

Directly Operated
School Age Programs

Family Guide



Providing quality care since 2020

School Age Programs

Mapleridge Public School, Powassan

Supervisor, Heather Wainman 705-724-5462

Sundridge Centennial Public School, Sundridge

Supervisor, Jane Piercey 705-386-0553

Program Contact Information:

Email: sap@psdssab.org

Table of Contents

1.0 GENERAL INFORMATION

Page 2	Welcome Message
Page 2	Children's Service's Core Values
Page 3	How Does Learning Happen, Ontario's Pedagogy for the Early Years
Page 3	Program Statements
Page 3	Ontario Ministry of Education Licensing and Quality Assurance Branch
Page 4	Program Staff
Page 4	Students and Volunteers

2.0 PROGRAM ADMINISTRATION

Page 4	Canada Wide Early Learning and Child Care System, Fees, and Billing
Page 5	Child Care Fee Subsidy
Page 5	Program Closures
Page 6	Admission and Discontinuation of Service
Page 6	Waiting List Policy
Page 6	Family Concern and Complaint Process
Page 7	HiMama – The Childcare App
Page 7	Safe Arrival and Departure

3.0 HEALTH AND WELL-BEING OF CHILDREN

Page 8	Sanitary Practices and Infectious Disease Control
Page 8	Ill Children
Page 8	Drug and Medication Administration
Page 9	Allergies and Medical Needs
Page 13	Emergency Management
Page 14	COVID-19 Immunizations
Page 14	Off-Premise Activities
Page 14	Supervision of Children
Page 14	Prohibited Practices
Page 15	Inclusion of Children with Differing Abilities
Page 15	Nutrition and Menu Planning

4.0 RESOURCES

Page 15	Resources
Page 16	Children's Services Program Listing

General Information

Welcome to the Parry Sound District Social Services Administration Board and the Children's Services Department. We directly operate a variety of child care programs to support your family including Early Learning and Child Care Centres, Home Child Care, EarlyON, School Age Programs, and Inclusion Support Services. For more information on any of these or other services please contact the program supervisor, and they will gladly help you.

Our Early Learning and Child Care Centres offer quality learning opportunities based on the belief that children are "competent, capable of complex thinking, curious, and rich in potential". (*How Does Learning Happen? Ontario's Pedagogy for the Early Years*, p.6). Our programs value and build on each child's individual strengths, interests and abilities, while being grounded by the six principles found in the publication *Early Learning for Every Child Today: A framework for Ontario early childhood settings* (ELECT 2007):

Principle 1: Positive experiences in early childhood set the foundation for lifelong learning, behaviour, health, and well-being.

Principle 2: Partnerships with families and communities are essential.

Principle 3: Respect for diversity, equity, and inclusion is vital.

Principle 4: An intentional, planned program supports learning.

Principle 5: Play and inquiry are learning approaches that capitalize on children's natural curiosity and exuberance.

Principle 6: Knowledgeable, responsive, and reflective educators are essential.

(ELECT, pp.7-20)

Directly Operated Child Care Programs Core Values

The following core values have been adopted by the staff of the directly operated child care programs and are reflected in their everyday work with young children:

Cooperation – Working together for a common purpose (dedication, accountability, honesty, integrity, success, professionalism, support, dependability)

Creativity – A high degree of innovation and originality (humour, beauty, independent, culture, spirituality, freedom, courage, health, appreciation)

Integrity – The quality or state of being of sound moral principle; uprightness, honesty, sincerity (trustworthy, loyalty, patience, reality, perception, genuine, appreciative, responsibility, accountability)

Helpfulness – Sense of concern for and outreach to the needs of others (empathy, compassion, understanding, resourceful, non-judgemental)

Wisdom – The ability to apply knowledge, experience, understanding, common sense and insight (self-reflection, self-awareness)

Respect – Unbiased consideration and regard for the rights, values, beliefs and property of all people (independence, freedom, security, health, life choices)

How Does Learning Happen? Ontario's Pedagogy for the Early Years

The School Age Programs plan and implement programs based on the foundations contained in the Ontario Ministry of Education document *"How Does Learning Happen? Ontario's Pedagogy for the Early Years"* (HDLH 2014) which states:

"Children are competent, capable of complex thinking, curious, and rich in potential. They grow up in families with diverse social, cultural, and linguistic perspectives. Every child should feel that he or she belongs, is a valuable contributor to his or her surroundings, and deserves the opportunity to succeed. When we recognize children as capable and curious, we are more likely to deliver programs and services that value and build on their strengths and abilities." (HDLH, 2014)



Program Statements

The Program Statement is reflective of the program's philosophy, values and daily programs practices. The Program Statement is regularly reviewed and updated as programs evolve based on the most current research and feedback from families, staff and other professionals supporting the child care program. You will be provided with a Program Statement when you enroll your child in one of our programs and following significant revisions or you can visit <https://www.psdssab.org/index.php/our-programs/childrens-services/licensed-child-care-centers/>

Ontario Ministry of Education Licensing and Quality Assurance Branch

As licensed school age programs, each program is bound by legislative and regulated requirements as set out under the Child Care and Early Years Act, 2014 (CCEYA) and Ontario Regulation 137/12 (O.Reg.137/15). Ministry of Education program advisors assess compliance with the licensing requirements during annual inspections of each program. For further information on the licensing requirements and process please visit <http://edu.gov.on.ca/childcare/>.

Each licensed school age program receives additional inspections from the North Bay Parry Sound District Health Unit to ensure that all health and safety regulations set out by the Ontario Ministry of Health are followed.

Program Staff

All program staff participate in ongoing professional development throughout the year to enhance their skills and knowledge. Each program has program staff that have received director approval from the Ministry of Education Licensing Branch. All program staff are required to complete a Vulnerable Sector Check through the local police department and be certified in Standard First Aid and Infant/Toddler CPR.

Students and Volunteers

Our programs support local Community College Students, High School Co-Op Students and Community Volunteers. All students and volunteers are required to complete a Vulnerable Sector Check or a Criminal Record Reference Check and review all policies and procedures prior to commencement of their placement. Students and Volunteers are supervised at all times by program staff.

Program Administration

Canada Wide Early Learning and Child Care System (CWELCC)

In July 2022, all the District of Parry Sound Early Learning and Child Care Centres Opted-In to the Canada Wide Early Learning and Child Care System (CWELCC). Fee reduction through the CWELCC is for children under six years of age (and any child who turns six years old between January 1st and June 30th in that calendar year), retroactive to April 1, 2022. The first required fee reduction came into effect July 1, 2022, and a further fee reduction will take effect prior to December 30, 2022. The final required fee reduction will be made prior to December 30, 2025.

DIRECTLY OPERATED CHILD CARE PROGRAMS PARENT FEE SCHEDULE FOR CHILDREN 6 YRS. AND UNDER AS OF JUNE 30

<u>CODE</u>	<u>DESCRIPTION</u>	<u>BASE RATE</u>
BS	Before School	\$10.50 (July 2022 – December 2025)
AS	After School	\$12.00 (July 2022 – December 2025)
Rec	Full Day	\$26.50 (January 2023 – December 2025)

There will be an annual fee increase for children 6 years of age and older. Families will receive notification of all fee increases prior to them taking effect.

DIRECTLY OPERATED CHILD CARE PROGRAMS PARENT FEE SCHEDULE FOR CHILDREN 6 YRS. AND OVER AS OF JULY 1

<u>CODE</u>	<u>DESCRIPTION</u>	<u>BASE RATE</u>
BS	Before School	\$11.00
AS	After School	\$15.00
Rec	Full Day	\$54.00

1. Upon enrollment, families will turn on “autopay” through the HiMama Application and input their preferred method of payment and banking information, either automatic withdrawal or credit card. A user fee may be applied to credit card payments.

2. Families will be charged the parental daily rate for each day the child is enrolled regardless of the reason for any absences.
3. Families will have access to their monthly invoice in HiMama on the first day of the month and payments will be applied on the 8th day of the month. Note, some financial institutions require 3-5 business days to process automatic withdrawals.
4. Income tax receipts for all payments received will be sent in March of each year.
5. Failure to pay monthly child care fees will result in immediate suspension of child care services.
6. There will be a \$25.00 service fee charge for Non-Sufficient Funds (NSF) and failure to pay will result in immediate suspension of child care services.
7. Child Care programs require two-week written notice for any changes to the number of days enrolled or discontinuation of services.

Child Care Fee Subsidy

Child Care Fee Subsidy supports families that are deemed eligible based on the family's income. Families can access the Online Application for Child Care Fee Subsidy (OLAF) by going to www.psdssab.org and clicking on the OLAF Apply Now link OR you can contact the Child Care Fee Subsidy office at 705-746-7777/1-800-461-4464 ext. 5277 or email subsidy@psdssab.org.

Program Closures

1. Programs will be closed on the following statutory holidays:

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

2. In addition, all programs will be closed during the designated school board winter statutory/school holiday.
3. School Age Programs will make every attempt to remain open on school board declared snow days provided staff can safely travel to and from the school. Any necessary program closures will be announced through the HiMama App so please be attentive.
4. Families will not be charged for program closures.
5. Families will be notified by telephone should a program need to close for emergency reasons. In this circumstance, if a parent or guardian cannot be notified, the identified Emergency Contact for that child will be called.
6. As declared in the Ontario Child Care Workforce Strategy Plan, child care programs may close up to two days per calendar year for staff professional training. Every effort will be made to notify families of these closure dates and families will not be billed for program closures.

Admission & Discontinuation of Services

1. Program staff will be happy to provide your family with a tour of the program and discuss your care needs upon enrollment.

2. Each family must complete the Enrollment Package and sign all required documents prior to the first day of care.
3. Once all required documentation has been received, the program supervisor or staff member will contact the family to arrange a start date for your child.
4. Two weeks written notice is required any time your child care needs change including days and/or hours to attend, or discontinuation of services. If two weeks is not provided, you will be billed for the days enrolled up to 10 days to cover the notification period.

Waiting List Policy

The programs strive to meet the needs of the children and their families to make space available as soon as possible, but from time to time the school age program may have a waiting list for services due to high demand in a particular age group. We will never charge a fee to be placed on the waiting list and placement will depend on the following priorities:

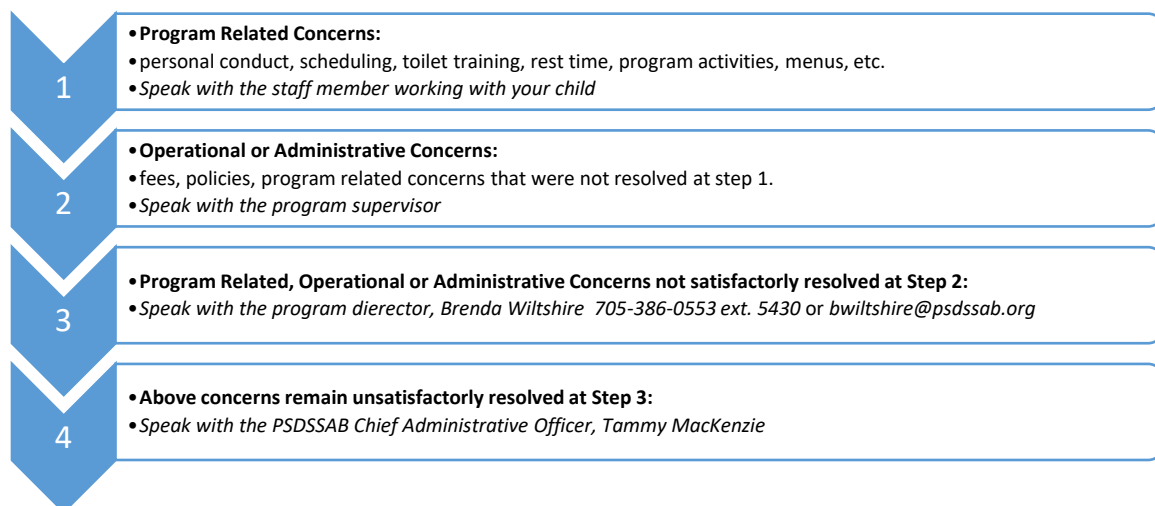
- Siblings of children currently enrolled
- Families requiring full-time care or some combination thereof
- Families requiring part-time care depending on space availability
- Families requiring irregular scheduled care as space allows.

Please Note: Children in emergency or crisis situations may be enrolled immediately as space is available.

Families may contact the program supervisor to inquire their child's placement on the waiting list and will be given the information in a manner that maintains the privacy and confidentiality of the families listed.

Family Concern and Complaint Process

All child care programs have a welcoming open-door environment where families are encouraged to take an active role in the program. Should a family have a concern about the program operations or administration, please bring them forward verbally or in writing and you will receive a response within 5 working days. If a resolution requires more time, the person who raised the concern will be kept informed throughout the process. Every effort will be made to protect the privacy of the families, children, staff, placement students and volunteers except where information must be disclosed for legal reasons, for example CAS.



Concerns related to a child care program's compliance with the regulations set out in the *Child Care and Early Years Act, 2014* must be reported to the Ministry of Education's Quality Assurance and Licensing Branch at **1-877-510-5333** or childcare_ontario@ontario.ca.

HiMama-the Childcare App

Each family will receive a welcome package and login information for the *HiMama-the Childcare App* when they enroll a child in a child care program. All Directly Operated Child Care Programs use the HiMama Application to invoice and collect child care fees, therefore, families are required to download the application. This application also allows staff and families to relay information on the child's progress, daily activities, and other important information. It is at no additional cost to the family. Any family wishing to continue receiving information about their child's day without using the HiMama App will regularly receive written notices. Please continue to call or text the child care program to report absences and other time-sensitive information.

Please be aware that the child care programs use HiMama to take attendance, record sleep times, track menu changes and other Ministry of Education required documentation for all children enrolled in the program. This information is confidential and will not be shared unless legally required to meet Ministry of Education regulations and licensing requirements.

Safe Arrival and Departure

At time of enrollment, each family will identify who may pick the child up at the end of the day in place of the parent or guardian, and in the case of an emergency where the parent or guardian cannot be reached. Each person identified on the Enrollment Form must be prepared to show photo ID upon pick-up or the child will not be released to their care.

From time to time a family may wish to add or remove, from the list, someone who is permitted to pick-up their child. You will need to contact the program staff or supervisor and make the changes **in writing**.

Please note, if a child is going to be absent on an enrolled day, please call or text the program in the morning to report the absence. Program staff will reach out to a family where a child does not arrive as expected and no prior notification is given.

Health & Well-Being of Children

Sanitary Practices & Infectious Disease Control

Our school program works closely with and is periodically inspected by the North Bay Parry Sound District Health Unit to ensure all health and safety regulations are adhered to. The school age program has developed rigorous cleaning protocols to assist with the control of infectious diseases within the child care environment.

If a school age program is declared on "Outbreak" from a respiratory or enteric illness, each family will be notified in advance of care. The school age program will remain open unless otherwise instructed by the NBPSDHU and follow an enhanced cleaning protocol, as well, staff may be required to wear face masks and eye protection during program hours.

Families will notify the child care program when their child is diagnosed with a communicable disease. The child care program must post a Communicable Disease Notice and notify families to watch for any symptoms. All communicable diseases must be reported to the NBPSDHU by the child care program.

III Children

It is important to us that every precaution is taken to reduce the spread of diseases and infections.

Families need to keep their child home and notify the program if any of the following symptoms are present:

- a) a fever,
- b) vomiting within the last 24-hour period,
- c) diarrhea (2 consecutive loose bowel movements) within the last 24-hours,
- d) any discharge from the eyes and/or ears,
- e) a severe cough, runny nose and/or congestion,
- f) any undiagnosed skin rashes or infections; and/or,
- g) gastrointestinal infection.

If a child arrives to with any of the above symptoms, or if the child develops symptoms during their time in the program, families will be contacted and asked to pick their child up as soon as possible. *Children are expected to be able to fully participate in all indoor and outdoor activities throughout the day.*

Drug and Medication Administration

Should your child require prescription medication to be administered during the time they are in care, please speak to a staff member. The parent/guardian must complete and sign a Drug or Medication Administration form before any medication will be given. All medication must be in the original pharmaceutical container with the prescription label identifying:

- ✓ The child's full name
- ✓ The name of the drug or medication
- ✓ Prescription number
- ✓ The dosage of the drug or medication
- ✓ Instructions for storage
- ✓ Instructions for administration
- ✓ The date of purchase or the medication, and
- ✓ The expiry date of the medication, if applicable.

In the case of non-prescription skin care products, such as insect repellent, sun screen, lip balm, etc., completion of the Over-the-Counter Product Authorization form by the parent or guardian is required and the product must be in the original container.

Where a drug or medication is to be administered to a child on an "as needed" basis (e.g. there is no specific schedule or time of day for administration), the drug or medication must be accompanied with a doctor's note or prescription label outlining the signs and symptoms for administering the drug or medication and the appropriate dosage. In addition, the Authorization for Drug/Medication Administration form must clearly indicate the situations under which the medication is to be given as outlined in the doctor's note/prescription label, including observable symptoms.

Allergies and Medical Needs

Please identify to the program supervisor any life-threatening allergies or other medical needs your child may have so we can better support your family. The program supervisor will set up a meeting with you

to discuss all the necessary precautions and procedures in case of an emergency. Every child with a life-threatening allergy or medical need will be issued a detailed emergency plan that will be posted in several locations within the program spaces, as well, any required training around first aid and specific emergency procedures will be completed prior to the child's first day of care.

The following strategies to reduce the risk of exposure to anaphylactic causative agents will be followed at all times by staff, placement students and volunteers:

INDIVIDUALIZED PLANS AND EMERGENCY PROCEDURES FOR CHILDREN WITH LIFE THREATENING ANAPHYLACTIC ALLERGIES OR MEDICAL NEEDS POLICY:

1. Before attending the child care program, the program supervisor or designate will meet with the parent/guardian of a child to obtain information about any medical conditions, including whether the child is at risk of having or has anaphylaxis.
2. Before a child attends the child care program or upon discovering that a child has an anaphylactic allergy or medical need, an Individualized Plan and Emergency Procedures will be developed for each child in consultation and collaboration with the parents/guardians and any regulated health professional who is involved in the child's care that the parent/guardian believes should be included in the consultation.
3. All Individualized Plan and Emergency Procedures will include a description of symptoms of an anaphylactic reaction or medical need that are specific to the child and the procedures to be followed in the event of an allergic reaction or other medical emergency based on the severity of the child's symptoms.
4. The Individualized Plan and Emergency Procedures for each child will include information for those who are in direct contact with the child on a regular basis about the type of allergy/medical need, monitoring and avoidance strategies and appropriate treatment.
5. All Individualized Plan and Emergency Procedures will be made readily accessible at all times to all staff, placement students and volunteers and will be kept in food preparation and eating areas; as well, a copy is to be kept in the emergency contact folder that is to be taken on all outings, evacuations, and outdoor play time.
6. All Individualized Plan and Emergency Procedures will be reviewed with a parent/guardian of the child every 6 months to ensure the information is current and up-to-date or more frequently if there are any changes to the procedures and/or medication.
7. Every child's epinephrine auto-injector must be carried everywhere the child goes and Directly Operated Child Care Programs Policy 3.09, Drug and Medication Administration will be followed.
8. Directly Operated Child Care Programs Policy 3.09, Drug and Medication Administration will be adhered to when there is drug or medication treatment indicated on the Individualized Plan and Emergency Procedures.
9. The program supervisor will follow Directly Operated Child Care Programs Policy 2.09, Monitoring Compliance and Contraventions of Policies, Procedures and Individualized Plans and any subsequent policy when dealing with the commission of a prohibited practice.
10. The program director will update or revise this policy as legislation and regulations change.

INDIVIDUALIZED PLANS AND EMERGENCY PROCEDURES FOR CHILDREN WITH LIFE THREATENING ANAPHYLACTIC ALLERGIES OR MEDICAL NEEDS PROCEDURES:

1. The person who becomes aware of the child's anaphylactic reaction or medical emergency must immediately:
 - i. implement the child's Individualized Plan and Emergency Procedures;
 - ii. contact emergency services and a parent/guardian of the child, or have another person do so where possible;
 - iii. ensure that where an epinephrine auto-injector has been used, it is properly discarded (e.g., given to emergency services, or in accordance with Children's Services Policy 3.09, Drug and Medication Administration);
2. Once the child's condition has stabilized or the child has been taken to hospital, staff will follow the Directly Operated Child Care Programs Policy 2.07, Serious Occurrence Reporting, document the incident in the daily written record, and complete the Accident/Observation Report.
3. Program supervisors or designates will debrief with all staff, placement students, volunteers and parents/guardians involved in the emergency to ensure that procedures were followed and determine if any recommendations or changes need to be made to the individualized action plan.
4. Program supervisors or designates will complete and submit a PSDSSAB Incident Report.

Strategies to Reduce the Risk of Exposure to Anaphylactic Allergens:

The following strategies to reduce the risk of exposure to anaphylactic causative agents must be followed at all times by staff, placement students and volunteers:

- a) Staff, placement students and volunteers will wash their hands after consuming outside food and before entering program rooms.
- b) Child care programs that offer School Age Programming with bag lunches will create specific procedures to reduce exposure to anaphylactic causative agents including but not limited to:
 - i. providing families with a list of prohibited food items including nuts, tree nuts, seeds, and peanut butter, based on the needs of the children in the group;
 - ii. program staff monitoring the contents of the bagged lunches, removing any prohibited items to be returned to the family and discussing any concerns with parents and/or guardians;
 - iii. program staff supplementing bagged lunches with nutritionally appropriate choices if the contents are inadequate;
 - iv. families labelling all food and drink containers with the child's name and date of arrival at the program;
 - v. program staff carefully monitoring meal and snack times to ensure that sharing of food items is discouraged, and;
 - vi. program staff are following Children's Services Policy 3.12 Nutrition and Menu Planning (Bag Lunches).
- c) No food items where the ingredients are not known will be served.
- d) No items with 'may contain' warnings on the label will be served in a room where there is a child who has an Individualized Plan and Emergency Procedures specifying those allergens.

- e) Child Care program staff will review all ingredients before food is served to children to verify that causative agents are not served to children with anaphylactic allergies.
- f) In cases where a child has food allergies or other dietary requirements and the meals and snacks provided by the child care program cannot meet the child's needs, parents/guardians will be asked to supply meals/snacks for their child. All written instructions for diet provided by a parent/guardian will be implemented.
- g) When parents/guardians are asked to provide food and drink for their child ensure that parents label all food and drinks brought into the child care program with the child's full name and the date the food/drink arrived at the program.
- h) Where food is provided from home for children, ensure that appropriate supervision of children is maintained so that food is not shared or exchanged.
- i) Encourage parents who serve foods containing allergens at home to ensure their child has been rid of the allergens prior to attending the child care program (e.g., thoroughly washing hands, brushing teeth, etc.).
- j) Labels on craft and sensory materials, and toys will be checked for possible allergens and not be used in the program.
- k) Refer to the allergy list and ensure it is up to date, displayed in a prominent location in the children's activity area and food preparation areas and that it is implemented.
- l) All Individualized Plan and Emergency Procedures are kept-up-to-date and all staff, placement students and volunteers will be alerted to any changes and trained on the plans reviewing the allergies, signs and symptoms, and treatment.
- m) Program supervisors or designates will share information about anaphylaxis, strategies to reduce the risk of exposure to known allergens, and treatment with all families enrolled in the child care program.
- n) Families will be updated, in writing, by the program staff when changes to allergies occur while maintaining the confidentiality of the child(ren). In addition, notices will be posted at the child care entrances.
- o) No products containing latex will be permitted in the child care programs (e.g., gloves, balloons, etc.).

The following is the Directly Operated Child Care Programs communication plan for sharing information on life-threatening and anaphylactic allergies with staff, program students and volunteers, parents, and families.

Each child care program supervisor or designate will ensure;

- a) parents and families are informed about anaphylactic allergies and all known allergens at the child care program through prominently located notices (e.g., entrances, parent bulletin boards), HiMama notifications, email bulletins, information located in the Program Family Guide, and/or individual notices sent home with each child;
- b) a list of all children's allergies including food and other causative agents will be posted in all cooking and serving areas, in each playroom, in emergency contact folders, and made available in any other area where children may be present;
- c) each child with an anaphylactic allergy or medical condition will have an Individualized Plan and Emergency Procedures that detail signs and symptoms specific to the child describing how to identify that they are having an allergic reaction or in medical distress and what emergency measures need to be taken;

- d) each child's Individualized Plan and Emergency Procedures is made available and accessible wherever the child may be present while receiving child care;
- e) the child care program cook and all other persons handling food is informed of all the allergies at the child care program including those of children, staff, placement students and volunteers;
- f) the Ministry of Education is alerted following the Directly Operated Child Care Programs Policy 2.07, Serious Occurrence Reporting where an anaphylactic reaction or medical emergency occurs; and
- g) this communication plan is regularly reviewed and updated to ensure it is meeting the needs of the child care program and that it is effectively achieving its intended result.

DRUG AND MEDICATION POLICY:

1. Where drugs or medications will need to be administered to a child in response to an anaphylactic reaction, the Directly Operated Child Care Programs Policy 3.09, Drug and Medication Administration will be followed including the completion of an Authorization for Drug/Medication Administration form (Appendix H1) and Record of Drug/Medication Administration form (Appendix H2).
2. Emergency allergy medication (e.g., oral allergy medications, puffers, and epinephrine auto-injectors) will be allowed to remain unlocked or carried by children with parental/guardian authorization so that they can be administered quickly when needed.
3. The program supervisor or designate will ensure the parent/guardian of children with anaphylaxis who do not have epinephrine on site are notified immediately to plan to have the necessary medication delivered to the child care program. If a child shows signs and/or symptoms of having an allergic reaction requiring epinephrine, emergency services will be called without delay and Standard First Aid measures will begin immediately.
4. All injectable medication (e.g., auto-injector, insulin needles/lancets/cartridges/pens, etc.) will be stored in a disposal container supplied by the parent/guardian once it has been administered. Disposal containers will be stored in a secure location out of the reach of children and returned to the parent/guardian.

TRAINING POLICY:

1. The program supervisor or designate will ensure that staff, placement students and volunteers receive training from a parent/guardian of a child with anaphylaxis on the procedures to follow in the event of a child having an anaphylactic reaction, including how to recognize the signs and symptoms of anaphylaxis and administer emergency allergy medication as identified on the Individualized Plan and Emergency Procedures - Anaphylaxis. Parents/Guardians will sign the Individualized Plan Training Consent and Verification form identifying staff that have been trained and may then train others in the child care program.
2. The program supervisor or designate will ensure that all staff, placement students and volunteers receive training from a parent/guardian of a child with a medical condition on the procedures to follow in the event of a medical emergency, including how to recognize the signs and symptoms of a medical emergency and to administer emergency medication and measures as identified on the Individualized Plan and Emergency Procedures – Medical Needs. Parents/Guardians will sign the Individualized Plan Training Consent and Verification form identifying staff that have been trained and may then train others in the child care program.

TRAINING PROCEDURES:

1. Where only the program supervisor or staff has been trained by a parent/guardian, the program supervisor will ensure training is provided to all other staff, placement students and volunteers at the program.
2. Training will be repeated annually, and any time there are changes to any child's Individualized Plan and Emergency Procedures.
3. A written record of training for staff, placement students and volunteers on procedures to be followed for each child who has an anaphylactic allergy will be kept, including the names of individuals who have not yet been trained. This will ensure that training is tracked, and follow-up is completed where an individual has missed or not received training. All training will be recorded using the Individualized Plan Training Consent and Verification form and kept on file at the child care program.

CONFIDENTIALITY POLICY:

All information about a child's allergies and medical needs will be treated confidentially and every effort will be made to protect the privacy of the child, except when information must be disclosed for the purpose of implementing the procedure in this policy and for legal reasons (e.g., to the Ministry of Education, College of ECE's, law enforcement authorities or Children's Aid Society)

Emergency Management

Each child care program is required to have a written Emergency Management Plan that covers extraordinary situations such as environmental hazards, serious weather conditions, or emergencies identified by local first responders. Every child care program has identified an evacuation site within walking distance of the program. Should an emergency be declared, families will be notified as soon as possible through the HiMama App and/or by telephone, and we ask that you respect and follow the instructions given to ensure everyone's safety. Please speak to the program supervisor if you have any questions about the site-specific Emergency Management Plan attached to this document.

COVID-19 Immunization

Vaccinations help to create a safe environment for children, families, staff, and child care providers, which will support the learning, development, and well-being of children. To find more information and read our policy on COVID-19 Immunizations, please visit:

<https://www.psdssab.org/index.php/covid-19-child-care-info/>

Off-Premises Activities

Periodically your school age program staff may wish to take the children to visit a local place of interest (e.g. grocery store, post office, police station, library, school, or park) as part of the learning the children has shown interest in. Families have signed the SAP Enrollment form which outlines permission allowing their child to participate. When going on an excursion, we try to enhance the adult-child ratio by adding placement students and volunteers to the group. Staff will carry children's medications, emergency contacts, first aid kit and any other items to support the children having a safe experience.

Supervision of Children

Children will be closely supervised by the staff at all times. Licensed school age programs must maintain a Ministry of Education regulated adult to child ratio based on the age grouping for the children in attendance and all adults participating in the childcare program must have a clear Vulnerable Sector Check on file at each program. No child will have access to any standing body of water including wading pools, streams, ponds, or pools while in care and when a program introduces water play, it will be done using buckets, sprinklers and/or water tables. All water play, in or out of doors, will be supervised by an adult.

Prohibited Practices

Young children benefit from an affirming approach that encourages positive interactions with other children and with adults, rather than from a negative or punitive approach to managing unwanted behaviour. The following are prohibited practices with respect to a child receiving child care at a program operated by the PSDSSAB.

1. corporal punishment of the child.
2. physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent.
3. locking the exits of the child care centre premises for the purpose of confining the child or confining the child in an area or room without adult supervision unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures.
4. use of harsh or degrading measures, threats, or 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.
5. depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing, or bedding; or
6. inflicting any bodily harm on children including making children eat or drink against their will.

Every staff member, placement student and volunteer have a ***Duty to Report*** any suspicions of child abuse to the local Children's Aid Society (CAS). All Registered Early Childhood Educators are bound to comply with the College of ECE's Code of Ethics and Professional Standards. This document may be found at <https://www.college-ece.ca/en/Public/professionalstandards>.

Inclusion of Children with Differing Abilities

All school age programs operated by the PSDSSAB are fully inclusive of all families and children. We work as a team with the families and community partners to provide Individualized Support Programs that support each child using a family focused approach to goal setting based on the child's individual strengths.

Nutrition and Menu Planning

Nutritious menus are prepared seasonally and are based on the *Eating Well with Canada Food Guide 2020*. Snacks are provided in a relaxed family setting where children are seated at a table and encouraged to serve themselves, practice table manners, enjoy conversation and interact with one another. Menus are posted for families as well as uploaded to the HiMama app.

Please discuss any special dietary restrictions your child may have with the program supervisor so arrangements can be made to ensure your child's needs are met. You may be asked to provide any food not regularly served at the childcare program and please make sure that the child's name and date of delivery to the program are labelled on all food containers.

Full day programs, children are expected to provide their own bagged lunch.

Alert the program supervisor of any food allergies or sensitivities your child may experience.

4.0 Resources

Parry Sound District Social Services Administration Board www.psdssab.org

Ont. Ministry of Ed/Child Care Division http://www.edu.gov.on.ca/childcare/licensing_resources.html

North Bay Parry Sound District Health Unit www.myhealthunit.ca

PSDSSAB Directly Operated Child Care Programs

Fairview ELCCC

152 Fairview Lane,
Powassan, ON P0H 1Z0
705-724-5462
Email: fairview@psdssab.org

First Steps ELCCC

16 Toronto Ave.,
South River, ON P0A 1X0
705-386-0553
Email: firststeps@psdssab.org

Highlands ELCCC

2500 Hwy. 592 North,
Emsdale, ON P0A 1J0
705-636-0202
Email: highlands@psdssab.org

Waubee ELCCC

66 Waubee St.,
Parry Sound, ON P2A 1C6
705-746-8332
Email: waubee@psdssab.org

Home Child Care Program

86 Gibson St.,
Parry Sound, ON P2A 1X5
705-746-9522 ext. 4362
Email: homechildcare@psdssab.org

16 Toronto Ave.,
South River, ON P0A 1X0
705-386-2967 ext. 5431

School Age Programs

Mapleridge Public School 705-724-5462
Sundridge Centennial School 705-386-0553
Email: sap@psdssab.org

Inclusion Support Services

86 Gibson St.,
Parry Sound, ON P2A 1X5
705-746-9522 ext. 4361
Email: inclusionsupportservices@psdssab.org

EarlyON Child and Family Centres

Sound Community Hub
86 Gibson St.,
Parry Sound, ON P2A 1X5
705-746-9522 ext. 4351

South River Hub
16 Toronto Ave.,
South River, ON P0A 1X0
705-386-2358 ext. 5453

Land of Lakes Hub
92 Ontario St.,
Burk's Falls, ON P0A 1C0
705-472-7015 ext. 6318

Email: earlyyears@psdssab.org
Website: www.foreverychild.ca