

1145 King Street West

Haddon Ave. Entrance

Hamilton, Ontario

L8S 1L9

Phone: 905-526-1544

Fax: 905-529-3208

E-mail: msuchildcare@msu.mcmaster.ca

Web Site: www.msumcmaster.ca/service/childcare

***Philosophy***

The McMaster Students Union Child Care Centre provides high quality childcare to enrich all aspects of development of children in a “home away from home” atmosphere for both the child and families.

# Program Statement

The McMaster Students Union Child Care Centre is a service of the McMaster Students Union which provides play-based educational childcare for the McMaster student community as well as the community at large. The centre is licensed under the Ministry of Education and governed by the ***Child Care and Early Years Act of 2014****.* The program follows the ministry’s statement on programming and pedagogy using the four foundations: *Belonging, Well-being, Engagement and Expression*found in the document, *“****How Does Learning Happen? Ontario’s Pedagogy for the Early Years 2014”***

Understanding that children are competent, capable, curious, and rich in potential, educators provide engaging activities both planned and spontaneous experiences, that build on their strengths and abilities allowing them the opportunity to be successful. Children receive encouragement through positive interactions to inspire self- esteem and build upon their skills. Staff will not engage in any of the **prohibited practices** as outlined in the policies. The childcare staff functions as a team to ensure that each child is relaxed and secure in their environment, responding to their individual needs, sensitive to social, cultural or developmental differences. All educators are knowledgeable, caring, reflective and resourceful professionals who engage in life-long learning.

Recognizing that the family is most influential to their child’s learning, development, health and well-being, the educators encourage the parents’ input, and work together to foster optimal development for the whole child.

**Goals and Approaches** (strategies include but are not limited to the following)

***(‘The Rights of Children’ taken from Hamilton’s Charter of Rights of Children and Youth are indicated with an asterisk \*)***

1. **To ensure the Health, safety, nutrition and well-being of the children**.

***\* “I have the right to be safe, secure and healthy.” \****

***\* “I have the right to good food, and warm, clean clothes.” \****

***\* “I have the right to a healthy earth to live on.” \****

* Providing nutritious meals and snacks based on Canada’s Food Guide taking into consideration each child’s nutritional needs as well as cultural and family preferences to promote healthy eating habits.
* Creating positive eating environments that respond to children’s cues of hunger and fullness.
* Teaching and modeling the proper sanitary/hygiene practices (see policies)
* Posting allergies and Emergency procedures for children with Anaphylactic or other medical issues that will be reviewed by all staff, students and
* volunteers.
* Creating safe play opportunities that allow children to build confidence in their abilities.
* Providing a balance of quiet and active activities during the day.

1. **To support positive, respectful, and responsive interactions with all families, children and colleagues**.

* ***“I have the right to be heard” \****
* ***“I have the right to be proud of who I am” \****
* ***“I have the right to know about and practice my culture” \****
* Having orientations sessions with each family before their child begins in the program.
* Welcoming children and parents each morning at drop off encouraging information sharing and helping each child to settle into the program.
* Demonstrating/modeling a sense of respect with children, parents and colleagues.
* Hosting special family events creating a sense of community.

1. **To encourage positive interactions with and between children, that promotes self-esteem, problem solving and supports their ability to self-regulate.**

* ***“I have the right to express myself, my personality and thoughts without judgement” \****
* ***“I have the right to have friends”*** ***\****
* Modeling positive behaviour and language
* Helping children to identify their feelings and, if needed, offer them the words to express how they feel.
* Helping the children to problem solve and encouraging them to work out conflicts on their own.
* Maintaining calm and organized routines.
* Acknowledging a child’s need to have their own space and providing places for individual play or quiet time.

1. **To plan a fluid program based on children’s interests and development that foster the children’s exploration, play and inquiry.**

* ***“I have the right to make choices” \****
* Getting down to the children’s level and engaging in their play encouraging questioning and exploration of their environment.
* Listening and observing the children to determine areas of interest and providing experiences that build on these interests.

1. **To provide opportunities for child-initiated and adult supported experiences.**

* ***“I have the right to be heard” \****
* ***“I have the right to play” \****

* Providing new and diverse materials and experiences that follow the children’s interests and enhance their learning.
* By being co-learners researching and finding answers or resources to expand on the children’s ideas and questions, furthering their experience & knowledge.

1. **Plan for positive and creative learning environments and experiences in which each child’s learning and development will be supported.**

* ***“I have the right to learn more things” \****
* Considering the four foundations of Belonging, Wellbeing, Engagement and Expression in creating a positive learning environment that fosters age and developmentally appropriate experiences. Using the continuum of development as a reference to plan for age appropriate activities that support their current level of skill and provide challenges to advance their learning.

1. **To have a balanced schedule that engages children with an opportunity for active play as well as quiet and rest time**.

* ***“I have the right to play” \****
* ***“I have the right to rest” \****
* ***“I have the right to privacy” \****
* Giving the children the opportunity to have gross motor play indoors and outdoors (when weather permits) each day.
* Providing equipment that encourages this active play i.e. tricycles, climbing equipment, balls etc.
* Providing quiet spaces where children can relax and spend time by themselves when desired.
* Providing a comfortable quiet, familiar space for rest time.
* Providing quiet activities at rest time for children that don’t sleep.

1. **To foster the engagement of, and ongoing communication with parents about the program and their children**.

* Have a minimum of 6 monthly Parent meeting excluding July and August, to discuss the program and implications.
* Special activities in the classroom planned by educators.
* Maintaining a parent bulletin board for information of interest to parents.
* Using a parent contact list to email families to send messages about happenings at the centre.
* Encouraging an ongoing communication with families each day.
* Using the HiMama app for daily communication for parents
* Posting documentation of the children’s activities.

1. **To engage with community partners to enhance the program and support an inclusive environment.**

* ***“I have the right to be free from discrimination” \****
* ***“I have the right to special help like a wheelchair if I ever need it*” *\****
* A designated Resource Consultant through Community Living is assigned to the centre and works with the staff to support an integrated program.
* Local community partners and associated professionals are engaged to ensure the best support for the children and families at the centre.
* Allowing clinicians to come to the centre to work with children.
* Providing parents with information regarding community resources.
* Arranging for community partners such as the local librarian to provide interesting experiences for the children.
* Allowing agencies such as MUMC to do child-based research with our families.

1. **To encourage and support ongoing professional learning for all staff**.

* The centre supports Educators in the “Continuous Professional Learning” cycle as outline by the College of Early Childhood Educators.
* Upcoming professional learning opportunities are posted for all staff. They are encouraged to engage in activities that they will be able to put to practice in their program.
* Current issues and topics of interest are presented at staff meetings to keep staff informed/updated particularly with new trends and changes in legislation.
* The centre will financially support staff to participate in professional learning opportunities.
* Twice per year, The City of Hamilton offers a city wide professional learning day for the Early Years sector.

1. **To document and review these goals with staff to ensure we are following our program statement, policies and Individual Support Plans (ISP)**

* The program will be observed, documented and reviewed with staff to ensure that the Program Statement, Policies as well as Individual Support Plans (where applicable) are guiding the practice.
* Areas for improvement, mentoring and strategic planning will be put in place.
* Staff, students and volunteers will review and sign off on the program statement & implementation strategies, policies and ISPs annually for the purpose of reflection, planning and understanding.  
   

***Implementation Policy and Procedure***

It is expected that goals described in the Program Statement will be implemented by employees and students/volunteers using the approaches such as outlined in the statement. The Director or designate will observe the program and staff for compliance of the Program Statement and the Prohibited Practices Policy.

**Methods to guide behavior in a positive manner that maintain the child’s self-esteem.**

* Children will be guided in a positive manner that is appropriate to their age and developmental level.
* Guidance will assist the children to learn problem solving and self-regulation.
* Regular staff intervention will acknowledge positive behavior using encouraging comments and reminders to children of acceptable behaviour. Where possible intervention will permit logical consequences.
* Children are encouraged to verbalize their feelings and concerns to the other children.
* Staff will use soft, supportive voices, model acceptable behaviour and not discuss the children’s inappropriate behavior to other staff in front of them.
* Staff and student/volunteers will not engage in any of the prohibited practices as listed in the Implementation Policy.

The following **Prohibited Practices** will not be tolerated including:

* Corporal punishment of any kind;
* Deliberate 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, self worth;
* Depriving the child of basic needs including food, shelter clothing or bedding;
* Using physical restraint such as confining the child to a high chair, stroller or other device for the purpose of discipline or in lieu of supervision;
* Locking the exits of the child care centre for the purposes of confining the child or using a locked or lockable room or structure to confine the child if he or she has been separated from other children;
* Inflicting bodily harm on children including making children eat or drink against their will.

***Contravention of Policies and Procedures and Commission of Prohibited Practices***

In the event that there is a contravention of the policies and prohibited Practices, the following actions will be taken:

1. Staff member will be brought in for discussion.

2. They will be given suggestions and additional training if warranted. Potential consequences will be discussed.

3. If problems persist it will be reason for some time without pay to consider suitability for the position and possibly dismissal.

4. Any form of corporal punishment will be reason for dismissal.

5. Any contraventions to the prohibited practices will be reported to the College of ECE’s as per the “Duty to Report” document.

The Director and program staff will continue to review and reflect on the approaches outlined in the Program Statement to ensure a positive learning environment for all children and their families

***Hours of Operation***

The Child Care Centre opens at **7:30am to 6:00pm** from Monday to Friday from the day after Labour Day to the July 1st holiday.

In the summer, between the July 1st holiday and Labour Day, the centre is opened from **7:30am to 5:30 pm** Monday to Friday.

Parents, who arrive at the centre prior to opening time, may **not** leave their child unattended.

***Holidays***

The Child Care Centre is closed on the following statutory holidays throughout the year:

>January 1st  > Family Day >Good Friday >Victoria Day >Canada Day

>Civic Holiday >Labour Day >Thanksgiving >Chirstmas Day >Boxing Day

Christmas Eve the centre closes at 1pm.

**\*The week between Christmas and New Years, the centre is closed**.

***Closure for Staff Event***

Twice per year (typically once in the fall and once in the spring) the City of Hamilton supports the Early Years field by holding a Professional Learning Day for all Child Care professionals. On these days, the centre is shut down so staff can participate in the event. (parents are not charged for these days. Parents will have advanced notice of the day.

# Registration & Waitlist Policy

The McMaster Students Union Child Care Centre provides care for toddlers 18 months to 2.5 years and Preschool children from 2.5 to 4 years. Parents must complete an application form with all applicable information to be included on the waiting list at this time you may wish to come in for a tour of the centre.

The following priorities will be followed when enrolling children from the wait list.

1. Children of McMaster University Undergraduate students
2. Children of McMaster University Graduate Students
3. Staff and faculty of McMaster University & Students Union
4. Community members

Note: Children from families already in the centre will get priority as well.

On inquiry, parents will be informed as to their position on the wait list as accurately as possible while maintaining the confidentiality of the children on it.

Enrollment is based on the position coming available i.e. full or part time/toddler or preschool. No fee is required to be on the waitlist.

When a position becomes available families on the list will be called, and an orientation session will be set up and various forms given to be filled out including immunization, emergency numbers, permission for photographs, administering creams (sunscreen, diaper cream etc.) Further information about your child (temperament, likes/dislikes, skills) as well as a list of items to bring. At this time, the registration fee is due. All forms must be in before your child may begin at the centre.

***Please keep us informed:***

***It is essential that centre files be kept up to date. Parents must notify the staff immediately of any changes to telephone numbers or other information on the enrolment form of your child.***

***Orientation***

Before your child begins in the Child Care Centre, we have an orientation visit. You and your child will spend a morning from 9:30 a.m. until ~12:00 p.m. at the centre. You may participate in indoor & outdoor activities, gathering time, stay for lunch and observe the beginning of sleep time. Parents are not billed for these days. This orientation introduces parent and child to the centre and staff so that both are comfortable.

***Fees, Enrolment and Service Termination***

***-Canada-Wide Early Learning and Child Care System (CWELCC)***

McMaster Students Union Child Care Centre has opted into the CWELCC system. We are currently in the process of determine fee changes so that families can benefit from the funding offered by the federal government to lessen child care fees for families.

Current fees may be found on our web site at [www.msumcmaster.ca/](http://www.msumcmaster.ca/childcare)service/childcare Fees are payable in advance on the first Monday of each month. Receipts will be sent out upon payment each month and at the beginning of the following year for tax purposes. Cheques are to be made payable to MSU Child Care Centre. If you wish to post-date a series of cheques, they may be given in to the office for filing. We are now able to accept Visa or MasterCard payments through the MSU Accounting office. A form must be filled out and the fee will be processed on the first Monday of each month. Parents are required to pay the full rate per month whether children are present or not. Monthly fees include all statutory holidays and as well as any closures that occur due to forces beyond our control i.e. snow days. Fees not paid by the end of the month will be subject to a $20.00 late payment charge.

A late fee will be charged to persons arriving after closing hour of 6:00 p.m. (5:30 in the summer) at the rate of $20.00 for every 15 minutes or part thereof. ($25.00 for those with more than one child.) Parents will be charged for every late arrival. If a child is picked up late regularly, staff will discuss with parents and if it continues to be a problem, they may forfeit the child’s place in the centre. The late fee is meant to be a deterrent, not an extra fee.

The Child Care Centre reserves the right to terminate the agreement with a family if the staff feels that we are unable to meet the child’s/family’s needs.

Notice in writing is required **twenty** working/school days in advance of withdrawing your child. If proper notice is not given, the parent will be required to pay for 4 additional weeks of fees.

The Child Care fees are tax deductible.

# Subsidy

# Subsidies may be available through the City of Hamilton Child Care Services Management Program for persons with limited incomes. For further information please contact the Child Care Centre Director.

Those requiring subsidy, must make their own appointments with Social Services to update their contract. Please let us know the reason for the absence so we may bill appropriately. Days over and above those allowed by the subsidy agreement must be covered by parents.

***Arrival, Departure and Release of Children***

On arrival parents must bring their child to their child’s group and notify a teacher that the child has arrived. Make sure all belongings are placed in the child’s cubby. Children need to arrive by 9:30 a.m. unless there are unusual circumstances i.e. doctor’s appointment. Late arrivals will miss part of their program such as walks, creative activities and gathering times. Any messages may be left with the teacher verbally or in writing and handed to your child’s teacher. Your child may want to wave to you from the window or toddler deck door, as you leave.

**Please be careful to leave the gate closed with clasp over the top.**

Notice is required if persons, other than those specified, are to pick up your child. No child will be released from the centre unless verified by you. Such persons who are attending the centre for the first time will be required to show identification. When leaving please make sure staff are aware of your departure.

# Severe Weather & Emergency Procedures

If the Child Care Centre is to be closed due to severe weather conditions, an email will be sent to families at the earliest possible time after the decision has been made, as well as a message through HiMama. **(Note: if both local school boards close the schools, the childcare centre will be closed).** Regular fees apply to these days. The Child Care will email you if we have to close early. If you have not received an email and are concerned, please check with the Centre. All children must be picked up within **two** hours from emergency closing time or the late fee will be in effect.

In the event of disaster, the above procedure will apply. Parents who arrive at the Centre may remain with their child but **not remove the child** without first informing the Director or designate staff who will then adjust the attendance record. The designated place of Emergency Shelter is **Dalewood School/Recreation Centre located at 1150 King St. West Hamilton.**

***Healthy Eating Policy***

McMaster Students Union Child Care Centre promotes healthy eating by planning and providing nutritious and safe foods in a positive, supportive environment, by role modeling health eating behaviours, by including healthy foods in creative play and teaching activities for children, and by engaging, supporting and educating parents and child care staff.

1. Menu planning is in accordance with Canada’s Food Guide to provide a variety of nutritious and healthy meals and snacks using foods that are familiar and child friendly. Menus will be reviewed and revised when needed.
2. Centre cook and Director as well as two RECE staff have obtained safe food handlers’ certificates that are kept in good standing. Staff provide a clean, pleasant and social atmosphere during eating times.
3. Educators are positive role models during meal and snack time and create an atmosphere for positive social interactions where children can learn good eating habits and the importance of nutrition. Food and cooking activities that integrate healthy foods and concepts are evident in the classroom.
4. Support and resources are provided to parents that incorporate healthy eating and the well being of their children.
5. Children with anaphylactic allergies, allergies, sensitivities and dietary restrictions due to cultural practices are posted in the kitchen, each classroom and all locations in which the children may be present, to easily identify potential risk to children for staff and support staff that may be unfamiliar with the children in the program. For the gym and outdoor playground, the allergy list will be on each attendance check off list.
6. **Individualized plans for emergency medical procedures for children with an anaphylactic allergy are posted in each room, kitchen, office and on clipboards.**
7. Consideration is given to families who wish specific dietary instructions for cultural or personal reasons. Written requests must be kept on file.
8. **All teachers are trained in Infant/Child CPR and First Aid** renewed every three years. If your child has an **anaphylactic allergy** or a **medical issue** (i.e. seizures or asthma etc)**,** an emergency process form must be filled out and kept visible for all staff.



**Due to allergies, we are a nut free facility. Please make sure any food brought in is nut free. Please ensure your child’s face and hands are washed on arrival, particularly if they have had nut products for breakfast.**

***Individualized Plans and Emergency Procedures for Children with Life-Threatening/Anaphylactic Allergies***

* Before attending the childcare centre, the Director/designate will meet with the parent of a child to obtain information about any medical conditions, including whether the child is at risk of having or has anaphylaxis.
* Before a child attends the child care centre or upon discovering that a child has an anaphylactic allergy, an individualized plan and emergency procedures will be developed for each child with anaphylaxis in consultation and collaboration with the child’s parent, and any regulated health professional who is involved in the child’s care that the parent believes should be included in the consultation. All individualized plans and emergency procedures will include a description of symptoms of an anaphylactic reaction that are specific to the child and the procedures to be followed in the event of an allergic reaction or other medical emergency based on the severity of the child’s symptoms.
* The individualized plan and emergency procedures for each child will include information for those who are in direct contact with the child on a regular basis about the type of allergy, monitoring and avoidance strategies and appropriate treatment.
* All individualized plans and emergency procedures will always be made readily accessible to all staff, students and volunteers at the child care centre and will be kept in the child’s file, on bulletin board in each room and on clipboard when outdoors/gym.
* **All** individualized plans and emergency procedures will be reviewed with a parent of the child annually or when a change is needed to ensure the information is current and up to date.
* **Every child’s epinephrine auto-injector must be carried everywhere the child goes.**

### Strategies to Reduce the Risk of Exposure to Anaphylactic Allergens

### The following strategies to reduce the risk of exposure to anaphylactic causative agents must be followed at all times by employees, students and volunteers at the childcare centre.

* We do not serve foods where its ingredients are not known.
* We do not serve items with ‘may contain’ warnings on the label in a room where there is a child who has an individualized plan and emergency procedures specifying those allergens.
* The cook is apprised of all children with anaphylactic allergies and will ensure that causative agents are not served to those children.
* The cook will be aware of and able to provide information about all ingredients in the foods served.
* In cases where a child has food allergies and the meals and snacks provided by the childcare centre cannot meet the child’s needs, we will ask the child’s parent to supply snacks/meals for their child. All written instructions for diet provided by a parent will be implemented.
* Ensure that parents label food brought to the childcare centre with the child’s full name and the date the food arrived at the childcare centre, and that parents advise of all ingredients.
* Where food is provided from home for children, ensure that appropriate supervision of children is maintained so that food is not shared or exchanged.
* All bottles that are brought from home **must be labelled and covered with a lid while** in the fridge. \*Please label lids as well
* Encourage parents who serve foods containing allergens at home to ensure their child has been rid of the allergens prior to attending the childcare centre (e.g. by thoroughly washing hands, brushing teeth, etc.)
* We do not use craft/sensory materials and toys that have known allergens on the labels.
* We make sure each child’s individual plan and emergency procedure are kept-up-to-date and that all staff are trained on the plans.
* Staff refer to the allergy list and ensure that it is up to date and implemented.
* Update staff, students, and volunteers when changes to a child’s allergies, signs and symptoms, and treatment occur and review all updates to individualized plans and emergency procedures.
* Update families when changes to allergies occur while maintaining the confidentiality of children.
* Update or revise and implement the strategies in this policy depending on the allergies of children enrolled at the childcare centre.

***Administration of Medications***

A medication form, prescription as well as non-prescription drugs approved by the Child Care Centre, must be completed by the child’s parent.

Medication must be in its **original container, clearly labeled with the child’s name, name of the drug, dosage, date of purchase, and instruction for storage**.

Each medication requires a separate consent and approval form from the parent. A daily record must be signed by the teacher. All medication must be given to the teacher on arrival to be put in a locked container. ***Under no circumstances will medication be given without a completed authorization form.***

For non-medication i.e diaper creams, sunscreen etc. a form needs to be filled out with details about the product and instructions for use.

***Illness & Accident Policy***

Prior to admission each child must be **immunized** as per regulations or an authorized exemption form must be filled out and kept on file. The form must be signed by a notarized authority.

If your child is not well enough to participate in the regular program they should remain at home. When a child displays signs of illness, the parent will be called to take the child home. If we are unable to reach a parent, then your designated contact person will be notified. Parents are required to notify the Child Care Centre when your child is sick and the nature of the illness.

If child sustains an injury at the centre, a form will be filled out by the staff present, indicating what happened, the type of injury, and what actions were taken. The parent will be asked to initial that they have seen the form; one copy will be filed in the child’s file at the centre. Another copy will be given to the parent.

***Ministry of Education Serious Occurrence Notification Requirement***: A serious occurrence is defined as:

: The death of a child in whom in receiving care at the centre whether on or off

premises

: abuse, neglect or allegation of such while receiving care at the centre

: a life-threatening injury or illness of a child receiving care at the centre

: an incident where a child who is receiving care at the centre goes missing

: an unplanned disruption of the normal operations of the centre that poses a

risk to the health, safety or well being of the children.

The following are other examples of serious occurrences:

: when a child has a high fever at the centre and dies at home later.

: a staff member grabbing a child forcefully

: A child is unattended – i.e. left in a room when the others have left to go outside. All serious occurrences will be posted for the required 10 days on the bulletin board at the front entrance.

Please note: As Early Child Educators, we are required by law to report any suspicion of Child Abuse and/or neglect.

***Special Events***

Notes for Special Events will be sent out on HiMama and through email.

Parents are encouraged to take note of the **Parent** **Board** daily where important memos and current bulletins will be posted.

***Parent/Staff Communication***

Our centre values strong relationships and open communication with families. **Daily records** and **posted documentations** through the HiMama appwill inform you about some of the experiences and discoveries the children have made. Be sure to check your child’s report for information about your child’s day. These are good tools to use when talking to your child about their day.

The Child Care **Parent Committee** is an advisory committee that meets once a month to discuss program, staff issues, planning for events, liaison issues, fundraising etc. The committee consists of interested parents, the Child Care Centre Director, a staff representative, the M.S.U Business Manager, the M.S.U. V.P. Finance and representative from the S.R.A. (Student Representative Assembly). All parents are encouraged to participate by attending this meeting.

***Parent Issues and Concerns Policy and Procedures***

Parents are encouraged and welcome to express concerns regarding their child, to staff and/or Director at any time when necessary. In order to deal with concerns respectfully, the following procedure has been put in place.

Steps for Parents:

1. Issues or concerns that are program or room related may be discussed with classroom teachers.
2. If issue or concern is with your child’s classroom teacher or any staff in the centre, approach the staff and express your issue or concern, when necessary set a time and place for discussion when the staff can be totally engaged. Strive to reach a resolution that is mutually agreeable. If a parent is not satisfied with a resolution with the staff then,
3. Approach the Director of the centre and discuss the issue or concern and attempt to resolve the issue with the staff.
4. When a resolution is in place all involved will meet to discuss the implementation of the plan to resolve the issue or address the concern.

Note: Staff and Director are available by phone, email and in person. (If needed, see contact information for the McMaster Students Union General Manager, the Ministry of Education, Hamilton Children’s Aid Society or The College of Early Childhood Educators).

Steps for Staff/Director

1. Be available to listen and respond to parent’s issues or concerns. When necessary, identify a place and time when discussion can occur.
2. Clarify individual perceptions involved in the issue, listen actively and empathetically.
3. Generate options for a win-win outcome
4. Develop an agreement that works for all as soon as possible and agree on a time line to implement the plan.
5. Parents issues and concerns of an urgent manner will be responded to within 24 hours.
6. All issues will be kept confidential.

Our centre maintains high standards for positive interactions, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.

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

***Children’s Belongings***

Every child has a cubby with their name on it for their outdoor clothes as well as a bag with extra seasonally appropriate clothes. Spare clothes should include shirts/sweatshirts, pants or skirt, underpants and socks. Please label all your child’s clothes and belongings to avoid mix-ups and missing items. Soiled clothes are put in a bag and left on the child’s hook. Please replace immediately with fresh clothes. **Everything** in your child’s cubby must be taken home each night as per Fire Department rules.

# Rest Time

Cots are provided for the children to have a nap/quiet time after lunch.

1. Each child is assigned an individual cot.
2. Children may bring their own blanket from home for nap/quiet time to be kept on their bed. Blankets will be sent home regularly for laundering.
3. Each child may bring a soft toy/soother etc for nap time.
4. Parents will be consulted via the initial questionnaire about specific sleeping arrangements. Anything special instruction for sleep time must be put in writing by the child’s parent.
5. Children may sit quietly with books or quiet toys if not sleeping.
6. Regular direct visual checks during sleep time will be made and these will be documented on the chart on the back of the attendance lists in preschool programs and on HiMama for the toddlers.
7. Any significant changes in a child’s sleep patterns will be communicated to parents via the daily chart.

***Creative Work***

The toddler & intermediate children’s art work will be put in their cubbies for you to take home. Your child’s art work is important to him/her and can provide a great way to communicate with your child about his/her day.

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***Research Policy***

The childcare centre occasionally participates in child related research studies being done by, students or associated professionals.

1. Forms for requests for research participants are sent out to parents.
2. Signed consent by the parent must be collected before a child will be allowed to participate in a research project.
3. Participating parents are sent a report on the findings of the research being done when complete.
4. Children will always be accompanied by the parent or staff during studies completed outside the classroom

***Volunteers & Students***

The childcare center has placement students from the Early Childhood Education program at Mohawk College with us at various times during the year. In addition, we have a number of McMaster University students volunteering in our program and occasionally Co-op students from the local high schools.

~ All volunteer or placement students are subject to interviews and **Vulnerable Sector Police checks as well as Public Health requirements for those who work with children.** ~ Students and volunteers must read the Philosophy and Program Statement and the Policies and Procedures of the Centre including the list of Prohibited Practices as well as the Playground Safety Policies before beginning their placement and, if applicable, annually thereafter. The policies must be agreed to and signed off on the sheets attached before they begin and if applicable, annually thereafter.

* Volunteers and students will be given an orientation including expectations during their time with us, a tour of the centre, and an introduction to the designated staff members who will be responsible for their supervision and mentoring.
* A checklist of orientation procedures will be filled out and signed off to ensure understanding of the centre Program Statement, policies, procedures and expectations. Only **employees** will have direct unsupervised access to children,
* ***Students/volunteers are not included in child to teacher ratios and are not to be left alone with the children at any time.***
* NOTE: Our McMaster teacher’s assistants are paid employees.



