



# Garside Day Care Inc.

## Parent Handbook



Parents Handbook will be available to access the handbook on our website [www.garsidedaycarecentre.com](http://www.garsidedaycarecentre.com), sent to parent via email or by hard copy. Parents will be informed of updates to the handbook through email, newsletter or a separate leaflet to be added to the handbook.

# Garside Day Care Inc.

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## **1. GARSDAY DAY CARE INC. INTRODUCTION:**

Garside Day Care Inc. established in 1980 was designed to meet the needs of the families in our community. Our integrated, multi-cultural philosophy has proven successful and has contributed to our excellent reputation within both the local and professional community. We include diversity in our program.

## **2. PROGRAM PHILOSOPHY & GOALS:**

Garside Day Care Centre Inc. attempts to provide a positive learning environment for your child that enhances his or her level of development. Through play experiences and the guidance of specially trained staff, your child will be exposed to situations that will stimulate:

1. curiosity, initiative, and independence;
2. self-esteem and decision-making capabilities;
3. interaction with, and respect for others;
4. physical activity developing gross motor skills
5. communication skills;
6. fine motor development;
7. Spiritual development (grace before meals, Bible Stories and Sunday school songs).

Garside Day Care Centre Inc. strives to maintain a high standard of quality. We maintain our high quality of standard by participating in "Raising the Bar". This ensures that we are going above the Ministry standards to provide excellent care for your child

### **PROGRAM GOALS:**

At Garside Day Care Inc., we have developed an emergent program based on the document "How Learning Happens". We believe that children will learn when we follow these 4 core values.

- Belonging
- Well-being
- Engagement
- Expression or communication

We will incorporate this document into our program and continue to reflect and evolve so that our centre can continue to grow and provide the best childcare possible.

Parents can access the document How Does Learning Happen by going online  
[Link for How Does Learning Happen PDF download](#)

## **DAYS AND HOURS OF OPERATION:**

**Garside Day Care Inc. provides care 52 weeks of the year.**

Our Centre Daily Hours: **Monday to Friday-7:00 a.m. to 5:30 p.m.**

We do not, however, expect a child to be present for that long of a day. We ask that all children be present at Garside Day Care Inc. at 9:30 a.m. This allows them the opportunity to participate fully in the morning activities. If your child will be late due to a doctor, dentist, illness, or any other appointments please advise us by 9:30 a.m.

We will be closed for the following holidays:

**New Year's Day  
Family Day  
Good Friday  
Easter Monday  
Victoria Day  
Canada Day**

**Civic Holiday  
Labour Day  
Thanksgiving  
Christmas Day  
Boxing Day**

We are closed on statutory holidays and close at 1:00 p.m. on Christmas Eve and New Year's Eve Day. Announcements will be made prior to the holiday season.

## **4. PROGRAMS /DAILY SCHEDULES & ROUTINE:**

**Toddler Program:** Provides full-time child care for children 16 months to 30 months.

**Intermediate Program:** Provides full-time child care for children 3 1/2 years to 5 years of age.

**We are participating in the CWELCC program, The fees are as follows.**

**Toddlers:** City of Hamilton Reduced Rate: **\$129.95 weekly**

Rate before reduction: \$41.25 (from 2022) - \$15.26 (37%) = \$25.99 daily or

Weekly rate = **\$129.95**

**Preschool:** City of Hamilton Reduced Rate: **\$118.10 weekly**

Rate before reduction \$37.50 (from 2022) - \$13.88 (37%) = \$23.62 daily rate or

Weekly rate = **\$118.10**

## **Registration Fees:**

**Before CWELCC – Fee Paying Families - \$20**

**CWELCC Registration Fees - Fee paying families - \$12.00 for**

City of Hamilton subsidy families - \$12.00 (not covered by subsidy)

## **Canada Wide Early Learning & Child Care System**

Garside Day Care Centre Inc. has opted into the Canada-Wide Early Learning and Child Care System.

We will work with the City of Hamilton Child Care Services and Ministry of Education to meet the goal of offering an average of \$12 per day childcare fees for families. Base child care fees for eligible children will be reduced in accordance with the requirements set out in the Child Care and Early Years Act.

“Eligible child” means any child under 6 years old; and up until June 30th, any child who turns 6 years old between January 1st and June 30th and is enrolled in a licensed infant, toddler, preschool, or kindergarten age group, family age group, or home child care.

“Base fees” means any fee charged for the provision of child care, including fees for service and any other mandatory fees.

“Non-base fee” means any fee charged for optional items or optional services (e.g. field trips or outings), or any fees charged where the caregiver fails to meet the terms of the child care agreement (e.g. fees for late pick-up).

## **5. PROCESS TO MOVE TO NEXT GROUP:**

Children move from one age group to the next based on the following:

- Availability of space in the older age group
- Chronological age
- Developmental readiness

The decision to move up a child to the next age group is made by the Program Supervisor in consultation with teachers and parent. Once a child is scheduled to move to the next group, the parent will be notified of the move date and any applicable fee changes.

## **6. ENROLLMENT - VISIT / TOUR:**

An interview tour will be arranged prior to enrollment to familiarize you and your child with the surroundings, answer questions, and receive admission forms. A non-refundable registration fee is also required. At this time the supervisor will arrange an orientation visit(s) for your child to become familiar with our program and facility. This is an opportunity for parents to observe our program in operation and meet our teaching staff. This is also time to answer any questions regarding our Childcare. Our policies and procedures will be explained to each family and a review of our parent handbook will be done at this time. Our philosophy will be discussed and our goals for the children in our program. Parents will be shown our weekly menus and allergies/food restrictions will be discussed at this time. Our medication policies will also be discussed as well as our discipline policies.

### **The Forms that parents will receive:**

- |                  |                                   |                                |
|------------------|-----------------------------------|--------------------------------|
| ➤ Enrolment form | ➤ Immunization history /          | ➤ Garside Day Care Inc. Parent |
| ➤ Medical form   | Doctors form                      | Handbook                       |
| ➤ Release form   | ➤ Permission to take pictures for |                                |
| ➤ Financial Form | documentation/ advertising        |                                |

At this time, the supervisor will arrange for the new child to come in for an orientation visit(s) before starting in our program to ease the adjustment period. A non-refundable registration fee is also required to secure the child's placement in our program. Parents are informed that all enrolment papers must be fully completed and returned on or before the child commences in our childcare.

### **Waiting List:**

There will be no registration fee paid prior to a child's name being added to the wait list. Registration fees are payable once the child has enrolled and are not refundable. A child's position on the waiting list will be maintained until they reach the top of the list and a space in the appropriate age group becomes available. Families who already have a child registered with Garside Day Care will have priority for the next available space. Garside Day Care will fill positions will full-time spots and make every effort to enroll part-time spots by matching up families. Once the child reaches the top of the list, the Program Supervisor will contact the parent to offer them the available spot. The parent has 48 hours to accept or decline the spot. Should they not accept the space at the time, they could request their name remain on the list. A subsequent refusal will result in their name losing priority on the list. Every reasonable effort will be made to contact the parent to offer the spot. No response will indicate that the spot has been declined.

## **7. TERMINATION NOTICE:**

Two weeks written notice **MUST** be given if a child will be withdrawn from Garside Day Care Inc. Two weeks' fees will be charged in lieu of proper notice.

**Our Withdrawal Policy is:**

- Two weeks written notice is required for withdrawal
- If sufficient notice is not given, the full fee is required
- Space is not guaranteed if a child is withdrawn
- Garside Day Care Inc. reserves the right to terminate services if the policies are not followed, fees are not paid, or if the program is not suitable.

**8. INCLUSION POLICY**

At Garside Day Care Centre Inc. we believe that children have the right to attend the childcare centre of their choice and the parents are integral to a successful integration process into childcare. We will make every attempt possible to be responsive to the needs of the children and families within our community. Like all children, children with special needs are welcomed into our centre and we feel that including children of varying needs and abilities enhances the entire childcare experience for all children, parents and caregivers. Children learn the uniqueness and individuality of people and learn to understand and accept others. Our staff are dedicated to being collaborative and flexible in their approach to caring for and supporting all children to develop to their maximum potential. We believe in forming partnerships with families and outside service providers to find ways to include and meet the developmental needs of all children and remove barriers that prevent children from actively participating in the activities at our centre. **Withdrawal:** If the Centre is having difficulties meeting the child's needs, we will ensure that all families asked to withdraw are dealt with in a fair and equitable manner. The notice of withdrawal is consistent with the Withdrawal Policy of the Centre and is the same for all families. Garside Day Care Inc. takes reasonable care in assessing the child's needs and the Program's ability to support those needs.

Garside Day Care ensures all special needs resources and outside agency support have been exhausted prior to the Notice of Withdrawal.

**9. ARRIVAL AND DEPARTURE POLICY:**

**Arrivals:**

We encourage parents to have a regular routine and time for bringing their child to the centre. Upon arrival, parents must bring their children into their class and inform the staff on duty of their presence. At this time, it is a good opportunity to relay any messages regarding your child (e.g. restless sleep, no breakfast, administered medicines, changes in pick up person, etc.). Parents are asked to notify the childcare by 9:30 a.m. if their child will not be attending.

**Departures:**

Regular departures: When picking up your child in the evening, please make sure that the staff is aware of your departure. Children are allowed to leave Garside Day Care Inc. **ONLY** with a parent or person authorized on the release form. If someone other than the parent is to pick up a child, staff must be notified in advance. Designated persons picking up a child are required to show picture identification until the staff is familiar with them. Children will **NOT** be released until these conditions are met.

**Authorization for pick-up:**

Upon enrollment of children, there is a place on the registration forms where families need to indicate the names of those people who are “AUTHORIZED” to pick up their child. We ask that the staff be informed ahead of time when someone different will be coming, either by writing a quick note and giving it to a staff member when dropping off a child in the morning or by giving us a phone call during the day as the plans change. Please inform those authorized to pick up that photo ID will be required. If there is any specific situation in which someone is denied access as a result of a court order, this must be discussed with the Supervisor or Director.

### **Late pick-up:**

Children become anxious when parents are late. It is the parent’s responsibility to arrive at Garside Day Care Inc. in time to pick up their child before 5:30 p.m. If a parent is unable to be at Garside Day Care Inc. by 5:30 p.m., we ask that they make alternate arrangements for the child to be picked up. A late fee of \$1.00 per minute will be charged for any pick-up after 5:30 p.m. This fee is to be paid directly to the staff member on duty, as it is financial representation for their additional time worked. The clock at Garside Day Care Inc. shall be used as a basis for the official time. **PLEASE NOTE:** The privilege of late pick-up is extended to parents in emergency situations only. It is not to be taken advantage of.

### **Off-Premises Activities:**

The daycare will take the children off the premises for walks around neighbourhood. Staff/child ratios will be maintained on all walks. A First-Aid Kit and emergency cards with updated information will be brought on all walks and at least one cell phone will be brought on the walk.

### **Staff Intervention:**

If a parent or authorized person comes to pick up a child and the staff feel they are impaired in any way (e.g. drugs or alcohol) the following procedure will be followed:

If the staff member believes the individual is impaired, he/she will look for other signs of substance

- Smell of alcohol on the breath
- Pupils too large or too small
- Glossy or red eyes
- Slurred speech
- Wavering or unsteady when standing/walking

If any of these signs/symptoms are present, the staff member will:

1. Inform the individual that they cannot remove the child from the premises based on the Policy and Procedure for impaired pick-up.
2. Try to persuade the individual to call a parent or emergency contact to pick them up. (staff may make this call).
3. If unsuccessful, ask the individual to call a taxi.
4. The child will remain at Garside Day Care Inc until alternate arrangements can be made.

If the individual is uncooperative, attempts to leave Garside Day Care Inc. or decides to walk home or drive with the child, the staff member will:

1. Tell the individual they will be contacting the police.
2. Immediately call 911. Tell the dispatch about the situation and that they require immediate assistance.
3. Staff can ask for assistance from parents that are arriving at Garside Day Care Inc.

#### **10. OPEN DOOR/COMMUNICATION:**

It is our goal to maintain open communication with families, as much as possible. Please feel free to call during the day if you are concerned about your child or wish to speak to your child's teacher.

#### **11. IMMUNIZATIONS:**

All children need to be up to date on the appropriate immunizations. Families are asked to notify the office in writing of any immunizations your child (ren) receives so that our files can be kept up to date. The Public Health Nurse checks all files on an annual basis and may exclude children from attending who have not met these requirements.

#### **12. CLOTHING/POSSESSIONS:**

**INDOOR:** Please let your child wear comfortable & washable play clothes that are easy for the child to manage. Each child should have a complete change of clothes in his/her cubby. **ALL** items of clothing **MUST** be **LABELLED**.

**OUTDOOR:** Children must be dressed appropriately for outdoor play, as our license requires children spend two hours outside, weather permitting. In hot weather, please do NOT let your child wear thongs or clogs to school. We find them very dangerous on the outdoor equipment and children tend to slip in them. In cold weather, children must be appropriately dressed in snowsuits and outdoor clothing that is durable and if possible, waterproof. A second or third pair of mittens is advisable as they very often get wet. **ALL** items of clothing **MUST** be **LABELLED**.

#### **SPECIAL POSSESSIONS**

It can be very upsetting for a child to lose a special possession. Children are, therefore, encouraged to leave their personal belongings at home unless specifically requested for a special activity.

#### **13. CUBBIES:**

All children at Garside Day Care Inc. will be assigned a cubby for their coats, boots, and personal belongings. We suggest using backpacks to transport their belongings back and forth as it is easier to track their items during the day. It is the Parent's responsibility to keep their child's cubby clean and empty cubbies out on a weekly basis. We feel that this is important to help with the aesthetics of Garside Day Care Inc. Sometimes the transition into a child care program can be difficult. To help this transition become a little easier, children are welcome to bring in special blankets, sleep toys, etc. from home for added comfort. These items brought from home **MUST** be properly labelled and put in the child's cubby. This way, we can keep them from getting lost.

## **SECTION “B”**

### **FINANCIAL ISSUES**

- 14.** Retainer
- 15.** Day Care Fees
- 16.** Income Tax Receipts
- 17.** Absentee Policy
- 18.** Overdue Fees
- 19.** Day Care Subsidy

#### **14. RETAINER/REGISTRATION FEE:**

Upon acceptance and subsequent enrollment, families are required to pay a registration fee of \$20.00 per family.

#### **15. DAY CARE FEES:**

Day Care fees are charged on a weekly basis. Parents are required to pay their fees in cash on Monday of each week. (Or on the first day the child is in attendance).

Payments are preferred through e-transfer and can be sent to [garsidedaycare@cogeco.net](mailto:garsidedaycare@cogeco.net). Any cash payments must be given directly to a staff member in an envelope clearly marked with your child's name on the outside of the envelope and a receipt will be given.

Every family receives an enrollment package when starting Garside Day Care. It is imperative that all forms are completed and returned before, or on the day of, or before their child starts at Garside Day Care Program.

Parents are required to pay for all regularly scheduled days of attendance, including statutory holidays, early closure holidays, snow days, sick days, and vacation.

Parents who pay a user fee (Support Services) are required to pay their user fee on the first day of each month. If a family has a large contribution to pay each month, arrangements can be made with the supervisor to make weekly payments, if the full amount is paid by the end of each month.

Our policy is very clear, and this is explained to our parents at the time of the initial interview.

#### **16. INCOME TAX RECEIPTS:**

All childcare services are tax deductible. An income tax receipt will be issued to each family, reflecting the fees paid from January 1<sup>st</sup> to December 31<sup>st</sup> of each year. Tax receipts are available to be picked up or mailed by February 28<sup>th</sup> of each year.

#### **17. ABSENTEE POLICY:**

If your child is going to be absent, please call the daycare or message through Seesaw app to let us know that your child will not be attending and the reason for their absence.

#### **18. OVERDUE FEES:**

The following action will be taken for collection of overdue fees:

1. Parents will be reminded verbally by the Supervisor of the overdue amount.
2. For any fees outstanding at the end of one week, the Supervisor of the overdue will remind the parents one more time.
3. If fees are still outstanding at the end of the second week, a letter from the director requesting payments of fees will be sent out.
4. As a last resort, Garside Day Care may refuse attendance of a child until the balances of all outstanding fees are paid in full.

#### **19. DAY CARE SUBSIDY:**

Garside Day Care holds a Child Care Subsidy Contract with The City of Hamilton, Support Services Division. Qualifying families may be eligible for a subsidy through Support Services. For further information, please speak with the Supervisor who will be happy to assist you.

## **SECTION “C”**

### **ILLNESS AND MEDICATION**

**20.** Routine Illness

**21.** Medication Administration/Anaphylactic Policy

## **20. ROUTINE ILLNESS:**

A health check is done daily upon each child's arrival at Garside Day Care. We follow Public Health and Day Nursery Act guidelines on illness and exclusion policies. A child who has experienced any of the following symptoms in the preceding 24 hours will not be admitted to Garside Day Care. If a child experiences any of the following symptoms while in attendance at Garside Day Care, the parent, or authorized person, will be required to pick up the child as soon as possible.

- Diarrhea, two or more, or change from the normal
- Fever
- Vomiting
- Eye discharge(yellow/green)
- Severe cough
- Yellowish skin or eyes
- Weeping lesions
- Unusual rashes
- Irritability, continuous crying
- Requires more attention than can be provided
- Unable to participate in regular daily activities

Children who become ill while at Garside Day Care will be separated from the other children with a staff member (and if necessary, will be isolated) while waiting to be picked up from Garside Day Care. This is done to ensure that the illness does not spread to other children and staff. Frequent hand washing, toy disinfecting and other precautions will be done regularly to prevent illness.

## **21. MEDICATION ADMINISTRATION:**

The administering of prescribed and non-prescribed medications is set out and governed by the Early Education Act. The Early Education Act stipulates that any medication may be administered when the following measures are taken.

- Medications must be accompanied by written authorization from a parent. (Garside Day Care will provide these forms).
- Medication must be in its original container. The pharmacy prescription label must state the child's name, dosage and instructions for storage, the name of prescribing doctor, and the current date.
- All medication must be kept in locked containers. Medication must NOT be left in the classrooms or your child's cubby/bag. ***Non-prescription medications will be administered at the Garside Day Care only if accompanied by a note from the doctor, outlining the medication name, dosage, and administration instructions, reason for taking medication (e.g. teething, pain or fever relief, cough etc.) The parent must provide these medications.***
- Due to allergies and food handling practices, Garside policies will help to reduce exposure to allergies.
- Garside Day Care Inc. is a peanut-free centre and has postings upon entrance to notify parents and visitors. Garside Day Care Inc. provides 2 daily snacks and lunch for children, so parents are asked not to bring outside food. If a child has a special diet, then the parent will consult with the Supervisor to accommodate their needs. This could include the cook providing an alternative or the parents bringing in food for their child only.
- An Information sheet indicating the type of anaphylactic allergy will be placed in the child's file. This information will also be posted in each classroom, the food prep area, eating area, educator room and a copy will be placed in each program binder.
- We will administer over the counter products such as sunscreen, moisturizing lotion, lip balm, insect repellent, hand sanitizer, and diaper cream. A "Blanket" form will be signed by parents to authorize the application of the products.

## **SECTION “D”**

### **BEHAVIOUR MANAGEMENT POLICY/FIRE DRILLS**

- 22.**Child Guidance Techniques
- 23.**Methods of Managing Behaviour
- 24.**License Information/ Insurance Policy
- 25.**Prohibitive Practices Early Education Act
- 26.**Suspected Child Abuse
- 27.**Fire Drills

## **22. CHILD GUIDANCE TECHNIQUES:**

- Children will be guided in a positive manner that is appropriate to their age and developmental level.
- Guidance will assist the children to learn self-discipline and appropriate behaviours.
- Limits or rules of an activity or play area will be clearly outlined to all children. They will be repeated as needed.
- Regular staff intervention will be in the form of praise, hugging, encouraging, comments, and reminders to children of acceptable behavior. Where possible intervention will permit, logical consequences.
- Staff will use soft, supportive voices, model acceptable behavior and not discuss the children's misbehavior in front of them.
- An adult will supervise children in attendance at all times.
- Snacks/meals: Children will be encouraged to feed themselves and to at least taste all foods. Force-feeding or withholding of any food or drink is not allowed.
- Rest Time: Children will rest each day after lunch time. Anyone unable to sleep after 1 hour will be allowed to play quietly under supervision.
- Washroom: children will be assisted through the washroom routine according to the amount of adult help they require. Hands must be washed after going to the bathroom and before eating.
- Transitions: children will be streamed in small groups to the washroom, cubbies and sleep room and will not be made to wait without teacher-directed activities (e.g. circle time, books etc.). Lining up should be discouraged.

## **23. METHODS OF CHILD GUIDANCE:**

If a child needs guidance, one of the following techniques will be employed. Wherever misbehavior is attention seeking it will be ignored unless it poses a potential danger.

- Children will be given clear directions regarding the limits of the play area or routine.
- Children unable to comply will be re-directed to another activity.
- Children will be given a choice of 2 -3 alternate activities.
- Teachers will acknowledge the child's feelings.
- Teacher's responses to misbehavior will be in a soft, supportive voice. The focus of the intervention shall be the deed, not the child.
- Where discipline is deemed necessary, teachers will use the least restrictive alternative. Time-limited abstinence from an activity may be one alternative by offering another activity. The teacher may take the child to another room if a child is endangering themselves or others.

## **24. LICENSE INFORMATION:**

Garside Day Care Inc. is fully licensed by the Ministry of Community and Social Services and the Early Years Learning Act. and its accompanying regulations. Garside Day Care Inc. is inspected on an annual basis and a renewal license is issued provided when all requirements are met. The license is displayed at Garside Day Care Inc. for parents to review.

## **INSURANCE POLICY**

Garside Day Care Inc. has insurance coverage for the children and staff as required by the City of Hamilton and the Ministry of Education (CCEYA)

## **25. PROHIBITED PRACTICES- CHILD AND EARLY YEARS ACT:**

No staff, volunteer or student shall use:

- Corporal punishment of any kind, nor shall he/she permit punishment by another child or group of children.
- Deliberate harsh or degrading measures that would humiliate a child or undermine a child's self-respect.
- Deprivation of a child's basic needs including food, water, shelter, clothing, or bedding.
- Lock or permit to be locked for the purpose of confining a child, the exits of the childcare centre.
- Use a locked or lockable room or structure to confine a child who has been withdrawn from other children.
- depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing, or bedding; or
- inflicting any bodily harm on children including making children eat or drink against their will.

## **26. SUSPECTED CHILD ABUSE:**

Abuse has been defined in Section 47(1) of the child welfare Act as:

1. Physical harm
2. Malnutrition or mental ill health to a degree that if not immediately remedied could seriously impair growth and developmental or result in permanent injury or death
3. Sexual molestation

Any staff members who suspect that a child is being abused has a legal responsibility to report the suspicion or incident to Children's Aid Society or the Catholic Children's Aid Society.

## **27. FIRE DRILLS:**

Garside Day Care has a written procedure for fire drills that has been approved by the local fire department. Every staff member is familiar with this procedure, and each room has specific instructions for moving the children safely out of the building. The procedures are posted in each room and drills are conducted monthly. Our emergency evacuation locations are:

- 1. Dr. John M. Perkins Centre - 1429 Main Street East Hamilton ON**

## **SECTION “E”**

### **GENERAL INFORMATION**

- 28. Nutrition
- 29. Toilet Training
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## **28. NUTRITION:**

A nutritious snack (served between 7:30 – 8:30 am), a midday meal and afternoon snack (served after sleep time) will be provided each day. Children's dietary needs, restrictions and allergies will be posted in the kitchen and eating areas. To assist you in the menu planning at home, our menus will be posted in advance and any deviations will be noted. All meals and snacks are prepared in accordance with the Canada Food Guide.

## **29. TOILET TRAINING:**

Toilet training can be a very exciting and frustrating time in your child's life. Our staff will work with you to help your child achieve success when they indicate readiness. Toilet training is easier for your child when:

- Lots of extra clothing is provided each day. This includes shirts, pants, socks and underwear.
- Their clothing is easy for them to get off independently (e.g. no buttons, snaps belts, etc.)
- Lots of positive praise and rewards are given for trying and succeeding on the toilet.

## **30. INCLEMENT WEATHER:**

Garside Day Care makes every effort to provide daycare services throughout the year. However, in the event of inclement weather and dangerous road conditions, we may be forced to close early or not open Garside Day Care. The decision to keep Garside Day Care closed is based on information received from the Ministry of Transportation, the Hamilton Police Department as well as regional weather forecasts. The decision is made in the interest of the children's safety only. For closure information we will post any updates on the Seesaw websites. It will also be posted on our website [garsidedaycarecentre.com](http://garsidedaycarecentre.com).

## **31. BIRTHDAYS**

Birthdays are special days and are usually celebrated at Garside Day Care Inc. In order to comply with our food handling and allergy policies, we ask that parents do not bring in food from outside. Our cook will make a birthday cake each month to celebrate all the children's birthdays for that month.

## **32. CONFIDENTIALITY**

### **Families:**

All family dealing with Garside Day Care shall be of a confidential nature. No information shall be given to persons without prior written consent.

### **Children:**

All records regarding children, including parent-teacher conversations will be kept strictly confidential. Only the first names of children will be used when posted in the classroom for any reason. The children shall not be discussed over the telephone or in a casual manner with anyone except the parents or persons representing an agency that has prior written parental permission. No photograph or videotape will be taken of a child without signed parental consent.

### **33. STAFF:**

Garside Day Care Inc. staff are fully qualified and experienced in the field of Early Childhood Education and are in ongoing professional development. Our teachers have been selected for their personal qualities and warmth, energy, and their ability to relate positively to the children, parents, and fellow staff. Our staff is made up of teachers who genuinely enjoy working with children and it shows! All staff is trained in First Aid, CPR, as well as Early Childhood Education and Child Development. All our staff have police checks and updated yearly. Our small, children to teacher ratio allow our trained and caring teachers to spend more quality time and personal communication with each child.

### **34. STUDENTS/VOLUNTEERS**

It is the policy of Garside Day Care Inc. to provide training whenever possible for students in the field of Early Childhood Education or in other related fields. Any student will be under constant supervision of a licensed teacher. The volunteers and students are not permitted to be alone with any child.

### **35. PARENT STAFF/ COMMUNICATION:**

At Garside Day Care Inc., we strive to provide a comfortable environment for both the children and parents in our program. We have an “open door” policy for our parents and always make ourselves available to talk to parents daily. The teachers communicate with our parents each day to inform them of their day. Parents can arrange a time (other than drop off and pick-up times, which can be rather hectic.) to come in and speak to their child’s teacher and/or their child’s supervisor. If parents have a major concern that will take more time, parents are welcome to set up a meeting time with the supervisor to sit down and discuss their concern. Parents are encouraged to communicate daily with their child’s teachers. Teachers will make every effort to advise parents of their child’s progress on a regular basis. Parent – Teacher interviews can be arranged as required. It is vital that parents inform us any changes happening in their family. Staff can better provide for a child’s needs if they are aware of particular situations.

***It is also vital that Garside Day Care Inc. is advised of any changes in residence, phone number, employment, and medical conditions as they occur.***

Parents are encouraged to take note of the Parents Boards within the Children’s classroom where current bulletins and programs planners are posted. Program charts outlining daily activities and special events will be posted weekly for your interest and convenience.

### **36. PARENT PARTICIPATION:**

Parents are encouraged to be an integral part of Garside Day Care Inc. This can be achieved by joining our social occasions (e.g. Christmas concerts, Summer BBQ etc.) Interested parents are also invited to assist in fundraising events. If any parent would like to share information about their jobs or any other activities that would be of interest to the children, we encourage you to talk to the staff.

### **37. SUNSCREEN:**

Due to ongoing environmental concerns, we strongly suggest that parents bring sunscreen for their children to protect their skin from the damaging rays of the sun. All sunscreen must be in its original container, labelled with the child’s full name. Sunscreen will be applied as per parent’s written instructions and consent.

### **38. SLEEP ROOM POLICY**

Children all come with their individual sleeping patterns. Garside Day Care will try to meet the child's patterns while getting them into the routine of the daycare. Children will have labelled individual cots. Sleep time is scheduled from 12:30 to 2:30 for Preschool Rooms and 12:00 to 2:00 for Toddler Room.

Blankets, Teddy Bears, and other comfort items may be brought from home to be used at nap time to help a child adjust to the centre. Children who are unable to sleep after an hour or who have outgrown naps will have quiet time, read books, do puzzles or other appropriate activities.

Teachers will do a sleep check on each child every 30 minutes. This will consist of walking around to each bed and making sure the child is comfortable and not in any distress.

Documentation will be done in children's health-check book, as to the time of the sleep checks and record any distress or change in sleep patterns. Documentation of unusual sleep patterns, behaviours or significant changes will be done and communicated to parents.

Garside Day Care Centre will consult with parents at the time of enrollment when a child moves room to room or as needed regarding their children's sleep and rest patterns. The parent will inform staff on required accommodation, precautions etc. These instructions should be followed as closely as possible, but the licensee also needs to take into consideration the needs of the individual child. For example, if a parent has provided instructions for the child to not sleep during the day but the child is falling asleep at the table, the licensee should provide a rest period for this child. The licensee can explain to the parents that the child required a nap that day because the child was unable to stay awake.

A cot chart indicating placement in the classroom will be posted conspicuously in the classroom. Each child will have their own individual cot. Parents will be consulted with respect to a child's sleeping arrangements at the time the child is enrolled and at any other appropriate time.

The staff will record in the health-check books any instructions on each child's sleep preferences. The staff members documenting the daily sleep check will read the instructions on sleep preferences and document the instructions were followed when filling out the sleep check form.

### **39. HAND WASHING POLICY**

The children's health is a top priority at Garside Day Care Centre and so we make handwashing an important part of the routines. Hands will be washed after snacks and meals, outside time, water play, and bathroom routine and as needed. We also ask that parents wash their children's hands and face before dropping them off in their child's classroom each day.

### **40. EMERGENCY MANAGEMENT POLICY**

Garside has an emergency management policy to ensure children and staff are all protected if an emergency arises. If there is an emergency parents will be contacted by one or all of these means. There will be a posting on Seesaw as to the nature of the emergency and what procedures are being taken. Parents will be contacted by telephone, and they will be informed where to pick up their child.

## **41. PARENT ISSUES AND CONCERNS POLICY AND PROCEDURES**

### **PURPOSE**

The purpose of this policy is to provide a transparent process for parents/guardians, the childcare licensee and staff to use when parents/guardians bring forward issues/concerns.

### **DEFINITIONS**

*Licensee:* The individual or agency licensed by the Ministry of Education responsible for the operation and management of each childcare centre it operates (i.e. the operator).

*Staff:* Individual employed by the licensee (e.g. program room staff).

### **POLICY**

Parents/guardians are encouraged to take an active role in our childcare centre and regularly discuss what their child(ren) are experiencing with our program. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, childcare providers and staff, and foster the engagement of an ongoing communication with parents/guardians about the program and their children. Our staff are available to engage parents/guardians in conversations and support a positive experience during every interaction.

All issues and concerns raised by parents/guardians are taken seriously by staff and Supervisor, and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents/guardians within 1 business day(s). The person who raised the issue/concern will be kept informed throughout the resolution process.

Investigations of issues and concerns will be fair, impartial, and respectful to the parties involved.

### **CONFIDENTIALITY**

Every issue and concern will be treated confidentially, and every effort will be made to protect the privacy of parents/guardians, children, staff, students and volunteers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

### **CONDUCT**

Our centre maintains high standards for positive interaction, communication and role-modelling for children. Harassment and discrimination will therefore not be tolerated by any party.

If at any point a parent/guardian, provider or staff feel uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or licensee.

### **CONCERNS ABOUT THE SUSPECTED ABUSE OR NEGLECT OF A CHILD**

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.

If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the local Children's Aid Society (CAS) directly.

Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the *Child and Family Services Act*.

For more information, visit

<http://www.children.gov.on.ca/htdocs/English/childrensaid/reportingabuse/index.aspx>

#### PROCEDURES

<b>Nature of Issue or Concern</b>	<b>Steps for Parent and/or Guardian to Report Issue/Concern:</b>	<b>Steps for Staff and/or Licensee in responding to issue/concern:</b>
<b>Program Room-Related</b>  E.g: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.	Raise the issue or concern to <ul style="list-style-type: none"> <li>- the classroom staff directly</li> </ul> or <ul style="list-style-type: none"> <li>- the supervisor or licensee.</li> </ul>	<ul style="list-style-type: none"> <li>- Address the issue/concern at the time it is raised</li> </ul> or <ul style="list-style-type: none"> <li>- arrange a meeting with the parent/guardian within 1- 2 business days.</li> </ul> Document the issues/concerns in detail. Documentation should include: <ul style="list-style-type: none"> <li>- the date and time the issue/concern was received;</li> <li>- the name of the person who received the issue/concern;</li> <li>- the name of the person reporting the issue/concern;</li> <li>- the details of the issue/concern; and</li> <li>- any steps are taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.</li> </ul>
<b>General, Centre-or Operations-Related</b>  E.g: childcare fees, hours of operation, staffing, waiting lists, menus, etc.	Raise the issue or concern to <ul style="list-style-type: none"> <li>- the supervisor or licensee.</li> </ul>	Provide contact information for the appropriate person if the person being notified is unable to address the matter.
<b>Staff-, Duty parent-, Supervisor-, and/or Licensee-Related</b>	Raise the issue or concern to <ul style="list-style-type: none"> <li>- the individual directly</li> </ul> or <ul style="list-style-type: none"> <li>- the supervisor or licensee.</li> </ul> All issues or concerns about the conduct of staff, duty parents, etc. that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.	Ensure the investigation of the issue/concern is initiated by the appropriate party within 3 business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.  Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
<b>Student- / Volunteer- Related</b>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the staff responsible for supervising the volunteer or student</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- the supervisor and/or licensee.</li> <li>-</li> </ul> <p>All issues or concerns about the conduct of students and/or volunteers that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	

**Escalation of Issues or Concerns:** Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to Chairman of Board Donald Ralph.

Issues/concerns related to compliance with requirements set out in the *Child Care and Early Years Act., 2014* and Ontario Regulation 137/15 should be reported to the Ministry of Education's Child Care Quality Assurance and Licensing Branch.

Issues/concerns may also be reported to other relevant regulatory bodies (e.g. local public health department, police department, Ministry of Environment, Ministry of Labour, fire department, College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers etc.) where appropriate.

#### **Contacts:**

Lisa Peacock – Supervisor 905- 549-9939

Donald Ralph- Chairman of Board 905-549-9939

Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or [childcareontario@ontario.ca](mailto:childcareontario@ontario.ca)

## **42. Program Statement**

Garside Day Care Inc. provides a positive learning environment for your child that enhances his/her level of development. Through play experiences and the guidance of specially trained Educators, your child will be exposed to situations that will stimulate:

- curiosity, initiative, and independence
- self-esteem and decision-making capabilities
- interaction with, and respect for others
- physical activity developing gross motor skills
- communication skills
- fine motor development
- Spiritual development (grace before meals, Bible Stories and Sunday school song)

## **OUR VISION STATEMENT**

*CHILDREN AND THEIR FAMILIES SUCCEEDING AND THRIVING IN THEIR DAILY LIVE*

### **PEDAGOGY:**

Garside Day Care Inc. offer learning environments that are consistent with the Ministry Of Education policies, pedagogy, and curriculum. The term “pedagogy” may be unfamiliar to some people. Thinking about pedagogy provides a new way for Educators to consider their work. It helps Educators to look more carefully at what they do each day, think about the why of their practice and understand more deeply how their actions have an impact on children and their families.

To guide us in reaching our goals, Garside Day Care Inc. references a variety of documents

- Garside Day Care Inc. Parents Handbook
- How does Learning Happen? Ontario’s Pedagogy for the Early Years
- Child Care and Early Years Act – August 2015
- Ontario Early Learning Policy Framework
- Think, Feel, Act: Lessons from Research about Young Children

Garside Day Care Inc. is dedicated to supporting children’s learning, development, health, and well-being through caring and responsive Early Childhood Educators, who focus on active learning, exploration, play and inquiry, and who see children as competent, capable, curious and rich in potential. Play is the primary way that all children learn. Garside Day Care Inc. recognizes each child is a unique individual who brings his or her own abilities to the program and deserves the encouragement and space to try new things, explore new ideas and develop their own unique creativity. Garside Day Care Inc. recognizes each child is a unique individual who brings his or her own abilities to the program and deserves the encouragement and space to try new things, explore new ideas and develop their own unique creativity. A key feature of the Child Care and Early Years Act, 2014, is the focus on strengthening childcare programs and ensuring high-quality experiences for children.

The CCEYA authorizes the Minister of Education to issue policy statements regarding programming and pedagogy for the purpose of guiding operators of childcare and early year’s programs. How does learning happen? Ontario’s pedagogy for the Early Years (2014) is the document used by Garside Day Care Inc. The four foundations of Belonging, Well-Being, Engagement, and Expression (from How Does Learning Happen) will help the Educators to keep focused on their goals.

## **4 FOUNDATIONS:**

**BELONGING** refers to a sense of connectedness to others, an individual’s experiences of being valued, of forming relationships with others and making contributions as part of a group, a community, the natural world.

**WELL-BEING** addresses the importance of physical and mental health and wellness. It incorporates capacities such as self-care, sense of self, and self-regulation skills.

**ENGAGEMENT** suggests a state of being involved and focused. When children are able to explore the world around them with their natural curiosity and exuberance, they are fully engaged. Through this type of play and inquiry, they develop skills such as problem-solving, creative thinking, and innovating, which are essential for learning and success in school and beyond.

**EXPRESSION** or communication (to be heard, as well as to listen) may take many different forms. Through their bodies, words, and use of materials, children develop capacities for increasingly complex communication. Opportunities to explore materials support creativity, problem-solving, and mathematical behaviours. Language-rich environments support growing communication skills, which form the foundation for literacy.

## **GOALS**

### PROMOTE THE HEALTH, SAFETY, NUTRITION AND WELL-BEING OF OUR CHILDREN

#### How we will approach our goals:

- provide a clean and safe environment,
- nutrition based on the Canada's Food Guide, our Educators will take into consideration each child special dietary needs and allergies
- access to drinking water throughout the day,
- limited transitions, eliminating any environmental issues that may cause undue stress to the child,
- Unnecessary disruptions to play and reducing hazards that may cause injury.
- Educators will familiarize themselves with all information concerning any medical conditions, exceptionalities, allergies, food restrictions, medication requirements, and parental preferences in respect to diet, exercise, and rest time.
- Our Educators are attuned to each child's individual needs and skill set and continue to promote the development of their self-help skills and self-care skills. Our Educators will work with the family to have the child master toileting skills that promote the child's self-help skills and self-esteem.

#### These goals are supported by:

- Policy and Procedure manual
- Individual Daily Health Checks
- Health and Wellness Monitoring and Recording
- Posted Dietary Restrictions and Allergies
- Public Health Inspections
- Menu posting/Change of Menu Posting

## **GOALS**

### SUPPORT POSITIVE AND RESPONSIVE INTERACTIONS AMONG THE CHILDREN, PARENTS, CHILD CARE PROVIDERS AND EDUCATORS

#### How we will approach our goals:

- Our Educators will focus on active learning, exploration, play and inquiry, and who see children as competent, capable, curious, and rich in potential.
- Play is the primary way that all children learn. Garside Day Care Inc. recognizes each child is a unique individual who brings his or her own abilities to the program and deserves the encouragement and space to try new things, explore new ideas and develop their own unique creativity.
- Our Educators recognize each child is a unique individual who brings his or her own abilities to the program and deserves the encouragement and space to try new things, explore new ideas and develop their own unique creativity.
- Our Educators encourages families to interact and be a part of their child's learning by verbally giving information about their child's progress, interests.

- Our Educators will post documentation in the classrooms, in the hallways leading from front door to lockers and by posting pictures and learning stories on See-Saw App Program.

These goals are supported by:

- Posting pictures, newsletters, articles of interest on the SeeSaw App Program
- Learning Stories and Pictures posted in rooms and throughout the Day Care
- Activity and Interest Plans
- Discussions at pick-up and drop-off times, scheduled parent teacher meetings



ENCOURAGE THE CHILDREN TO INTERACT AND COMMUNICATE IN A POSITIVE WAY AND SUPPORT THEIR ABILITY TO SELF-REGULATE

*"How well students do in school can be determined by how well they are able to self-regulate"*  
(Stuart Shanker).

Our Educators are dedicated to teaching children how to self-regulate so they will be able to handle stressors they have to deal with on a daily basis.

Our Educators build a secure attachment with each child. Interactions, connections, and experiences will stimulate the child's development.

Our Educators will provide strategies to support children's self-regulation by:

- Letting the child find a quiet space to self-reflect and calm themselves.
- Include your child in decision-making processes
- Offer your child time for exploratory play
- Provide tasks/responsibilities for your child to complete independently
- Engage your child in exploratory conversations
- Support emotional and behavioural self-control

These goals are supported by: Calm, Alert and Ready by Stuart Shanker

National Association for the Education of Young Children - Developing Young Children's Self-Regulation through Everyday Experiences.



FOSTER THE CHILDREN'S EXPLORATION, PLAY AND INQUIRY

Our Educators prepare their curriculum to build upon what children already know and are able to consolidate their learning and to foster their acquisition of new concepts and skills.

Our Educators will observe and document what the children's interest are and build a curriculum that will motivate and encourage them to explore and meet their full potential.

The Educators document children's play and communication all the time, these documentations are shared with parents, so they show how the child is progressing in the program.

Taking the knowledge and documentation of how children learn, our Educators can construct a curriculum that truly reflects the interests of the children in their classroom.

These goals are supported by How Does Learning Happen

<http://www.edu.gov.on.ca/childcare/HowLearningHappens.pdf>

## GOALS

### PROVIDE CHILD-INITIATED AND ADULT-SUPPORTED EXPERIENCES

Our Educators establish a supportive social environment that supports the child in every way. Provide responsive care to all children in the program, while meeting the children's individual needs. Have support in a physical environment. Provide new play possibilities through interesting and inviting centres. Be involved in interactive play. Observe and document significant behaviour and developmental milestones. Reflect on the programming to see the positive and negative aspects of the activities. All Educators, volunteers and placement students will follow our beliefs and values of caring, honesty inclusiveness, respect, and responsibility. Our Educators will ensure every child has a sense of belonging and develops a sense of self, health, and well-being. The Educator will ensure the children will be able to explore the world around them and develop their natural curiosity, which will make them feel fully engaged. This will help them develop problem solving skills, creative thinking, innovation, and self-regulation. Some of the strategies used are verbally guiding the child—at the child's level, redirecting.

These goals are supported by:

Learning Stories  
Observations  
Reflective Documentation  
Responsive Scheduling

## GOALS

### PLAN FOR AND CREATE POSITIVE LEARNING ENVIRONMENTS AND EXPERIENCES IN WHICH EACH CHILD'S LEARNING AND DEVELOPMENT WILL BE SUPPORTED

The following practices are prohibited by Garside Day Care Inc.

- Corporal punishment of any kind, nor shall he/she permit punishment by another child or group of children.
- Deliberate harsh or degrading measures that would humiliate a child or undermine a child's self-respect.
- Deprivation of a child's basic needs including food, water, shelter, clothing, or bedding.
- Lock or permit to be locked for the purpose of confining a child, the exits of the childcare centre.
- Use a locked or lockable room or structure to confine a child who has been withdrawn from other children.
- depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing, or bedding; or
- inflicting any bodily harm on children including making children eat or drink against their will.

Our curriculum takes a child initiated adult supported approach that focuses on play-based learning, allowing the child to lead and then focus on their interest through intentional observation, interaction and engaged communication. When this approach to learning takes place along with the Educator's understanding of child development, each child's learning and individual development are supported and as a result, the child's competence and potential are maximized. We know that children flourish in all areas of development when they are in supportive, caring, and responsive relationships with adults whose focus is on health, safety, nutrition, and well-being of all children. This is the foundation of quality care.

Positive and appropriate behaviour management practices are employed, and Educators are positive role models. Garside Day Care Inc. is experienced in providing inclusive programming for all children. When working with children with special needs we work closely with parents, Educator's and community partners who support children to ensure the appropriate support and resources are in place to ensure optimum success for the child.

- Our Educators will ensure flexible and responsive scheduling
- Greet each family member by name and engage in meaningful conversations upon arrival/departure
- Encourage families to participate fully in the program and explore the classrooms freely
- Ensuring indoor and outdoor classrooms are developmentally staged with elements of variety; individual needs and observed interests of children
- Inclusive play-based learning that engages each child in their communication, self-expression, and self-regulation

These goals are supported by:

Child Care and Early Years Act. (CCEYA)



INCORPORATE INDOOR AND OUTDOOR PLAY, AS WELL AS ACTIVE PLAY, REST AND QUIET TIME, INTO THE DAY, AND GIVE CONSIDERATION TO THE INDIVIDUAL NEEDS OF THE CHILDREN RECEIVING CHILD CARE

Rest/Quiet Time is essential for children to recuperate from the morning activities and energize themselves for the rest of the day. Our Educators help by putting on sleep time music and rubbing their backs. Children are welcome to bring a sleep toy or blanket to help them relax and settle. Rest time is two (2) hours and if a child is unable to sleep after 1 hour, they can play quiet games until sleep time is over.

We provide the children with outdoor/active play for at least two hours daily, weather permitting. Our outdoor space offers a safe natural and stimulating environment, where children's various skills and abilities are supported. We create opportunities to blend indoor and outdoor classrooms

These goals are supported by:

Daily indoor/outdoor inspections

Natural Resources for indoor and outdoor classrooms

Posted documentation in classroom

See-Saw App Program



FOSTER THE ENGAGEMENT OF AND ONGOING COMMUNICATION WITH PARENTS ABOUT THE PROGRAM AND THEIR CHILDREN

Families are the most influential on a child's learning and development. We will work with the families to meet the needs of their child. We will achieve this by parent involvement opportunities, daily interactions, communication, and feedback from the parents.

Parents are encouraged to read and discuss the documentation in the classrooms and on the See-Saw app program. They are encouraged to bring in materials that will enhance their child's learning and to share their unique cultural, social, and natural heritage.

We want families to feel a sense of belonging by forming relationships actively listening to their ideas and opinions.

These goals are supported by:

Parents Handbook

Parent Survey

Annual Events

Tours/Getting to know Families

Daily Interactions

## GOALS

### INVOLVE LOCAL COMMUNITY PARTNERS AND ALLOW THOSE PARTNERS TO SUPPORT THE CHILDREN, THEIR FAMILIES AND EDUCATORS

Garside Day Care Inc. is committed to inviting and maintaining existing partnerships with our local community agencies. Resources from the community are vital to making sure our children grow to their fullest potential.

We work with agencies to make the children in our neighbourhood have the best care that our community can provide.

#### These goals are supported by:

Resource Teachers from Community Living Hamilton  
Early Childhood Resource Specialist Developmental Pediatrics and Rehabilitation Program  
Community-Based Initiatives and Partners  
Fundraising Events

## GOALS

### SUPPORT EDUCATORS OR OTHERS WHO INTERACT WITH THE CHILDREN AT OUR CHILD CARE CENTRE IN RELATION TO CONTINUOUS PROFESSIONAL LEARNING

Garside Day Care is committed to a strength-based hiring process. We value our Educators and support their goals. We provide opportunities for on-going growth and development. We strive to provide professional learning opportunities. We encourage our Educators to reach their goals by attending workshops, team building meetings interaction with peers, families and the Supervisor. We also provide opportunities to self-reflect as a professional.

We respect our individual Educators and their families and so we provide many opportunities for professional learning.

We view the community as a valuable resource and our educators plan learning opportunities to engage the community in our programs. We seek out an opportunity to share our knowledge and to learn from others in the community.

#### These goals are supported by:

Code of ethics and Standards of Practice, College of Early Childhood Educators of Ontario  
Continuous Professional Learning Plan administered and monitored by the College of Early Childhood Educators of Ontario, and annual Educator's development plan  
ASCY workshops and support  
Mohawk Students  
Co-op Students  
Volunteers

## GOALS

### DOCUMENT AND REVIEW THE IMPACT OUR GOALS AND STRATEGIES ON OUR CHILDREN AND THEIR FAMILIES.

Garside Daycare Inc. recognizes that pedagogical documentation is a way for our program staff to learn about how children think and learn. Our staff make daily observations of children in the program and use this information to enlighten their future planning.

The purpose of our documentation is also:

- to value children's experiences and help them to reflect on those experiences in their learning

environment

- to learn together with the children involving the meaningful adults in their life
- to reflect and monitor appropriate development as the children grow
- for program staff to co-plan with children about learning
- to keep an open and ongoing dialogue with families about children's experience
- a self-reflection opportunity for program staff, as they participate in continuous professional learning
- promoting responsive relationships

Program Statement is reviewed by students and volunteers as they start their placement.

Garside Daycare Inc.'s Program Statement is reviewed annually by the Board of Director's and staff to ensure that it is aligned with the Minister's policy statement.

These goals are supported by:

Policy and Procedure Manual  
Child Care and Early Years Act  
Parent Handbook  
Program Statement  
Activity/Interest plans  
Posted Documentation

### **ZERO TOLERANCE ABUSIVE OR AGGRESSIVE BEHAVIOUR**

Garside Day Care Inc. has a zero tolerance against any abusive or aggressive behaviour towards our staff members. Our staff work hard to provide a loving and caring environment and deserve to be treated the same in return.

Aggressive and abusive treatment includes yelling, cursing, threatening, belittling, swearing, demeaning or intimidation.

If any of this behaviour is demonstrated towards our staff or other families in our centre, you will be asked to leave and given notice that your child cannot return to the centre.

If you have a concern that you wish to have heard, the first step is to talk to your child's teacher. If you are unable to resolve the issue, then you speak with the Supervisor – Lisa Peacock or if unavailable our Assistant Supervisor - Amy Logan.

If the issue is still not resolved, then we will meet with the Chairman of the Board or Board Member(s) to decide if withdrawal is the only option on either the families or daycare's request.

### **HISTORY OF GARSIDE DAY CARE INC.**

Garside Day Care Inc. is a not-for-profit centre owned and operated by Rev. Donald Ralph Chairman of the Board.

Garside opened their doors on July 3<sup>rd</sup>, 1979, with one child, one staff and one part time cook. A month later the word had got around, and families started enrolling their children and soon they were filled to their licensed capacity of 24 children.

Today Garside has grown to a centre licensed for 49 children with 5 RECE Teachers, 2 Teacher Assistants and a Full-time Cook.

Rev. Donald Ralph's (a.k.a. Papa to the children and Pastor Ralph to staff and families) goal was to have a quality, affordable centre for families with a Christian emphasis. Families and childcare have changed over the past 40+ years but the goals remain constant. We hope to serve the community with the best childcare for many more years.