



GREAT BEGINNINGS
— Child Centered —
Co-operative Inc.

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Hours of Operation: Monday to Friday 7:00 a.m. to 5:30 p.m.
Office Hours: Monday to Friday 8:30 a.m. to 4:30 p.m.

Child Care Center Handbook for Families

Revised January 2021

GREAT BEGINNINGS CHILD CENTERED COOPERATIVE INC. Child Care Center Handbook for Families

Welcome to Great Beginnings Child Centered Co-Operative Inc. We feel privileged to care for your children! We are here to assist you with your childcare needs, support you as a family unit and help you enhance your children's early learning experiences. We encourage any questions, comments or concerns you may have as you embark on this new adventure with us.

Please read below to learn more about who we are as a child care agency.

OUR PURPOSE:

Great Beginnings is a unique, non-profit organization in partnership with the community and the University of Windsor, offering flexible child care choices for families in Windsor/Essex County.

OUR VISION:

We are devoted to celebrating each child as a unique individual, and to creating learning environments that foster respect, acceptance and growth for all.

OUR MISSION:

We provide opportunities for the play interests of children to direct learning outcomes in our learning environments, under the facilitation of qualified Educators and licensed Home Child Care Providers, and for that learning to be expressed through observation and documentation.

OUR PHILOSOPHY:

Great Beginnings is inspired by, and has chosen to emulate, the Reggio Emilia Philosophy of child care and early learning. We do not intend to duplicate this philosophy, as we recognize the unique make-up of our community of children, families, Educators and Home Child Care Providers, but stand by several of its principles as follows:

Principle One – Image of the Child

- We view children as competent, curious and full of potential, interested in connecting with the world around them
- We believe that children benefit and learn most when their interactions with the world are based on their interests

Principle Two – Role of the Family

- We view families as an essential component in children's lives and as an active part of their children's learning experiences both at home and away
- We believe families hold the greatest influence in children's lives and the relationship between home and care to be of utmost importance in children's overall development

Principle Three – Role of the Educator/Home Child Care Provider

- We view Educators/Providers as deeply aware of the potential of children, working to construct learning environments rich in experience, child centered and responsive
- We believe Educators/Providers to be co-researchers of the learning environments with children, documenting their learning and advocating for their welfare

Principle Four – Role of the Learning Environment

- We view learning environments as the "third teacher", intentionally organized and planned to promote child initiated, Educator/Provider supported learning experiences
- We believe in an emergent curriculum that requires Educators/Providers to observe children, planning experiences based on their interests and documenting outcomes

Principle Five – Role of the Community

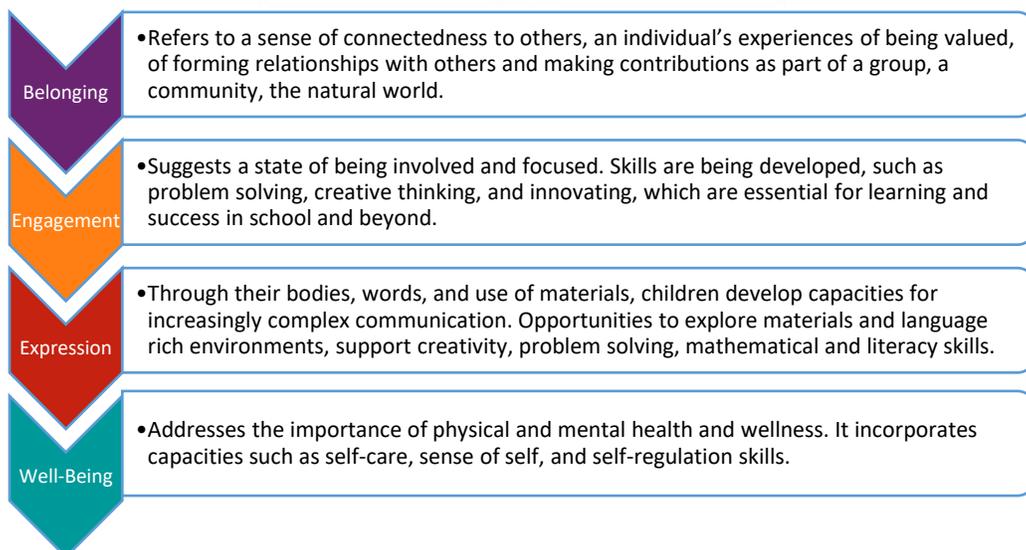
- We view the community to include the children, families, Educators, Providers and outside agencies working in partnership together
- We believe children's wellbeing to be of great importance and is fostered through healthy collaboration of the aforementioned partners

OUR COMMITMENT:

We are committed to providing affordable, accessible, quality childcare to the community of Windsor/Essex County and to the University of Windsor, for children 0-12 years of age in both the traditional child care center setting and through licensed home child care.

We are committed to the Minister of Education’s Policy Statement on Programming and Pedagogy, which intends to strengthen the quality of early learning programs offered to Ontario’s families and ensure high quality experiences that lead to positive learning outcomes, child development, health and wellbeing. Further, our philosophy lines up with the Minister’s statement regarding children as competent, capable of complex thinking, curious and rich in potential, with their families, Educators and Home Child Care Providers being competent, capable and rich in experience. (CCEYA 2014, Subsection 55(3))

We are committed to Ontario’s Pedagogy for the Early Years, “How Does Learning Happen?” (HDLH), a resource endorsed by the Child Care & Early Years Act 2014 (CCEYA), under the direction of the Minister of Education. HDLH promotes a shared understanding of how children learn, what children need and what can be done to help them develop to their full potential. It provides a common language for children, families, Educators and Home Child Care Providers, along with fostering relationships with each other and with learning environments. HDLH includes goals for children and expectations for early learning programs based on the following four foundations, along with providing reflections on how to create learning environments and experiences where children, families, Educators and Home Child Care Providers explore, question and learn together.



OUR PROGRAM STATEMENT:

Our Program Statement falls in accordance with the CCEYA 2014 (46(1) to (5) of Regulation 137/15) and outlines the goals and approaches we will take to ensure that our programming and pedagogy is consistent with the Minister of Education’s Policy Statement. Further, our Program Statement lines up with our purpose, vision, mission, philosophy and commitment and is reviewed regularly by our Great Beginnings Educators, Home Child Care Providers, Staff, Students and Volunteers.

GOALS	APPROACHES
<i>To promote the health, safety, nutrition and well-being of children</i>	<ul style="list-style-type: none"> • Provide well balanced snacks/meals that follow Canada’s Food Guide (2016) • Ensure Safe Food Handling Certification is held by kitchen staff • Require Educator/Provider training in First Aid/CPR • Conduct monthly fire/emergency drills and inspect all safety equipment • Conduct monthly health and safety checks of the facilities and outdoor play spaces • Conduct daily health checks on all children upon arrival
<i>To support positive and responsive interactions among children, families, Educators and Home Child Care Providers</i>	<ul style="list-style-type: none"> • Greet children and families upon arrival and departure and engage in meaningful conversation • Provide warm, responsive interactions throughout the day • Promote connections between home and learning environments • Provide events where children, families and Educators come together, creating community
<i>To encourage children to interact and communicate in positive ways and support their ability to self-regulate</i>	<ul style="list-style-type: none"> • Use open-ended questions/statements to promote communication and active participation in the learning environments • Foster early decision making skills by providing choices • Explore natural consequences to decisions made • Encourage the resolution of conflicts by fostering thoughtfulness and empathy
<i>To foster the children’s exploration, play and inquiry</i>	<ul style="list-style-type: none"> • Provide large uninterrupted blocks of play time which foster choice and less transition time • Build on children’s interests in the learning environment
<i>To provide child-initiated and adult-supported learning experiences</i>	<ul style="list-style-type: none"> • Follow an emergent curriculum approach that follows the children’s interests and provides endless choices • Observe, document, and reflect on children’s engagement with their learning environments and alter or expand accordingly • Collaborate with children and families to produce documentation panels and learning stories on experiences in the learning environments
<i>To plan for and create positive learning environments and experiences in which children’s learning and development will be supported</i>	<ul style="list-style-type: none"> • View learning environments as the “Third Teacher” • Showcase children’s learning in meaningful ways to them • Provide thoughtfully organized learning environments to encourage exploration • Create aesthetically rich learning environments filled with open-ended materials and loose parts

<p><i>To incorporate indoor/outdoor/active play, rest/quiet time, into the day, and give consideration to the individual needs of children receiving care</i></p>	<ul style="list-style-type: none"> • Encourage children to participate in large and small group activities, both active and passive, in both inside and outside learning environments • Create quiet places and spaces that will be accessible throughout the day • Provide scheduled rest/quiet time for younger children
<p><i>To foster the engagement of and ongoing communication with families about the learning environments and their children</i></p>	<ul style="list-style-type: none"> • Engage families in meaningful conversations at arrival and departure times • Encourage families to explore documentation around the learning environments, asking questions about what their children are learning • Update monthly the main Website and Directors’ blog • Circulate monthly newsletter to families • Plan for and offer an annual Open House event
<p><i>To involve local community partners and allow those partners to support the children, families, Educators and Home Child Care Providers</i></p>	<ul style="list-style-type: none"> • Provide literature for children, families, Educators and Providers about community partners • Encourage community partners to participate in the learning environments and provide information and support • Welcome students from St. Clair College and the University of Windsor to complete their practicums
<p><i>To support Educators, Home Child Care Providers and others who interact with children in relation to Continuous Professional Learning</i></p>	<ul style="list-style-type: none"> • Encourage participation in professional development opportunities through the City of Windsor • Require all Educators to register with the College of Early Childhood Educators • Support all Educators in the process and completion of the Continuous Professional Learning Program with the College of Early Childhood Educators • Provide networking and workshop opportunities for all Home Child Care Providers
<p><i>Document and review the impact of the above goals on children, families, Educators and Home Child Care Providers</i></p>	<ul style="list-style-type: none"> • Plan weekly meetings for management staff to review the above goals and HDLH in relation to the children, families, Educators and Home Child Care Providers • Plan quarterly staff meetings for management staff and Educators to review and discuss goals and HDLH • Plan bi-annual network meetings for management staff and Home Child Care Providers to review and discuss goals and HDLH • Record minutes for all of the above meetings

OUR CODE OF CONDUCT:

Great Beginnings is a community comprised of children, families, Educators, Home Child Care Providers, Staff, Students and Volunteers. As such, we expect all members of the Great Beginnings community to conduct themselves in a professional, courteous and respectful manner, being sensitive to and accepting of all life experiences and cultural backgrounds.

Further, children benefit from an affirming approach that encourages positive interactions within the Great Beginnings community, as outlined in our Program Statement, rather than from a negative or punitive approach to managing unwanted behaviour. As outlined in the CCEYA 2014 (48(a) to (f) of Regulation 137/15), in relation to interactions with children, the following practices are strictly prohibited in our programs:

Corporal Punishment of a Child

- *Any physical punishment that involves the deliberate infliction of pain by any adult or child of the Great Beginnings community, such as biting, hitting, spanking, pinching, etc.*

Physical Restraint of a Child

- Any act of restraint, including bodily restraint and/or the use of equipment, for the purposes of discipline or in lieu of supervision, unless for the purposes set out in the CCEYA to prevent self harm, harm to others and only until risk of harm/injury is no longer imminent

Confinement of a Child

- Any act of confinement, such as locking the exits of the program for the purpose of confining the child, or confining the area or room without adult supervision, unless such confinement occurs during an emergency as set out in the CCEYA

Degradation of a Child

- Any use of harsh or degrading language, comments or threats, including tone of voice and volume, directed at or used in the presence of a child, that would humiliate, scare or undermine their self respect, dignity and self worth or their life experiences and cultural backgrounds

Deprivation of a Child

- Any act of depriving a child of their basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; this includes making a child compliant against their will, such as forcing a child to eat or drink

The following information outlines the general guidelines we ask our families to follow while in our child care center. These guidelines will assist us in giving your children the best possible care we can give and foster the best possible relationship with your family. Thank you in advance for your cooperation!

ENROLMENT & ORIENTATION:

Enrolment is complete upon our receipt of your completed Enrolment Package and child care can begin within two days. This gives us the time needed to prepare your child’s learning environment for their first day.

Upon enrolment, we will familiarize you with your child’s specific learning environment and introduce you to your child’s specific Educators/Staff. We will also make you aware of the location of the main Great Beginnings Office where correspondence and payments can be made.

CHILD CARE CENTER PROGRAMS:

The following outlines the Child Care Center programs we offer at Great Beginnings:

Program	Age Group	Educator to Child Ratio
Infant	6 weeks to 18 months	1:3
Toddler	18 months to 2.5 years	1:5
Preschool	2.5 years to 6 years	1:8
JK/SK Program	3.6 years to 7 years	1:13
School Age Program	5.6 years to 12 years	1:15
School Age Before/After School Care	5.6 years to 12 years	1:15

More detailed information regarding these programs is available on our website or by calling the Great Beginnings office.

CHILD CARE CENTER PROGRAM FEES:

The following outlines our current fees for the above-mentioned programs:

	Infant	Toddler	Preschool & JK/SK	School Age
Full Day	\$48.00	\$41.00	\$37.00	\$32.00
Half Day	\$36.00	\$27.00	\$26.00	\$24.00
Before School	-----	-----	-----	\$10.00
After School	-----	-----	-----	\$12.00

Fee are assessed every three years and subject to change due to inflation.

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Please make your payment of fees by cash, cheque made payable to Great Beginnings Child Centered Cooperative Inc., or by online payment through e-transfer using greatbcccipmt@cogeco.net, by the **7th business day** of the month, in advance of service. Post-dated cheques are preferred. Please note a \$25 charge will be made for NSF cheques. Late payments will be subject to late charges of \$25 per week. Should payment not be made by month end suspension of child care is possible. We will work with you should a payment plan be necessary outside these payment policies. Please contact the Executive Director regarding a possible payment plan.

Child care receipts are issued in February, for the year prior, for income tax purposes. Any outstanding amounts owing at the end of the year will be reflected on the next year's income tax statement.

Fee Subsidy assistance is available through the City of Windsor Social Services Department. We can assist you in this process at the time of enrolment, and throughout your time with us, if needed. Please feel free to discuss this with us.

HOLIDAY CLOSURES:

Great Beginnings Child Care Center is closed on the statutory holidays stated below. You will be responsible to pay for these statutory holidays if your child is normally scheduled to attend on days in which they fall.

NEW YEAR'S DAY (January)

FAMILY DAY (February)

GOOD FRIDAY (March/April)

VICTORIA DAY (May)

CANADA DAY (July)

CIVIC HOLIDAY (August)

LABOUR DAY (September)

THANKSGIVING DAY (October)

CHRISTMAS DAY (December)

BOXING DAY (December)

Further, the Child Care Center is closed between Christmas Eve Day and New Year's Day. During this period of time, you will be responsible to pay for the statutory holidays related to your child's normal schedule, but not for non-statutory days.

VACATION DAYS:

After a period of 5 months, you are entitled to Vacation Days, in which you will not be required to pay. We require *written notice* one month prior to your vacation for scheduling purposes. Vacation Days cannot be carried forward into the next calendar year or used during the two-week *Permanent Withdrawal* notice period (see below). Vacation Day allotments are as follows:

Full Day Schedule	Vacation Days	Half Day Schedule	Vacation Days
5 Days	10 Full Days	5 Days	10 Half Days
4 Days	8 Full Days	4 Days	8 Half Days
3 Days	6 Full Days	3 Days	6 Half Days

IMPORTANT: *If you receive Fee Subsidy from the City of Windsor, you are entitled to a certain number of vacation/sick/absent days as outlined in your agreement with them. When these days are used up you will be required to pay for any days of care used over and above your allotment, in full.*

SUBSTITUTING DAYS:

Adjusting your child's schedule for an isolated incident is only possible if the learning environment has a spot vacant on the extra day required. You will be required to pay for the extra day on top of your regular payment. "Swapping" of days is **NOT** permitted, as you are required to pay for your regular scheduled day.

This also applies to families utilizing Fee Subsidy.

ABSENCES:

If, for any reason, your child will not be attending our Child Care Center, please notify us by **9:00 am**, or by **2:00 pm** for your school age children who come to Great Beginnings via bus. This will enable us to keep accurate records, ensure your child's safety and arrange our staffing. **Please note, you are responsible to pay for sick days.** *Subsidized families, please see note under Vacation Days regarding absences and sick days.*

CHANGES TO YOUR CHILD'S ENROLLMENT:

Alterations can be made to your child's schedule should space be available. To permanently change days please see the Child Care Center Supervisor. Parents of children in JK/SK should submit their request as soon as possible if additional days will be required (i.e., PD Day, Spring-Break, Summer Break). Additional days may not always be available and empty spots will be filled on a first-come-first-served basis.

PERMANENT WITHDRAWALS:

Should you choose to permanently withdraw your child from our care, you must give us **TWO WEEKS WRITTEN NOTICE**; payment will continue to be required in this two-week notice period. If notice is not received, full payment of fees will be charged, and payment required, for two weeks past your child's last day. A permanent space cannot be guaranteed if you wish to temporarily withdraw your child and re-enroll. Therefore, your child will be placed on our waiting list. Vacation Days cannot be used during the two-week notice period.

Great Beginnings may terminate services if policies are not followed or fees are not paid.

OFF-PREMISE ACTIVITIES:

Occasionally, our Educators and Staff may take your child off-premise for field trips, community visits, learning activities, community walks, etc. You can indicate our permission to do so in your Child Care Centre Enrollment Package and by signing event specific permission forms as needed by the Child Care Centre.

OUR STUDENTS & VOLUNTEERS:

Great Beginnings invites college/university students or volunteers in to the Child Care Centre for educational purposes and/or for assistance. Be assured that these individuals are thoroughly screened and must submit a Criminal Reference/Vulnerable Sector Screen to the Great Beginnings office before they interact with your child.

Further, all college/university students and volunteers are to read all policies and procedures pertaining to the Child Care Centre, along with our Great Beginnings Program Statement, before they begin any work in our learning environments and before any interactions with your child.

As per the CCEYA 2014, at no time will a college/university student or volunteer be left alone with your child and they are the sole responsibility of Great Beginnings.

WAITING LIST POLICY:

Great Beginnings maintains a waiting list for families who choose to place their children in our Child Care Center Program. The following guidelines are followed with respect to the waiting list for families:

- Absolutely no fees or deposits are charged to families for placing their names on the waiting list
- Families will be placed on the waiting list in a first come first served manner, with the date of their request placing them in chronological order from the oldest date first to the newest date last
- Families will be offered enrolment from the waiting list in chronological order from the oldest date to the newest date, but factors such as age groups, demographics and family need will be taken in to consideration
- Families who deny enrolment will be asked if they choose to remain on the waiting list and their request will be moved to the newest date; if they choose not to remain on the waiting list their names will be removed
- All information recorded on the waiting list pertaining to families will be kept in a manner that preserves confidentiality and privacy and families are free to contact the child care centre to find out where their names fall on the waiting list

ARRIVAL AND PICK-UP:

When your child arrives at Great Beginnings, as well as when you pick your child up, please make verbal contact with your child's Educators. Unless otherwise arranged, your child will not be released to any person other than you or your release contacts. Please notify us in advance, if someone on or off the enrollment form will be picking up your child. All individuals will be asked to show their Driver's License or I.D.

IMPORTANT: Great Beginnings closes at 5:30 pm and we request that you and your child be exiting the building at this time. Families picking up past 5:30 pm, will be billed a **"Late Pick-up Fee"** of \$25 for the first 15 minutes, \$50 for the second 15 minutes and \$100 for anything past 30 minutes. Payment in cash or cheque is due within 3 business days of receipt of your bill for late fees. Should payment not be made within 3 business days, you face possible suspension of care until the "Late Pick-up Fee" is paid.

Further, your emergency contact numbers will be called if your child is at daycare after 6:00 pm. If your child is still at daycare at 6:30 pm the Windsor-Essex Children's Aid Society will be called to pick-up your child.

CHILDREN'S CLOTHING AND POSSESSIONS:

Please dress your child in **PLAY CLOTHES** appropriate for indoor and outdoor activities **ALL YEAR ROUND**. We do have lots of fun with paint, chalk, clay, etc., so we ask that you expect your child to come home a little 'messy' from time-to-time. Please provide your child's Educators with two (2) full sets of extra clothing for your child that is labeled with the child's name. In the winter, please provide toques, mitts, scarves, boots, coats and snow pants. In the spring and fall, please provide toques/hats, mitts, rubber boots, lightweight coats and splash pants. In the summer, please provide sun hats and appropriate shoes (no flip-flops – safety hazard). We also ask that you leave a pair of indoor shoes or slippers in your child's cubby.

All clothing left in your child's cubby needs to be clearly labeled with your child's full name and taken home when needing laundered.

CHILDREN'S "SPA" PRODUCTS:

Great Beginnings provides sunscreen for all children in our care. It is applied in the morning and afternoon, before outdoor playtime, all year round. Should you choose to provide your own sunscreen you will be required to sign a form at the time of enrolment giving us permission to use it on your child.

Should your child be in need of using any non-prescription children's "spa" products, including diaper cream, body lotion, lip balm, etc., you will be required to sign a blanket form listing the products you wish us to use, signing off to give us permission to apply them.

Any children's "spa" products, including sunscreen, that you give us permission to use on your child, must be in their original containers and clearly labelled with your child's full name. Please see the Child Care Center Supervisor for direction.

COMMUNICATION WITH OUR STAFF:

We encourage an ongoing exchange of both oral and written communication between families, Educators and Staff. Please feel free to speak with our Educators about your child's day at the beginning or end of the day. Any inquiries about your child's schedule, vacation days, billing, etc., and any concerns you may have, should be directed to the Child Care Center Supervisor, not the classroom teacher.

There are Family Info Boards located at both ends of the child care center hallway to keep you updated on what's happening in the child care center at all times. Further, our website is loaded with great information, blogs, updates, notices and galleries. Please feel free to explore these.

FAMILY ISSUES & CONCERNS POLICY:

The purpose of this policy is to give you a clear and transparent process to follow when you choose to bring forward an issue or concern to be addressed. This policy is in accordance with our Program Statement, further supporting positive and responsive interactions between Child Care Center Educators, Staff, families and children,

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fostering engagement and ongoing communication amongst all parties. Our Child Care Center Supervisor is available to engage you in conversations and support a positive experience during every interaction.

Please note, all family issues and concerns must be reviewed by the Child Care Center Supervisor, in conjunction with the Child Care Center Educators, Staff, Students and Volunteers, and be subject to the process of implementation and monitoring for compliance and contravention as set out in the CCEYA Section 1/Subsection 1.2 & 1.3.

All family issues and concerns are taken very seriously by Great Beginnings and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and in a timely manner.

Should you have any questions, comments or concerns regarding your child's development or care please feel free to contact our main office and ask to speak with our Child Care Center Supervisor (for billing concerns ask for the Executive Director). The Child Care Center Supervisor will work through the following steps based on your discussion:

- **STEP ONE: Advice & Follow-up:** The Child Care Center Supervisor will give you some advice and direction at the time of your call, following up with you within two (2) business days.
- **STEP TWO: Family/Provider Conference:** If necessary, the Child Care Center Supervisor will set up a Family/Educator Conference where you will be able to discuss any questions, comments or concerns directly with your child's Educator.
- **STEP THREE: Formal Process:** Should matters be unresolvable, or you have a concern that is more serious in nature, the Child Care Center Supervisor will complete the following resolution process:
 - *Set up a meeting with you at the Great Beginnings office*
 - *During the meeting, will document the conversation*
 - *After the meeting, will investigate the concerns/issues*
 - *After investigating, speak to your child's Educator to resolve concerns/issues*
 - *Will alert the Executive Director if/when necessary*
 - *Work to resolve concerns/issues in a timely manner and as is suitable to all parties involved*

In all matters our utmost goal is that you and your child's Educator will have a positive relationship with easy communication for the sake of your child's care, growth and development. Further, you will be kept informed throughout the resolution process, with investigations being fair, impartial and respectful to all parties involved.

With respect to confidentiality, every issue or concern you bring to us will be treated with utmost care and every effort will be made to protect your privacy and that of all parties involved. The exception is when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, Law Enforcement, Children's Aid).

Great Beginnings strives to maintain a high standard for positive interaction, communication and role-modeling for children. Harassment and discrimination will, therefore, not be tolerated from any party involved. If at any point you feel uncomfortable, threatened or belittled, you may immediately end the conversation and contact the Child Care Center Supervisor to file a complaint.

Should you feel unsatisfied with the resolution process of issues and concerns, please feel free to contact the Executive Director directly for further involvement.

Any issues and concerns related to compliance with the Child Care and Early Years Act must be reported directly to the Ministry of Education's Child Care Quality Assurance and Licensing Branch. Further, issues and concerns may also be reported directly to other regulatory bodies where appropriate (Health Unit, Ministry of Environment, Police Department, Fire Department, College of Early Childhood Educators, etc.).

OF IMPORTANCE: Everyone, including the Executive Director, Child Care Center Supervisor, Educators, Staff, Students, Volunteers and families, are required by law to report any suspected child abuse or neglect directly to

our local Children's Aid Society. Further, see our Serious Occurrence Policy for guidelines on "Duty to Report" as per the Child and Family Act.

YOUR CHILD'S NUTRITION NEEDS:

We aim to provide your child with a nutritious morning snack, midday meal and afternoon snack. Menus rotate on a four-week basis and are posted in the daycare hallway for your perusal. From time to time a menu change may occur due to foods in season and the rotation of food supplies. Children 12 months and over will eat from this menu.

Special dietary needs and allergies will be posted in the classrooms, kitchen and common areas. If your child has special dietary needs or food allergies, please contact the Child Care Center Supervisor immediately to discuss alterations in our menu. At any time, you may request, a copy of our menus to assist you in providing alternate food supplies and to plan family meals at night.

GREAT BEGINNINGS IS A 'PEANUT & NUT AWARE' FACILITY:

Due to the rise in and severity of peanut and nut allergies, we have chosen to become a "Peanut & Nut Aware" facility. To observe, respect and protect those susceptible, we ask that you **DO NOT BRING ANY FOOD** containing peanuts or nuts into the Child Care Center. This includes breakfast foods, home baked or store-bought cakes and other "treats" including candy. Further, we ask that you thoroughly wash your child's hands and face before bringing them to Great Beginnings if they have peanuts or nuts before arrival.

Also, our menus and kitchen procedures have been developed to ensure that peanuts and nuts, along with their associated products, or traces of, are not used.

ADMINISTRATION OF MEDICATION:

In line with our licensing requirements with the Ministry of Education (CCEYA), we will only administer doctor prescribed **allergy, anaphylactic, asthma, fever induced seizure and prescription medications**. Non-prescription medications, such as Advil, Tylenol, etc., may be administered only with written instruction from family physicians. If this is a simple family request to administer Advil, Tylenol, etc., we will not accommodate.

Please notify the Child Care Center Supervisor if your child needs any of the above stated medications administered while in our care. There will be paper work for you to fill out and a doctor's note will be needed to verify your request.

The Child Care Center Supervisor, or Executive Director in their absence, will administer all of the above stated medications and keep written records of administration. Bring all medications to the Child Care Center Supervisor for proper storage. Please note that all medications must be in their original containers with your child's full name clearly printed on them.

IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOUR CHILD'S MEDICATION IS NOT LEFT IN THE CLASSROOM OR IN YOUR CHILD'S CUBBY AND THAT YOU PICK IT UP AT THE END OF THE DAY.

CHILDHOOD IMMUNIZATION:

Our licensing regulations stipulate that prior to your enrollment with us, your child must be immunized as recommended by the Medical Officer of Health. There are two exceptions to this requirement. One; if your child has a medical condition hindering routine immunization checkups. This requires a statement of medical exemption signed by your doctor. Two; if you have a religious or conscientious objection. This requires a signed affidavit. If you choose not to immunize, your child will be immediately excluded from daycare should there be an outbreak of one of the communicable diseases noted by the Medical Officer of Health.

ILLNESS AND YOUR CHILD:

You will be informed of the incubation and isolation periods of various infectious communicable diseases when your child has been exposed and encouraged to take your child to a family practitioner when suspected of contracting such illnesses. Please observe your child, along with your Educators, during the incubation period for any signs and symptoms of such diseases.

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If your child is ill with a common or communicable illness, as listed below, he/she will not be permitted to attend Great Beginnings Child Care Center.

- Elevated temperature or flushing (99° or higher)
- Acute cold, nasal discharge or coughing
- Diarrhea within a 24-hour period
- Vomiting within a 24-hour period
- Red or discharging eyes or ears
- Undiagnosed skin rashes
- Unusual or inconsolable irritability, fussiness or restlessness

Should you bring your child to Great Beginnings with such illnesses, our Educators will ask you to immediately make other childcare arrangements and leave with your child. Should your child become ill with the above, while in our care, you will be called to pick them up from as soon as possible. Your child will be isolated from the other children until your arrival. If we cannot contact you, we will move to your emergency contacts for pick-up. If your child is on a special diet or medication that can change his/her bodily functions and may exhibit some of the above symptoms, please notify the daycare office so we do not mistake it as illness.

YOUR CHILD MUST STAY HOME FROM GREAT BEGINNINGS UNTIL DEEMED ALLOWABLE BY THE HEALTH DEPARTMENT GUIDELINES AND FOR 24 HRS AFTER THEIR LAST BOUT OF DIARRHEA, VOMITTING OR FEVER.

Be assured that we maintain accurate records of ill health as observed in the children, in an effect to further protect the wellbeing of all children, families, Educators, Staff, student and volunteers in our care.

INCIDENT REPORTS:

Although our Educators make every effort to protect the children's safety, accidents and incidents do happen. Should your child have an accident or incident while in our care, an Incident Report will be completed by your child's Educator. At the time of pick-up, you will be required to sign the Incident Report and return it to your Educator. Your Educator will in turn give it to the Child Care Center Supervisor for signature and a copy will be put in your child's cubby for your records. Typically, you will not be notified immediately of an accident or incident unless it is of a serious nature.

All accidents and incidents will be treated according to accepted Universal Precautions. All of our Educators and Staff have been trained in Standard First Aid & Infant/Child CPR. Further, First Aid Kits, filled with first aid supplies, are located in each learning environment and taken outside during outdoor playtime.

FIRE SAFETY AT GREAT BEGINNINGS:

In response to our licensing regulations, your child will participate in monthly fire drills occurring at random. Educators and Staff will not be made aware of the time or the day. Educators and Staff will be timed and a written record of the occurrence will be made.

In case of a real fire or disaster, our Emergency Shelter is at St. Dennis Center on College Avenue in Windsor. You will be made aware that your child is at the Emergency Shelter when an emergency has taken place.

Further, Great Beginnings has an Emergency Management Policy in place in the event of a serious emergency situation. This policy can be discussed with you should you wish. Should an emergency occur, we will communicate with you via phone, website or notification on the child care center entrances.

CHILD CARE CENTER CLOSURES:

Should Great Beginnings close due to inclement weather or unforeseen circumstances, the closure will be posted on our website as well as on AM800. Further, our phone message at the Child Care Center will be changed to reflect the closure as soon as possible.

DAILY DROP OFF AND PICK-UP PROCEDURES:

Please remember to sign in/out your child upon arrival and departure. Clipboards with sign in/out sheets are located inside each learning environment. Also, please specify who will be picking up your child in the evening if different than normal the pick-up person.

Be sure to take your child directly to their Educators when dropping them off and communicate with your child’s Educators when picking them up. Please empty your child’s cubby from artwork, soiled clothes, etc., at the end of each day. Please remember that when you have taken your child from their Educators, they are your sole responsibility. This relieves our Educators to continue with their finishing shift responsibilities.

In order to ensure that all children, Educators and Staff are safe, we have a secured entry to be used by drop off/pick up persons. You will be able to enter the building either by the north or south door. The security entrance requires all families to have a fob, which is easily attached to your key ring. Replacing the fob is expensive, therefore, families will be required to give a \$10 deposit, which will be refunded upon the return of the fob at the time of your child’s termination from the Great Beginnings. Simply place your fob in front of the red light on the card reader; it will change to green; open the door and enter the building. You must obtain your fob before your child’s first day of care. You may do this at the front office between 8:30a.m. to 4:30p.m. If you do not drop off/pick up during these times, please see the Child Care Center Supervisor, to place a deposit for your fob. Should another family member or friend pick your child up from time to time, they will be required to ring the buzzer at the south entrance (parking lot) or use the front door on California Avenue (between 8:30a.m.- 4:30p.m.).

IF YOU HAVE ANY FURTHER QUESTIONS

PLEASE CONTACT THE GREAT BEGINNINGS OFFICE...WE WOULD LOVE TO HEAR FROM YOU!

THANK YOU FOR CHOOSING GREAT BEGINNINGS CHILD CENTERED CO-OPERATIVE INC!

OUR STAFF:

We are here to serve you:

- Susan Borrás – Executive Director
- Marnie Gare – Child Care Supervisor
- Stephanie Schnekenburger – Supervisor of Program & Policy
- Mary Anne Finley – Administrative Assistant
- Adriana Jones – Bookkeeper