MUNN'S CHILD CARE CENTRE

PARENT HANDBOOK

Serving Oakville since 1989

Dundas Location
9 Dundas HWY. East (at Sixth Line)
Oakville, Ontario
L6H 7C4
(905) 257 – 0069
munnsccc2@bellnet.ca

Iroquois Ridge Location
1123 Glenashton Drive
Oakville, Ontario
L6H 5M1
(905) 849 – 9740
munnsccc3@bellnet.ca

MUNN'S CHILD CARE CENTRES

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OUR MISSION

Munn's Child Care Centre Inc. is a non-profit and inclusive organization that has served the Oakville area since 1989. It is our mission to provide and promote high quality professional childcare and create positive learning environments and experiences in which each child's learning and development will be supported and inclusive of all children in our care.

The Munn's *handprints* represent a child who is busy exploring their world through play. Children gain knowledge and a sense of purpose in their lives through that play. Munn's Child Care Centre Inc. is committed to providing an atmosphere in which Parents/Guardians feel secure knowing that their child's physical and emotional development is being supported on an individualized basis.

BOARD OF DIRECTORS and COMMUNITY PARTNERSHIP

The Board of Directors is a volunteer committee of parent/guardian and community members that meet throughout the year. The Board's responsibility is to approve the yearly budget, set policies and procedures, plan for the long term and to keep informed of changes in childcare and the possible effects it may have on our program. The Executive Director is in charge of the day-to-day operation of the Centers but relies on the Board for ongoing support and guidance.

We provide learning opportunities and practical work experience to volunteers and college students and other local organizations. We view the community as a valuable resource and our educators plan learning opportunities to involve the community in our program.

Our Centres

Our hours of operation are **7:00am – 6:00 pm**, Monday to Friday

Centre Compliments

At the Dundas Centre our capacity is for 47 serving children of Toddler to Preschool ages.

At the Iroquois Ridge location our capacity is for 49 serving children of Infant, Toddler and Preschool ages
(Infant program is not currently running for the Iroquois Ridge location)

Dundas Centre:
9 Dundas Highway East (corner of 6th Line and Dundas)
Phone: 905-257-0069 Email: munnsccc2@bellnet.ca

Iroquois Centre
1123 Glenashton Dr. (Located in Iroquois Ridge High School)
Phone: 905-849-9740 Email: munnsccc3@bellnet.ca

HOLIDAY CLOSURE DAYS

Our centre is open Monday through Friday, 12 months a year, with the exception of the following days:

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Labour Day
- Civic Holiday
- Thanksgiving Day
- Professional Learning Day for 2026-October 9th
- Christmas and Boxing Day
- Christmas eve- Iroquois Ridge Location closed, Families have option to send their children for that day to Dundas Location.
- New Year eve- Iroquois Ridge Location closed, Families have option to send their children for that day to Dundas Location.

Munn's Child Care Centre Inc. reserves the right to close for 20 business days under the CWELCC program. All fees by registered families will still be collected for any closure days that fall within the CWELCC closure guidelines.

INCLEMENT WEATHER and CENTRE CLOSURE

If the weather becomes severe enough that we need to close early during the day for everyone's safety, you will be contacted. We follow HDSB for any inclement weather closures. In extreme weather it may be decided for everyone's safety not to open and the message will be send through our Communication app. Please follow the news online to check Halton District School closures. Please continue to check with the centre before you set out for the day. In the event a centre is closed for an emergency situation or unplanned closure or for more than 5 business days, no fees will be charged.

PRINCIPLES UNDERLYING THE PROGRAM AND MISSION STATEMENT INCLUDE:

MCCC offers a learning program that is consistent with Ministry of Education policies, pedagogy and curriculum. To assist us in developing our statement we referenced the following Ministry documents and textbooks.

- CCEYA: Child Care and Early Years Act 2014
- How Does Learning Happen
- Ontario Early Years Learning Framework
- Think Feel Act: Lessons from Research About Young Children
- Emergent Curriculum in Early Childhood Settings

1. Children are competent, Capable, Curious and Rich In Potential

The goal of our inclusive programming is to provide a child, the sense of **belonging**, **engagement**, **expression** and **well-being**. Our positive learning and developmental environments will be supportive and inclusive of all children, including children with individualized plans. Our focus is on active play-based learning that encourages children's communication, self-expression and self-regulation. Our learning environment welcomes children of all abilities and promotes diversity, equity and inclusion. When children are manipulating objects, problem solving, acting out roles or experimenting with different materials, they are engaged in learning through play. Play allows them to actively construct, challenge and expand their own understanding as well as intentional play-based learning enables children to investigate, ask questions, solve problems and engage in critical thinking.

Pedagogy can be defined as the understanding of how learning takes place and the philosophy and practice that supports the understanding of learning. Essentially it is the study of the teaching and learning process. Leadership is often defined as the act of leading or guiding individuals or groups. If we are to combine these two we are offered the notion of pedagogical leadership as leading or guiding the study of the teaching and learning process. (Think, Feel, Act, 2013)

2. Promoting the health, safety, nutrition and well-being of the children

We believe that the first step in establishing, nurturing and promoting health, safety and well-being is through the connections a child makes with the program staff, volunteers and students on placement. As a licensed child care centre, we meet and exceed all health and safety requirements of the Ministry of Education, Public Health and local government by laws.

Our Educators:

- Use a warm and positive approach to support children's developing ability to express emotions and understand other perspectives.
- Recognize that responding to each child's characteristics and abilities is central to supporting learning and development.
- Make a commitment to build self-awareness, regularly reflect on practices and engage in new learning experiences, both individually and with colleagues.
- Recognizing each child has equal rights to participate in all centre activities.
- Recognize and respect the unique qualities of each child and family, including ancestry,

culture, race, language, religion, sexual orientation, socio-economic status, developmental abilities and needs.

- ❖ Know when to stand back and observe and when to enter children's play to stimulate thinking.
- ❖ Provoke children's thinking, create meaningful programs and guide interactions with children and their families.

3. Supporting positive and responsive interactions among children, parents, childcare providers and Educators.

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Munn's CCC aims to foster and maintain positive and effective communication with parents and families regarding our program and their child's learning experiences.

- Educators' facilitates experiences that promote interactions between children; setting up the environment to allow for collaborative experiences.
- Educators communicate with parents during pickup and drop off times; ensuring daily reports are completed, notifying parents of any health issues, welcoming opportunities to discuss child's day, providing photographs of activities made electronically available to parents/families. Also, informing parents if there is any modification or change in program statement or Parent's Manual. Meet/greet events with parents and families to give an opportunity to families and staff to interact and share ideas.
- Childcare providers and Educators provide interactive meetings for the staff including potlucks, celebrations. Also, engaging in professional learning about supporting positive interactions among children, with parents and peers.

All educators, volunteers and placement students follow the Prohibited Practices policy and treat each child, parent and staff with respect, honesty and caring.

Munn's CCC will not tolerate any of the following prohibited practices and any contravention by a staff can mean immediate termination or revoking of placement.

- ❖ Corporal punishment of the child;
- ❖ Physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
- ❖ locking the exits of the childcare Centre or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;
- ❖ 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 her self-respect, dignity or self-worth
- ❖ depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding;
- ❖ Inflicting any bodily harm on children including making children eat or drink against their will.

4. Encouraging children to interact and communicate in a positive way and support their ability to self-regulate and fostering children's exploration, play and inquiry.

Our Inclusive programming is aimed to foster a child's sense of belonging. Positive learning environments and experiences, focused on active play-based learning, encourage children's communication, self-expression, and self-regulation. In our inclusive learning environments, we welcome children of all abilities and promote respect for diversity, equity and inclusion as it is vital for development and learning. Our program also supports children's self-regulation, their ability to deal with stress and to remain calm. When children are calmly focused and alert, they are best able to communicate their emotions, pay attention and understand consequences.

- Recognizing that responding to each child's characteristics and abilities is central to supporting their learning and development.
- Provoking children's thinking, creativity, creating meaningful and engaging programs and guiding interactions with children and their families.
- Using a warm and positive approach to support children's developing abilities to express emotions and understand other perspectives,
- Knowing when to stand back and observe and when to enter children's play to stimulate thinking.
- Making a commitment to build self-awareness, regularly reflect on practices and engage in new learning experiences, both individually and with colleagues.

5. Positive learning experience for children which is inclusive to all children.

- ❖ Recognizing each child has equal rights to participate in all Centre activities.
- ❖ Recognizing and respecting the unique qualities of each child and family, including ancestry, culture, race, language, religion, sexual orientation, family structure, socio-economic status, development or physical abilities and individualistic needs.
- ❖ Creating strategies that value the culture and first languages of all children.
- ❖ Establishing the program to foster an inclusive learning environment in which every child can participate.
- ❖ View diversity as an asset and plan the program to reflect differences and enrich the environment.

6. Continuous professional learning for staff.

Munn's CCC is committed to hiring, training and fairly compensating staff as we believe that a quality program is based on quality staff. Munn's CCC ensures and promotes this by the following processes:

- ❖ New staff are oriented towards our policies and procedures, and we recognize the importance of continuous professional learning for all employees and ensure they are sufficiently trained and prepared upon commencing.
- ❖ We are active members of quality system framework, The Halton Resource connection and staff are encouraged to attend related workshops, webinars and use resources available for independent learning.
- ❖ Upon hire and during employment, all R.E.C.E; s must be in good standing with the College of Early Childhood Educators.
- ❖ The Program Statement and any other change to a policy is reviewed yearly with staff, volunteers and placement students as well as any time it is modified.

7. Inclusion Policy.

The mission of Munn's Child Care Centre Inc. is to provide and promote quality childcare in a safe and caring environment, in partnership with parents and our dedicated team, to develop all children to their full potential.

- To foster inclusion, no family will be excluded from the program because of race, culture, language, socioeconomic background, beliefs, family composition and abilities.
- All children may attend the centres regular days and hours of operations.
- There is one wait list per site for all children according to date order.
- Financial assistance may be offered to any family in need with Board approval.
- Our mission is to create positive learning environments and experiences in which each child's learning and development will be supported and which is inclusive of all children, including children with individualized plans.

8. PROGRAMMING and PROCEDURES

- All children will be able to participate in the full program to the best of their abilities.
- Routines will be flexible to allow a child sufficient time for completion.
- We will attempt to acquire any assistive equipment a child may need. The Centre may be able to help financially.
- Staff will work together with outside agency and implement any set goals into the groups program.
- Each child enrolled with special needs requires a support plan to be in place within 3 months of commencement and will be reviewed and updated annually thereafter.
- Support plans or any specialized equipment will be monitored and adjusted with updates as needed after discussion with the staff, parents and any other agency involved.
- Staff are supported by arranging attendance at training sessions/educational courses/workshops etc. We arrange staff coverage and possible financial assistance if needed.
- Staff will receive training or instructions on the proper technique of any supportive aid and device or how to complete or any modification made to the environment.

- There will be on every meeting agenda, staff and board, time to discuss issues related to inclusion.

- At each staff meeting, the needs, goals and successes of children will be discussed as a group.

- Parents will be encouraged to become involved by attending inter-agency meetings and receiving minutes of any meetings.

- Should a parent not be able to attend a meeting, Munn's will strive to accommodate any requests to ensure their ability in order that they may do so.

The mission of Munn's Child Care Centre Inc. is to provide and promote quality child care in a safe and caring environment, in partnership with parents and our dedicated team, to develop all children to their full potential. To achieve this no family will be excluded from the program because of race, culture, language, socioeconomic background, beliefs, family composition and abilities. All children may attend the Centre's regular days and hours of operations and there is one wait list for all families and there is no charge.

CANADA WIDE EARLY LEARNING AND CHILD CARE SYSTEM (CWELCC)

Munn's Child Care Centre has been approved and is participating in the Canada-Wide Early Learning and Child Care System.

Base Fees
$22 per day
$110.00 per week

ENROLLMENT PROCEDURES

Our fees are paid out over 52 weeks, through a Direct Withdrawal Program (EFT), weekly or bi-weekly. No credit or reimbursement is given for planned closures: statutory holidays, closures during December holidays, vacations, and illness or Centre closures. Fee will still be applicable for any unplanned closures, snow days or storms. A tax receipt will be issued at the end of February. We do not do fee payments through Credit Card transactions or electronic transfers.

A $25 fee (non-base fee) will be placed on all NSF processes. There will be a service charge, current bank charge, for any payment returned and if your account is past due 2 weeks, we reserve the right to withdraw services.

After receiving 2 returned payments we may require fee payment in cash or certified cheque.

We require 4 weeks' notice in writing when withdrawing your child.

Immunizations information must be submitted to Halton Health Department prior to first day of enrollment. It is required that the Centre have a copy of this information as well, either a copy of your child's "yellow card" or doctor provided information.

We accept children receiving subsidy through Halton Region.
If you would like to apply for child care subsidy, please contact Halton Region by calling 311 or visiting their website at www.halton.ca

Refunds are only provided to families in the event of an overpayment. For example, if a family is approved for a fee subsidy through Halton Region after fees for a specific period have already been paid, the overpaid amount will be refunded to the family. All refunds will be issued by certified cheque.

Full Time Enrollment
Once you have been offered a Full-Time space at the Centre, you will be given an Enrollment Package and there will be a required payment of the first week, to hold and guarantee your child's spot, fees are non-refundable. All children participate in a gradual enrollment schedule based on the child's age and abilities, usually this over the first week of enrollment.

Part Time Enrollment
Once you have been offered a Part Time space at the Centre, you will be given an Enrollment Package and there will be a required payment of the first week fees, to hold and guarantee your child's spot, fees is non-refundable. All children participate in a gradual enrollment schedule based on the child's age and abilities, usually this over the first week of enrollment. We offer part time enrolment with a

minimum of 2 days per week and for ratio purposes, the spots must be in the same group. Should you already be enrolled in the Centre on a full-time basis and you wish to change to part time, this arrangement must be discussed with the Supervisor as we may not be able to accommodate all changes.

LATE PICK-UP POLICY

The first time a family is late they are given a warning reminding them of the policy but still required to sign the late book that a warning has been given. For any portion of time that a parent is late between 6:00pm and 6:15pm, a penalty of $20.00 (non-base fee) is charged. An additional $20.00 is charged for each subsequent fifteen minutes (or portion thereof) to maximum of $80.00. A receipt will be given to parents for the cash received. Should a parent refuse to pay late fee and if the family continues to be late, the parent will receive letter of concern and may be a reason for withdrawal of care.
Should you anticipate that you may be late arriving to pick up your child, we ask that you make alternate arrangements to have your child picked up on time. Please call the centre to notify the educators by 5:00pm that you will be late and or who will be picking up your child. A reminder that any person arriving to pick your child up is required to have proper government issued photo identification.

WAIT LIST POLICY

Munn's CCC Inc. has procedures in place to ensure the waiting list will be made available in a manner that maintains the privacy and confidentiality of the children listed on it and is consistent to all families. There is no cost to families to be on the waiting list.

WAIT LIST CLIENTS: Priority list

1. Children of Munn's CCC Inc. employees
2. Current Families (includes families requesting transfers between the 2 centres).
3. I.R.H.S. teachers and employees of Munn's United Church.
4. General public.

WAIT LIST

- Names are entered onto the list according to the date they call. The following information is recorded: the parent(s) name the contact phone number, child's birthdate, if full time or pat time care is required, and the date of when care is required.
- Tours are necessary for parents to place their child on the waitlist to ensure that parents understand our requirements and to add in filling spaces quickly. A parent may go on the list before their child is born and we ask that they call us back later to update their birth date information.
- When a current parent gives a withdrawal notice, the Supervisor will first look to the current enrolment in that a current child, due to their birth date, could be moved into this open space and then the waitlist will be accessed.
- No one is removed from the waitlist except if the child becomes too old for the centre or the parent has contacted the Supervisor and is no longer interested.
- Once a family has been contacted and offered a spot, the first week's fee is required to hold that spot. These funds are non-refundable once payment to the Centre has been received.
- A parent may call at any time and inquire as to their status on the wait list. The Supervisor will locate their position on the list and give as much information as possible to the parent, but an exact date of entry may not be possible at that time.

WITHDRAWAL POLICY

Munn's Childcare Centre reserves the right to refuse or discharge any family. Child Care services may be suspended or terminated for any of the following reasons:

- Non-payment of fees, including late pick up fees
- NSF transactions or late payments.
- Harassing, discriminating, demeaning or abusive communications and/or behaviours.
- In situations where, in the Centre's sole discretion, a child seriously jeopardizes the safety/supervision of the child, other children in the program and/or program staff, a child may be withdrawn from the program and maybe immediately terminated without notice.

Or other situations as deemed appropriate by the Executive Director or Board of Director.

SAFE ARRIVAL AND DISMISSAL

The emotional and physical safety and security of the child is of paramount
Importance. This policy and procedure are in place to ensure the safety of children during drop off and pick up at the Munn's Child Care Centre and meet the Child Care and Early Years Act's (CCEYA) requirements regarding the documentation of children's attendance and absence.

POLICY

The Child Care and Early Years Act (CCEYA) requires child care centres to keep a daily record of the attendance or absence of each child received for care, including the time of arrival and departure. To ensure accurate records, Munn's requires parents/guardians bring their child into the Centre to an educator who acknowledges the child's arrival into the classroom and notes it on the daily attendance record.

Munn's hours of service are 7:00 am – 6:00 pm Monday through Friday. A pick-up for any reason after 6:00 pm is considered a late pick-up. Parents may be charged a late fee of $20 at time of pick up for each interval of fifteen minutes and thereafter.

Persons picking up children may be asked by staff for identification. Children will not be released to persons who are intoxicated or under the influence of other substances.

PROCEDURE

Arrival

1. Parents/guardians must accompany their child into the Centre. Parents/guardians must present their child to a staff to ensure notification of the child's arrival.
2. Staff must mark the child's arrival time on the attendance schedule.
3. Parents/guardians must notify Munn's when their child will be absent either by phone or email.
4. Supervisor/Designate will contact the parents/guardians after 10:00 am via phone or email, if the child has not arrived at the Centre, and the parent/guardian has not informed the Centre of absence. If there has not been a response within 15 minutes, the Supervisor/Designate will follow up with a second email and/or call the parents. If there is no response within 15 minutes, the Supervisor/Designate will call the emergency numbers and ask that the parents call Munn's to confirm the child's absence. If the absence has not been confirmed by 11:00am from parent(s)/guardian(s) and/or emergency contact(s), the ED/designate will be informed and a call will be made to the non-emergency police line and the Children's Aid Society (CAS) reporting the child's absence.
5. All detailed steps listed in #4 are to be documented, in writing, in the Centre communication book.

Departure

1. Staff marks the child's departure time on the attendance schedule.
2. If parent/guardian is unable to pick up their child by closing time, the parent/guardian must arrange for another adult (16 years or older) to pick up the child. Persons authorized to pick up the child are listed on the child's Emergency Pick up Information form. If another person is picking up the Child that is not listed ion this form, the parent/guardian must advise the Supervisor or designate by phone or email or at the start of the day in person giving a name and address and approximate time.
3. Staff will ask for photo identification to verify the identity of the person picking up the child.
4. If a person arrives to pick up a child and they appear to be intoxicated or under the influence of other substances, staff should advise the person they should not take the child and offer to call an alternate person.

5. Staff should not jeopardize their own safety or the safety of the other children by physically confronting a parent or guardian. If a parent/guardian insists on taking a child in violation of court orders or while intoxicated, or makes physical or verbal threats, staff are to contact the police immediately.
6. Staff should note the details of the individual's appearance and the make, colour and license number of the car. Children's Aid Society may also be contacted.

Late Pick-up

1. In the event a child has not been picked up by closing, staff will try to contact the parents through all phone numbers provided. If a parent cannot be reached, staff will contact the emergency contact person(s) listed on the child's Emergency Record
2. Once the parent (or emergency contact) has arrived, a late pick up form shall be completed by staff and signed by the person picking up the child.
3. The late fees are paid directly to the staff members who has stayed to care for the child.
4. Two staff remain in the centre and they ensure the child is offered a snack and kept engaged.
5. The Supervisor or designate is notified the next business day by the staff in each case when a parent has been late, but picked up.
6. Staff shall notify the Supervisor or designate if a child has not been picked up within 30 minutes of closing time and no parent contact or emergency contacts can be reached, and shall be noted in the centre communication log.
7. If a parent or Emergency contact cannot be reached within one hour, or by 7 pm (whichever is first), the Supervisor or Designate will call the Children's Aid Society to report that a child "has been abandoned" and is in need of protection, as per Section 72 (1) of the Child and Family Services Act. The Executive Director or Designate will inform the Chair of the Board after contacting CAS.
8. The Supervisor/Designate has discretion in determining the application of the late fee. Factors to consider include, inclement weather, traffic congestion, delays with transit or car problems

ENFORCEMENT OF SAFE ARRIVAL POLICY

Children are expected to arrive at the centre no later than **9:30 a.m.** Families must notify the centre as soon as possible if they will be arriving late due to an appointment, emergency, or any unforeseen circumstance.
If a child has not arrived by **10:00 a.m.** and the centre has not received notification from the family, staff will follow the procedures outlined in the Safe Arrival Policy**.**
Enforcement of the Safe Arrival Policy will be strengthened to ensure the safety and accountability of all children in care. Families who continue to arrive late without prior communication may be subject to corrective measures, including refusal of care for that day. Repeated failure to comply with the policy may result in termination of care services.
The centre will maintain ongoing direct communication with families who do not adhere to this policy. Timely arrival is important, as children who arrive late may miss core programming, group learning experiences and activities planned for the morning. Consistent participation supports children's routines, learning, and sense of belonging within the program.

EMERGENCY PROCEDURES

In the event of emergencies and/or evacuations, the children will be evacuated to:

Dundas Evacuation Location:	**Iroquois Ridge Evacuation Location:**
Viva Retirement Community 1 Sixteen Mile Drive Oakville, Ontario. L6M 1P3 North along Sixth Line to Sixteen Mile Drive	Iroquois Ridge Community Centre 1051 Glenashton Drive Oakville, Ontario. L6H 5M1 West of the Centre's/High School parking lot

The Centre has policies and procedures in place for Emergencies.
Once the children are secure, the staff will telephone parents to notify them of the situation. Control of the situation will be handed to the emergency response, police or fire department immediately upon their arrival. Staff will be instructed in emergency procedures and only when the site has been secured and approval from the authorities will the children/ staff be allowed to re-enter the building. We ask that parents refrain from talking to the press and as a follow up, parents will receive a letter from the Board of Directors regarding the situation and any further actions that may be needed.

Fire drills are held on a monthly basis and a lockdown drill is practiced throughout the year to teach the children how to properly follow the different drill procedures

ILLNESS and MEDICATION POLICY

The Munn's Child Care Centres Inc.is required under the C.C.E.Y.A (Child Care and Early Years Act, 2014) to ensure that prior to the first day of admission at our centres an Immunization Form is completed and maintained on our premises.

It is required that you submit your child's immunizations to the Halton Region Health Department prior to their first day in the Centre, as this ensures your child's immunization records will follow them into the school boards as well.

Munn's Child Care Centre will exclude any child with signs of an illness from the Centre in order to prevent the spread of illness. Whenever a child shows signs of illness the Supervisor will call the parents/guardians, relay the symptoms and arrange the child's pick up from the Centre as soon as possible.

Group childcare is not an environment for children who are ill. The Staff recognize the changes in appearance or behaviour of a child and are able to detect early signs of when a child is unwell and not able to participate in activities, which includes going outside 2 hours each day. Due to weather extremes we will restrict the outside play time if there is a risk of frostbite or a high humidex.

REQUIRING IMMEDIATE PICK of YOUR CHILD

1) Any Fevers of 100+
2) Diarrhea (2nd time if occurs twice in 2 hours)
3) Vomiting (1st time)
4) All contagious illnesses (ex: pink eye, strep throat)

OF NOTE:

- ✓ All Medication must have a Doctor's prescription label or Doctor's Note.
- ✓ All medications must be in a locked "box" when on the premises.
- ✓ Dosage must be clearly indicated on the container or in the note for all medications.
- ✓ The child's name to which the medication is to be given is indicated on the prescription or note.
- ✓ All Medications must be in their original container.
- ✓ The Medication must be in a zippered baggie for cross contamination reasons.
- ✓ A parent must sign in the medication for their child on the Classroom Medication Form.
- ✓ To allow the Teachers to administer an Epi-Pen an Information Form needs to be completed prior to use.
- ✓ A Medication Information Form needs to be filled out for the use of puffer medications.
- ✓ Creams for diapering or items like "chapped lip" sticks will be allowed as long as they are signed in on a medication form for **as needed** and they are labeled with the child's name.

WE REQUIRE THAT PARENTS

- ✓ Notify the Centre Staff if your child has any symptoms of illness, on any medications at home or a change of routine that could affect their behaviour, ex: very little sleep the night before / moving / death in the family.

- ✓ When called to pick up your child for illness, make arrangements for them to be picked up as soon as possible or arrange for an alternate person to pick your child up.

- ✓ Your child may only return to the Centre when they are completely fever free and their energy level has returned enough to participate in all aspects of our daily activities, including going outside.

When an **"Illness Letter"** is given, it will indicate the date your child may return to the Centre. A longer time, than our Health Chart indicates, maybe required to ensure all children and staff at the Centre are not continually exposed to the illness.

REST PERIOD

Children handle their day better when they are rested. The Ministry of Education requires that all children be given the opportunity to sleep/rest for at least one hour each day after and we will endeavor to meet every child's needs with regards to sleep/rest. Children often need this time to renew their energy. The rest time varies with the age of the children. Children may bring in a soft, washable and noiseless sleep toy. Quiet activities will be provided to children who are unable to rest for the full sleep time and we will work with the parent to meet their sleeping needs.

All Sleep Rooms are supervised and all times and staff perform visual checks and note any situation of concern on a child's Daily Information Sheet and kept for 3 years.

Children under the age of 12 months will be placed for sleep in a manner directed by the document "Joint Statement on Safe Sleep: Preventing Sudden Infant Death in Canada" publication and visual checks will be completed every half hour.

OUTDOOR ACTIVITIES

CCEYA requires us to provide outdoor play for up to 2 hours per day. Staff will use their judgment regarding the length of time the children will remain outdoors on days of extreme weather and may decide not to go outside at all that day but enjoy special indoor activities. Should you ask to keep your child inside we may not have the ability to do this but will work with you to ensure your child's well-being. For this reason, your child needs to be ready with proper seasonal clothing to allow them to enjoy their time outside. Should we plan an outing off the premises, you will be notified in advance.

CLOTHING

We offer a program rich in activities that include paint, water play, messy lunches and outdoor time, we ask that your child comes prepared to participate in the full program. In case your child needs to be changed during their day, a complete change of clothing needs to be available.
All clothing and spare clothes should be clearly labeled with their name.
For safety reasons, we ask jewelry to be kept to a minimum and play jewelry kept at home. We are not responsible for any lost items.

TOYS and ITEMS FROM HOME

In order to prevent confusion and possible conflict, lost or broken toys, we require that no toy or item from home come into the Centre unless it is for a special event or if it is a sleep toy.

Please help us with keeping your child's attention with the task of dressing and undressing with regards to the outside time by keeping all toys and other items out of your child's bag/backpack and leaving them at home.

CELEBRATIONS and OUTINGS

We discourage families bring in **"favors"** into the Centre to give out to for a child's birthday as this can create an environment of "**competition**" with the families.

Instead for a child's birthday each classroom will acknowledge their birthday with their room singing "Happy Birthday", there will be a Birthday Card at your child's "cubby" for them to take home and to further celebrate the Cooks will make cupcakes for the group. If you have any questions about this, please check with the office.

When an Outings are arranged, we follow our Food Policy and Munn's will provide all food and drink for the children, teachers and volunteers unless there is an allergy situation. Please let the Office know if this is the case.

Learning is also extended to the outdoors through walks, visits to local parks and other community sites. The outdoor learning provides opportunities for learning through gross motor play, nature exploration.When an Outing is planned you will be notified in advance as to what the Outing will related to and where the group will be going. We increase the ratio for some Outings as needed.

FOOD RESTRICTIONS and ALLERGIES

Food is a large part of a child's balanced and successful day and our goal to provide a healthy and appetizing menu for the children. The menu at Munn's is based on the Canada's Food Guide and we have taken into consideration the meals that children enjoy while providing other items to broaden their food experiences.

Our menu has two seasons, winter and summer. The lunches and snacks reflect the season and follows Canada's Food Guide for the nutritional guidelines and we encourage the children to try a variety of foods both at lunch and snack times.

Due to the number of children at our Centres we can only eliminate / substitute a food item from a child's menu when there is a serious allergy (i.e. nuts or dairy) or for religious reasons (i.e. no pork or beef).

While we do understand that parents may have preference (organic or non-processed foods, etc.) the cooks will only omit /substitute for allergy or religious related food item and ensure the meal meets the daily nutritional requirement.

Munn's is a **NUT FREE** Centre and for the safety of the children we **do not allow any outside food** at the Centres with the exception of the food brought in for an Infants.

Due to the sensitive nature of the allergies and food restrictions we require parents to adhere to our Food Restriction Policy at all times.

For the safety of the children and due to food allergies:

- ✓ **No outside food is permitted at our Centres.**
- ✓ **No food or drink items left in cubbies or backpack/bag at any time or for any reason.**

If your child has an allergy to a food item you will need to complete a package letting the Centre know what the allergy is and if there is an Epi-Pen for a life threatening situations.

All food restriction information will only be implemented when we have receive a completed Restriction Package. If a family is asked to help with providing a food item due to allergies it must be a new unopened package clearly labelled with the child's name.

ACCIDENT or INCIDENT REPORTS

During your child's busy day the staff takes every precaution to keep them safe, however please expect a normal number of scrapes, bruises and accidents. Staff will note in daily report in our communication app- Lillio of any incident or minor accident with a description of the occurrence.

Should there be an injury or accident/incident that we feel is of a more serious nature, the staff will then write an accident report detailing what happened and any steps they took in regards to the accident. The report form will be signed by the staff that observed the accident as well as the Supervisor and a copy of the report will be given to the parent. It is important that should your child hurt themselves at home please make sure that the room staff are made aware.

In the event of a more serious accident, requiring immediate medical care, a parent will be contacted as soon as it is possible so that they are aware of the situation. If the situation is an emergency, the child will be transported to hospital by ambulance and a parent will be contacted immediately. A staff will follow the ambulance and meet the parent at the hospital.

All child care centres are required to report a Serious Occurrence Notification within 24 hours of the incident. Once it is reported as a Serious Occurrence with the Ministry of Education it must then be posted for 10 business days.

PARENT ISSUES & CONCERNS POLICY

Should there be an occasion where a parent has an issue or concern, the following steps will take place and we will communicate the concerns with the Board of Directors, responding back to the parent in a transparent and timely manner.

REGARDING PARENTS

- The parent first speaks to their child's teacher should the concern be able to be resolved with a discussion between the staff and parent.
- If the concern is regarding that staff or any other staff, the parent needs to speak to the Supervisor immediately and not with a room teacher.
- If the issue is about a specific policy, the parent should speak directly to the Supervisor, who will then discuss the issue with the Executive Director.
- The Executive Director will respond to the parent about the policy and the reason for it, and if necessary, explain the CCEYA and how the centre is governed by its regulations.
- The Executive Director will inform the President of the Board of the concern or issue and keep them informed of
  the situation and any action by either party. The E.D. will bring forward the situation to the full board either at the next meeting or by email.
- An initial response back to the parent will be made within 48 hours/2 business days, the action plan and results within 10 business days.
- Regarding the issue is of a complaint, the Parent can speak directly with the Supervisor or Executive Director. If it is not resolved, the Parent may send their issue or concern directly to the Licensing and Assurances division of the Board of Education.
- It is important for all staff to keep records of conversations, emails, or minutes of any meetings.
- Every issue or concern will be treated confidentially, and every effort will be made to protect the privacy of all concerned, except for reasons when contact with legal advisors (lawyer, police etc.) is necessary.
- If at any point a staff or parent feels uncomfortable or threatened, will we follow our Harassment Policy immediately.

VOLUNTEERS/STUDENTS ON PLACEMENT

All volunteers and students on placement receive a full mandatory orientation prior to starting their placement. Their specific roles and responsibilities are outlined and discussed during orientation day. All volunteers and students on placement must review policies and procedures prior to beginning with Munn's.

Volunteers and students on placement will not be left alone with a child or group of children. They will be supervised by a Teacher or Employee at all times. The volunteers and students on placement are instructed that they must take direction and guidance from their immediate supervisor and other Munn's staff.

The individual plan for children with anaphylactic reactions and site specific emergency procedures are reviewed by the Supervisor/Director with the volunteer and student on placement at the program.

OUR STAFF

CRIMINAL REFERENCE

All staff, volunteers (parent volunteers included) and students over the age of 18, are required to submit a Criminal Reference Check, Vulnerable Sector prior to commencement and complete an Offence Declaration each year. This CRV/VS will be renewed every 5 years.

Any adult not an employee of Munn's CCC must submit prior to interacting with the children an original CRV/VS or attestation from their employer that includes confirmation the CRV/VS is current and reviewed yearly.

It is the policy of Munn's CCC that every child enrolled at the Centre is supervised by an employee of the Centre at all times.

Acknowledgement of Support Services

Our child care program is supported by Halton Inclusion Services.

Halton Inclusion Services is delivered by Halton Region, Community Living Burlington, Community Living North Halton and ErinoakKids. Together, we help all children feel included and supported in our program.

You may see Resource Consultants, Occupational Therapists, and Speech and Language Pathologists (SLPs) visiting our centre. They watch how things are going in the classroom and work with educators to share ideas, training, and helpful tools. Often this support is for the whole classroom and may not be focused on any one child.

Resource Consultants help our educators by checking in on children's development, making plans that focus on children's strengths and needs, supporting children who are getting ready for school and delivering workshops, sharing information and providing useful materials.

If more help is needed, the Resource Consultant may bring in a Speech and Language Pathologist or an Occupational Therapist. Speech and Language Pathologists and Occupational Therapists are regulated health professionals who support children's learning and development.

In our centre, the Speech and Language Pathologist offers helpful suggestions to support children in joining classroom activities and play that encourage different ways for children to communicate—through pictures, gestures, sounds, or words.

The Occupational Therapist looks at how the classroom and materials are set up to help children take part in play, feeding and daily routines.

Sometimes, after observing the program, the team may notice that a child could use extra help to be successful. If your child could use extra support, our educators will reach out to you.

If you have any questions, please speak to our Supervisor or Director. They'd be happy to help.

QUALITY SYSTEM FRAMEWORK

Munn's Child Care Centre Inc. participates in Halton Region's Quality Engagement Cycle. This cycle is a requirement for all operators to participate in to demonstrate their commitment to the Quality System Framework. This includes, but is not limited to, on-site visits and meetings with regional staff, completing and submitting required data and documentation within mandatory timelines, collaborative goal setting and developing and implementing action plans.

WELCOME

Thank you for choosing to place your child/ren at Munn's Child Care Centre. This Program Statement and Manual has been written to inform you of our policies and procedures we have in place to ensure your child feels safe and happy while in our care.

We understand that families are the most powerful influence on their child's learning, development, health and well-being and that the staff at Munn's CCC are valuable contributors as well. Together we aim to provide the environment, support and opportunities to nurture every child's healthy development and support their growing sense of self.

Updated: June 2026

NOTES