



RED LAKE

Opportunity...it's our Nature

Early Learning & Child Care Centres



P R O G R A M S

The Balmertown Early Learning Centre

located at 16 Mine Road, Balmertown, ON 735-2411 has the facilities to accommodate the following children:

Toddlers	10	18 months of age, up to and including 30 months of age (Within this group we are able to accommodate 2 children aged 12-18 months)
Preschoolers	16	30 months of age up to and including 5 years of age
School Age	30	6 to 9 years of age

The Red Lake Early Learning Centre

located at 201 Howey Street, Red Lake ON, 727-2411 has the facilities to accommodate the following children:

Toddlers	10	18 months of age, up to and including 30 months of age (Within this group we are able to accommodate 2 children aged 12-18 months)
Preschoolers	16	30 months of age up to and including 5 years of age
School Age	30	6 to 9 years of age

The St. John's Early Learning Centre

located at 54 Discovery Road, Red Lake, ON, 727-2991 has the facilities to accommodate the following children:

Preschoolers	16	30 months of age up to and including 5 years of age
School Age	30	6 to 9 years of age

*the St. John's Early Learning Centre may implements an alternative license of

Toddlers	5	18 months of age, up to and including 30 months of age. (Within this group we are able to accommodate 1 child age 12 – 18 months)
Preschoolers	8	30 months of age up to and including 5 years of age

Days and Hours of Operation

Red Lake Early Learning Centre opens at 7:30 am and closes at 5:30 pm, Monday through Friday.

Balmertown Early Learning Centre opens at 6:45 am and closes at 5:15 pm, Monday through Friday.

St. John's Early Learning Centre opens at 7:30 am and closes at 5:15 pm, Monday through Friday.

Holidays

The Municipality of Red Lake's Early Learning Centres are closed on all statutory holidays. The eleven recognized holidays are as follows:

New Year's Day	Family Day	Good Friday & Easter Monday
Victoria Day	Canada Day	Civic Holiday (August)
Labour Day	Thanksgiving Day	½ day Christmas Eve
Christmas Day	Boxing Day	½ day New Year's Eve

Note: If the holiday falls on Saturday or Sunday, the stat holiday will be taken on the following Monday.

The Municipality of Red Lake Early Learning Centres have a **closure between Christmas and New Year's**. The Centres will close at noon on Christmas Eve and reopen on the day following the New Year's Day

Program Choices

Full Day Program:	Children may attend between Centre opening & closing hours
Half Day Program:	Preschool children may attend mornings between the hours of Centre opening and 12:00 p.m.

If a child remains at the Centre past 12 pm a full day fee will be applied.

School Age Program:	Before and/or after school and/or full days for PD and School breaks.
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Program Statement

The Municipality of Red Lake Early Learning & Child Care Centres are committed to creating quality programs that are focused on building strong, respectful and responsive relationships with children, their families and community partners.

Our Centres support children's development in a holistic way through purposeful environments created from observation, reflection, documentation and collaboration, in which children learn as they play, explore, inquire and reflect on their experiences within their world.

The Municipality of Red Lake Early Learning & Child Care Centres believe:

Children are capable of complex thinking; that children are competent, curious and rich in potential.

Families are valuable contributors to their children's learning; rich in experiences.

Educators are knowledgeable, caring, reflective and resourceful professionals.

Children, Families and Educators create a sense of belonging and understanding of themselves, each other and our community through responsive relationships.

Children, Families and Educators deserve health and wellness through self-care, resiliency and self-regulation.

When Children, Families and Educators are involved and engaged, their exploration and experiences are richer and more meaningful. Children's natural curiosities and ability to play and ask questions, supports the development of problem solving, creative and innovative thinking skills. Reflective practices, collaboration among educators, children as well as family and community will foster the engagement of all parties to create positive learning environments and experiences that are reflective of the individual needs of children and will support each child's development and learning.

It is important for Children, Families and Educators to have the opportunity to communicate with each other in a positive manner; to be heard and to listen to others, as well as the opportunity for expression.

The Municipality of Red Lake Early Learning & Child Care Centres will promote the health, safety, nutrition and well-being of the children through:

- ◇ The development of strong relationships to learn about the uniqueness of each child, to provide experiences that foster the child's confidence, competence and resiliency.
- ◇ Collaboration and advocating with families for the child through partnerships with our community's child and family service providers such as Firefly, North Words, Northwestern Health Unit and local schools.
- ◇ Gathering information by Program Teachers and Resource Teachers that supports the development of the child through observation, research and other means.
- ◇ Providing many opportunities for physical activity, outdoor play and adventure
- ◇ Guiding, modelling, and encouraging proper hygiene, diet, rest, exercise, health awareness and safety practices throughout the day.
- ◇ Positive guidance strategies that are reflective of the child's understanding and development. Programs will create environments and implement guidance strategies that assist the children in developing self-regulation, self-confidence and self-discipline to support positive, respectful choices and behavior.
- ◇ The provision of quiet spaces and activities throughout the day that allow children the opportunity to think about and reflect on their experiences, their needs and their choices.
- ◇ The implementation of safety protocols that include management of infectious disease, environmental safety inspections and emergency preparedness drills.
- ◇ The provision of meals and snacks that are reflective of the Canada Food Guide and supporting healthy eating habits through modelling positive nutritional choices.
- ◇ The provision of many opportunities for Professional Development of educators and support staff around child development trends and research; and a dedication to ensuring that all staff are certified in First Aid, health and safety practices and the specific medical needs of individual children.

The Municipality of Red Lake Early Learning & Child Care Centres will support positive and responsive relationships through:

Program Statement (continued)

- ◇ The development of strong connections with each child and their family through daily communication and the reciprocal sharing of experiences.
- ◇ Acknowledging and embracing the individualities of children and families
- ◇ Intentional conversations with children; by being attentive and responsive, at the child's level, both physically and cognitively, as well as being supportive of the child's developmental needs.
- ◇ The guiding and emulating of positive conflict resolution through respectful communication and behaviors among educators, parents and children.
- ◇ Instilling empathy in children by encouraging children to identify their feelings; how to problem solve and express themselves in appropriate ways.
- ◇ Demonstrating resiliency and a positive outlook with children, families and community partners.

The Municipality of Red Lake Early Learning & Child Care Centres will plan for and create positive learning environments that encourage exploration, play and inquiry

- ◇ Through observation, reflection and Pedagogical documentation to identify interests and inquiries of the children. Educators will use that information to plan and provide activities that will expand the children's play, knowledge and understanding.
- ◇ Through intentionality in our programming and choices of open ended toys, equipment and activities
- ◇ By capitalizing on opportunities to expand on children's interests and the child's understanding through reflective questioning
- ◇ By providing opportunities for independent explorations and activity choices.
- ◇ Through the utilization of the environment to invite, engage and inspire.
- ◇ Through the knowledge of resources and relationships in the community available to support children's experiences, expand their understanding and invite further investigations.

The Municipality of Red Lake Early Learning & Child Care Centres will foster engagement and ongoing communication with families through

- ◇ Pedagogical Documentation that shows the children's experiences; their inquiries, investigations and understandings.

- ◇ The sharing of daily experiences with families and inviting their participation and input.
- ◇ Encouraging the children to reflect and share their experiences with each other and their families.
- ◇ Engaging families in activities throughout the year.
- ◇ Open, respectful communication and inviting and welcoming environments

The Municipality of Red Lake Early Learning Centre Educators, staff, students and volunteers will review program goals and approaches prior to interacting with the children and regularly thereafter.

Staff will reflect on goals and approaches and will have opportunity to discuss the impact of program strategies on the experiences of the Children, Families and Educators.

The Program Statement will be revised to reflect the needs of the Children, the Families and the Educators as child development and curriculum research trends develop.

Specialized Services & Inclusive Program

“We believe that each child is unique with individual needs and abilities.”

If a child in the program could benefit from specialized assistance the Resource Teachers are available to conference with parents and supporting agencies to identify ways to support the child’s needs in the Early Learning program.

Using observations, information from parents and formal/informal assessment; the Resource Teacher will prepare an Individual Support Plan that will support the developmental needs of the children on his/her caseload.

Admission & Discharge Practices

An orientation will be arranged to familiarize you and your child with the surroundings. You are encouraged to stay with your child during the first few visits in order to reassure him/her and minimize fears until he/she becomes more comfortable in the centre. Parents and Site supervisory staff will meet to review the admission forms, policies and answer any questions you may have prior to enrollment.

It is preferred that two weeks written notice is given prior to a child's discharge. The Early Learning Centre, in accordance with the Child Care & Early Years Act regulations, will retain the child's files for three years. In the event that the child moves from the community, the Early Learning Centre will release information contained in the file to another program or agency if a written request accompanied by the parent's consent is received.

Attendance; Arrival and Departure

Parents are encouraged to establish regular times to drop off and pick up their children. A regular routine ensures the child's sense of security. We request that all children arrive at the centre no later than 9:30 a.m. so that your child can benefit from the many opportunities for early learning.

Parents must notify Child Care Personnel when an individual not identified on the Regular Pick Up List will be picking up their child. **No child will be released to an unauthorized person** and children under the age of 12 years will not be permitted to drop off or pick up children. Alternate pick up individuals may be asked by Child Care Personnel to produce a valid piece of identification prior to the child being released to them.

Late Pick Up: A Late Fee as described in Part 2 of the Early Learning Service Contract will be applied for each portion of 15 minutes of lateness. **Late pick up** is when a caregiver and child have not departed from the facility prior to the centre's established time of closure. Should Child Care Personnel be unable to contact a parent or authorized alternate adult after two 15 minute intervals of lateness, the staff person will contact Kenora Rainy River District Child and Family Services at 727-2165 and inform them of the situation.

Items to bring on your child's first day

- ◇ Indoor shoes & spare clothes
- ◇ appropriate outdoor attire
- ◇ Blanket and/or Sleep stuffy (optional)
- ◇ Diapers & wipes if your child is not toilet trained

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***** Please remember to label all of your child's belongings with his/her name or initials *****

Supervision of Children

1. Children are supervised at all times.
2. When there are 6 or more children, 1 staff member and a support person must be on the premises.
3. The staff/child ratio as set out in Schedule 1 (included), Section 1 of the Child Care & Early Years Act 2014
4. Reduced ratios may be implemented during arrival, departure and rest times.
5. During outdoor play, mandated ratios must be maintained.

SCHEDULE 1

Number of staff required for a child care centre

Name of Age Category	Age Range of Age Category	Ratio of Employees to Children	Maximum Number of Children in a Group
Infant	Under 18 months of age	3 : 10	10
Toddler	18 months of age or older but younger than 30 months	1 : 5	15
Preschool	30 months or older but younger than 6 years	1 : 8	16
Kindergarten	44 months or older but younger than 68 months	1 : 13	26
Primary Junior School Age	68 months or older but younger than 13 years	1 : 15	30
Junior School Age	9 years or older but younger than 13 years	1 : 20	20

Criminal Reference Check, Vulnerable Sector Policy

The Municipality of Red Lake is committed to ensuring the safety and well-being of children and families who receive services through the Early Learning Centres.

In accordance with the Child Care and Early Years Act, 2014, all employees, students, and volunteers will submit a Vulnerable Sector Criminal Reference Check. This Vulnerable Sector Screening will be updated every five (5) years, with Offence declarations provided every year that Vulnerable Sector Checks are not required.

This check is required where employees, students, and volunteers have direct and regular contact with children and their families.

Conditional Offers:

Conditional job offers may be necessary during the time it takes to obtain the vulnerable sector criminal reference check. Additional measures to support children's safety will be implemented which will include but are not limited to ensuring that children are not left alone/unsupervised with the individual until a vulnerable sector criminal reference check is ob-

Field Trips

Throughout the year, field trips are made to special places of interest. Parents are always welcome to accompany us. Permission forms for children to participate in outing and field trips are located in each child's enrollment file and will remain active until the child is withdrawn. Special consideration will be taken dependent on the specific activity to ensure the health and well-being of the children

Parental Involvement

Reporting to parents, both formally and informally, is an important aspect of the Early Learning program.

Good communication between educators and parents are vital in fostering a supportive partnership to encourage the optimum growth and development of your child. Contact between parents and educators are encouraged during arrival and departure times which will support the centre's understanding of what parents feel is important for their children to experience and supports parents to understand the curriculum that targets child development. The Supervisor will also arrange visits with parents at the centre as needed. These visits, together with written reports, are meant to keep parents as informed as possible of their child's success in the program. Parents are encouraged to participate in the program and are welcome to visit the centre.

Confidentiality Policy

All staff is advised of the importance of maintaining confidentiality. Every staff member is required to read and sign a Statement of Confidentiality in the Child Care Department. This statement indicates the individual understands his/her obligation to protect the privacy of the children and their families.

Information about children and their families that may be acquired during the course of employment (including, but not limited to, confidential medical information) will be kept in strict confidence

Confidential information will be disclosed only to other persons who are also authorized by the parent/guardian to have access to confidential information in the course of the performance of their job duties (e.g. occupational therapists, speech and language pathologists, counselors at PCCY).

Failure to comply with the above obligations may be cause for discipline up to and including discharge. The staff's obligation to respect the confidentiality of information acquired during the course of employment continues if the staff is no longer employed with the Municipality of Red Lake.

Nutrition

The Municipality of Red Lake Early Learning Centre partner with the RLMCM Hospital and the Harmony Centre for Supported Employment to provide for the childrens' nutritional needs.

The weekly menu plan is based upon the Canada's Food Guide and is reviewed by the RLMCMH dietitian. The menu follows a four week rotation and is revised bi-annually. As per the Child Care Early Years Act, 2014 requirements, morning and afternoon snack include no less than two food groups and the lunch contains all four food groups.

Drinking water is readily available to the children throughout the day.

The weekly menu plans are posted for the current and following week on the Parent Board. Any changes or substitutions to the planned menu are identified on the Parent Board.

We require that families refrain from bringing in food/snacks from home. With the potential for severe food related allergies within the centres we must reduce the risk of children's exposure to allergiens. Exceptions will be made fore special events however; any food item brought by a family to share with other children will be sent home with a not identifying the first name of the child who brought in the special treat.

Accommodations will be made when necessary, such as diets for cultural/religious beliefs, special needs and/or anaphylactic allergies. The centre will make every effort to organize substitutions, however should a child's diet require a number of changes, the parent may be required to provide the centre with the child's lunch and/or snacks.

Children with Allergies

Any families enrolling children into the centres with known allergies will be asked to complete an Individual Plan & Emergency Procedures form. This plan will outline specific allergies, reactions the child(ren) may have and specific instructions for staff on how to deal with these reactions.

In cases where a child has an anaphylactic allergy, the Anaphylactic Policy will be reviewed with the parent or guardian prior to enrollment of the child. It is recommended that children with anaphylactic allergies have one EpiPen for every 15 minute interval from arrival of Emergency Medical Services at the centre at all times. All documents and procedures must be completed and in compliance as per the policy before the child's admission to the program.

Food from Home

We require that children refrain from bringing in food or snacks from home. With the potential for severe food related allergies within the centres we must reduce the risk of the children's exposure to allergens.

Exceptions can be made for Special Occasions, i.e. holiday celebrations, Halloween, Valentines day, birthday, etc. When families send special snacks or treats those snacks/treats are to identify who they are from and a list ingredients. The special snack/treat will be sent home for the child's parent to use their discretion in providing the treat to their child. Please discuss with your child's educator or on Site supervisor for specifics.

Smoke Free & Intoxication Policy

Ontario's Smoke-Free Ontario Act came into effect May 31, 2006 prohibiting smoking in enclosed workplaces and enclosed public places in Ontario.

Under the Smoke Free Ontario Act, smoking is prohibited in a child care centre including the playground area whether or not children are present. No person shall smoke or hold lighted tobacco, or use smokeless products such as snuff or chewing tobacco. Subsection 13(3) of the Smoke-Free Ontario Act states that the prohibition against smoking in child care centres does not prohibit smoking or holding lighted tobacco for traditional Aboriginal cultural or spiritual purposes.

If Child Care Personnel suspect that a parent or guardian is under the influence of drugs or alcohol, the staff person is not permitted to release the child into the care of that parent or guardian. Child Care Personnel will offer assistance to contact an alternate adult to whom to release the child. If the parent/guardian refuses the assistance and leaves with the child, the Child Care Personnel will contact Kenora Rainy River District Child and Family Services as well as the police and inform these agencies of the situation.

Note: If Child Care Personnel are ever unsure of a child's safety, it is the staff person's obligation to report it to Kenora Rainy River District Child and Family Services immediately.

Safety Practices

- ◇ Children are supervised at all times
- ◇ Volunteers and students review Early Learning centre Program Statement, Policies & Procedures, Guidance Strategies and Prohibitive practices prior to engaging with children. Volunteers and students are not counted in staffing ratios and are assigned a supervising mentor/staff member throughout their placement. Direct unsupervised access is not permitted for persons who are not employees of the EL & CC department.
- ◇ EL & CC staff have a duty to report suspected child protection concerns to CAS. A report will be made to Kenora Patricia Child and Family Services regarding any alleged child abuse, neglect or emotional harm by a staff member, volunteer, student, parent or guardian. Should a staff member fail to report suspected child abuse, they will be in contravention of the Child and Family Services Act, 2007.
- ◇ Outdoor safety practices
 - sunscreen when UV is moderate to high (rating of 3 or more)
 - outdoor play areas are inspected for potential hazards daily prior to the children entering the area. All play equipment meets CSA standards and are inspected annually.
 - parents are encouraged to provide appropriate outdoor clothing for the season. i.e. no ties or drawstrings on clothing, neck-warmers instead of scarves, appropriate footwear that is closed toe, non slip soles, provides support and are secured to the foot.
- ◇ Fire drills and lock down drills are practiced regularly to ensure the children are comfortable in the event of an emergency.

Clothing & Possessions

Children shall be dressed in clothing appropriate for physical activity, the weather and the season. A second set of clothing should be kept at the centre in case of accidents. All children should have indoor footwear at the centre and appropriate outdoor footwear.

All clothing and toys should be labeled with the child's name.

Health Practices

The Centres' programs involve an active schedule. A child's health must allow them to participate in both indoor and outdoor activities.

To ensure the safety of everyone's health, the following practices are followed:

- ◇ Children are required to have up to date immunization prior to admission.
- ◇ Parents are required to keep their children's immunization up to date.
 - A complete enrollment list is provided to the Northwestern Health Unit annually with enrollment and withdrawal updates provided monthly.
- ◇ Child Care Personnel shall sign a Health Declaration and have up to date immunization before commencement of employment. T.B. Skin Test will be required as requested by the NWHU.
- ◇ Child Care Personnel are required to keep their immunization up to date.
 - The NWHU will be provided with a list of Child Care Personnel annually with updates of new employees provided monthly.
- ◇ Child Care Personnel follow housekeeping and sanitary practices as approved by the NWHU with regards to daily/weekly cleaning and disinfection, diapering and change procedures.
- ◇ Weather conditions are observed
 - In cold weather months the children will remain indoors if the temperature is -25C taking into consideration the wind chill.
 - In warm weather months the children will remain indoors if the temperature is +30C taking into consideration the humidex reading.

*****Please ensure that your child is dressed appropriately for the weather conditions. It is an expectation of the CCEYA that children who are in care have opportunity for outdoor play of two hours per day, weather permitting*****

Sleep Policy

We recognize that for healthy development, children must have an adequate amount of sleep. Rest time is valued in our centre and we make every effort to help children to relax and enjoy the experience. Each age group has a different routine but we endeavor to adapt the procedure to each particular child as much as possible.

Please make the educators aware of your child's sleep patterns and update us as your child's needs change.

Each child is provided with their own cot and bedding which is washed by-

weekly and/or as needed. You are welcome to bring a blanket from home that may help your child to feel more comfortable during the rest time.

Management of Infectious Communicable Disease and Exclusion of Sick Children

Parents are required to pick their children up when they show these signs of ill health:

- a) Elevated temperature
- b) An acute cold with nasal discharge or coughing
- c) Vomiting or diarrhea
- d) Red or discharging eyes or ears
- e) Undiagnosed skin rashes or infections

In cases where a child is sent home due to the possibility of a communicable disease, a Doctor's note may be required prior to the child's return to the centre.

The centre will follow recommendations outlined in the Canadian Pediatric Society's Well Beings publication or as recommended by a Physician.

Parents are requested to inform Child Care Personnel if their child contracts a communicable disease. Children who have been exposed to a communicable disease during the incubation period will be observed for symptoms and the parents notified.

The Early Learning & Child Care Department Supervisor or designate will report to the Northwestern Health Unit/Medical Officer of Health as soon as possible in the event an enrolled child has, or may have, a reportable communicable disease.

In the event an unusual number of children exhibit similar symptoms of ill health, 10% of daily enrollment, the Supervisor or designate will report such to the Medical Officer of Health through the Northwestern Health Unit.

Children and staff who exhibit symptoms of ill health will be excluded from the group and should be symptom free for 24 hours before returning to the facility.

Administration of Drugs and Medication

Prescription and Non-prescription Drugs & Medication

To ensure that drugs and medication are administered correctly the Municipality of Red Lake Early Learning & Child Care Centres will administer drugs and medication to children, in accordance with the regulations set out in 137/15 Section 41/42

Medication will be administered using a graduated instrument. As a best practice, medication administration will be the responsibility of the Resource Teacher or a full time permanent/contract staff designated by the RT and will be administered in the presence of another staff member. Medicated creams will be applied by designated full time permanent or contract staff members and will sign the medication form following administration.

Medication is to be in the original container and written instructions must be provided with the medication in the form of a prescription label or a doctor's note, or in the case of over the counter topical medications the application instructions on the packaging. Medication is to be clearly labeled with the child's name, the name of the drug/medication, the dosage, the date of purchase/expiry and instructions for storage and administration. (Prescription or non-prescription)

Parents must complete a medication form or consent form (dependent on the medication). A drug or medication is administered to a child only when a parent of the child completes a medication form or gives written authorization for the administration of the drug/medication that includes times to be administered and the amounts to be administered. The signature of the parent and the staff member receiving the medication from the parent must not be the same person. Medication forms for ongoing medications will be renewed annually in the fall. If any changes are made to the medication regimen it will be reflected on the medication form and the parent and staff member must date and initial the changes.

Any medications that are to be administered on an "as needed" basis shall have written instructions identified on the Medication Form that clearly indicates the situations under which the medication should be given. These instructions may include the physical symptoms and/or behavior that must be present to indicate the need for the medication. i.e. In the case of fever induced seizures in children, the form should indicate the temperature of the child at which medication is to be administered.

Medicated creams will be applied only after the parent provides authorization for the administration of the medicated cream. If there is a short-term medicated product (whether prescribed by a physician or

not) that is administered to respond to or treat certain symptoms over a specific period of time (such as severe diaper rash), a written medication authorization with schedule and a record of administration are required.

Medication is stored in accordance with the instructions for storage on label. Prescription Medications are stored in a locked box. Medications/drugs requiring refrigeration will be kept in a locked box in the refrigerator. These medications/drugs are not accessible to children.

Every effort will be made to administer the medication at the time the parent specifies. If the time of administration is missed and medication is not administered within 60 min of specified time, the parent will be contacted to confirm if medication should be administered or if staff should administer at an alternate time to be determined by the parent.

Any accidental administration of medication (i.e., medication to the wrong child or dose error) is to be recorded and reported to the designated person in charge who will then notify a parent of the child. Poison Control will be contacted to identify if child will need to seek medical attention @ 1-800-286-9017. The Supervisor will report the medication error as a Serious Occurrence.

Surplus of medication will be returned in the original container to a parent of the child or discarded with parental permission.

Special Instructions

Children's Asthma Medication or Emergency Allergy Medications

will not need be locked up but will be kept out of reach and readily available for children who require it. This is the only type of medication that may be kept in the classroom. A child's Asthma/Allergy Medication will accompany the child on all field trips and excursions away from the child care centre. Asthma medications (e.g. puffers) need to have specific symptoms to describe the "need" for the medication and when to administer it.

In the case of school-age children, to ensure prompt administration of asthma and other emergency allergy medication, an operator may allow children to carry their own asthma medication or emergency allergy medication in accordance with a written permission provided by the parent.

Narcotic Controlled Medications (C.R.C, C1041)

Any narcotic medication received must be stored in the original con-

Drugs and Medication (cont'd)

tainer or package and is clearly labeled with child's name, the name of the narcotic, the dosage, date of purchase and instructions for storage and administration.

Records must include the kind, date and quantity of the narcotic on hand as well as the name and address of the person from whom the narcotic was received. Records must also include the reason for this narcotic. All records must be placed into the child's file when forms are completed and must be kept for 3 years.

Administration of Non-Medicated Products:

Consent Forms will be used to provide the centre with authorization to apply sunscreen, diaper creams, lip balms and hand sanitizers. These products can be administered without a medication form as long as they are non-prescription and/or they are not for acute (symptomatic) treatment, whether they have a drug administration number (DIN) or not.

Best Practices

Whenever possible, all children receiving medication should receive it at the same hour. Whenever possible, parents should be encouraged to give any drugs or medications to their children at home, if this can be done without affecting the treatment schedule.

Adults who engage in positive, responsive interaction support children's overall learning, development, health and well-being.

Emergency Protocol

Your child's health and well being is our first priority.

In the event a child requires emergency medical treatment the Early Learning Centre will:

- ◆ Call 911
- ◆ Contact parents or alternate emergency contact
- ◆ Staff will stay with the child for as long as Emergency medical staff allow and/or until parents arrive; providing mandatory regulated ratios can be maintained at the Centre.

GUIDANCE

Research from diverse fields of study shows that children who attend programs where they experience warm, supportive relationships are happier, less anxious and more motivated to learn than those who do not.

Experiencing positive relationships in early childhood also has significant long term impacts on physical and mental health, and success in school and beyond.

Educators strive to learn more about the complexity of each child so they can deepen children's learning and experiences as they look at and listen to children from multiple perspectives, asking, for example:

- ◇ What are the unique strengths and needs, approaches, attitudes, and dispositions of each child?
- ◇ How do a child's relationships, families, home environments, and the cultural context in which the child lives influence his or her development and learning?
- ◇ What motivates a child's actions; what is meaningful to him or her; what brings a child joy?
- ◇ What can be done to extend and deepen children's learning?
- ◇ What do I know about each child's unique spirit and character?

Children thrive in indoor and outdoor spaces that invite them to investigate, imagine, think, create, solve problems, and make meaning from their experiences – especially when the spaces contain interesting and complex open-ended materials that children can use in many ways.

In addition, when the schedule allows for long periods of uninterrupted play, with few transitions, children are calmer and more engaged. When the environment supports children's growing autonomy and independence, challenging behaviours are reduced and educators can focus more specifically on observing, interacting, and extending children's learning and development in meaningful ways. (Shanker)

Rather than reprimanding children for undesirable behaviours, Early Learning staff will assist them in finding new ways to achieve their goals (e.g., look for the root cause of behaviour; reduce stressors; support children's efforts to initiate and join in

GUIDANCE (cont'd)

play with others; notice, acknowledge, and document positive interactions and attempts at self-regulation and share the information with children and families to gain new insights).

Educators play an important role in supporting self-regulation by providing environments that reduce stressors while recognizing and supporting children's efforts and increasing ability to self-regulate. Educators can also support children's developing ability to self-regulate by being responsive and attuned to children's individual cues, arousal states, and responses to various stressors. They can help children learn strategies for becoming or staying calm and focused by enabling them to recognize and modulate their emotional states and impulses and become more aware of the effects of their actions on others. (HDLH).

PROHIBITED PRACTICES

Young children flourish in an environment where they experience nurturing, supportive relationships that foster trust, security and comfort. The use of Corporal punishment or other harmful punitive practices that could negatively impact the emotional and physical well-being of children are never permitted in a child care facility. The following practices are not permitted in the program:

- Corporal punishment of the child;
- Deliberate use of harsh or degrading measures, threats or the use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;
- Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding;
- Locking the exits of the child care centre for the purpose of confining children or confining the child in an area or room without adult supervision; and
- Physical restraint of a child, unless the physical restraint is for the purpose of preventing a child from hurting himself/herself or someone else, and is only as a last resort and only until the risk of injury is no

Parent Concerns

Parents/caregivers are encouraged to take an active role in our centres and regularly discuss their child(ren)'s experiences. Building and maintaining positive, responsive relationships with parents is valued and we welcome opportunities for families' participation and input into our programs. Parents have the opportunity to express their concerns and complaints to staff without fear of retribution. The parent's questions and concerns are important and are a natural step in providing an inclusive environment which meets the needs of children and families.

All concerns will be addressed in a professional manner and kept confidential, documented and filed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties in a timely manner.

Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request, within 10 business days. Investigations of all issues and concerns will be fair, impartial and respectful to all parties involved. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved. Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents/guardians, children, staff, students and volunteers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities and Children's Aid society).

If the concern cannot be resolved within the program the parent has the opportunity to take their concern to the Operator of the Early Learning Programs; the COA of the Municipality of Red Lake or if appropriate can file their concern with the Ministry of Education directly.

Issues/concerns related to compliance with requirements set out in the Child Care and Early years act., 2014 and Ontario Regulation 137/15 should be reported to the Ministry of Education's Child Care Quality assurance and Licensing Branch at 1-877-510-5333 or at child-care_ontario@ontario.ca

The Municipality of Red Lake EL centres maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.

Issue/concerns may also be reported to other relevant regulatory bodies (e.g. NWHU, OPP, Ministry of Environment, Ministry of Labour, Fire department, College of Early Childhood Educators, etc.) where appropriate.

Nature of Issue or Concern & Steps for Parent and/or Guardian to Report Issue/Concern:

Program Room-Related Concerns

E.g: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc. Raise the issue or concern to The classroom staff directly or the supervisor or licensee.

General, Centre- or Operations-Related Concerns

E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc. Raise the issue or concern to the supervisor or licensee.

Staff, Student, Volunteer, Supervisor, and/or Licensee-Related Concerns

Raise the issue or concern to the individual directly or the supervisor or licensee.

All issues or concerns about the conduct of staff, students and/or volunteers or supervisor that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.

SCHEDULE OF FEES - CHILD CARE

Rates taken from 2018 Fees By-Law for 10 Month and School Year Contracts Please refer to the Municipal Website for rates for Monthly and Partnership Contracts. (Rates are subject to change, and generally updated annually. Please check the current rate specified by the fees by-law on the Municipal website; <http://www.redlake.ca>)

Full Day Program	Regular	Arrival Before 7:30
Toddlers	\$51.75	\$56.00
Preschool & Latchkey	\$46.50	\$51.25
Half Day Programs	Regular	Arrival Before 7:30
Half Day	\$34.50	\$38.50
Latch Key Program	Regular	Arrival Before 7:30
before school		
RLELC \ BELC	\$7.75	\$12.00
StjELC	\$11.75	
after school		
RLELC \ BELC	\$21.50	
StjELC	\$15.50	
Late Fee		
per child	\$25.75	(for each portion of 15 minutes of lateness)

Payments

Parents and/or guardians are responsible for fees as set out in Part 2: Schedule of Fees in the Early Learning Service Contract.

- ◇ All accounts shall be paid in full within 30 days of the invoice date.
- ◇ Any accounts in arrears shall result in suspension of child care privileges.
- ◇ Payments can be made at the Municipal Office in Balmertown or at any bank.

Child Care Subsidy

Full and partial subsidies are available to eligible families through the Kenora District Services Board.

Income Test can be accessed through the KDSB website at http://www.kdsb.on.ca/files/KDSB_IncomeTest1.pdf

Applications are available from the Supervisor or designate or on the KDSB website at <http://www.kdsb.on.ca/files/Fee%20Subsidy%20Application%202012Fbox.pdf>

To inquire about or apply for Child Care Subsidy with a Case Manager call the **Kenora District Services Board at 1-807-468-5372**

Wait List & Enrolment Policy

Children's names will be placed on the Wait List and dated the day that a parent contacts the Child Care Supervisor/Site Supervisor. Families must have child care accounts in good standing in order to secure a position on the Wait List.

The Wait List will be reviewed and families contacted when a position becomes available. As well as factors outlined in the Priority Allocation and Special Considerations section, a child's age and position on the list will be considered at the time of space availability. The manager of the Wait List will give parents their best approximation of their child's status on the wait list, when requested. This is an approximation and shall in no way be considered a guarantee of enrolment.

In the event that a family is offered their second choice (as documented on the Wait List Form) and they refuse, their spot on the Wait List will remain the same. In the event a family is contacted and they refuse their first choice, they will have the option of removing their name from the Wait List or to be repositioned to the date of the refusal. Children already enrolled in the child care centres will take priority for placement.

Priority Allocation and Special Considerations

Spaces will be allocated first to parents contracting full time care space(s) and full time partnership spaces and/or greatest utilization by family.

Special considerations will be given to children with Special Needs and families who qualify for Ontario Works/Subsidy.

Priority will be set as follows:

Full five (5) days per week or the greatest utilization from submitted contracts.

Children Learn What They Live

If a child lives with criticism,
He learns to condemn.

If a child lives with hostility,
He learns to fight.

If a child lives with ridicule,
He learns to be shy.

If a child lives with shame,
He learns to feel guilty.

If a child lives with tolerance,
He learns to be patient.

If a child lives with encouragement,
He learns confidence.

If a child lives with praise,
He learns to appreciate.

If a child lives with fairness,
He learns justice.

If a child lives with security,
He learns to have faith.

If a child lives with approval,
He learns to like himself.

If a child lives with acceptance and friendship,
He learns to find love in the world.