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THE GROWING CONCERN CHILD CARE CENTRE

Welcome to Growing Concern Child Care Centre. Your family is in for a great experience and we thank you for letting us be part of your child's early years. The program reflects the fact that each child develops in an individual manner. Research has shown that the early years of a child's life is so important and positive experiences during these years reinforce the child's natural learning. Of course, the loving consistent care of parents is always the most important foundation for all learning.

Knowledge about child development is used to provide the guidelines for planning a safe and comfortable environment. The long-term objective is to provide an early education program that fosters good problem solving, and coping skills. Within this context, the aims of the program are to enhance the child's self-concept, to develop a sense of trust in others and to help develop a sense of autonomy and curiosity. Communication skills, ability to regulate and express emotion as well as to think and plan, are all recognized when planning our program. Cognitive skills, social skills and a child's physical development are also reflected in the curriculum.

To help strengthen our program we welcome input from our parents and also any personal interest / skills that would enhance our children's learning. Volunteering to participate in one of our community outings to a farm market, a trip to Storybook Gardens or an adventure to the Children's Museum is always welcome. Family events are part of the experience that we hope you will enjoy at Growing Concern. Our Family picnic and Graduation in June plus, the annual Christmas Party with a visit from Santa gives everyone an opportunity to meet other parents.

The next few pages of this brochure will explain any significant information pertaining to the policies of the centre. Never hesitate to ask any questions you might have regarding these policies or any matters you want to discuss.

Once again, "Welcome to Growing Concern Child Care Centre", may your time with us be an enriching experience for your child and yourself.

Susan Gregory, R.E.C.E, E.C.E. C
Director

ABOUT OUR POLICIES

PHILOSOPHY

Our philosophy is simply to offer an enriched environment, in which the children can grow, focusing on their social, emotional, physical, and cognitive development. We strive to be an extension of the family, working towards the same goals and objectives of child rearing.

PARENT INVOLVEMENT

Communication between parents and staff is essential for the program to run smoothly. Parents may be asked to assist with special projects, such as fundraising events, attend parent/teacher meetings and contribute talents and skills to the Centre. Parent participation is not compulsory, but is encouraged. Interested parents are invited to contact the Supervisor/Director.

A Parent Advisory Board holds meetings once a month. This is a very informal time when interested parents meet to discuss general issues or concerns regarding the program. Please notify the director if you are interested in participating on this committee.

PROGRAM POLICIES

To ensure that the Centre runs efficiently on a day-to-day basis the Board of Directors of Growing Concern has passed policies. Like all policies they require regular evaluation and revision to correspond with the Ontario Day Nurseries Manual.

The Board of Directors is comprised of union and non-union representatives from London Health Science Centre (LHSC), parent representatives, and a financial and legal advisor. Before signing the "Contract for Service" please make sure you have a clear understanding of the "Parent Handbook" and the agreement regarding the "Terms and Conditions of Care."

Ages of Children (as outlined by the Day Nurseries Manual)

Infants:	3 months to 18 months	(20 spaces)
Toddlers:	19 months to 30 months	(60 spaces)
Preschoolers:	31 months to 5 years	(56 spaces)
Kindercare:	4, 5 and 6 years	(32 spaces)
School Age Program:	5 to 10 years	(30 spaces)

Staff/Child Ratio

These ratios are based on the Day Nurseries Manual and enable us to maintain high quality care for your children:

Infants:	3 staff for every 10 infants
Toddler:	1 staff for every 5 children
Preschoolers:	1 staff for every 8 children
Kindercare:	1 staff for every 8 children

School Age Program: 1 staff for every 15 children

Our attendance may vary day to day due to our part-time and flex care enrollment.

Days/Hours Operation

The Centre is open twelve months a year, Monday to Friday from 6:15 a.m to 5:30 p.m. For Flex Care families the centre is open till 8:00 pm. Children from birth – 18 months are not permitted to use the Centre past 5:30 pm. The Centre will not be open the following days:

New Year's Day	Civic Holiday
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

* Advance notice will be given for the days that we are closed. This will be posted in the main Lobby and on the children's activity calendars circulated monthly.

ENROLLMENT POLICIES

FULL TIME CHILD CARE

Definition:

Five (5) days per week (Monday to Friday), 6-9 hour shifts, between 6:15 a.m. and 5:30p.m.

Enrollment Priority:

Children will be accepted into the program on a first come, first serve basis.

Priority will be given to a LHSC employee who has placed their name on the waiting list the same month and year as a family in the community.

Preference will be given to parents whose children are currently enrolled in the centre and have placed their sibling on the waiting list.

Vacation:

Once enrolled in the program for three months you are entitled to four (4) weeks of vacation time from your starting date of child care to one year inclusive. You are required to pay fifty percent (50%) of your daily fee during this time. When planning your vacation time, a "Request for Care" form **must** be filled out and submitted two weeks in advance (one month preferably) to the Administrative Assistant.

Progression:

The progression of the child through the program will be determined according to the following:

- availability of the services required (i.e. full time, part time, flex)
- age of the child
- child's developmental level

If parents have concerns over placement of their child, this matter should be discussed with the Supervisor.

Any days your child is scheduled to be at the center will be charged to your account. Your account will be charged the full fee for any scheduled days that the center observes/closes. These days are outlined on page 3 under Day/Hours of Operation.

Change of Status:

Any request for a change in status (i.e. full time to part time or flex) must be submitted to the Administrative Assistant in writing one month in advance. If unforeseen circumstances arise, consideration will be given at the time of submission.

PART TIME CHILD CARE

Definition:

Two (2) to Four (4) specific days per week, 6-9 hour shifts, between 6:15 a.m. and 5:30 p.m.

OR

Three (3) to Five (5) specific half days per week, up to 5 hour shifts between 6:15 a.m. and 12:15 p.m. **or** 12:15 p.m. and 5:30 p.m.

Enrollment Priority:

Children will be accepted into the program on a first come, first serve basis.

Priority will be given to a LHSC employee who has placed their name on the waiting list the same month and year as a family in the community.

Preference will be given to parents whose children are currently enrolled in the centre and have placed their sibling on the waiting list.

Vacation:

Once enrolled in the program for three months, you are entitled to four (4) weeks of vacation time from your starting date of child care to one year inclusive. Your entitlement will be based on the number of specific days requested for your part time care. (i.e. if your child spends 3 specific 6-9 hour days per week, you are entitled to 12 booked vacation days). You are required to pay fifty percent (50%) of your daily fee during this time. When planning your vacation time, a "Request for Care" form **must** be filled out and submitted two weeks in advance (one month preferably) to the Administrative Assistant.

Progression:

The progression of the child through the program will be determined according to the following:

- availability of the services required (i.e. full time, part time, flex)
- age of the child
- child's developmental level

If parents have concerns over placement of their child, this matter should be discussed with the Supervisor.

Change of Status:

Any request for a change in status (i.e. part time to flex or part time to full time) must be submitted to the Administrative Assistant in writing one month in advance. If unforeseen circumstances arise, consideration will be given at the time of submission.

FLEX CHILD CARE

Definition:

A minimum of four (4) full days or eight (8) half days is required each month.

A full day is care requested for more than 5 hours to a maximum of 9 hours between 6:15 a.m. and 5:30 p.m.

A half-day is care requested for a maximum of 5 hours between 6:15 a.m. and 12:15 p.m. or 12:15 p.m. and 5:30 p.m.

An extended day is care requested for more than 9 hours to a maximum of 13 hours between 6:15 a.m. and 8:00 p.m. **and** considered 1.5 days of care

To meet the minimum requirements per month you could book the following:

- 1 full day plus 6 half days; **or**
- 2 full days plus 4 half days; **or**
- 3 full days plus 2 half days; **or**
- 4 full days; **or**
- 8 half days;
- 1 extended day of more than 9 hours plus 2 full days and 1 half day; **or**
- 2 extended days of more than 9 hours plus 1 full day; **or**
- 2 extended days of more than 9 hours plus 2 half days; **or**
- 3 extended days

Enrollment Priority:

Children will be accepted into the program on a first come, first serve basis.

Priority will be given to a LHSC employee who has placed their name on the waiting list the same month and year as a family in the community.

Preference will be given to parents whose children are currently enrolled in the centre and have placed their sibling on the waiting list.

Vacation: There is **NO** vacation time for Flex Care.

Progression:

The progression of the child through the program will be determined according to the following:

- availability of the services required (i.e. full time, part time, flex)
- age of the child
- child's developmental level

If parents have concerns over placement of their child, this matter should be discussed with the Supervisor.

Parents are responsible for completing the "Request for Care" form, a **minimum of one month in advance**, and submitting it to the office. Any care not requested on the first day of each month, for the following month must be discussed with the Administrative Assistance and will be accommodated whenever possible. Care is given on a first come first serve basis.

If you wish to **cancel** a scheduled day this must be done 48 hours in advance with the Administrative Assistant **during our office hours Monday to Friday between 9:00 a.m. and 5:00 p.m. at 667-6568.**

Press "0" to leave a message

Any days your child is scheduled to be at the center will be charged to your account. Your account will be charged the full fee for any scheduled days that the center observes/closes. These days are outlined on page 3 under Day/Hours of Operation.

Change of Status:

Any request for a change in status (i.e. part time to flex or part time to full time) must be submitted to the Administrative Assistant in writing one month in advance. If unforeseen circumstances arise, consideration will be given at the time of submission.

Payment Options

- Monthly:** cheque to be submitted prior to care requested, dated for the 1st
 - Bi-Monthly:** cheques to be submitted prior to care requested, dated for the 1st & 15th
 - Post dated cheques can be submitted
- Fees: All fees must be received in advance for child care services.
Deposits are made every Friday.**

Admissions

According to the Day Nurseries Manual set out by the Ministry of Community, Family and Children's Services, the following must be completed and filed by the Centre prior to the admission of each child.

- 1) An interview with the Supervisor/Director and tour of the facility.
- 2) Confirmation of the space by the Supervisor/Director.
- 3) A \$25.00 non- refundable registration fee per family and an acceptance letter will be processed at the time a child care space is offered.
- 4) If information you provide in the application package changes in the future, please inform the Supervisor/Director (ie. emergency contacts, allergies, medical conditions).
- 5) An Infant/Toddler Program form completed where applicable.
- 6) Signed consent forms for walking trips, riding trips and photographs.
- 7) A medical and immunization report completed by the parent.
- 8) A Terms and Conditions form for the type of care requested will be discussed and signed.

- **Contracts that must be signed before enrollment are: TERMS & CONDITIONS and CONTRACT FOR SERVICE.**

Subsidy

Subsidy is available to families who are on a limited income and need financial assistance with child care costs. An application can be made directly to the City of London to enquire about the terms and conditions in obtaining a subsidized child care position.

A formula is preset by the Child Care Subsidy office to establish your family's eligibility and at the same time determine what percentage of your daily fees they would cover. The majority of families do pay a small portion of their daily fee to Growing Concern Child Care Centre.

You will be required to submit your established payment on days when your child is absent or on vacation.

Orientation

For orientation purposes we recommend new families schedule with the Area Supervisor two visitation dates before your child's start date. We normally schedule visits from 10:00 – 11:00 a.m.

Visitation time helps both parents and child to become familiar with staff and programming.

Expressing Concerns

Concerns that a parent might have should be addressed immediately to your child/ren's teacher, supervisor, director or Parent Board member. Communication is the key to success.

Maternity Leave

Parents wishing to be guaranteed their original classification upon return must keep their child enrolled at GCCC for at least four days a month. Please refer to the Flex Care terms and conditions. If you withdraw from the Centre there is no guarantee of a space upon returning to work.

To obtain an Infant space discuss your needs with the Supervisor/Director well in advance (at least one year in advance).

Discontinuation of Services

Parent withdrawal:

A minimum of two weeks written notice will be given to Growing Concern Child Care Centre when removing your child. All scheduled days during this two-week period will be charged to your account.

Centre withdrawal:

In the event that a child in the program is having difficulties and the Centre is not able to meet the needs of this child, a formal withdrawal process will be initiated. The following criteria would be the basis for the commencing of this process:

- I) The child is endangering the physical and/or emotional wellbeing of himself/herself and/or the physical and emotional well being of the other children.
- II) The child requires an excessive amount of time, such that the other children registered in the program are in jeopardy or are receiving limited supervision.

All efforts will be made by the Centre staff to communicate on a daily basis any concerns regarding your child's well being.

Our priority is to facilitate the resolution of any difficult situations with the parent/guardian. If the situation remains unchanged a meeting will be scheduled immediately between appropriate Centre staff including the Supervisor/ Director and parents. The following will be discussed:

- i) seriousness of the incident
- ii) its effect on the child and the program
- iii) the child's stage of development and maturity level
- iv) a review of the factual history as logged by the staff
- v) terms and conditions for continued care

Resources such as "All Kids Belong" are available within the community to help the staff meet the needs of your child. It is the parent's responsibility with the assistance of the program supervisor to request this service.

Shall these terms and conditions not be met by the parent/guardian the contract for service will be terminated immediately. Payment in full must be made on or before the last day of service.

Attendance

1. Parents whose child is absent or late MUST call the Centre to confirm this information. Please call our automated attendant at 519-667-6568 (School's main line). Press "0" to leave a message.
2. When dropping your child off for the day always SIGN IN and acknowledge your arrival to the staff present.
3. On a scheduled field trip day, if you are going to be late arrangements must be made to drop your child off at the location of the trip. Please notify us in advance.

Arrival and Departure

1. Parents are responsible for bringing their child/children into the Centre. Make sure the staff is aware of changes in procedure, needs, requirements of your child for that particular day. Make sure before you leave at night that staff are aware of your departure.

No child will be released to any person other than the parent /legal guardian. Any temporary change of the person picking up your child should be in writing and handed to a staff member in that area on that day. Permanent changes of the person picking up your child should be made in writing to the Supervisor/Director.

2. Parents who accompany the child to the program **must complete the "SIGN IN AND OUT" sheet**. The times of drop off and pick up must be recorded. This gives the staff an accurate record of attendance in the case of an emergency and indicates a "handing over" of responsibility for the care of the child.

Drop Off/Pick Up

1. Note your child's program schedule. Please be aware of any seasonal changes.
2. An adult must accompany a child to the designated classroom.
3. Remember to sign your child in and out.

Security System

The Child Care Centre is equipped with a controlled entry. The only entrance to the Centre is through the front door, off Hill Street. Parents with children enrolled in the program will be

given a code that will allow them to access the building using the keypad. Parents are **NOT** to give their code out to other family members or friends. Visitors, suppliers and maintenance people must use the doorbell. Monitors are situated on each floor for staff viewing. Only after acknowledgement of a parent/visitor, access will be gained. **ONLY ALLOW YOURSELF THROUGH THE SECURITY DOOR. To keep our system running effectively, do not let others in behind you. Make sure the door closes behind you and is secure.** If the door does not close properly notify the staff immediately.

Side doors are fire exits only. **Do not** exit through these doors.

We are not responsible for lost or stolen goods that have been left in your vehicle. Lock your car doors while in the Centre.

Late Policy

Growing Concern Child Care Centre closes at 5:30 p.m. If you have not made arrangements for your child to stay past 5:30 p.m. you will be charged a late fee. This fee will be charged to:

1. Any parent arriving after 5:30 p.m. (who has not previously booked late care) will be documented at the time. Information is to be filled out fully and correctly at this time and signed by both the staff and the parent.
2. Parents will be charged the late fee from 5:30 p.m. until the time they arrive to pick up their child/ren. The clock in the lobby will be used to verify the time. An example of this would be if a parent arrives at 5:41 p.m. he/she is 11 minutes late. This is what is documented and parents would be charged accordingly.
3. A parent will not be penalized for the first offence but will be reminded that the next time they are late they will be charged. This first offence will also be documented.
4. A parent will not be penalized if they have called the Centre and have a reasonable explanation; however, it will be documented. Recurrent calls will be documented and a late fee will be charged.
5. Late payment of ten dollars (\$10.00) for the first fifteen minutes or part there of plus one dollar (\$1.00) for each minute after that. An example of this would be that if a parent arrives at 5:48 p.m. the parent would be charged \$10.00 plus \$3.00 for a total of \$13.00. This money is payable to the staff on duty at the time.
6. Late fee payment is charged per child.
7. Late fee payments are due at the time of arrival, payable to the staff on duty. A letter will be sent from management to parents who have not paid late fees after three days.

General Information

Staff Qualifications

The staff of Growing Concern Child Care Centre is hired based on their formal education and experience with young children. The majority of staff in each area has his/her Early Childhood Education (E.C.E) diploma that is a two year course at a local community college. Our staff are Registered members of the College of Early Childhood Educators. After receiving his/her diploma and additional experience, a staff may proceed to become Certified in the field. Qualified Early Childhood Educators have the support of Assistant teachers.

All staff must have knowledge of the Occupational Health and Safety Act, the Day Nurseries Act, the Public Health Act and ability to meet the specifications of these regulations and any other that applies to this work. All staff is required to possess a valid First Aid and C.P.R. certificate.

Before becoming employed with Growing Concern Child Care Centre staff must complete a Criminal Reference Check.

Use of Volunteers

Our doors are always open to volunteers who have a sincere and positive approach towards the children. We also welcome students in training from community colleges and high schools.

Occasionally there will be a request from postgraduate students to do a research project. Approval from the parents would be necessary for your child to participate.

The volunteer department at LHSC offer us their services in the screening of summer students who would like to participate in our program.

Child Guidance

Growing Concern Child Care Centre does not permit physical or emotional punishment. Children are guided in a positive and consistent manner at a level that is appropriate to their actions and their ages. Take the time to share your discipline methods with staff. Any concerns which the staff might have regarding your child's behaviour, will be discussed with you.

The Ministry of Community, Family and Social Services requires that all Operators review the Behaviour Guidance Policy annually with staff.

Ongoing workshops pertaining to child development and behaviour guidance is available to our staff.

Important Numbers

The direct number into the Centre is 519-667-6568. An automated attendant will direct you through your call to the person/area you are calling as follows:

Press "0"	for general enquiries / Janette Gallant
"1"	for the director, Susan Gregory
"2"	for the Supervisors, Nancy Craig and Sue Pindar
"3"	for the Program Assistant, Rhea Thomas
"4"	all other areas
"5"	Kitchen
"#"	to repeat the message.

The following are extension numbers that are throughout the Centre. From outside the hospital dial 519-685-8300, the extension number, followed by the pound key (#).

74744 # Susan Gregory- Director (Room 202)
77010 # Nancy Craig -Supervisor (Room 204)
77011 # Sue Pindar - Supervisor (Room 206)
74786 # Rhea Thomas- Program Assistant (Room 201)
76568 # Janette Gallant – Administrative Assistant (Room 201)
77012 # Kitchen
74743 # Kindercare
77013 # Preschool Area
77014 # Toddler (2nd floor)
77015 # Toddler (1st floor)
77016 # Infant Area

* If you are calling the Center after 5 p.m. the best number to call is 685-8300 ext. 77015.

Meals

NO PEANUTS/NUTS OR NUT PRODUCTS ARE ALLOWED IN THE FACILITY.

The Centre serves a well balanced mid-day meal according to Canada's Food Guide. Our menu is reviewed annually by the Middlesex-London Health Unit. Snacks will be served mid-morning and mid-afternoon. Supper will be served later in the day and will involve those children who are continuing on after 5:30 p.m.

Menus are posted in advance and are located outside the kitchen on the second floor and outside each classroom. Staff should be made aware of any restrictions due to allergies, religion or health issues. Accommodations will be made to these restrictions to the best of our ability.

Breakfast Policy:

Parents are responsible for supplying breakfast for their child/children before arriving. Children who are dropped off early (before 7:30) are permitted to bring a labelled breakfast snack. Snack will be provided by the Centre between 8:30 and 9:15 every morning.

Infant Policy:

Parents are responsible for providing food for their infant until they are on table food. Ensure all jars or boxed items are properly labelled with your child's name and date. Each Infant Area has its own freezer for infant food storage. As your child starts on table food consult the Menu Checklist form in your child's room and let the staff know when table food items can be offered while in our care. Our daily menu accommodates all ages.

Health

If a child is unwell during the day and is unable to participate fully in the scheduled program, you will be expected to make arrangements to pick up your child **IMMEDIATELY**, and seek medical attention as appropriate. The Centre follows the regulation of the Middlesex-London Public Health Unit.

We do appreciate that having a sick child can be an unanticipated disruption in a parent's

day; however we do expect your cooperation when illness necessitates your child's removal from the centre. We welcome any questions you may have in regards to this policy.

Centre staff will call you at your workplace or home when the following situation(s) arise.

- Lethargy or irritability
- Uninterested in playing
- Not eating or drinking as usual
- Appears pale
- Shows obvious signs of pain or discomfort
- Child has had two loose stools
- Child has experienced vomiting
- Child has a temperature of 102 F or 38.9 C or greater

These signs and symptoms may or may not be accompanied with a fever. A fever is defined as a body temperature of 100 F or 38 C when taken under the armpit.

A call will be made to the parent/guardian when the following occurs:

- Any head injuries or slight scratches and abrasions to the head
- Beginning to experience a fever
- Child is not in attendance and no call has been made to the Centre
- Unusual or uncharacteristic behaviour

* A Childhood Illness information sheet is enclosed at the back of this Handbook.

Outbreak Policy

Growing Concern Child Care Centre follows the outbreak control measures set by The London-Middlesex Public Health Unit. Exclusion occurs if:

- Possible Case (one episode of diarrhea or vomiting)
 - If no further vomiting or diarrhea, child can return in 24 hours
 - If your child has further vomiting or diarrhea, they cannot return until 48 hours with NO symptoms
- Definitive Case (Two or more episodes of diarrhea OR two or more episodes of vomiting OR one of each)
 - Children must be home 48 hours with NO symptoms

Anaphylaxis Policy

Growing Concern Child Care Centre is committed to the safety and well being of children enrolled in our program who are at risk of anaphylaxis. We are committed to providing:

- an environment where the risk of exposure to anaphylactic causative agents are reduced
- a communication plan for parents, staff, students and volunteers including information on life-threatening allergies including anaphylactic
- an individual plan for each child with an anaphylactic allergy that includes emergency procedures in respect of the child
- training for staff provided by the parent (video tape recorded) on the procedures to be followed in the event of a child having an anaphylactic reaction, how to recognize the signs and symptoms of anaphylaxis and how to administer the medication

Asthma Policy

Parents of children who have asthma or inhaler medication will receive an Information Form to complete for their child. This form will include:

- The symptoms the child develops that indicate that medication is needed
- The known triggers of the child's symptoms
- The medication name, dosage and how it is to be given
- Side effects for the medication
- Parent contact information

Medication Policy

Growing Concern Child Care Centre will only administer prescription medications after a Medication form has been filled out.

Prescription Medications: All prescription drugs must be in the current original container with name, date and dosage.

Non-Prescription Medications: centre staff will not administer non-prescription medications.

Chronic Illness/Conditions

All prescription medications must be in the original container accompanied by a note from the doctor explaining the circumstances in which the medication is to be given, the children's name, current date and the dosage to be administered. An ongoing medication form must be completed upon registration into the program or as soon as an illness is diagnosed in a child already enrolled in the program. A copy of this form will stay with the child's teacher to be signed each time the medication is administered. Another copy of the form will be placed in the child's file. Examples of these types of medications are epi-pen, inhalers, etc.

* The staff of the Child Care Centre **will not** administer any medications of any kind unless a medication form is filled out and signed by the parent. Drug forms are located in the "out" boxes on the Ground and First floor.

** If circumstances allow, parents may administer the medication to their child during the day.

MEDICATIONS CANNOT BE KEPT IN YOUR CHILD'S BAG OR AT HIS/HER LOCKER WITHOUT EXCEPTION.

Clothing

Please dress your child according to weather conditions. In accordance with the Day Nurseries Act each child participating in a full day program is required to have outdoor play, weather permitting. Sun hats in the warm weather and warm items (hat, mitts, and scarf) in the cooler weather. We find starting in October mitts and hats are needed for our walks and outdoor play. It's a good idea to leave a change of clothing in your child's locker in case of accidents.

Please **LABEL** all items of clothing.

Sunscreen

All children enrolled in the program must come to school with sunscreen already applied. The staff will reapply sunscreen throughout the day as required. Growing Concern purchases a large quantity of brand name, waterproof, nut-free sunscreen, and all parents are required to pay a nominal fee per child to cover the cost of this product each summer. The fee will be

paid to staff in your child's program area. If for reasons of allergy or skin sensitivity you need to provide an alternative sunscreen for you child, we ask that the product be nut-free, waterproof, and clearly labelled.

Extreme Weather Conditions

The centre follows the guidelines set by the Middlesex-London Health Unit pertaining to weather conditions. Daily programming will be revised if conditions do not allow outdoor activity.

Field Trips

Field trips are planned regularly for our older children. Our trips can vary from a walk around the neighbourhood to taking public transportation.

Periodically trips require a minimal fee, which is accompanied by a consent form to be signed by the parent/guardian. Without this signed form your child will not be able to participate. Adult participation is welcomed and at times necessary to have a successful trip.

When a parent's preference is for their child not to participate in a planned field trip the centre will do its best to put the child in another group. If this is not possible the parent will be asked to find alternate care.

On a scheduled field trip day, if you are going to be late, arrangements must be made to drop your child off at the location of the trip. Please notify us in advance.

Planned trips will be cancelled and rescheduled during extreme weather conditions.

Parking

Drop off areas are available at the main entrance or at the west side of the facility. A maximum of fifteen minutes is allowed, giving you time to settle your child. Please be considerate. Parking meters are available on Hill and Colborne Street if the need arises. The city will ticket any car whose meter has expired. The half circle drive at the front of the school, our "kiss and drive" is to be used for quick drop off and pick ups. Please be respectful to others and limit your time in the school.

Fire Drills

The Ministry of Community, Family and Social Services requires that all licensed centres conduct a monthly fire drill and keep a record of each. All fire drills that occur in the Child Care Centre are conducted and critiqued by the London Health Sciences Centre Fire Prevention staff. "Fire Procedure" schedules are posted at the doorway of every classroom in the centre. Recognition to a staff member must be made when dropping your child off during a fire drill. **Do not enter** the building if the alarm system is activated.

Emergency Situations

For any kind of emergency situation that an evacuation of the Centre is necessary, all children will be escorted to Room 32, Hospital Education, South Street Campus. Parents wishing to locate their children during an emergency are directed to go to this area.

School Age Program

The Centre offers a program to children ages 5-10 during the Christmas, March and Summer Break. This schedule coincides with the London and Middlesex Board of Education and the Catholic School Board. The ratio of staff per child is 1 to 15. Program staff includes an ECE staff, which has the support of assistants and volunteers. Daily activities include crafts, organized games, special days and planned trips.

The program is located on the second floor of the Centre. The hours of operation are from 7:30 a.m. – 5:30 p.m. Care is provided before 7:30 with an additional fee. Late care is not available.

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DISEASE	HOW IT IS SPREAD	SIGNS & SYMPTOMS	WHEN IS IT CONTAGIOUS	WHEN TO EXCLUDE FROM SCHOOL	REPORT TO PUBLIC HEALTH
Common Cold	Spreads person to person via droplets; indirect spread via contaminated hands, objects, surfaces. Almost always viral.	Runny nose, sneezing, sore throat, cough, decreased appetite. Fever with some colds.	1 day before to 5 days after onset.	Do not exclude unless too ill to take part in the activities.	Not reportable to Health Unit. Frequent hand washing is important.
Ear Infections (Otitis Media)	Complication of cold.	Earache or irritability, fever and cold symptoms.	Not infectious.	Do not exclude unless too ill to take part in the activities.	Not reportable to Health Unit.
Strep Throat Scarlet Fever	Bacteria spreads person to person through respiratory droplets or direct contact with a symptomatic person or a symptomatic carrier. Rarely spread indirectly through contaminated surfaces. Incubation period 1-3 days.	Fever, sore throat. General discomfort and tender glands on the neck. Sandpaper-like rash on neck, chest, in folds of axilla, elbow, groin, and inner surface of the thighs. Face looks flushed.	Until 24 hours after treatment began. If untreated 10-21 days.	Exclude until 24 hours after the start of antibiotics.	Not reportable to Health Unit.
Diarrhea	Germ is spread through the stool of infected persons. Spread directly from person to person; indirectly from hands of staff and children, objects, surfaces, food, or water contaminated with germs (young children frequently put fingers and objects in mouth).	Increase in frequency of stools and/or change to unformed, loose, or watery stool. Fever, loss of appetite, nausea, vomiting, abdominal pain, mucus or blood in stool may also occur. Diarrhea may be dangerous in infants and young children because the loss of fluid may cause dehydration.	For duration of diarrhea.	Exclude children until diarrhea is gone or physician determines child is not infectious. Notify parents at once if any of the following are present: 2 or more episodes of diarrhea or diarrhea with fever over 39°C (102°F); repeated vomiting; dehydration; blood or mucus in stool.	Report to Health Unit outbreaks of 2 or more children having diarrhea occurring within 48 hours, also any case of bloody or diagnosed bacterial diarrhea.
Rotavirus	Germ is excreted in stool of infected persons and spreads person to person through the fecal-oral route. May also spread via contact and through respiratory secretions. Incubation period is 1-3 days.	Fever and vomiting precede watery diarrhea. Dehydration may occur rapidly. Symptoms usually last for 4-6 days.	During the acute state of illness through to the 8th day of infection.	Exclude until 48 hours after diarrhea and vomiting have stopped.	Report outbreaks to Health Unit. Emphasize proper hand washing.
Chickenpox (Varicella)	Spreads person to person by direct contact, droplet or airborne spread of fluid from vesicles or secretions, of the respiratory tract. Indirectly through articles freshly soiled with secretions from vesicles. Very infectious. May develop following contact with person having shingles. Incubations period 14-21 days.	Sudden onset of mild fever. Small red pimples which develop into blisters, then become encrusted. Occurs in successive crops, and tends to affect face, hands, neck and extremities.	Up to 5 days before onset of rash and lasting until lesions have crusted (about 5 days).	Return to school or childcare as soon as child is well enough to participate normally in all activities (regardless of the state of the rash).	Report to Health Unit . Vaccine available. Staff and parents should be notified. Susceptible pregnant staff will need to seek medical care promptly.
Impetigo	Bacteria spreads person to person by direct contact. Caused by same bacteria that causes strep throat.	Pustules or crusted rash on face or exposed parts of body (arms and/or legs).	From onset of rash until 1 day after start of treatment with antibiotics.	Exclude until antibiotic treatment has been taken for 1 full day.	Not reportable to health unit.
Conjunctivitis (Pink Eye)	Bacteria spreads person to person by contact with secretions from eye or respiratory secretions. Indirect through contaminated clothing and other articles. Incubation period usually 24-72 hours.	Redness, swelling, itching, pain, discharge from eye. After sleep the discharge forms dry, yellowish crusts on eyelashes.	For duration of infection or until 24 hours after treatment started.	Exclude if yellowish discharge present and then until the antibiotics have been taken or dropped into eyes for 1 full day.	Not reportable to Health Unit.
Fifth Disease	Virus mainly spreads from person to person through contact with respiratory secretions. Incubation period is 4-20 days to development of rash.	Usually a febrile, very red rash begins on cheeks (slapped face appearance) followed by a lace-like rash on the trunk and extremities which fades but may come and go for 1 to 3 weeks.	Greatest before onset of rash. Probably not communicable after onset of rash.	Do not exclude if well enough to take part in activities.	Not reportable to Health Unit. In consultation with Public Health, notify pregnant teachers and parents who may have had exposure.
Roseola (Sixth Disease)	Spread of human herpesvirus 6 is not clearly understood. Common in children 6-24 months of age. Incubation period is about 10 days.	Starts with fever. Several days later small spots appear on face and body. Rash lasts 3-5 days. In some children, high fever may be the only symptom.	Unknown. If the virus becomes latent may be communicable for life. Difficult to diagnose until rash appears.	Do not exclude unless too ill to participate.	Not reportable to the Health Unit.



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CONTRACT FOR SERVICES

The conditions of this contract are designed to protect both the parents and the Child Care Centre. In effect, this Agreement guarantees your financial support of the enrollment space, which the Centre will provide for your child.

AGREEMENT

In consideration of the Growing Concern Co-operative Child Care Centre providing care and supervision to my/our child, I/We agree:

1. That I/We have read and understood the program and administrative policies as described in the "Parent Hand Book".
2. That I/We will abide by the policies as approved by the Board of Directors.
3. That I/We will give two weeks of written notice or will pay two weeks of fees in lieu of notice prior to withdrawing my/our child from the program.
4. This agreement may be terminated by mutual consent with two weeks of written notice by either party.
5. I/We have a clear understanding and agree to comply with the terms and conditions of the fee for my/our child's care received.

Dated in London, Ontario, This _____ day of _____, 20_____.

Name of Child _____

Signature of 1st Parent: _____

Signature of 2nd Parent: _____