given to staff. Children will not be released to persons other than the parent without this authorization and suitable identification.

Parking

The Larch Street Kids site has provision for drop-off and pick-up under the Provincial Building, accessible via Minto Street. This arrangement has been authorized with the Greater City of Sudbury for a 20-minute period with no charge to the parent. The Centre has a scanner to validate your ticket – please see staff for location. Parents are asked to observe all signage in the parking area, especially in regard to handicapped parking. At our school site locations, please do not park in school bus zones.

Toilet Training

Toilet training is a co-operative process involving children, parents and staff. Parents are urged to discuss training with the staff at every stage of the process. The staff is experienced in helping children become toilet trained using positive means to build self-esteem. The process will go smoothly if parents and staff work together, using similar methods and communicate frequently with each other.

Diapers/Baby Wipes

Diapers are the responsibility of each parent. Parents are asked to supply an adequate amount of diapers and wipes weekly. Storage is available for large quantities of diapers. Parents are asked to identify their child's diapers with a name on the exterior of the bag and leave these with your child's educator or in a designated area. Provisions are also available for those parents who choose to use cloth diapers. Should there be any allergy concerns, please consult with the staff so alternate arrangements can be made.

Items from Home

Parents are asked not to bring food or toys from home to the Centre. The children often find it hard to share something that is "theirs" and a disruption results. Toys from home may also get lost or broken.

Clothing

Children should be dressed in comfortable, washable, and easy-to-handle play clothes. All children should have a complete change of clothing, including underwear and socks, in their lockers at the Centre. Dirty clothes are to be expected when children are playing creatively. Dirty clothes will be placed in the lockers for the parents to take home and wash. Since the children play outdoors all year, they will require the following:

Summer: sun hat, swim suit, towel, sunscreen, suitable clothing and suitable shoes (no flip-flops or croc's), no earrings that hang. Parents will be asked to provide a wide-brimmed hat. Winter: snowsuit, scarf, hat, boots, mittens and indoor shoes. Parents should initial all the child's clothing items. The Centre cannot be held responsible for lost clothing.

Summer Weather Policy

Upon enrollment into the program, families will be asked to provide a history of any reactions to sunscreen products. Parents are responsible for providing sunscreen for their child. As per the Public Health Sudbury and District recommendations, a sunscreen with an SPF of 30 or more will be applied 30 minutes before going outdoors. Sunscreen will be applied even on cloudy days, as 80% of the sun's rays penetrate through the clouds.

Preschool children and younger will remain indoors if the temperature exceeds 25°C and/or the UV index is greater than 5. School-aged children will participate in limited outdoor activities as educators will ensure children are supplied with water and remain in the shade. Humidity and air quality will also be considered. Staff will be aware of the temperature and UV ratings when planning outdoor activities.

Time spent outdoors will be limited between the hours of 11:00am and 4:00pm, unless shade can be provided. Water will be available to the children while playing outdoors in the summer months. Parents will be asked to provide a wide-brimmed hat. If this is not provided, the Day Care will not be held responsible.

Cold Weather Policy

During winter months, the children will remain indoors if the temperature and/or wind chill is colder than -25°C. If the weather allows, all children must participate in outdoor activities. Parents must provide appropriate outdoor wear as stated in the clothing section of this handbook. If low temperatures do not allow outdoor activity, the Children will participate in active play indoors.

Field Trips

As part of the Centre's program, there will be activities off the premises, on occasion, with the older children. Parents will be informed prior to the excursion and written consent will be required for each activity.

Food

Good nutrition and the promotion of healthy attitudes toward food are an important part of the Centre's program. Infants, toddlers and preschoolers are served a hot, nutritionally-balanced lunch and two snacks daily. Artificially-sweetened juices, heavily-processed foods, candy and "junk" foods are not served. Meal times are designed to be leisurely and enjoyable. Children are encouraged to feed themselves.

*****Due to severe allergies, outside food is strongly discouraged. *****

Approximate meal times are: *(See your program site for details)*

- Morning Snack: served prior to 9:15am
- Lunch: completed by 12:30pm
- Mid-Afternoon Snack: served prior to 3:15pm

When a child is enrolled in the Centre, parents are responsible for informing the Supervisor of any food allergies, special diets or religious restrictions.

Infant's bottles and prepared formula are provided by the parents. All bottles must be unbreakable plastic with lids and clearly labelled with the child's name.

School-Aged children will receive morning and afternoon snacks, but are required to bring their own nutritious lunch from home.

Behavior Management

Corporal punishment is never used. If a child is having a difficult time, then he/she will be re-directed by the educator. Children are encouraged to settle their own differences as much as possible with "words instead of hands". The use of physical restraint or confinement of any means will not be tolerated. Harsh, degrading measures or threats or derogatory language will not be tolerated. Basic human needs such as food, drink, shelter, sleep, toilet use, clothing and bedding will not be withheld for any reason. Inflicting any bodily harm, including having children eat or drink against their will, will not be tolerated. On-going concerns will be discussed with parents, Educators, and the Program Supervisor in order to develop strategies for a positive result. If The Centre or the parent feels that Larch Street Kids cannot meet the needs of the child, either party may give two weeks' notice of withdrawal.

Larch Street Kids works closely with Child and Community Resources for assistance with any special needs that a child may have. It is important that you share your child's needs with us at the time of registration so that we can ensure your child receives the best care possible.

Health

In order to maintain a healthy environment, as well as to ensure the comfort of the individual, sick children cannot be accommodated at the Centre. ***Children who display the following symptoms are asked to stay home and to see a doctor if symptoms increase or persist: diarrhea, vomiting, severe coughing, fever, earache or headache.***

Children who display the following symptoms will require a doctor's slip before returning to the Centre: unusual rashes/spots, severe breathing difficulty or any other symptoms indicative of a contagious disease.

Children not well enough to play outdoors must be kept home. Should a child have a fever of 101.3°F or above, we will inform the parent and will attempt to reduce the fever by administering fever-reducing medication that is accompanied by a doctor's note. If the fever does not reduce to lower than 102°F within half hour of administering medication, the child will be sent home. The child must be fever-free for a 24-hour period before re-entry to the program. *Please see Sick Policy for further clarification/information.* Children who are recovering from colds or other minor illnesses can be accommodated; however, there can be no provisions for remaining indoors.

Staff members have the authority to refuse any child who, in their opinion, is not healthy enough to attend the Centre that day. The parent will be asked to remove the child from the Centre and make other arrangements for the child's care. Staff members will observe children with the following symptoms and report any concerns to the parent: loss of appetite, behavior inconsistent with the child's personality and change in bowel/bladder routine. Excluding the child's initial period of adjustment to the Centre, if he/she requires one-on-one care due to discomfort (ex: during teething or due to a cold), it is recommended that the child stay at home. If such situations arise during the day, the staff may contact the parent and request that the child is taken home. Staff does routine checks for head lice several times a year. If a child has been checked and head lice or nits are found, the parent will be called to pick up their child. The child's hair must be treated with a head lice preparation and all nits must be removed prior to re-entry to the Centre.

Smoking is prohibited at all times within the provincial building, the Day Care Centre and on Day Care property as stated in the City of Greater Sudbury By-Law 2002-300.

Medication

The staff only administers medication, which have been prescribed or authorized, in writing, by a physician. Medications must be in their original containers, labeled with the physician's name, the child's name, dosage and times. Patent and homeopathic medicines also require a physician's written authorization. The child's educator is responsible for administering medication. Written records are maintained on all medication given to the children. Parents must complete the medication form prior to staff administering medication to the child.

Prolonged Absence

In cases of prolonged illness, the parent may choose to remove the child from the Centre. Such children rejoin the waiting list, but may be given priority when vacancies arise.

Communicable Diseases

In confirming that a child in the Centre has a communicable disease, the Centre will post a notice for parents noting the name of the disease, general symptoms, length of communicability and incubation. The illness will be noted in the child's file and will be reported to the public health unit, as required under the Public Health Act regulations.

Immunizations

The Child Care and Early Years Act requires that all children be immunized, as recommended by the local medical officer of health, prior to admission. Where a parent objects to the immunization on religious or conscientious grounds, exemptions may be granted. Booster shots must be kept up-to-date. Each time a child receives immunization, an updated copy must be given to the Centre for the child's file.

Fees during Illness

Parents must continue to pay regular fees when their child is absent due to illness.

Program Participation

There are many ways for parents to participate in the Centre's program. Parents are an important resource on field trips and in the Centre. Parents are invited to share their cultural heritage with the children by contributing program ideas and materials or by participating in a special program event. Special programs to mark different holidays help children to develop an understanding of different cultures and to learn to value their own culture. Cultural programs might consist of songs, games, stories, art activities, traditional dress or preparing a traditional food at snack time.

Volunteering

Parents can volunteer their time and skills in many ways. Larch Street Kids requires that all volunteers provide the Day Care with an updated CIPIC.

Some examples are:

- ✓ Serving on the Centre's Board of Directors or one of its sub-committees;
- ✓ Assisting with fundraising activities;
- ✓ Donating materials for use in the program (old clothing, toys, etc.)

Dropping In

Parents are welcome in the Centre at any time to observe, to talk with staff and to participate in the program with their children. The parent's presence and interest helps children feel secure in the Centre and proud of their activities. Parents, in turn, can stay in close touch with their child's development. Parental visits also help the staff to understand the child's home environment.

Generally, children adapt to parents dropping into the Centre for visits during the day. Some children are distressed when their parent leaves at the end of a visit. When this happens, staff and parents can work together to find ways for parents to see their children without causing the children to become upset.

Safety and Emergency

Safety is of prime concern to all at Larch Street Kids. We would greatly appreciate any conditions that you may view as a potential hazard being brought to our attention. During inclement weather, parents are responsible for removing their boots prior to entering the Centre to ensure the safety and well-being of all children. To maintain a high level of security at all times, we ask that friends who may be accompanying parents when picking up their child, to please wait at the front entrance or outside the Centre.

Helmet use is in effect for all children using tricycles in the playground area. The Day Care has an adequate supply of helmets available. If parents choose to send an individualized helmet, we ask that it may be marked with the child's name on the exterior.

In the event of an emergency or evacuation of the premises (ex: fire, bomb threat), parent will be contacted immediately by phone. If we are unable to contact you, your emergency contact will be called and given a time limit for pick up.

During your intake process, you will be informed of the emergency location for your child. Due to security reasons, we ask that this information be kept confidential. The children and staff participate in regular fire drills and the evacuation plans have been approved by the fire department.

For the Centre to be able to ensure the health and safety of the children, the following information must be provided to the Supervisor on or before the child's first day in the program:

- ✓ The parent's address (es) and telephone number(s).
- ✓ Addresses and telephone numbers of two to three emergency contacts.
- ✓ Doctor's address and phone number. If the child does not have a doctor, then the address and phone number of most frequently-used clinic.
- ✓ Up-to-date medical information on the child, including a complete listing of the child's allergies.
- ✓ A signed "Permission for Medical Treatment" form (authorizes medical staff to treat an injured child if the parents/emergency contacts cannot be reached).

- ✓ Immunization record or statement of medical exception (completed by child's doctor).
- ✓ Sign off of our "Sick Policy", CAS Statement of understanding, Helmet and Sunscreen and our Mag Loc forms.
- ✓ The completion of our Emergency procedure, Food Allergy/Intolerance, Parent Questionnaire and our Registration forms.

All information provided at the time of intake must be updated by the parents immediately as it changes. It is the parent's responsibility to notify the Supervisor of these changes as they occur.

Client Issue Resolution Process/ Parent Concerns with Policies and Procedures

Larch Street Kids requires that all program users are treated fairly, equitably and respectfully; that all services are child and/or family centered; is sensitive to the diversity and includes systems and stakeholder collaboration.

In recognition of parents and caregivers as partners, all of Larch Street Kids staff and services endeavor to ensure the following rights to parents and caregivers:

- ✓ Information
- ✓ All options/resources available to child and/or family; information on each child's progress
- ✓ Protection of privacy: Personal Information Protected
- ✓ Decision-making
- ✓ Available services
- ✓ Participation (ex: to have the opportunity to share information with the team, right to observe)

Should program users feel that any of the above is not being adhered to; the following Client Issue Resolution Process should be followed:

1. Issue Resolution should first occur with the individuals involved. Program users should talk to staff to identify the issue. The staff will be expected to use program-solving techniques to achieve a solution acceptable for both. The staff involved will be expected to record the issue including the successful or attempted resolution and communicate the same to the supervisor within 24 hours. A space for parent comments and signature will be included.
2. If a resolution acceptable to both parties cannot be achieved, the member should contact the staff's immediate supervisor.
3. The supervisor will meet with the member and staff person, review all pertinent information and interview others as may be required. The supervisor will then provide suggested remedies. If a consensus is achieved, the remedy will be implemented. The issue will be recorded including dates, times, incident and will include space for member comments and sign off.
4. If a consensus is not achieved or the remedy cannot be implemented, the supervisor shall forward the matter to the Executive Director. The Executive Director will review the matter, including but not limited to, a thorough investigation of all written materials, relevant information and conduct interviews with members, staff and others as appropriate and provide written suggested remedies.
5. All concerns will be addressed by the supervisor and/or Executive Director within two business days of receipt.
6. If a consensus is achieved, the remedy will be implemented. If not, the matter will be forwarded to the Board by the Executive Director through the correspondence file. A copy of the letter will be given to the parent. The Board will review correspondence of this nature at the next Board meeting (third week of each month).
7. Final complaints directed to the Board shall not be impeded if the member:
 - ✓ Has exhausted the internal procedure
 - ✓ Alleges that Larch Street Kids policy has been violated to the detriment of the child and family
 - ✓ The policy itself is insufficiently cognizant of civil or human rights and dignity
8. Depending on the seriousness of the complaint, the College of ECE and the Ministry of Education may have to be informed of the complaint.

The Centre needs parent's input. If you have any concerns or suggestions for improvement, please feel free to bring them to your Program Supervisor or the Executive Director.

It's your Centre – Please Participate!

Ontario Child and Family Services Act (CFSA)

The Ontario Child and Family Services Act recognize that each person has a responsibility for the welfare of children. It clearly states that members of the public, including professionals who work with children, have an obligation to report promptly to a Children's Aid Society (CAS) if they suspect that a child is or may be in need of protection.

CFSA s.72(1) A child in need of protection is a child that has experienced physical, sexual, and emotional abuse, neglect and risk of harm.

As professionals in the field of Early Childhood Education, we are obligated to contact the CAS if we have reason to believe that:

1. The child has suffered physical harm, inflicted by the person having charge of the child or caused by or resulting from that person's:
 - a. Failure to adequately care for, provide for, supervise or protect the child; or
 - b. Pattern of neglect in caring for, providing for, supervising, or protecting the child.
2. There is a risk that a child may suffer physical harm inflicted by the person having charge of the child or caused by or resulting from that person's:
 - a. Failure to adequately care for, provide for, supervise or protect the child; or
 - b. Pattern of neglect in caring for, providing for, supervising or protecting the child.
3. The child has been sexually molested or sexually exploited by the person having charge of the child or by another person where the person having charge of the child knows or should know of the possibility of sexual molestation or sexual exploitation and fails to protect the child.
4. There is the risk that the child is likely to be sexually molested or sexually exploited as described in paragraph 3.
5. The child requires medical treatment to cure, prevent or alleviate physical harm or suffering and the child's parent or the person having charge of the child does not provide refuses or is unavailable or unable to consent to the treatment.
6. The child has suffered emotional harm, demonstrated by serious
 - a. Anxiety
 - b. Depression
 - c. Withdrawal
 - d. Self-destructive or aggressive behavior; or
 - e. Delayed development

And there are reasonable grounds to believe that the emotional harm suffered by the child results from the actions, failure to act or pattern of neglect on the part of the child's parent or the person having charge of the child.

7. The child has suffered emotional harm of the kind described in subparagraphs A, B, C, D, or E of paragraph 6 and the child's parent does not provide, refuses or is unavailable to consent to services or treatment to remedy or alleviate harm.

Professionals who work with children have the responsibility to report their suspicions; therefore, failure to report is an offence in accordance to CFSA s.72 (4), (6.2).

Any professional who fails to report a suspicion that a child is or may be in need of protection duties, is liable on conviction to a fine of up to \$1,000. The professional's duty to report overrides the provisions of any other provincial statute, specifically those provisions that would otherwise prohibit disclosure by the professional - CFSA s.72 (7), (8). If you have any questions or concerns about the Child and Family Services Act s.72 (1) please feel free to speak to the Day Care supervisor or contact your local Children's Aid Society.

Thank you for your understanding of our professional obligation.

Sick Policy

In order to maintain a healthy environment, as well as ensure the comfort of each child, sick children cannot be accommodated in Day Care. Please note the following symptoms of illness to look for with your child.

Diarrhea

Children will be sent home if **2 or more** abnormally-loose bowel movements occur in a 24-hour period. Children must be 48-hours symptom-free from recurring loose bowel movements prior to returning to Day Care.

Vomiting

Children will be sent home if there is vomiting on more than 1 occasion. The child must be symptom-free for a **48-hour** period prior to returning to Day Care.

Fever

Children will be sent home if temperature is equal to or higher than 38.5°C (101.3°F). All children must be fever-free and fever reducing medication free for a **24-hour** period prior to returning to Day Care.

Severe Coughing

A parent will be contacted for consult when children get red or blue in the face while coughing or have a high-pitched croupy or whooping sound after coughing for extended periods.

Rapid Breathing

This suggests serious respiratory difficulties and dependent on the severity, the parent may be contacted.

Yellowish/Pink Eyes or Skin

Tears and redness of the eyelid followed by swelling or discharge of pus suggest an infection. Drops must be administered for a full 24-hour period prior to returning to Day Care.

Unusual Behavior

Children will be sent home if they are cranky or less active than usual; if they cry more than usual or feel general discomfort.

Severe Itching of Body or Scalp

This could be a symptom of nits, head lice or a possible allergic reaction. If this is the case, the child will be sent home until they are nit-free and after application of appropriate products, as per our policy. With a reaction, a physician should be consulted.

A good rule of thumb is: if your child is well enough to participate in regular activities or outdoor play then they are well enough to attend Day Care, with the exception of those individuals who have been sent home due to vomiting or diarrhea.

***The educator will monitor these symptoms and the parent will be notified where possible. All other symptoms indicated above will cause us to call a parent for pickup of their child. The policy is in place to protect your child, all other children, and the staff.**

Program Statement

Larch Street Kids is a well-established Childcare Centre located in the City of Greater Sudbury, opening its doors in September 1991. Larch Street Kids (LSK) consists of five childcare sites and one administration site. All childcare sites open at 6:30 AM and close at 6:00 PM.

LSK's childcare program includes children from the ages of 4 months to 4 years. All children are welcome. Our agency works closely with other community agencies such as Child and Community Resources (CCR), The Children's Treatment Centre (CTC), The Child and Family Centre (CFC) and Workplay to ensure we enrich our programming to meet the specific needs of each child. Besides having a high ratio of RECE's employed at our Agency, we also have many Community Support Workers (CSW's) employed with us to assist the Educators in their programming for groups that may have higher needs than others. We believe that all children are competent, capable and curious in their own diverse way.

Children and their ideas are valued at LSK. Each child is given the chance to explore the world around them through sensory, cognitive, creative and physical play.

We at LSK believe in **play based learning**, where the Educator uses observation and reflection to help each child explore his or her own interests and guides them towards their aspirations. All children need to be respected for their individual ideals and capabilities. Daily activities are planned for the children that encompass all areas of development. Educators plan and implement activities for both indoors and outdoors, including creative and sensory activities; active and quiet play and dramatic and exploratory play.

Physical Health is very important to the **Well-being** of all children. Our Children play outdoors on a daily basis, a minimum of two hours per day for Infant, Toddler and Preschool children, weather permitting. School age Children play outdoors for at least half an hour each day during the school year, and as much time as possible during summer and winter breaks. These children spend all day in the classroom and deserve the opportunity to have freedom of space and movement.

Rest time is also very important for our Children. Our younger children have two hours of sleep and/or quiet time daily, based on individual requirements. Our older children also benefit from quiet activities each day.

LSK believes that exploring our community by visiting parks, local business' and recreational facilities is a great way to give our children a sense of **belonging**. We incorporate field trips into our programming as much as possible, giving the Children a chance to interact with the world around them.

Sensory and creative play are available at all times. Materials are provided at the child's level in order to **engage** and stimulate their interests. We see the children as being capable and competent, and allow for materials that can be used independently as well as those to be used with an Educator's support.

We provide a rich learning environment that allows Children to individually **express** themselves. Children may express themselves through music, movement, dramatic play or any creative process of their choosing.

LSK believes in giving children the **opportunity to self-regulate** their behavior. Children should be given opportunity to reflect on their actions and then, with the guidance of the Educator, make positive choices. Self-regulation is a learned skill, and for those who have not achieved it yet, redirection may be an option that helps to guide the child.

Another component of the health of each child is **nutrition**. We currently follow a Healthy Eating Policy in which we address the importance of proper nutrition and healthy eating habits. We encourage children to self-regulate their diet by allowing them to serve themselves where age appropriate. Staff are to model proper eating habits and table manners while enjoying a family style meal together with the Children. We follow an eight-week menu rotation which follows the recommendations of Canada's Food Guide.

The **goal** of Larch Street Kids Child Care Centre is to **build respectful, trusting relationships with each child, parent, employee and community partner**. Healthy, honest relationships are the foundation of any team. This can be a team of:

- an Educator and the children in his/her group
- A teaching team of co-workers who balance each other as they create and implement learning opportunities. LSK gives staff the opportunity to program together during and after regular work hours.
- A team of Parents and Educators, vying to have open and honest communication. LSK will promote all forms of communication with families and their team members.
- A community team working together with the Agency to achieve goals and strategies for either the Agency or an individual child's well-being. When the planning and implementation of strategies is necessary, LSK will coordinate meetings with all involved. LSK will allow flexibility with their scheduling to ensure that all parties may participate.

All this can be achieved with guidance from the Ministry Document **How Does Learning Happen**.

We as an agency believe that the **health and safety of each child is paramount**.

By ensuring that policies and procedures are set in place and followed, we believe that we can offer not only a welcoming and nurturing environment, but a safe one as well. Policies are reviewed on an annual basis, with reflection given to the purpose of the existing policies and the possible need for future policies. As new or revised policies emerge, they will be sent to parents and/or staff through e-mail and/or a link added to our website at larchstreetkids.com

All staff must read and understand the policies of LSK before beginning employment and annually thereafter. Students and volunteers are required to read and understand policies before beginning their placements.

LSK highly values the **Continuous Professional Learning** of their staff. Bi-annual Professional Development is planned for all staff. These two days consist of Team building exercises, Ministry of Education requirements, The College of Early Childhood Educators mandates, and mandatory staff training such as WHMIS, Anaphylaxis and AODA Training. Staff are also encouraged to partake in community events such as workshops, book studies, webinar's and various other formats of learning.

LSK works with Postsecondary Institutions in order to coach and mentor future Early Childhood Educators. These students are valued members of our team and bring as much to our programs as we do to them.

The program Statement for Larch Street Kids is a **living document**. It is reviewed on an annual basis and the input of each and every staff is valued. It is a document that is to be revised as our program changes with the needs of the children and the community. All members of Larch Street Kids are to review the Program Statement on an annual basis and are to implement the contents in their everyday actions.

July 2022

Supervision of Volunteers and Students Policy

Larch Street Kids Child Care Centre frequently uses the assistance of volunteers and students to not only encourage the programming needs of the Centre, but to support the educational needs of the students. Larch Street Kids Child Care Centre works closely with the College of Early Childhood Educators to provide hands-on learning opportunities.

When students and/or volunteers are working in the Centre, they shall be supervised at all times by an employee of the agency. At no time, shall a student or volunteer be left unattended nor shall they be counted in staff-child ratios. The lead educator of the specific program in which the student or volunteer is assisting shall bear the responsibility of ensuring the student or volunteer is supervised at all times. In situations where the lead educator is unable to bear this responsibility, the site supervisor will assume this responsibility.

The Site Supervisor shall conduct the orientation and introduction to the site and coordinate the mentorship and programming that the volunteer or student will be assisting with.

If, at any time, the volunteer or student is seen to be unsupervised and/or alone with a child or children, it shall be reported immediately to the Site Supervisor or to the person in charge in the absence of the Supervisor.

While supervising volunteers and/or students, the educator assuming the responsibility shall ensure the following:

- They are compliant with staff-child ratios, not counting the volunteer or student.
- They are engaging and including the volunteer or student with the children in the program.
- In the event that they must leave the room, they inform the employee providing coverage that the individual is a student or volunteer.
- They never leave the volunteer or student alone with any child/ren.
- They inform the Site Supervisor if they have seen a volunteer or student left alone with any child/ren.

During a volunteer period and/or a placement with Larch Street Kids Child Care Centre, the volunteer or student shall ensure the following:

- They are not counted in staff-child ratios.
- They are engaging with the children in the program and providing support to the educator(s).
- They are asking questions if they are unsure of a particular situation.
- They never place themselves in a situation where they must be left alone with a child or children.

They inform the Site Supervisor if they have been left unsupervised and/or left alone with any child/ren

2023 RATES

(As of December 30th, 2022)

Larch Street Kids provides the following types of services:

Fulltime care

- Monday thru Friday every week.
- Will be charged for scheduled days regardless of attendance.
- Rates are based on daily hours attended.

Part time care

- Minimum two days per week, consistent days.
- Will be charged for scheduled days regardless of attendance.
- Rates are based on daily hours attended.

As Per Schedule (APS)

- Care according to your work/school schedule, will be charged a minimum of two days per week regardless of attendance.
- Monthly attendance calendars must be given at the first of the month.
- Rates are based on daily hours attended.

Drop in services

- For families who occasionally need care, but dates are not guaranteed prior to booking.
- This is the only service that provides half day and full day rates.
- Rates are based on less than 4 hours and 4 to 9.5 hours of the part time rate.
- Before school **OR** after school rates are based on half the B/A SAC rate.
- Please contact the site supervisor for availability.

2023 RATES

(As of December 30th, 2022)

FULLTIME

	4 HOURS AND UNDER	UP TO 9.5 HOURS			9.5 TO 12 HOURS
		Original	2022	Current	
INFANT	N/A	\$58.50/43.88	27.68		\$63.00/47.25/ 29.77
TODDLER	N/A	\$48.00/36.00	22.68		\$52.50/39.38/ 24.81
PRESCHOOL	N/A	\$44.00/33.00	20.79		\$46.00/34.50/ 21.74
B/A ELK	\$18.50/13.88/ 12.00	N/A			N/A
FULL DAY ELK	N/A	\$36.50/27.38	17.10		\$40.00/30.00/ 18.90
B/A SACC	\$18.50	N/A			N/A
FULL DAY SACC	N/A	36.50			40.00

PART TIME/APS/DROP IN SERVICE

	4 HOURS AND UNDER	UP TO 9.5 HOURS			9.5 TO 12 HOURS
		Original	2022	Current	
INFANT	N/A	N/A			N/A
TODDLER	N/A	\$56.50/42.38	26.70		\$61.50/46.13/ 29.07
PRESCHOOL	N/A	\$51.50/38.63	24.34		\$54.50/40.88/ 25.76
B/A ELK	\$18.50/13.88/ 12.00	N/A			N/A
FULL DAY ELK	N/A	\$43.50/32.63	20.56		\$47.00/35.25/ 22.21
B/A SACC	\$18.50	N/A			N/A
FULL DAY SACC	N/A	\$43.50			\$47.00

*For Drop in service, less than 4 hours is half the 9.5 hour rate. Before or After School care will be half the B/A SAC rate.

*Please note, for care OVER 12 hours per day, there will be an added surcharge of \$5.00.

*** Fees in red denote the current Canada Wide Early Learning and Child Care reduction of 52.75% for Children under the age of six (as of June 30th).**

*B/A-Before and After

*ELK-Early learning Kindergarten

*SAC-School Age Childcare

*APS- As Per Schedule