

Elite Day Care

Parent Handbook

Created: April 2016 Revised: September 2018

Arrivals and Departures

Elite Day Care opens at 7:00 a.m. and closes at 6:00 p.m. We kindly ask that you have your child at the centre by **9:00 a.m.** to avoid interruptions to our program. If your child will be absent for the day, we ask that you call the centre or text or email through hi mama.

All parents must drop their child (ren) off at the classroom door and not in the hallway. An educator will receive your child (ren). This will help to ensure that your child is signed into the classroom attendance and are supervised.

If someone other than those listed on the emergency contact and pick up form, will be picking up your child (ren), we will require written permission/consent from the parents/guardians. Identification will be required from the individual when picking up the child. Should he/she not have Identification, the staff will not release the child until identification has been provided and confirmed.

Closures

The centre is closed on all the following statutory holidays:

Labour day, Thanksgiving, Christmas Week, New Years Day, Family Day, Good Friday, Victoria Day, Canada Day, Civic Holiday.

Elite Day Care Closes at 1:00 p.m. on the following days: **December 24 (if it does not fall on the week of Christmas) and December 31st.** If less than 5 families commit to attending on either of these days we will not open. Communication will take place by Dec 1st.

Fees are applied regardless of the closure dates except for Christmas Week. Any additional days that the centre will be closed will be posted with sufficient notice to parents and regular fees will apply.

Registering your child

There is a one- time **NON-REFUNDABLE** registration fee of \$125.00 per family. (\$75 for sibling, \$50 for subsidy children) Once the Director has confirmed a space for your child, the **\$125.00 registration fee along with the completed Auto Withdrawal Form/Void Cheque** will be due along with the completed registration forms. Your child will be considered registered when we have all the following:

Completed Registration Form and Terms of Contract

Completed Immunization Form and Copy of Immunization Record

Registration Fee and completed Auto Withdrawal form/Void Cheque

Registration Package

Elite Day Care requires that your child's registration package is fully completed prior to submitting it to the Director. It is the parent's responsibility to ensure that information on the forms are completed and updated as needed for your child's file. All information is required on the forms as per the Ministry of Education requirements and for emergency purposes. Any information gathered is kept confidential and remains the property of Elite Day Care.

Classroom Visit

Elite Day Care, recommends that the week prior to your child starting in our program, you set up a classroom visit day. The following is a recommended schedule for a classroom visit:

A 1-hour visit in the classroom with a parent or caregiver.

A 2-hour visit without the parent.

This will allow your child to become familiar with his/her classroom surroundings and become acquainted with his/her peers and teachers. The classroom visits will also aid with a smooth transition into the program on your child's first day.

Your Child's First Day

On your child's first day, parents are asked to drop their child (ren) off in their classrooms. We encourage parents to hug and kiss their child (ren) say their good-byes and tell their child "See you soon". Our classrooms are equipped with viewing glass where you may view your child prior to leaving the building. We strongly encourage parents to exercise their discretion when using the viewing glass. If your child is considerably upset and they see you at the viewing glass, this may make it quite difficult for he/she to settle and could further upset them.

Once there has been a routine established where the child is dropped off each day and picked up at the end of each day, the child will begin to feel secure, and confident within the program.

Immunization

The Ontario Early Years Act (CCEYA) indicates that prior to a child being accepted in the program, he/she must have an immunization record on file. Please notify the office ASAP for any updated immunizations so we can provide the health department with the updates. You are also responsible to update your child's immunization on <https://e-immunization.regionofwaterloo.ca/>

If your child is missing any information, you will be notified. The Health Department has the right to suspend your child from child care if you are out of date. If this occurs you are still responsible for paying fees during your suspension. If your child is not immunized due to religious beliefs, medical reasons etc. we must receive a signed Affidavit prior to your child starting in the program.

Fees

Fees will be debited from your account the first of each month. There will be a \$100 Charge for insufficient funds. Tax receipts will be issued yearly prior to the end of February.

Our Fees

Fees are currently reduced for infants (\$10/day), toddlers (\$3/day) and preschoolers (\$2/day) as a result of the Region of Waterloo's Fee Reduction Pilot. The pilot will run until December 31, 2018, but fee reductions are intended to continue in 2019 and beyond. The Pilot is funded by the Province of Ontario and the Government of Canada.

Elite commits to holding our rates (the white column) until September 2019.

	Full Time	After Region Funding Parent Pays	Part Time	After Region Funding Parent Pays
Infant	\$70.00	\$60.00	\$75.00	\$65.00
Toddler	\$55.00	\$52.00	\$60.00	\$57.00
Preschooler	\$50.00	\$48.00	\$55.00	\$53.00

Late Pick Up Fees

A late fee pick-up will be charged to all parents should they arrive to pick up their Child (ren) after 6:00 p.m. \$1.00 per minute will be charged after 6:00 p.m. and \$5.00 per minute after 6:30 p.m. The fee is payable to the staff on duty at the time of pick. This fee applies to all children enrolled in the program.

If you are running late we kindly ask that you call the centre and inform the staff ASAP. If we do not receive a call indicating that you are running late and that you are on your way, we will contact you. If we are unable to reach you, we will begin contacting emergency contacts listed on the emergency contact/pick up form. If we are unable to reach anyone, by 7:00 p.m. and your child is still in the centre, we will have no choice but to contact CFS (Children Family Services).

Vacation and Absence.

If your child is on vacation, absent from the program or ill, full payment is still required. Should your child be away from the centre more than two weeks without notice, fees still apply. Full fees apply for all statutory holidays, including but not limited to civic holiday. Ample notice will be provided for any other closure dates.

Withdrawal Notification

If you wish to withdraw your child from Elite Day Care, we will require 4 weeks' notice. The notice must be submitted in writing to the Director of the centre.

Waitlist Policy

Elite Day Care will not charge a fee for a child(ren) to be placed on a waitlist. Parents will be added to the waitlist by completing a Wait List Submission online (through Elite Day Care's website) or through ONE LIST. Parents will also be placed on a waitlist by calling into the centre or visiting the centre.

Parent's will be placed on the waitlist in order of the start date requested and on a first come first serve basis. For example, if a parent requests Jan 1st, 2017 for an infant, they would be placed on the waitlist under infants for the month of January and the day would be highlighted. If another parent calls in requesting the same start date, they would be placed on the waitlist in the same manner however would be in line second to the first parent who phoned in. Parents with siblings already enrolled in Elite Dare Care, will have priority B. Staff children will have priority A.

All parent's information will be kept personal and confidential and would be discussed solely between the parents and the Director of the centre. Status will be maintained on the waitlist and parents will be able to enquire about where on the waitlist they are when requested.

Parents will be contacted 2 months in advance to their requested start date to enquire as to whether they are still interested in registering their child. Elite will remove those on the waitlist who do not return phone calls after several attempts. On a voicemail message we will leave a final date for contact before we delete them.

Fees will be collected by Elite Day Care only if the parent makes the decision to register the child in advanced of the start date to secure the child's spot. The parent would be required to submit all completed paper work as well as the registration fee.

Health Policy

Parents, please notify us of your child's symptoms. We are looking out for the best interest of all the children and the staff. We greatly appreciate your cooperation.

If your child is ill or not well enough to attend the program, participate in the daily activities, routines, transitions, including outdoor play, then your child should remain at home and not return to the program until he/she is well enough to participate in all activities.

Illnesses

Fever: temp over 100 degrees. Child must be 24 hours free of fever before returning to the program. If child has prescribed medication for fever, educator can administer but parent still needs to pick up. (48 hours free when in outbreak)

Diarrhea: Child must be 24 hours free of diarrhea before returning to the program. (48 hours free when in outbreak) Parents will notified after 2 loose BMs for pick up.

Vomiting: Child must be 24 hours free of vomiting. (48 hours free when in outbreak)

Chicken Pox: Until the child is well enough to participate in all activities regardless of the state of the rash.

Impetigo: Until the antibiotic prescribed by a doctor has been taken for at least 24 hours.

Measles (Rubella): For at least 4 days after the rash begins.

Mumps: For at least 9 days after swollen glands first appear.

Pink Eye (Conjunctivitis): Until the antibiotic (drops) prescribed by a doctor have been taken for at least 24 hours/3 doses.

Hand Foot and Mouth: once fever free for 24hours can return to program.

Ringworm: Until treatment has been given.

Rubella (German Measles): Until after 7 days the rash first appears.

Scabies: Until treatment has been given.

Scarlet Fever: Until Antibiotic treatment has been taken for one day

Whooping Cough: Until antibiotic treatment has been taken for at least 5 days.

Pertussis: 3 weeks from when the cough began.

Head lice (Pediculosis): Children are not able to return to the centre until they have been treated. They can return when they no longer have any live eggs or nits.

Head lice is more of a nuisance than an illness. However it does spread quickly. If you suspect your child has head lice, please call the day care to inform the Director.

Medication Policy

Elite cannot administer medication unless it is **prescribed** by a Doctor, RN or a PA. It must be in the original container. Label must read clearly your child's name, dosage, purchase and expiry date. Also, we require specific instructions on when to administer. "As needed" is not acceptable.

Medication forms are to be completed by the parents. A designated RECE in each class will check over the form to ensure all necessary info is included before a parent leaves the medication.

Sunscreen, lip balm, bug spray and diaper cream all needs to in original container. Educators can label with child's name. Permission to administer these types of "creams" in considered a blanket permission form and is in the registration package.

If medication is administered for fever, the parents/guardians will still be required to pick up their child. Purpose of giving medication to relieve a fever is to provide relief from pain and hopefully halt a febrile seizure. Medication may be suppressing one or more other symptoms and for this

Elite Day Care would like to stress that if your child is not well please do not bring them into the center as this will help us stop the spread of germs and infection.

Sunscreen

Elite is committed to the health and well-being of your child(ren). To ensure your child can participate in all aspects of our outdoor program, we require them to wear sunscreen. Staff members will apply morning and afternoon. (This applies during Spring and Summer months).

Nutrition

A key component that is vital and essential to ensure a lifetime of health, vitality and energy for children and that is the quality of the food they eat. A child's daily nutritional intake affects every aspect of their lives. Susceptibility to illness and infection, behaviour and physical activity, and mood are all affected by their daily diet.

As your child grows, proper nutrition and exercise are vital for meeting the needs of their developing minds and bodies. Research clearly demonstrates that the food we give our children is by far the most powerful healing tool we can use daily. There are no medications, supplements, magic potion or lotion that can be equivalent to the health benefits achieved by proper nutrition. In addition to helping the body fight off infection and illness, food can also be used as a very powerful preventive measure. Fresh vegetables and fruits, wholesome grains and proper proteins are all essential in ensuring the health of your child's immune system. Keeping their systems strong can prevent them from becoming ill in the first place. Every meal your child has is another opportunity to provide life-building nutrients ensuring a life time of optimal health, and good habits.

We at Elite Day Care, believe that children should receive optimal nutrition daily, which is why we have developed a menu that consists of organic fresh fruits and vegetables, purchased locally, whole wheat/grains, organic dairy and meat and most importantly home-cooked. We have an on-site cook who prepares our meals and snacks daily. Our snacks, and meals consist of non-GMO or processed foods, dyes or synthetic sugars. We believe in building healthy children here at Elite. We encourage children to eat. Food is never used as punishment or bribe. We have family style snacks and lunches, our teachers sit at the table with children and engage in conversation while assisting the children with serving.

Please be aware that we are a nut free facility and we ask that no outside food be brought into the centre. On Special Occasions outside food is permitted, please speak to your classroom educator to coordinate. Must be store bought, with ingredient list available and made in a nut free facility.

- *Fruit and dip
- *Veggies and dip
- *Cheese and crackers
- *Yogurt Tubes (can freeze for frozen treat)
- *Cup cakes

Food Allergies

The Child Care Early Years Act, requires all allergies including food allergies and medical conditions to be posted in each class as well as the kitchen. Please notify the educators if there is any changes in your child's restrictions, or care.

Elite provides substitutes for those children with allergies and food restrictions. For special dietary cases, we will make exceptions. In these cases a Special Dietary Plan needs to be completed and followed.

Policy for Management of Allergies and Anaphylactic

It is the responsibility of the parent of an anaphylactic or potentially anaphylactic child to inform the office (Director) of the child's allergies and to list them on the registration form. All teachers and staff members will be made aware of the child's allergies upon enrollment. There will be an anaphylactic action plan posted in each room signed by all staff. Anaphylactic or potentially anaphylactic must provide and epi-pen to the day care. All teachers and staff at Elite Day Care have been trained to administer an epi-pen at the first sign of a serious reaction. All staff are trained to handle emergency situations. Plan is posted in the child's classroom and the master sign off is posted in the staff room so all staff are to review upon hire or before child's start date.

Monthly Newsletter and Calendar

Monthly newsletters and calendars are shared on Hi Mama at the beginning of each month to keep parents updated and informed with any new events, changes etc.

Custody Arrangements

Elite Day Care, requires all legal/parental/guardian information on the registration forms to be provided. Should there be a legal agreement we require all legal documents indicating which parent/guardian has sole custody of the child (ren). Personal notes and not providing information on the forms does not constitute as a legal document for your child's file. Therefore, without a legal document (court order) Both parties (legal parents/guardians) can pick up and receive information regarding the child (ren). We will not under any circumstances release the child (ren) to any individual whose information is not provided to the daycare. We require picture identification to match the name we have on file prior to Elite Day Care releasing your child (ren).

Smoke Free Policy

On May 31, 2006, the smoke free act Ontario Act came into effect. Under the act, smoking is prohibited in all day nursery and outside properties, licensed child care facilities under MEDU (Ministry of Education). This means that all child care facilities like ours must be smoke free 48 hours day, 7 days a week, whether children are present or not This includes our parking lot and the entire facility.

Volunteer and Supervision Policy

Elite Day Care, requires all staff, students, and parent volunteers to have a criminal record check on file according with the CCEYA (Child Care Early Years Act). If parents would like to volunteer on a field trip etc. they are only able to do so if we have the criminal record check on file. Parent volunteer or students are not counted in our ratio at any time, and will not be left alone with the children. Elite Day Care, is a

family friendly environment and we do encourage parent involvement but we do require parents to have a vulnerable police check on file prior to volunteer work in or out of the centre.

Serious Occurrences Policy

What is a Serious Occurrence?

- ~the death of a child;
- ~abuse, neglect or an allegation of abuse or neglect
- ~a life-threatening injury to or a life-threatening illness
- ~an incident where a child goes missing or is temporarily unsupervised, or
- ~an unplanned disruption of the normal operations that poses a risk to the health, safety or well-being of child

Child Centre must report a Serious Occurrence within 24hours of becoming aware of the occurrence. Then the Centre must post a notification form for 10 days. Annually each child care centre will review and summarize serious occurrences to determine trends.

Off Premises Activities

Elite Day Care, conducts off premises activities such as field trips for the preschool classes. Some of the excursions include, a trip to the farm, a trip to a local fire department etc. Children (Preschoolers) will be transported by "First Student" (School Bus). Permission forms will be sent home for parents/guardians to complete and return to your child's teacher prior to the field trip date.

For safety reasons, Elite Day Care does not provide off premises activities for Infants and Toddlers requiring the use of transportation. Infants are taken on walks with the use of buggies and strollers. Toddlers will have activities and events brought to them onsite.

Prohibited Practices Not Permitted by Elite Day Care

The following practices should not be exercised under any circumstances.

- Forms of corporal punishment such as hitting, spanking, kicking, heavy pushing, shoving, grabbing, pulling, squeezing arms ears etc.
- Deliberate harsh or degrading treatment that would undermine his or her respect or humiliate.
- Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or self-respect, dignity or self-worth.
- Children must not be deprived or denied of their essential needs such as food, clothing, shelter, bedding. Should must not be used as a form of discipline towards a child during meals times.
- Inflicting bodily harm on a child including making children eat or drink against their will

-Physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for discipline or in lieu of supervision, unless the physical restraint is for preventing a child from hurting, himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer

-locking the exits of the child care centre or home child care premises for confining the child or confining the child in an area or room without supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures. **As set out in the "Child Care Early Years Act", Corporal punishment and other harmful disciplinary practices to protect the emotional well-being of children, is forbidden. These practices are forbidden at Elite Day Care. Young Children benefit from an affirming approach that encourages positive interactions with other children and adults, rather than from a negative or punitive approach to managing unwanted behavior.**

Elite Day Care, has its own Prohibited Practices Policy that is reviewed with all staff, students and volunteers prior to placement or work. This policy is also reviewed thereafter annually.

Inclement Weather

In the event of inclement weather, Elite Day Care may close. If school buses are cancelled but schools and school boards remain open Elite Day Care will be open. If buses are cancelled and schools as well as school boards close, then Elite Day Care will also close. There will be a recorded message on our answering machine indicating that we will be closed by 6:30am. A notice will also be posted on our Facebook Page. Mass text message and email will also be sent by Hi Mama App.

Outdoor Time

All children at Elite Day Care, will receive a minimum of 2 hours of outdoor play daily. Please ensure that your child is dressed accordingly for the weather.

Educators will monitor weather. On days of extreme weather we will limit outdoor time or we will not go outdoors. Monitoring Health Unit Alerts; Heat, Humidity, Cold, Wind etc.

If the weather is not suitable for outdoor play, gross motor activities such as obstacle courses, parachute games, physical large group activities will be conducted in the classrooms.

Emergency Management Policies and Procedures

Elite Day Care has developed emergency management policies and procedures and in the event of an emergency parents will be notified as soon as it is safe. Parents will be notified by mass text through Hi Mama. Once safe to do so, we will follow up with phone calls. If you would like to review these policies, please ask the office for a hard copy or email attachment to review.

Parent Issues and Concerns Policy and Procedures

Name of Child Care Centre: Elite Day Care

Date Policy and Procedures Established: August 2017

Date Policy and Procedures Updated: September 28,2017

Purpose

The purpose of this policy is to provide a transparent process for parents/guardians, the child care 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 child care centre it operates (i.e. the operator).

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

Director: Lisa Pilon, RECE

Policy

General

Parents/guardians are encouraged to take an active role in our child care 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, child care providers and staff, and foster the engagement of and 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 Elite Day Care 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 one 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 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-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.

If at any point a parent/guardian, provider or staff feels 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/childrensaidthereportingabuse/index.aspx>

Procedures

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:
<p>Program Room-Related</p> <p>E.g: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the classroom staff directly <p>or</p> <ul style="list-style-type: none"> - the supervisor or licensee. 	<ul style="list-style-type: none"> - Address the issue/concern at the time it is raised <p>or</p> <ul style="list-style-type: none"> - arrange for a meeting with the parent/guardian within one business day <p>Document the issues/concerns in detail. Documentation should include:</p> <ul style="list-style-type: none"> - the date and time the issue/concern was received; - the name of the person who received the issue/concern; - the name of the person reporting the issue/concern; - the details of the issue/concern; and - any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.
<p>General, Centre- or Operations-Related</p> <p>E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the supervisor or licensee. 	<p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p> <p>Ensure the investigation of the issue/concern is initiated by the appropriate party within [insert number] business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.</p>
<p>Staff-, Duty parent-, Supervisor-, and/or Licensee-Related</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the individual directly <p>or</p> <ul style="list-style-type: none"> - the supervisor or licensee. <p>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.</p>	<p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>
<p>Student- / Volunteer-Related</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the staff responsible for supervising the volunteer or student <p>or</p> <ul style="list-style-type: none"> - the supervisor and/or licensee. <p>-</p> <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>	<p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</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 Alexandra Petrusic at 519 496-2271 or alexandrapetrusic@elitedaycare.ca.

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 Pilon, RECE Director 519 621-2323 or lisa.pilon@elitedaycare.ca

Alexandra Petrusic, Owner 519 496-2271 or alexandrapetrusic@elitedaycare.ca.

Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or childcare_ontario@ontario.ca

Region of Waterloo Public Health 519 575-4400

Program Statement

Elite Child Care Centre, strives to meet each child's individual needs, while they play and learn in a loving and nurturing environment. We are a centre that provides excellent child care and education. Our emergent curriculum is designed to meet the developmental needs and capabilities of each child. We know that young children grow in all areas of development when they are in a supportive and caring environment and when they form positive relationships with adults. These are the building blocks of quality care.

Elite Child Centre views all children as being curious, capable, competent, and full of potential. Our home away from home environment, as well as the implementation of small/large group learning experiences help support children to acquire self-regulation skills in a calm environment.

How Children Learn Through Play

Young children learn through play. Play is enjoyable, spontaneous and active. All young children are curious and they explore their world through play. When this natural activity is supported, the child's capabilities, potential and learning are full-filled.

Our educators connect with children, to ensure a safe environment, plan and extend play through observations, as well as document the children's play and learning and communicate regularly with parents.

Looking at the knowledge of child development, knowledge of how children learn and an understanding of children's play, Early Childhood Educators can create a curriculum that truly reflects the interests and needs of the children in their care.

Our educators help to further support children's self-regulation through play, and partner interactions by following the lead of children, observing their interests and taking note of how they interact with others and the physical environment. Through continuous observation and attention our educators support children in developing strategies to remain calm and to self-regulate while recognizing the effects of their actions on others.

Our educators design their weekly programming based on the children's interests and what they are currently learning during the day in a play-based environment. In addition progress reports are completed twice yearly, to highlight each child's learning, progress and development.

Key Principles

Discovery Through the Learning Environment: ^[11]_{SEP} Play is the main way in which children learn. Experiences are provided based upon the children's interests and promote a natural approach where the condition for learning is one in which all areas – physical, social/emotional as well as cognitive and social development are key.

The role of an Educator is to:

- Establish a supportive social environment that supports self-esteem and self confidence
- Establish positive relationships, friendships and conflict resolution
- Provide responsive care to all children in program while meeting their individual needs
- Design a supportive physical environment
- Provide new play possibilities through interest centers
- Be an involved play partner
- Foster, observe and document significant behavior/developmental milestones

Incorporates the community

Family Participation

Families are the primary caretakers and a child's best teacher.

Educators play an important role in supporting families by caring for their children contributing to their children's growth, development and well-being in a comfortable, home-like, safe and secure environment. Parent participation and decision making in their child's program develops personal growth, confidence in parenting and service to others.

Elite Daycare Centre has an open-door policy and families are welcome always. In addition, we provide annual opportunities for family involvement through; field trips, special events, program surveys, monthly newsletter/calendar and ongoing written and face-to-face communications.

Supporting Principles^[11]_{SEP}

The following supporting principles are recognized as areas of importance in programming:

- **Developmentally Appropriate** – Offers a variety of age appropriate planned and spontaneous activities, based on understanding of child development and requires on-going observation
- **Relationships** – Builds trusting relationships, focuses on high-quality interactions, educator take cues from children, reinforces pro-social skills and demonstrates positive role-modeling
- **Positive Environment** – Allows children to make choices, creates aesthetically calm and pleasant rooms based upon the current interests, stimulates learning, and encourages skill development.
- **Choice** – Children direct their own learning, children have input to where they learn (outside, interest area, etc.), children decide when they want to learn, children choose their own play experiences and materials they want to explore

What Will Your Child Be Doing?

Everything your child wishes to do and finds interest in. There will be story -telling, time to play with the blocks and Lego, role playing, arts and crafts, cognitive learning activities and circles, participate in French and Music Circles, as well as yoga and dance. Your child will experience the world through exploration, investigation and self-regulation inside the classroom and outdoors.

Learning is extended to the outdoors from the indoor classroom and reaches out to our community through local community walks, or special guests that visit our programs. The outdoor learning environment provides extended opportunities for all elements of learning; from gross motor development, nature exploration, independent and cooperative games. When weather is inclement and un-cooperative, alternative activities for the children will be planned and provided.

Children attending a full day infant program will have rest time according to their own individual schedules. Children attending a full day toddler and preschool program will have rest time for up to two hours per day. Quiet activities will be provided to children who no longer nap, or are unable to nap (fall-asleep)

What Will the Early Childhood Educator Be Doing

We view a positive, supportive relationship between child and educator as fundamental.

- Educators connect with children by being available, sensitive, responsive and caring. This is the way they build trust, making children feel safe and secure. From this platform, relationships are made so that children discover, take risks, grow and learn.
- Providing a safe environment for children by preparing spaces that foster learning.
- Carefully observing to determine what the child at that moment is capable of learning.
- Actively participating in children's play experiences through observing and documenting the milestones in each child's life to ensure overall development.

How Does Learning Happen? Ontario's Pedagogy for the Early Years^[11]

Elite Child Care Centre's emergent curriculum is consistent in approach with "How Does Learning Happen?" Ontario's pedagogy for the early years. The core and supporting principles of Elite Child Care Centre reflect Early Learning for Every Child Today (ELECT) guiding principles.

Our planning process – recording observations, determining interests and planning play opportunities in all developmental areas – is continuous and available to families. This is an emergent approach that invites new ideas and supports the developing child. The educator expands the children's interests by adding materials, asking questions and unfolding children's learning by providing new challenges and ideas.

Program activities are linked to the ongoing development. In all our classrooms, monthly folders are created to demonstrate to each parent how their child is developing and learning through play. One of our main goals is to maintain ongoing communication with families and parents to learn and determine how children's play experiences are linked to learning.

We are delighted that our curriculum fits in so well with the Ministry of Education’s framework for early learning and its “How Does Learning Happen?” document. We are confident that it will help facilitate the development of the children in our care and their transition to Ontario’s school system.

The chart below illustrates how our pedagogical approaches to learning and development are consistent with “How Does Learning Happen?”;

How Does Learning Happen?	Elite Child Care Emergent Curriculum
Responsive Relationships	Relationships
Learn Learning Through Exploration, Play and Inquiry	Discovery Through Play
Educators as Co-Learners	Play Partnerships, Planning Process, Reflective Practice
Environment as Third Teacher	Aesthetics, Current Interests Evident in all Learning Centre’s, Scaffolding & Extending
Pedagogical Documentation	Monthly folders and daily summary of activities available for all parents to view
Reflective Practice and Collaborative Inquiry	Planning Process, Reflecting on Overriding Interests and Development of the Children

Program Assessment and Reflective Practices

Educators reflect and assess their program and environment daily to ensure that the program is meeting the individual needs of the children and the group and that their environment is set up according to the interests of the group.

The Director of the Centre, reviews weekly program plans and ensures that they meet the Centre’s program statement requirements. The Director, demonstrates pedagogical leadership by observing each classroom daily and engaging in conversation with the educators and children regarding how the children are learning, what they need to learn and what is the best means for this learning to happen.

Ongoing Professional Development

Elite Child Care Centre is committed to the ongoing professional development of all educators. All educators working with children in our Infant, Toddler and Preschool Programs will participate in on-going professional development workshops provided by various community agencies and on-site.

Nutrition

Elite Child Care Centre is committed to the development of healthy children. We strive towards educating young children and their families on nutrition and healthy child development. By providing children with wholesome and nutritious snack and meal choices, we are nutritiously feeding and nourishing their bodies for optimal health and development. All menus are comprised of an assortment of healthy food items from each of the food groups in the Canada Food Guide.

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Our menus are rich in local and organic fruits, vegetables as well as whole grains which are healthier choices and provide the body with a high concentration of vitamins, minerals, and dietary fiber. Our menus provide children with freshly home like cooked meals and non- GMO, processed foods or foods high in sugars and artificial flavors and coloring. Our full day Infant, Toddler and Preschool programs are provided with a morning snack, lunch and afternoon snack.

Child Guidance All Educators, volunteers and placement students will follow our values of caring, honesty, inclusiveness, respect and responsibility. They will ensure that every child has a sense of belonging, is developing a sense of self, worth and well-being, every child is an active and engaged learner who explores their world with body, mind and senses and is a capable communicator who expresses themselves in many ways. Educators support children in developing strategies to remain calm and to self-regulate their emotions while recognizing the effects of their actions on others.

Any practice based on a negative control technique is not part of Elite Child Care's Child Guidance Practices and Core Values. Prohibited practices include corporal punishment, harsh or belittling discipline including verbally belittling or threatening, depriving basic needs including food, shelter, clothing or bedding, locking the exits of the child care Centre for the purposes of confining a child or using a locked or lockable room or structure to confine the child if he or she has been separated from other children, confinement or restraint for limiting a child's movement.

Anyone who observes or hears a prohibited practice being used must make a report to the Centre Director.

The supervisor will ensure that a written record of the monitoring of all employees, volunteers and placement student's child guidance practices is completed annually or immediately following an observed or reported prohibited practice. Placement students or volunteers will not be left alone with children.

Community Partnerships

While our range of community partners is broad, the largest and most important is the education system Elite Child Care Centre, works closer with:

The Ministry of Education to ensure we stay up-to-date on any changes that are occurring in our field of Early Childhood Education. We view the community as a valuable resource and our educators plan learning opportunities to engage and involve the community in our programs. We seek out opportunity to share our knowledge and to learn from others in the community.

Annual Review

All Elite Child Care Educators, volunteers and placement students must adhere to many policies and procedures as well as, Program Statement, Ministry, Fire and Health Regulations. All educators, volunteers and placement students will review the Program Statement prior to working in the program with the children and annually thereafter or upon any changes or modifications to the Statement. Annual review of the Program Statement and these policies and procedures ensure our educators and volunteers are knowledgeable and prepared to handle any situation.

Note: References and information in this living document are extracted from:

“How Does Learning Happen?” Ontario’s Pedagogy for the Early Years;
Ministry of Education “Child Care Early Years Act”

Revised October 2017