

BRIGHTON CHILDREN'S CENTRE



PARENT HANDBOOK 2006/2007

Brighton Public School, 24 Elizabeth St, Brighton, K0K 1H0

Day Care (613) 475-1811 Preschool (613) 475-4217 Fax: (613) 475-5675
e-mail: info@brightonkids.ca website: www.brightonkids.ca

LICENSED UNDER THE MINISTRY OF CHILDREN AND YOUTH SERVICES

TABLE OF CONTENTS

INTRODUCTION

Philosophy.....	2
Our Goals.....	2

ADMINISTRATION

Allocation of Spaces.....	2
Hours of Operation.....	2
Inclement Weather Days.....	3
Holidays.....	3
Staff.....	3
Admission.....	3
Arrival and Departure.....	3
Impairment.....	4
Clothing and Possessions.....	4
Snacks.....	4
Field Trips.....	5
Privacy Policy.....	5
Parental Obligations.....	5
Fundraising.....	6
Management.....	6

POLICIES

Health and Administration of Drugs Policy.....	6
Sick Children Policy.....	6
Immunizations.....	7
Prescription Drugs.....	7
Non-Prescription Drugs.....	7
Infection Control.....	7
Allergies.....	8
First-Aid.....	8
Sleep/Rest-time Policy.....	8
Sanitation Policy.....	8
General Sanitation Practices.....	8
Diaper Changing Procedures.....	10
Handwashing.....	10
Behaviour Management Policy.....	10
Inclusion Policy.....	12
Serious Occurrence Policy.....	13
Child Abuse Policy.....	13
Fire and Evacuation Policy.....	13
Withdrawal/Discharge Policy.....	13
Amendments of Policies and Procedures.....	13

INTRODUCTION

Philosophy

The Brighton Children's Centre is dedicated to providing a safe, nurturing environment for children to become happy, healthy, secure individuals who can successfully explore and develop individual self-awareness and positive relationships with others. Our aim is to work with families in a caring way to encourage the children in developing talents, self-esteem, respect for others, independence, and language and communication skills through play and the association with other children.

Our Goals

- To provide flexible solutions to suit your family needs.
- To provide you with high quality and reliable children's services.
- To provide our best efforts to ensure an available space for your child.
- To give your child individual attention in a caring, warm atmosphere.
- To create an environment rich in resources for your child's emotional, social, physical and intellectual development.
- To offer you above average services at competitive, flexible, cost-effective rates.

ADMINISTRATION

Allocation of Spaces

The Brighton Children's Centre is licensed for 16 children in the Preschool program, 24 children in the Day Care program and 20 children in the Before and After School program. Once full, waiting lists are maintained for our programs. Spaces are allocated on a first come first serve basis, with preference given to regularly scheduled children.

Hours of Operation

Our very busy day begins at 6:30 a.m. and ends at 6:00 p.m. A copy of your child's group specific schedule will be provided to you with your fee schedule. It will also be posted by the entrance to the group's room. All parents/guardians arriving prior to 6:30 a.m. or after 6:00p.m. (according to the Child Care Centre clock) will be charged a fee of **\$1.00 per minute per family**, payable at the time of pick up.

We offer a morning Preschool program from 8:30 a.m. to 11:00 a.m., Monday through Friday in concert with the Kawartha and Pine Ridge District School Board's yearly school schedule. The preschool is open at 08:25 a.m. with the program beginning at 08:30 a.m. The preschool closes promptly at 11:00 a.m. If you are late to pick up your child, the penalty is **\$1.00 for every minute late**, payable at the time of pick up.

Inclement Weather Days

In the case of severe weather, call the Centre directly and listen to the recorded message regarding closure. The supervisor will also notify the local radio stations, so tune into 1270 AM or 107.1 lite FM for updated information.

Holidays

The Brighton Children's Centre observes the following Statutory Holidays:

New Years Day	Labour Day
Good Friday	Thanksgiving Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
Civic Holiday	

The Preschool will also be closed on Easter Monday.

The Centre will close at Noon on Christmas Eve Day (December 24th).

All full time families (attending the Centre five (5) days per week) are entitled to two weeks of unpaid days off per year (September 1st – August 31st).

Staff

Our program supervisor is an experienced educator with a background in "Early Childhood Education" or an equivalent degree. Staff regularly attend workshops and courses to upgrade their skills and all staff and volunteers must undergo a Criminal Reference Check and a security check through the Children's Aid Society as a condition of employment. Please feel free to approach staff anytime you have questions or concerns - if necessary, a meeting can be arranged. All staff endeavour to maintain high professional ethics, and all information in your child's file is confidential.

Admission

An interview will be arranged with the program supervisor for the parent and the child so that all necessary forms can be filled out (registration forms, health records, consent forms). As well, new members will have an opportunity to ask questions, have a short tour of the centre, and a visit during program hours.

Arrival and Departure

We ask that you escort your child directly into the Centre where staff may greet you and your child individually and exchange any necessary information regarding your child. If a child will not be attending on a particular day please let us know as soon as possible by calling the Centre directly.

Unless previously arranged, children **WILL NOT** be released to any person other than those specified on the admission form in your child's file. If circumstances dictate that a person other than someone specified on the file must pick your child up, you must phone

the Centre and speak to the Supervisor, and the person picking the child up must present photo identification before the child will be released.

WITHOUT A COURT ORDER ON FILE the staff are unable to legally prevent the release of a child to his/her non-custodial parent. **WE MUST HAVE A COPY ON FILE.**

Impairment

Should a parent or legal guardian arrive exhibiting signs of drug or alcohol impairment, the supervisor will alert the parent with our concerns and assist the parent in making alternate arrangements. Should the parent insist on leaving with their child in this circumstance, local authorities will be immediately notified. A third party caregiver who has parental consent to pick up a child from the program and appears impaired while discharging this duty will not be allowed to remove the child from the Centre. Parents will be notified immediately of such occurrences. The safety of the children is paramount in these circumstances.

Clothing and Possessions

Please dress your child in comfortable clothing that is appropriate for physical activity and the season. A second complete change of clothes (pants, top, socks and underwear) is needed in case clothing gets wet or soiled. These extra items can be taken home daily or remain at school in a labelled bag in your child's cubby. Label all clothing with your child's name. It is each parent's responsibility to check for wet clothes and to be sure there is appropriate clothing at the centre. If your child is toilet training please provide plenty of additional extra pants.

A soft toy or favourite blanket may be brought, however, we discourage children from bringing other toys from home. Candies, gum and treats also need to be left at home. We ask that NO guns or toys of destructive/war in nature come to the Centre.

Food and Menu

A nutritious morning snack will be provided for the Preschool program, and morning and afternoon snacks, as well as lunch, will be provided for the rest of the children at the centre.

If your child has food allergies or requires a special diet for any reason please inform the supervisor.

- Nuts and nut products will not be included in any aspect of the menu planning due to the severe nature of a nut allergy.
- An **Allergy list** will be posted near the food preparation area as well as in each room where food will be served. Allergies or sensitivities will be accommodated.
- If you wish to bring in a treat for your child's birthday, it cannot be food of any kind. Ideas: Balloons, party hats, small toy etc.

- Our menus rotate on a four-week basis to allow for a variety of meals and snacks to be served. Our menus are planned based on guidelines as outlined by the Canada's Food Guide.
- All food will be kept covered and stored at proper temperatures (4.4 degrees c/40 degrees F).
- All procedures stated on sanitary and safety practices policies will be followed.
- Menus will be posted on the Parent Bulletin Board, and any changes will be noted.

Field Trips

Occasionally field trips may be made to places of interest in the community such as a farm or fire hall visit. These trips help to expand the children's knowledge and appreciation of the world they live in. Parents will be notified in advance of the destination, time and date of the excursion. It is necessary that each child has a permission slip signed by a parent or legal guardian prior to the trip.

Privacy Policy

The Brighton Children's Centre is committed to protecting personal information by following responsible information handling practices in keeping with current privacy laws. We collect and use personal data in order to ensure the safety of the children in our care, to comply with government obligations and for statistical purposes. If you wish to make any enquiries or express concerns around areas of privacy and personal information, please contact the Supervisor of the Brighton Children's Centre.

PARENTAL OBLIGATIONS

There are a number of duties and obligations required to sustain your child's enrolment at the Brighton Children's Centre:

- **Staff must be informed of any changes from regular routine.**
If an alternate person is coming to pick up your child, call to let us know. If your child has a doctor's appointment, had a restless night, or there have been recent family changes (separation, move, special visitors, a new pet, etc.) it is important that staff be kept informed.
- **Parents must keep the child's registration information up to date.**
It is imperative that any changes in address, phone numbers, persons allowed to pick up your child, etc. be kept current AT ALL TIMES in case we need to reach you during the day.
- **Parents are encouraged to participate in volunteer activities including committees.**
- **Parents are encouraged to attend the Annual General Meeting each spring.**
This is when the general membership elects the new board and ratifies or amends centre policies.

- **All fees must be paid on time. Payment is due on the 1st and 15th days of the month, in advance, for the Day Care program and Before and After School program, and monthly, in advance, for the Preschool program.** Payment may be made by cash or cheque. A two-week schedule is required, in advance, for all part-time/scheduled day care children. You are responsible for FULL PAYMENT of the schedule you submit and any extra days you may require. There will be no refund for any unused days. Extra days must be approved in advance to ensure space is available. NEVER arrive unannounced without prior approval-due to strict staff:child ratios, we may not be able to accommodate an extra child.
- **Parents should check the parent bulletin board regularly** to keep informed about committee meetings, Centre news, menu changes, etc.
- **Parents are encouraged to help with fundraising events** during the year.
- While at the Centre parents are expected to comply with our Behaviour Management Practices and Policy.

FUNDRAISING

The Brighton Children's Centre is a not-for-profit corporation that relies on a number of sources of revenue to maintain the above average program standard that it offers our community. Fundraising is essential to plan field trips, replace old equipment and supply consumable materials. Parents are encouraged to assist in all fundraising activities, as their children will directly benefit from this involvement. Donations are also accepted and may be made payable to the Brighton District Family Resource Centre. Tax receipts are available. Charity Number: 87183 6755 RR0001

MANAGEMENT

A Board of Directors comprised of parents and members of the community, who are elected each spring at the Annual General Meeting, oversees the operation of Brighton Children's Centre. The supervisor is responsible to the Board of Directors, so any queries or difficulties in the centre should be discussed with the supervisor first.

POLICIES

HEALTH AND ADMINISTRATION OF DRUGS POLICY

Sick Children Policy

If your child is too ill to participate in the daily routine, he/she must remain at home. The following regulations will be **STRICTLY ENFORCED**:

- A child developing a fever (101° F/38.5° C) should go home immediately. We **cannot** administer "Tempera/Tylenol". The child must be free of a fever (without aid of fever medication) for 24 hours before returning to the centre.

- A child who has 2 liquid bowel movements should go home. He/she must be free of diarrhea for 24 hours before returning.
- A child with continuous vomiting (with or without other symptoms) should go home, and should not return until he/she is free of symptoms for a 24-hour period.
- Any potentially infectious condition or suspicious body rash should be checked by a doctor. The child shall not be re-admitted to preschool without assurance that a doctor has confirmed that the condition is not contagious.
- If the child is unusually irritable or tired, the parents will be contacted and may use their own discretion about coming for their child.
- The supervisor can request that a child with a severe cold stay at home.

Immunizations

The *Day Nursery's Act* stipulates that, prior to admission, each child must be immunized as recommended by the **REGIONAL HEALTH UNIT**. Please provide a copy of your child's immunization record. We are also required to provide a copy of your child's immunization records to our local Health Unit for their records. Generally, the Health Nurse will contact you if an update is required.

Prescription Drugs

The Brighton Children's Centre supervisor will only administer **prescription drugs** in accordance with Provincial Legislation. This requires that:

- Parents provide **written authorization** on our medication form, which includes the name of the drug, dosage, and times to be given.
- **Medication must be in the original container**, clearly labelled with the child's name, the name of the drug, the dosage, the date to start and stop taking the drug, and instructions for the storage and administration of the drug.
- Any possible side effects to the medication should be indicated.
- Medication will be kept in a secure box out of reach of the children

*****Never leave medication of any kind in your child's backpack or cubby. Always hand-deliver medication to a Staff person.*****

Non-prescription Drugs

Non-prescription drugs will not be administered at the Brighton Children's Centre.

Infection Control

To prevent cross contamination of children and the spread of infectious diseases parents will ensure that:

- **Lice** - A child with lice needs to be treated and the nits removed 24hrs before coming back to school. If your child does have lice, tell the program supervisor so the other parents can be told to check their children's heads.
- **Open wounds** should be covered.
- **Internal** fluids escaping, for example from the ear, should be covered.
- If a child has a **communicable disease**, they should not attend the program until they are no longer infectious. A doctor's note confirming that the child is no longer infectious is required prior to re-admittance.
- All health concerns should be directed to the program supervisor.

Allergies

Absolutely no peanut products will be used at the Brighton Children's Centre in the preparation of daily snacks. The program staff are trained to administer an epi-pen and will do so as long as the appropriate permission has been granted.

The Brighton Children's Centre will accept children with allergies that require the use of an epi-pen as long as certain conditions are met. The number of staff at the school is insufficient to meet Board of Health guidelines regarding transport after an epi-pen has been administered therefore, a NO TRANSPORT order must be signed by at least one parent and the child's doctor. This order forbids the Brighton Children's Centre to transport the child to a hospital without the presence of either an ambulance or one of the child's parents. Consent to administer the epi-pen will need to be signed and an emergency action plan will need to be on file. Parents will provide the Brighton Children's Centre with no less than two epi-pens, labelled with the child's name.

In order to eliminate the possibility of medication mix-up, the Brighton Children's Centre will only accept one child requiring an epi-pen per day.

First Aid

The Brighton Children's Centre has a fully equipped First Aid kit and manual. All Staff are aware of its location and are certified in First Aid and CPR.

Sleep/Rest-Time Policy

It is a Ministry-directed policy that the children have a rest period following the mid-day meal. The rest period is not longer than two hours in length. Children who are unable to sleep during rest-time are not kept in bed for longer than one hour and are permitted to engage in quiet activities.

SANITATION POLICY

The Brighton Children's Centre is committed to ensuring that the spread of germs is minimized by strictly adhering to basic principals of cleanliness. The supervisor will ensure that sound sanitation practices are followed with emphasis on the following four areas:

- Sanitation of sinks.
- Hand washing for adults.
- Hand washing for children.
- Sanitation practices during snack times.

General Sanitation Practices

- Cleaning and disinfecting floors (Minimum 2 X weekly and as required).
- Scrubbing play tables (Minimum 2 X weekly and as required- includes top and bottom).
- Carpets and rugs that harbor dust mites/ bacteria (Minimum 2 X weekly and as required). Carpets to be shampooed at least once per year.
- Sinks (after every use).
- All other items in the room deemed necessary by the supervisor (weekly).
- Heavy use toys will be cleaned daily with water and detergent and if necessary thoroughly rinsed before handled by another child.
- Germ collectors, such as soft, non-washable toys are discouraged.
- The staff will make it a special effort to clean underneath the tables where children frequently put their hands as well as on top.
- For disinfectants either a commercial product that kills bacteria, viruses, and parasites such as Lysol Disinfectant Cleaner or a bleach solution will be used. Disinfectants will be kept out of the reach of children.
- Opening a window to allow fresh air exchange will occur as required.

Diaper Changing Procedures

The change area will be sanitized after each use. Diaper changes should be limited to one staff member and only disposable diapers will be allowed. Soiled diapers will be discarded immediately in a secure container. Thorough hand washing of both the child and the staff member following diaper changing is mandatory.

Parents must provide enough diapers and wipes to sustain their child's needs.

Handwashing

Staff members will wash their hands when they start work, before preparing or serving food, after diapering a child or wiping a nose or cleaning up messes, and after a trip to the bathroom. Staff should be sure that children's hands are washed when they arrive, before they eat or drink, and after they use the toilet or have their diapers changed.

The diaper-changing area will be located well away from food-serving areas and a separate sink will be used for preparing food and washing dishes.

All facilities and supplies will be washed with soap and water and disinfected on a regular, frequent schedule.

BEHAVIOUR MANAGEMENT POLICY

The Brighton Children's Centre is committed to the use of positive behavioural strategies when teaching young children how to manage their own behaviour. Centre staff will support child guidance and environmental management, which promotes positive social skills, fosters mutual respect, strengthens self-esteem and ensures a safe environment.

Focus on Positive Behavioural Intervention

Strategies used to manage behaviour include:

- Use of praise, encouragement and positive reinforcement of appropriate behaviour
- Clear communication of the expectations of appropriate behaviour
- Modifications of the environment of the intervention activity to accommodate appropriate behaviour
- Direct teaching and modelling of developmentally appropriate social skills
- Providing alternative choices and redirections from inappropriate behaviour
- Avoiding power struggles
- Distracting children from inappropriate activities

Environmental Strategies Supporting Appropriate Behaviour

- Developing appropriate rules will be established using verbal and visual tools.
- The physical environment including space, toys and equipment will be safe, age appropriate and arranged to provide ease of movement and will provide a quiet place.
- Routines and a structured schedule will be apparent in all children's programming.
- All programming will adhere to the Centre's Inclusion Philosophy and will accommodate the strategies identified to support the behaviour of an individual child's needs.
- All adults (staff, volunteers, parents and visitors) will interact with children and each other in a positive, friendly manner.

Use of Behavioural Consequences when Necessary to Supplement Positive Behavioural Intervention:

When a child presents challenging behaviour, which has the potential to harm themselves or others, the following strategies may be used always considering the need for developmentally appropriate action:

- Using natural consequences of behaviour
- Using logical consequences of behaviour
- Use of Time Away (child and adult away from group) to:
 - Calm the child
 - Discuss what happened with the child and reinforce expectations of behaviour

Response to Unanticipated Dangerous Behaviour:

Dangerous behaviour can occur very quickly, without warning and requires immediate intervention to protect the child/or other children in the group. The following actions will be taken:

- Removing the child to a safe area in the room or outside the room with gentle, firm physical direction
- Removing other children, quickly, from the area
- Planning to reintroduce the child to the group setting

Physical Restraint:

Physical contact outside of normal adult-child interactions will not be used. Normal physical contact is used to guide, direct and protect: physically supporting a child to maintain the child's attention, provide security, or preventing a child from leaving a safe area or entering a dangerous one.

Restricting the movement or normal function of a child by forcefully and involuntarily depriving the child of freedom of movement will not be used.

Corporal Punishment

Corporal Punishment is strictly forbidden.

Other Practices

Depriving a child of basic needs is strictly forbidden.

Humiliation of a child or any form of demeaning treatment undermining a child's self respect is forbidden.

Documentation and Planning

Continual communication with parents/guardians regarding a child's behaviour will be insisted upon regularly. Parents/Guardians will be notified of any intervention beyond the use of regular, positive behaviour intervention.

Staff, volunteers and parents while at the Brighton Children's Centre are required to comply with the above stated policies and procedures and all requirements in the Day Nurseries Act. Failure of a staff member to comply will result in a written warning on the first offence and suspension without pay on the second offence. **The use of corporal punishment will result in immediate suspension without pay**, and the case will be brought to the Board of Directors to resolve. Where action is necessary it will be taken immediately by the supervisor in the case of staff, parents and volunteers, and by the Board in the case of the supervisor.

All parents, staff and volunteers will be required to review this policy and sign the Behaviour Management Review & Sign Off Form annually.

INCLUSION POLICY

- All children and families are welcome, regardless of their individual special need (s)
- All children and families are offered equal access to service and programs
- All children and families participate fully in group activities, programs and routines

SERIOUS OCCURRENCE POLICY

It is the intent of the Brighton Children's Centre to follow the Serious Occurrence Policy based on the Regulations/Guidelines of the Ministry of Children and Youth Services.

In the event of a serious occurrence, the supervisor should be notified immediately. Where medical attention is required for a child in care, the parents will be immediately notified. In the case of an emergency, or when the parents cannot be reached, the supervisor (or person acting in her/his position) will summon either an ambulance or appropriate means to transport the child to hospital, or other medical practitioner. The child's release form and file will be taken to the hospital with the child. Any serious occurrence, as defined by Ministry guidelines, shall be reported to the Ministry of Children and Youth Services within 24 hours of the incident.

In the event of fire or flood etc., the children will be evacuated in accordance with published Brighton Public School fire orders. Staff will then contact the parents to pick up their children as soon as possible. The Centre will remain closed until all health and safety regulations are cleared by proper authorities.

CHILD ABUSE POLICY

By law it is our obligation to report all suspected cases of abuse to the Children's Aid Society. The Children's Aid Society is able to evaluate each situation and help the family with support and/or resources available to them.

It is not the responsibility of the Brighton Children's Centre to prove that a child has been abused or neglected, or to determine whether the child is in need of protection. As such, Brighton Children's Centre staff will only engage the Children's Aid Society when abuse is suspected and will not enter into discussions with parents, guardians and /or caregivers about the cause/nature of the suspected abuse or neglect.

FIRE AND EVACUATION POLICY

Fire drills will be conducted monthly in accordance with Brighton Public School and Kawartha and Pine Ridge District School Board published guidelines and procedures in case of emergency or fire. The Brighton Children's Centre will comply with the published procedures placed on the classroom door by the school board authorities and will conduct additional drills on a monthly basis. The supervisor will keep a record of monthly fire drills to include the number of staff and students involved, including the dates and exit times and details of the practices.

The evacuation site will be The Brighton Municipal Office located at 35 Alice Street.
Brighton Municipal Office Phone: (613) 475-0670.

WITHDRAWAL/DISCHARGE POLICY

Written notice of your child(ren)'s withdrawal must be given at least 2 weeks in advance. If insufficient notice is given, the normal monthly rate will apply. A permanent space cannot be guaranteed if you wish to temporarily withdraw your child from the centre.

AMENDMENTS OF POLICIES AND PROCEDURES

These policies and procedures may be amended at any time with approval of the Brighton Children's Centre Board of Directors.