



“WAKANIOTEN”

UNDER THE RAINBOW CHILD CARE CENTRE

Nurturing and Educating, in a fun
Multi-Cultural Environment

748 Buffalo Road

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Under the Rainbow Childcare Centre Program Statement

Here at the center we provide a wide range of services. Each classroom is uniquely designed to meet your family and individual needs. One of the guiding principles of our organization is that the family and each of its members is an important and vital part of society and as such needs opportunities for socialization and recreation to aspire towards higher ideals, and from time to time, support and encouragement. We strive to meet this principle in all our programs and trust you will find your experience here a beneficial one. The wellbeing of your child is now a partnership between parents and teachers. Communication is essential to a good partnership and we encourage you to discuss your child's day with their teacher regularly. Our center is a positive learning environment for your child.

The Staff at Under the Rainbow Child Care Services are committed to providing a stimulating learning environment to help each child grow and learn to their potential.

We strive to instill in our program ample opportunities for the children to stretch their minds, as well as explore, grow and develop their critical thinking skills. We believe they can function successfully in today's and tomorrow's world by developing in the following areas:

- * A positive sense of self-worth
- * Respect for self, others and the Earth in which we live
- * Self-control through an awareness of emotions in self and others.
- * Positive communication and cognitive skills.

In our program we follow the curriculum from the Ministry of Education and the following documents:

- How does learning happen? Ontario's Pedagogy for Early Years
<https://www.edu.gov.on.ca/childcare/pedagogy.html>
- Early Learning for Every Child Today (ELECT)
<http://www.edu.gov.on.ca/childcare/oelf>

GOALS OF THE CHILDCARE CENTRE

- Promote the health, safety, nutrition and well-being of children;
- Support positive and responsive interactions among the children, parents, child care providers and staff;
- Encourage children to interact and communicate in a positive way and support their ability to self-regulate;
- Foster children's exploration, play and inquiry;
- Provide child initiated and adult-supported experiences;
- Plan for and create a positive learning environment in which each child's learning and development will be supported;
- Incorporate indoor and outdoor play, as well as active play, rest, and quiet time into the day and give consideration to the unique needs of the children receiving child care;
- Foster the engagement of and ongoing communication with parents about the program and their children;
- Involve local community partners and allow those partners to support the children, their families, and staff;
- Support staff or others who interact with children in relation to continuous professional learning;
- Document and review the impact of strategies on children and their families.

Throughout the following areas of your child's day are ways for us to achieve our goals:

Health, safety, nutrition and well-being of children

Here at the centre, we understand that the early years set the foundation for children's health and well-being. We understand that this starts the first day they come into our centre and make the connection with the staff, volunteers and student placements. Here are some other ways we promote the well-being of your children in our centre.

Every morning we complete a health and wellness check of each child. If there is ever an incident or accident that takes place in our building we complete an accident report this information is shared with families upon pickup and a copy of this report is sent home with them.

We meet all requirements for Health & Safety requirements of the Ministry of Education as well as all requirements from Public Health. All children with Anaphylaxis Allergies are posted in each classroom for everyone to see.

Menu planning/Meals

Nutritious and appealing meals are provided for the children. Our cook does grocery shopping on a weekly basis to make sure we provide fresh nutritious products. Our menus follow Canada's Food Guide, we are also aware of religious beliefs and allergies and are accommodating to all needs. We provide a morning snack, lunch as well as an afternoon snack. The menu is posted for families to

see what the child is having. We provide a 4 week rotating menu that is all nutritious and delicious. During meal times staff will sit with the children to encourage positive attitudes towards foods, encourage children to try new foods, allow them the independence of serving themselves and learning portion control.

Sanitation and disinfection procedures

We will ensure that staff inspects the play areas at the end of each day, checking that they are left clean and tidy.

Toys have designated storage space when in use and when not in use, and will be disinfected weekly (or more often when required)

Cots and Linens

Linens not in use will be stored in a clean dry place.

Sheets and blankets will be removed from beds and washed weekly (and when soiled)

Blankets and soft toys which are the child's personal possession will be labeled and sent home weekly or when soiled to be washed.

Beds (and mattresses where applicable) will be disinfected when soiled or at least once a week.

Soothers and bottles

Use of soothers and/or bottles may be permitted. After use these will be sent home to be cleaned each day. In some cases, where bottles are kept at the centre staff will ensure that they are sterilized daily. A child will never be put to sleep in a crib/or on a cot with a bottle in mouth. Use of a bottle is only permitted in our Infant room. In our toddler room we start with sippy cups allowing time for the child to transition to an open cup.

Sanitary Practices

All children will be regularly instructed in correct hand washing procedures, and this will be posted (in diagram form) at all sinks.

- Wash hands with soap and water before beginning any food preparation.
- Wash hands with soap and water after using bathroom facilities.
- Instruct children in care to wash before helping with food preparation or eating any meals or snacks.
- Instruct children to wash with soap and water after using washroom facilities.
- After sneezing, coughing, or blowing nose (Note: tissues will be used once and discarded)
- Keep food surfaces clean, and wipe before and after use.
- Use a cutting board provided for use.
- Wash all utensils with detergent and allow drying in drain board provided.

- Wash hands after every diaper change. Change gloves after every diaper change.
- Wash hands more frequently during the cold season.
- Instruct children to wash before and after playing with all sensory activities. Ex. Water table, sand box, playdough.
- Change water in water table frequently, ie. after different groups at the end of the day

First Aid & CPR

All staff within the childcare centre are required to hold a valid First Aid and CPR certificate (including infant and child CPR), issued by a training agency that is recognized by WSIB.

All certificates will be posted on the Health and Safety Bulletin Board.

Support positive and responsive interactions among the children, parents, child care providers and staff

We understand the importance of a positive and responsive relationship, we provide a respectful environment to create trust amongst the children, staff and families. We greet each family upon arrival each day, asking questions to see how the night before was. We make every attempt to get to know and treat each family as individuals. We are active listeners to the children as well as all family members in the needs for their child. We respect one another as Early Childhood Educators, understanding opinions change and may differ from one another.

Encourage children to interact and communicate in a positive way and support their ability to self-regulate

Interacting in a positive way with children will allow the role modelling to happen and children will learn from this. We allow children the opportunity to problem solve, before getting involved with situations. We always attempt to use children's name when speaking to them. This gives them a sense of belonging in the classroom. We have a cozy area in all classrooms as well as outside to provide an opportunity for children to have quiet time if needed. With the older children, we create a classroom set of rules, which gets them involved in the discussion and the outcome. We talk about using our manners and respecting each other's personal space as well as their feelings.

Foster children's exploration, play and inquiry

During play we are able to ask open ended questions to foster thinking which will cause further exploration as well as cause and effect. We provide a variety of activities with multiples of the same toys. Activities are rotated regularly to

increase children's interest. This is done as needed, but typically bi-weekly. During discussions with children and families the staff are able to recognize children's interests and plan activities around that.

Provide child initiated and adult-supported experiences

The classroom is always a welcoming environment for the children. All children are greeted by name upon arrival. The classroom centres are already set up and ready for children to explore once they arrive. There are no expectations by the classroom teacher to where children play, with whom they play with or even the length of time they play in a centre.

Plan for and create a positive learning environment in which each child's learning and development will be supported

We are experienced in providing inclusive programming for all children. When working with children with special needs we work closely with parents, school networks and any other community partners who support the child. We want to make sure the appropriate support and resources are in place so the child will succeed. Our environment is designed to meet the needs and development of all children. We have created home like environments that include calm colours, soft furnishings, family photographs and accessories children can relate to.

We also complete a developmental preschool screening for children 6 mths to 5yrs of age. This is completed one month after a child starts with us. This information is used to complete programming to meet the needs of all children.

Incorporate indoor and outdoor play, as well as active play, rest, and quiet time, into the day, and give consideration to the unique needs of the children receiving child care

Here at the centre we have a daily schedule that meets the needs of the children and provides a balance of activities throughout the day. Our daily schedule acts as a guideline for the staff to make sure they are meeting needs of the children. There are no times with our schedules, but just a guideline for staff as well as for families to see what their children do in a typical day.

Outdoor play must be provided for all children at least one hour in the morning and one hour in the afternoon each day. In order to comply with this legislation, the children go outside weather permitting.

Emphasis is placed on large muscle co-ordination through the use of equipment especially chosen for this purpose. When weather conditions prevent outdoor active play, the children are involved in indoor active play.

Throughout the year, we may take various field trips. We will send home a notice to inform of the destination, time and date. There will be a minimal charge to cover the cost of the trip as well as transportation

A rest period is provided in the afternoon, as the children have enjoyed a busy active morning. Children must rest for a minimum of 1 hour if they are present for more than 6 hours. After the 1hr rest time, children are able to wake up and quiet activities are provided for them.

Foster the engagement of and ongoing communication with parents about the program and their children

Here at Under the Rainbow the engagement and communication with our families is very important. We want to be able to share information about our programs and their children's learning experiences. We want to work with families and be on the same page, by doing this it allows for the success of the child. We use an app called "HiMama". This app allows us to keep parents updated about their child by sending information daily of all activities as well as pictures and videos.

We also have a centre newsletter providing upcoming centre information on a quarterly basis for families. Each classroom also provides families with a monthly calendar with birthday and events happening in their child's classroom.

Involve local community partners and allow those partners to support the children, their families, and staff

We have many community partners we work with here at Under the Rainbow, in order to support family's needs. Having a positive relationship with these partners is extremely important to us. We are able to maintain a positive relationship by having an active relationship by returning phone calls, and emails. We are open and flexible with schedules so we are able to meet with families or outside agencies will come into the centre to work with children in our care.

Support staff or others who interact with children in relation to continuous professional learning

We are committed to the ongoing professional development of all our educators. All staff is required to complete 3 field related trainings a year. We also maintain a valid First Aid & CPR certificate, WHMIS certificate as well as Food Handlers for some of the staff.

Staff is required to attend bi-monthly staff meetings, at which time a guest speaker may come in and complete training with us. Staff is provided with upcoming changes with the Ministry if any. Staff is also provided with any reading materials for them to stay up to date with information.

Staff also receives weekly programming time, to allow for learning opportunities.

Document and review the impact of strategies on children and their families

The staff is continuously doing observations of the children. Through this they are able to document the development and/or interest of the children which is then reflective of the classroom environment. All observations are documented on the classrooms program plan. Which is reviewed by the classroom team on a weekly basis, so the needs and interest of the children is always being met.

Infant Safe Sleep Policy

See Child Care Licensing Manual Subsection 4.13

Under the Rainbow Childcare Centre is committed to maintaining a safer sleep environment for Infants.

Safe Sleep Environments will include:

1. All child care staff will review this policy on an annual basis.
2. Infants will always be placed on their backs to sleep, unless there is a signed sleep position medical waiver on file. In that case, a waiver notice will be posted at the Infant's crib and the waiver filed in the infant's file.
3. At all times there will be a staff member in the sleep room supervising and completing sleep checks every 20 minutes. This will be recorded on the chart.

Visually checking sleeping infants.

- Sleeping infants will be checked daily, every 20 minutes, by assigned staff.
 - The sleep information will be recorded on a Sleep Chart.
 - The Sleep Chart will be kept on file for one year.
 - We will check to see if the infant's skin color is normal, watch the rise and fall of the chest to observe breathing and look to see if the infant is sleeping soundly. We will check the infant for signs of overheating including flushed skin color, body temperature by touch and restlessness.
4. All children will be assigned individual cribs. Each crib will be labelled with the child's name on them. As well as a list of children in the sleep room will be posted on the door.
 5. Steps will be taken to keep babies from getting too warm or overheating by regulating the room temperature, avoiding excess bedding and not over-dressing or overwrapping the baby.
 6. Room temperature will be kept between 68-75°F **and a thermometer kept in the infant room.**
 7. Sleep room lights will be dimmed to be able to do direct visual checks.

8. Infants' heads will not be covered with blankets or bedding. Infants' cribs will not be covered with blankets or bedding. **We may use a sleep sack instead of a blanket.**

9. No loose bedding, pillows, bumper pads, etc. will be used in cribs. We will tuck any infant blankets in at the foot of the crib and along the sides of the crib mattress.

10. Toys and stuffed animals will not be allowed in the crib when the infant is sleeping. **Pacifiers will be allowed in infants' cribs while they sleep.**

11. A safety-approved crib with a firm mattress and tight fitting sheet will be used.

12. Only one infant will be in a crib at a time, unless we are evacuating infants in an emergency.

13. All parents/guardians of infants cared for in the infant room will receive a written copy of our Infant Safe Sleep Policy before enrollment.

Daily Supply List

The following is a list of supplies your child (ren) will need to participate in the program. These supplies may be left in their lockers or bathroom cubbies. Please ensure that each item has your child's name on it.

THE INFANT ROOM

1. DIAPERS / WIPES
2. FOOD / FORMULA / SIPPY CUP/BOTTLES (3%MILK IF ON IT)
3. EXTRA CHANGE OF CLOTHES
4. BLANKET
5. COMFORT TOYS / SOOTHERS (IF USES)
6. DAILY SCHEDULE (EATING TIME, SLEEP TIME)

THE TODDLER ROOM

1. DIAPERS / PULL UPS/ UNDERWEAR
2. EXTRA CHANGE OF CLOTHES
3. BLANKET
4. COMFORT TOYS / SOOTHERS (IF USES)

PRESCHOOL/SCHOOL AGE

1. CHANGE OF CLOTHES (UNDERWEAR, PANTS, SHIRT, SOCKS)
2. PROPER INDOOR SHOES
3. BLANKET

HOURS OF CARE

The Child Care Centre provides care Monday through Friday from 6:30a.m. to 6:00 p.m.

We are closed on the following dates: New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour day, Thanksgiving Day, Christmas Day, and Boxing Day.

The centre also surveys for March Break and Christmas break to see if we will be opened. This follows the DSBN break schedule.

EMERGENCY – DUE TO CHILD'S ILLNESS/EARLY CLOSING, ETC.

In an emergency, the Child Care Centre will contact the parent immediately. For this reason, it is imperative to inform the Supervisor of any change of telephone number or place of employment or change in daily location. Two alternative names and numbers must be provided. In the event you are unavailable, the alternate will be called.

CENTRE CLOSURE – PRIOR TO OPENING

Parents are advised that the days the District School Board of Niagara is closed we will also be closed. The centre will be closed if there is no power to the building or if there is no water.

During winter weather it is encouraged to listen to the radio-105.7ez rock as all closures will be posted by 6:30am.

BIRTHDAY CELEBRATIONS

We celebrate birthdays the last Friday of the month for all children who have celebrated a birthday in that month. If your child is one of the children celebrating you are more than welcome to celebrate on the day with us.

ALLERGIES

We are a NUT free facility

If your child has any allergies it is important that you inform the centre upon registration. When there is an anaphylaxis allergy, an emergency Action Plan is required.



CLOTHING

Children must have a complete change of clothing, appropriate for the season; to be left in their lockers in the event of an accident occurring. All articles should be clearly labeled with the child's name. We recommend snow pants, mitts, hat and boots for the winter. Sun screen, sun hat for spring and summer.

The Centre is not responsible for lost clothing. When clothing is loaned by Child Care Centre to enable a child to go home in dry clothing, the parents are expected to wash and return the articles the next day.

Children should have proper footwear for various activities. Rubber soled shoes for the child's safety is advised. Slippers, flip flops, open toed sandals and clogs are not suitable and are unsafe.

Please discourage your child from bringing any other personal articles to school unless it is a "Show and Tell" day.



FEES FOR CHILD CARE

All fees are paid in advance and are due upon receipt of the Child Care invoice. "Exceptional" cases must be discussed with the supervisor, in advance and agreed upon by both parties and noted on the fee record. If a payment is overdue, you will receive a "reminder" invoice from the supervisor. If payment arrangements are not made as soon as possible, a "written notice" will be sent to your home or given to you. A child will not be re-admitted to any program until all outstanding accounts are paid.

FINANCIAL ASSISTANCE

If you require a fee subsidy, please contact the Region of Niagara at (905) 984-3750. Online application may be accessed at www.niagararegion.ca

ENROLMENT FEE

Our Centre has a one-time enrolment fee of \$25.00, this is to help off set all administration cost as well to lower the amount of fundraising our Centre has to do.

CHILDCARE FEES

Childcare fees are based on age they are as follows:

Infant- 6mths to 18mths- \$43.00

Toddler-18mths- 30mths- \$35.00

Preschool-30mths-\$32.00

Before School- \$7.50 Afterschool-\$11.50 Full day-\$32.00

WAITLIST

- 1) All families must complete the online application on the Niagara Region website.
- 2) Waitlists will be checked on a weekly basis.
- 3) Families will be contacted when a space becomes available.
- 4) Families will be contacted by email first, if no response within one week they will then receive a phone call. This is to find out if they still require childcare. Based on the response they will either be removed from the waitlist or a tour will be scheduled.
- 5) Families will come in for a tour, during the tour they will see all classrooms, policies will be covered as well as all questions will be answered they may have. At this time a start date will be established.
- 6) All paperwork must be returned prior to the start date.

LATE FEES

A late fee charge of \$5.00 for the first 5 minutes followed by \$1.00 for each additional 5 minutes, this rate is per child. If there is an emergency and you are going to be late, we ask that you call the Centre to notify us.

TAX RECEIPTS

Receipts are issued to parents upon payment and must be kept by you if you are planning to claim "child care expenses" for income tax. No other receipts will be issued.

VACATION

One week written notice must be given to the supervisor, for vacations. Failure to give one week written notice then you will be responsible for paying childcare fees for the week.

WITHDRAWMENT

Written notice must be given at least two weeks prior to the last day of your child's attendance. Prepare to pay all monies due on your account at the time notice is given.

Under the Rainbow holds the right to discontinue services if the health and safety of others is at risk.

TERMINATION OF SERVICES

In some cases childcare services may be terminated.

Reasons this may take place are:

- 1) If families do not follow the policies set by Under the Rainbow childcare Centre.
- 2) We cannot meet the needs of a child. The centre is not funded or equipped to provide one on one childcare.
- 3) If families do not follow through with support services provided by Under the Rainbow.
- 4) If a child is a danger to themselves or others.

ABSENCE

When a child is going to be absent from the Centre, the Supervisor must be advised of the reason and the expected duration of the absence before 7:30 a.m. on that day. Also, please notify the Centre if your child will be arriving late, leaving early, or is being picked up by a different person.

STAFF

Our teaching team consists of registered Early Childhood Educators that hold their Early Childhood Education diploma. All staff has valid First Aid and CPR training. As well our staff is required to attend regular workshops, seminars and conferences to improve their expertise and efficiency in the performance of their duties and responsibilities.

Ratio for classroom

Infant 1:3

Toddler 1:5

Preschool 1:8

JK/SK 1:13

School Age 1:15

Volunteer means an individual who willingly offers him/herself for a service or undertaking which contributes to the benefit of the centre and/or program without remuneration. A volunteer is not an individual who is receiving any form of credit by another organization (e.g. Practicum, loaned staff), or an honorarium.

Student means a person completing their volunteer hour's requirement or fulfilling their practicum.

- volunteers and students will never be alone with any child
- volunteers and students will never be counted in the ratios for children supervision

RELEASE OF CHILD

Children must be accompanied from the Centre by parent(s) or person(s) specified on the application form on file. If for any reason this is not possible, it is your responsibility to notify the Supervisor as to who will be picking your child up. Staff must ask the person(s) for identification. Children will be released only to person(s) who have authorization from the parent. This is to ensure the protection of the children. Children will not be released to anyone who is clearly intoxicated. An emergency contact will be called in that event.

ARRIVALS AND DEPARTURES

To ensure the safety and security of your child while attending Under the Rainbow require that:

- Parents escort their child to a staff member on duty. Our responsibility begins when you inform us that your child has arrived. Parents are responsible to dress and undress their child upon arrival and departure.
- Parents are to notify the childcare centre if someone other than those listed on registration form will be picking up their child. The person will be asked for identification and must be 14 years of age or older.

HEALTH

The Child Learning Act states that the Child Care Centre may not provide care to a child who is clearly ill. Staff members are obligated to ensure daily that the child is well enough to participate in the total program including outdoor play. It is beneficial to your child, other children and the staff for them to stay home when they are ill; this prevents the spread of infections. If your child is suffering from a serious cold or any other infectious illness, you are expected to make alternate arrangements for his/her care. A certificate from your doctor will be required when your child has been absent from the Child Care Centre with a communicable disease (e.g.: chickenpox, measles, etc), or a highly contagious illness.

The centre has a manual from Public Health Department that covers many illnesses. For more information regarding Communicable Diseases and the spread of infections please see the supervisor.

Common illnesses:

Skin rash- must be diagnosed and given proper treatment

Diarrhea- the child will be sent home after the second incident of the day and will need to stay home for 24hrs after last episode.

Vomiting- the child will be sent home when the child has vomited and will need to stay home for 24hrs after last episode.

Temperature- when a child has a temperature we will take it twice within a half an hour time frame, then after the second time if it is still above 38.5 the child will be sent home. The child can return once they are fever free and able to fully participate in programming, including outdoor play.

Head Lice- Children are examined by the classroom teachers weekly. Children infested with head lice will be sent home immediately, and will not be permitted to return until they have been treated and are nit free. Letters will be sent home to families when head lice have been detected in the centre.

Colds- take many forms. If your child is fever free and does not have coloured discharge from their nose they may attend our program. Children will be sent home if a fever appears and/ or if there is any colour (green/yellow) discharge from their nose.

MEDICATION

As required in the Day Nurseries Act (Section 37), any medication prescribed by a licensed physician, will be administered to a child by the Supervisor or designated person. Over-the-counter medication will not be administered without a note from the child's doctor. The medication must be in its original container as supplied by a pharmacist or the original package clearly labeled with the child's name, the name of the drug or medication, expiry date, and instruction for storage and administration. A Medical Authorization Form must be completed and signed by the parent or guardian or the medication will not be administered. Pre-mixed medications will not be administered (e.g. with juice or a bottle).

NOTE: IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN TO REMEMBER TO TAKE HOME THE MEDICATION EACH NIGHT.

PROHIBITED PRACTICES:

Under the Rainbow Childcare centre is committed to protect the emotional and physical well-being of all children in the centre. With this we have put prohibited practices in place.

PROCEDURE

At no time will a child be exposed to any of the following treatment:

- 1) **Corporal punishment-**“Kicking, hitting, squeezing arms, and pinching.
- 2) **Physical Restraint-** confining a child to a highchair, car seat or stroller.
- 3) **Locking the exits-** for the purpose of confining a child in an area or room without adult supervision.
- 4) **Abusive Language-**“Swearing, yelling, or screaming at or in the presence of children is not permitted.”

- 5) **Humiliation**- "Harshness, degradation or anything which would hurt a child`s feelings or self-worth or self-respect.
- 6) **Deprivation to the child of basic needs**- food, drink, shelter, sleep, toilet use or clothing.
- 7) **Inflicting any bodily harm**- this also includes making them eat or drink something they don't want to.
- 8) **Confidentiality**
Refrain from:
 - A) Speaking about the child in front of him or her.
 - B) Speaking about a child in front of other children.
 - C) Discussing a child with anyone other than his or her parents or other professionals.

Appropriate Methods for Guiding Children`s Behaviour

- 1) Set a good example (e.g. children are not permitted to sit on tables-this policy should also be followed by staff.)
- 2) Use positive reinforcement to strengthen desired behaviour (e.g. lots of praise, attention, smile, and hugs.)
- 3) Move directly to the child to speak to him or her. Avoid shouting across the room. Get the child`s full attention before attempting to guide his or her behaviour. Talk to the child at his or her eye level and establish eye contact.
- 4) Offer choices only when there is an appropriate choice to be given.
Offer alternatives to guide behaviour

- 5) Speak slowly, softly, patiently, be friendly yet firm when necessary. You can be firm without raising your voice.
- 6) Listen to the child`s explanation about he or she feels. Accept his or her right to those feelings. Give the children opportunities to begin to identify and recognize their own feelings and the feelings of others around them. When conflicts arise between two or more children, encourage them to resolve their differences through verbalization and identification of their feelings (e.g. “that makes me sad when you take my puzzle”.) When necessary, give them the words to use.
- 7) Encourage the children to share their success, give praise, show understanding and enthusiasm. Encourage social interactions.
- 8) Be patient. Allow children to stop their activity (unless there is danger). Give the children warning before it is time to make a transition from one activity to another. (e.g. by incorporating a transition song in your routine.) Children will be streamed in small groups to the washroom, cloakroom, and sleep room.
- 9) Teachers are responsible for the physical care and safety of each child. (e.g. ensuring that they are properly dressed, encouraging children to maintain proper hygiene.)
- 10) Should you feel yourself losing patience with a child or situation, it is imperative to ask for help or relief. This is not viewed as a weakness but rather professionalism. It happens to everyone occasionally but should never be a reason to penalize a child.

CHILD ABUSE

A policy has been established to ensure that all cases of suspected child abuse are reported and that all staff is aware of their legal responsibilities to report suspected child abuse. The policy is issued to comply with the provisions of Bill 77, the Child and Family Services Act, 1984 p, as amended. All cases of suspected child abuse must be reported to the Children’s Aid Society known as Family and Children’s Services (F.A.C.S).

Persons failing to report suspicion of child abuse are subject to legal action and a fine, if convicted. (Child and Family Services Act, 1994,) Section 69(2) (3) (4) and Section 8 (1) (b). If a staff person suspects child abuse of any child enrolled in the Child Care Centre, that staff is obligated to report it immediately to the Supervisor of WAKANIOTEN Child Care Centre. The Supervisor will evaluate the information provided and contact Family and Children's Services.

Serious Occurrence Notification Form Posting

Policy Requirement:

Effective November 1, 2011, all Child Care Operators will be required to complete the following:

- Post a high-level Serious Occurrence Notification Form at the day nursery when a serious occurrence has happened.

Posting Process and Key Timelines:

1. Following submission of the Serious Occurrence Initial Notification Report (INR) to the ministry and within 24 hours of becoming aware of an occurrence or when the operator deems the occurrence to be serious as set out under the MCS/MCYS 2009 Serious Occurrence Reporting Procedures, the operator will complete a Serious Notification Form to communicate information to parents about serious occurrences that have occurred in their child care centre.
2. The Serious Occurrence Notification Form will be posted in a conspicuous place in the centre at or near an entrance commonly used by parents. The form will be posted near the Licence or Licensing Summary Chart. (on the wall beside the children's lockers)
3. The Serious Occurrence Notification Form is updated as the operator takes additional actions or investigations are completed.
4. The Serious Occurrence Notification Form is posted for a minimum of 10 business days. If the form is updated with additional information such as additional actions taken by the operator, the form remains posted for 10 days from the date of the update.
5. Agency operators must retain the Serious Occurrence Notification form for at least two years from the date of the occurrence and make the form available for current and prospective parents, licensing and municipal children's services upon request.

Examples of Serious Occurrences:

1. Death of a child
2. Serious injury caused by service provider/accidental/self-inflicted/unexplained

3. Alleged abuse/mistreatment
4. Missing Child
5. Disaster on the premises
6. Complaint about service standard
7. Other – complaint made by or about a child, or any other serious occurrence

Example of the Form:

Serious Occurrence Notification Form	
Program Name:	
Date:	
Date of Occurrence:	
Type:	
Description:	
Action Taken by Operator / Outcome: (add update if applicable)	
Signature:	

Thank you, for taking the time to read over this information. If you have any questions or concerns please feel free to see the supervisor.

Also please sign the form below agreeing to have read all polices.

I _____ have read and understand the policies and procedures of Under the Rainbow.

Signature: _____

Date: _____