



Omni Learning Center
PROGRAM STATEMENT AND PARENT AGREEMENT

August 2017

Welcome to Omni Learning Center. We are excited that you have chosen our preschool program and look forward to getting acquainted with your family.

POLICY STATEMENT ON PROGRAMMING AND PEDAGOGY

How Does Learning Happen? Ontario's Pedagogy for the Early Years (2014) is the document to be used for the purpose of guiding programming and pedagogy at Omni. It is a professional resource guide about learning through relationships for those working with young children and families. It is intended to support pedagogy and curriculum/program development in early years' programs. Pedagogy is "the understanding of how learning takes place and the philosophy and practice that supports the understanding of learning". Curriculum and pedagogy in early year's settings are shaped by views about children, the role of educators and families and relationships among them. The term " Educator" refers to all who work with children and families at Omni.

PROGRAM STATEMENT

We believe that:

Children are competent, capable of complex thinking, curious, and rich in potential. They grow up in families with diverse social, cultural, and linguistic perspectives.

Every child should feel that he or she belongs, is a valuable contributor to his or her surroundings, and deserves the opportunity to succeed. When we recognize children as capable and curious, we are more likely to deliver programs and services that value and build on their strengths and abilities."

Teachers and children should be emotionally and intellectually engaged with each other in learning.

Teachers deserve the time and resources to actively engage in ideas and reflective practices that bring theory to life and real life to theory.

Collaboration and diverse perspectives are central to education for democracy.

When teachers become thoughtful, competent decision makers they take leadership to transform and advance the profession.

We believe in:

- ! putting children first
- ! establishing positive, responsive relationships with children and their families
- ! valuing children as individuals and as active and competent contributors with their own interests and points of view
- ! recognizing the connection between emotional well-being and social and cognitive development and the importance of focusing on these areas holistically
- ! promoting the health, safety, nutrition and well-being of children
- ! providing environments and experiences for children to explore ideas, investigate their theories, and interact with others in play
- ! incorporating indoor and outdoor play, as well as active play, rest and quiet time, into the day, and give consideration to the individual needs of the children receiving child care
- ! engaging with families and supporting each child within the context of his or her family, recognizing that family and child well-being are inextricably linked
- ! providing ongoing opportunities for educators to engage in critical reflection and discussion with others about pedagogy and practice to support continuous professional learning and growth.

We achieve this by:

- ! Using a warm responsive and inclusive approach while building a positive relationship with children, families, colleagues and communities.
- ! Participating as co-learners with families and children
- ! Learning with children about children and from children
- ! Being involved in play with children to support development, challenge thinking and extend learning.
- ! Listening, observing, documenting and discussing with others, families in particular, to understand children as unique individuals.
- ! Being in tune to what children know, what they wonder about, and their working theories about the world around them.
- ! Engaging with, observing and listening to children.
- ! Probing into what children are thinking by asking questions, or by engaging in discussion to discover why children are deeply absorbed in exploring a material, or they try to figure out what children are thinking as they touch, taste, examine and explore the world around them.
- ! Discussing with other educators, children, families and caregivers, the possibilities for children's further exploration in increasingly complex ways.
- ! Understanding that we are all co-learners, constructing knowledge together.
- ! Considering our own practices and approaches and the impacts they have on children, families and others.
- ! Providing child initiated and adult supported experiences.

This approach causes us to:

- ! Look more carefully at what we do each and every day

- ! Think about the why of our practices
- ! Understand more deeply how our actions have an impact on children and their families.
- ! Participate as co-learners with children and families.
- ! Get involved in play with children, to support development, challenge thinking and extend learning.
- ! Observe and document children to support their learning, development, health and well-being.

Our Goals are to:

- ! Ensure that every child has a sense of belonging by cultivating authentic, caring relationships and connections between children, adults and the world around them.
- ! Nurture children’s healthy development and support their growing sense of self.
- ! Provide environments and experiences to engage children in active, creative, and meaningful exploration, play and inquiry.
- ! Ensure every child is a capable communicator who expresses himself or herself in many ways by fostering communication and expression in all forms.
- ! Foster engagement of and ongoing communication with parents about the program and their child(ren).

INCLUSION

Omni follows the Child Care Advocacy Association of Canada’s definition of inclusion, which is: “Child Care inclusion means that all children can attend and benefit from the same child care programs assuring that children with disabilities get the supports they need to benefit from child care. The principle of inclusion fully incorporates basic values that promote and advance participation, friendship and a celebration of diversity.”

CHILDREN WITH SPECIAL NEEDS

Omni views all children as competent and capable, curious and rich in potential. This view helps staff focus on the strengths of each child rather than their needs and deficits. Getting to know each child and learning about their unique abilities, characteristics and growth, allow us to share new and relative information to update individualized support plans and to create environments and experiences that best support the learning and development of each child.

Omni is committed to integrating children with special needs into its programs. We work closely with the Resource Consultant program at Family Space. Programs are structured to accommodate the individual program plans of each child and are reviewed monthly (or sooner if necessary) to ensure that they are kept up to date and meeting the current needs of the child. The Resource Consultants and staff at Omni meet weekly to discuss progress of the children in

our child care programs. Meetings are documented and notes are kept on file for all staff to review. Child care staff who have a concern regarding child development consult with the parent and provides information about the enhanced staffing programs and an agreed upon referral is sent to the Resource Consultant program.

Resource Consultants work with parents, staff and other professionals in the community to develop and implement individual strategies and supports for children with special needs. Resource Consultants also supply training and support to staff as needed.

If parents of children with special needs do not grant permission to seek the support of Resource Consultants, the program may not be able to accommodate the special needs of children without impacting upon the quality of care. Every effort will be given to ensure inclusion but enhanced staffing is only available in consultation and referral process with Resource Consultant program, parents and our staff.

INDIVIDUAL SUPPORT PLANS AND THE RESOURCE CONSULTANT PROGRAM

Parents are met with to discuss their child's needs and to give consent for the referral. If consent is not given, the parents, staff and special needs manager meet to come up with an individualized program for the child. If this plan is not sufficient to allow the child to become successful in the program, and the parents will not allow further assistance from the Resource program, it may not be possible to accommodate the needs of their child without impacting upon the quality of care.

Each child with special needs will have an individualized support plan outlining how the child will be supported by the centre and what supports are needed to help the child function and participate in the program. Supports include such things as; adaptations or modifications to the physical, social and learning environment, or supports and aids in the form of specialized equipment. All staff will be aware of any adaptations needed and shown how to use any special equipment needed by the child.

Resource Consultants take the lead developing the Family Directed/Child Care Centre plan in collaboration with the family, and child care staff. As part of the development of the plan, information is gathered from the parent, centre staff and other professionals involved with the child, from assessments, screening tools, etc. This plan outlines background information, child specific information, pertinent medical information, and steps to achieve goals identified. This unique plan encompasses both parental and centre priorities in one document. When appropriate for the child's age, the child may also be part of this process.

The goals for the child care program are individualized and are developed based on the child's and family needs, parental requests, childcare program requests, etc. The Resource Consultants meet with the classroom teacher monthly (and enhance support worker if applicable) to review the plan, and to develop goals and strategies for implementation in the centre and to make revisions if necessary.

All information contained in the plan must be agreed upon by the family. Action items in the plan will be reviewed at each visit to the centre. Goals and strategies in the plan will be updated every six months. The full plan will be updated annually.

With parental consent, a copy of the Family directed/Child Care Plan will be kept on file at the child care program. All individuals giving input into the plan are listed on the plan and sign verifying their involvement.

ENHANCED SUPPORT

Children requiring Enhanced Staffing support must be referred to the Resource Consultant Program with Family Space.

The centre staff and the Resource Consultant with Family Space will discuss the need for enhanced support and brainstorm alternative options as a starting point ex; room setup/environment, routines, transitions, etc.

If the centre staff and the Resource Consultant determine Enhanced Support is required, they will meet together to complete the Enhanced support Application form.

The child must meet the specific criteria outlined in the definitions to qualify for enhanced support staffing.

The enhanced Support Application must be signed by the classroom teacher and the Resource Consultant and submitted for approval to the appropriate agency.

Once approved the Resource Consultant will be available to consult with the classroom teacher and the enhanced support staff to provide recommendations, model techniques when necessary, brainstorm strategies, and adapt the individual plan as required. The team will review the enhanced Support application and the recommendations regularly.

The Enhanced Support Application will be updated as required.

CHILD DEVELOPMENT: Nippissing Developmental Screen

Omni provides information to parents, staff and caregivers to ensure that all are aware of developmental milestones that children should be reaching. The most effective way to ensure this happens is to make the Nippissing District Developmental Screen available to all parents, staff and caregivers. All of the screens: 1 month, 4 months, 6 months, 9 months, 12 months, 15 months, 18 months, 2years, 30 months 3 years, 5 years and 6 years can be obtained at the centre.

Families are encouraged to complete the appropriate age Developmental Screen on their child.

PROGRAM DEVELOPMENT-EVALUATION

Programs are licensed by the Ministry of Education and follow the requirements and guidelines of the Child Care and Early Years Act (2014) (CCEYA). Programs are evaluated regularly to reflect changes within the Act. Managers/supervisors shall ensure that the approaches set out in the program statement are implemented in the program daily. All individuals working as qualified staff must hold current membership with the College of Early Childhood Educators. Staff plan programs at monthly staff meetings and enhance their skills through professional development. Parent input is requested through questionnaires. Posted program plans and other topics of interest are on our main bulletin board for your information and input.

Our facility can accommodate up to sixteen (16) children, offering inclusive child care from two to five years of age. Registration packages for all programs can be obtained on-site from a teacher.

DAYS AND HOURS OF OPERATION

Our facilities can accommodate up to 64 children, ages 2 1/2 to 5 years of age. We have four classes, each class can accommodate up to 16 children. We can have three children between the ages of 2 and 2 ½ in each class.

Our program is as follows; Monday /Wednesday morning 8:50 am to 11:30 am, Monday / Wednesday afternoon 12:50 pm to 3:30 pm, Tuesday / Thursday morning 8:50 am to 11:30 am , Tuesday / Thursday afternoon 12:50 pm to 3:30 pm and Friday morning 8:50 am to 11:30 am. (excluding statutory holidays, Christmas break and March Break).

ADMISSION AND DISCHARGE

A visit will be arranged to familiarize you and your child with the surroundings, answer your questions, and complete admission forms prior to enrolment. A record of immunization (green sheet) is required from the Hastings & Prince Edward Counties Health Unit prior to enrolment. Until you and your child become comfortable with the drop-off routine, you are encouraged to stay with your child for a short period at the beginning of the day to reassure him/her and minimize fears.

Written notice of permanent withdrawal must be given two weeks in advance; otherwise, program fees will be charged. If you wish to temporarily withdraw your child, you will be placed on a waiting list until a permanent space becomes available. Omni Learning Centre may terminate services if policies contained in this agreement are not followed or fees not paid.

WAITLIST POLICY

A waitlist will be formed when full enrolment has been reached in the program.

Procedure

1. The number of children allowed in the program is governed by the Board of Education's and Early Years Act mandate.
2. Full time children are given preference over part time children. If space is not available in the program when a full time child wants to enrol, the last part time child enrolled /age group will be given two weeks' notice that they are losing their space.
3. Children are accepted on a first come basis.
4. The child's name and information is filled out on the waiting list form.
5. When an opening in the program occurs, the manager/coordinator will contact the parents or guardians of the first child on the waiting list by telephone.
6. Children will be removed from the waitlist upon the following reasons:

- parents or guardians request
- family has moved away or phone number is out of order (the client is then unreachable).

IMMUNIZATION

The Child Care and Early Years Act stipulates that prior to attendance at a child care program; children must have their immunization assessed at the Health Unit as recommended by the local Medical Officer of Health. Please complete the Day Nursery Immunization History form (included in application package) and bring your child's proof of immunization (yellow card) for us to photocopy.

We will fax both to the Hastings & Prince Edward Counties Health Unit. If your child's immunizations are up-to-date, they fax back a Day Nursery Immunization Assessment approval. If not approved, you will be referred to your family doctor or the immunization health nurse.

All children admitted to the program must:

- be immunized as stipulated by the local medical officer of health; or
- have on file with the agency a medical information sheet which has been completed by the child's parent.

Any objection or exemption from this medication policy must be completed on the Ministry-approved form and retained in the children or staff record.

Statement of conscience or Religious Belief forms for religious/conscience objections must be completed by a "commissioner for taking affidavits" (must be notarized).

Statements of Medical Exemption form for medical exemptions to immunization must be completed by a doctor or nurse practitioner.

Written objections to immunization that have been obtained prior to August 29th, 2016, will be considered compliant but must be replaced by an approved objection/exemption form and notarized as outlined above before September 1st, 2017.

Any written objection/exemption that was on file prior to August 29th, 2016 but is missing must be replaced with one of the new ministry-approved forms.

FEES

As a non-profit organization, we rely upon parents to pay child care fees on time. Fees may be paid by cash or cheque.

Payment shall be in the form of post-dated cheques, dated the first of each month or 20th of each month covering the period of September through June, inclusive. Parents have the option of writing cheques dated for the full amount or the amount can be divided between the two dates. Post-dated cheques need to be given for the whole school year or for **September to December** and **January to June**.

If unable to pay on either of these dates, a \$10.00 service charge is applied.

Cheques are made payable to **OMNI LEARNING CENTRE** and are due prior to the first week of school in September. At such time a decision is made to withdraw your child for any reason, all

cheques for all months subsequent to the month in which your child is withdrawn will be returned. Two weeks' notice of withdrawal is required
Child care arrangements will terminate after the last day of the month if accounts have not been paid in full. Accounts in arrears are then submitted to our collection agency.

Parent fees are reviewed annually and subject to change. Should it become necessary to increase fees, parents will be given at least one month's notice.

Upon request, at any time, the agency will supply a receipt for payment of childcare to the person who pays the childcare bill, free of charge.
Annual receipts will be issued for income tax purposes in the New Year.

Parents pay only for the days your child is eligible to attend. Fees are based on a half-day rate, and then are averaged over the ten month school year, so that your monthly fee remains the same throughout the year. The monthly cost of the programme is as follows:

Busy Bees – Monday / Wednesday mornings \$169.20 / month
Leapfrogs – Monday / Wednesday afternoons \$155 / month
Lady Bugs – Tuesday / Thursday mornings \$180.95 / month
Spiders –Tuesday / Thursday afternoons \$165 / month
Dragonflies –Friday mornings \$80 / month

N.S.F. CHEQUE POLICY: Cheques returned N.S.F. will be required to be repaid in cash, plus a \$35.00 penalty before your child's next day of attendance. If the second is N.S.F. the same procedure applies and the remaining monthly fees must be paid in cash before the beginning of each month.

VACATION/SICK LEAVE

Omni Learning Centre observes the following statutory holidays:

New Year's Day	Canada Day	Boxing Day	Good Friday	Family Day
Thanksgiving Holiday	Labour Day	Victoria Day	Christmas Day	Civic Holiday

The school will be closed on statutory holidays as well as at **Christmas and March Break**. Notice of holidays will be made to the parents in advance. Parents do not pay for these days however the fees are averaged for the ten months, so each month has the same rate.

REBATE AND REDUCTION– No rebate or reduction of fee will be given for absence due, to but not limited to; illness, inclement weather, or statutory and civic holidays.

ARRIVAL AND PICK-UP

Please note that we are located in a public school facility and as such we need to be mindful of a few important boundaries.

Children depend on regular routines for their own sense of security. We recommend that you establish fixed hours to pick up and drop off your child. It is important to notify a staff member when arriving with your child. Similarly, when picking up your child, please enter the building and make sure that a staff member knows that your child is leaving.

Children will not be released to any person other than those you have specified on the admission form, unless special instruction is given to a staff member upon arrival that someone else is to pick your child up. As a safety measure, staff request photo ID before releasing your child.

Parents are expected to bring their child at the time stated for the beginning of the session and pick their child up promptly at dismissal time. Arrival times are **8:50 am** and **12:50 pm**. Arrival is expected no later than **9:00** and **1:00**, if you must arrive later than these times, please enter through the classroom door to the right of the main door. Late arrivals are very disruptive to the entire class. Dismissal times are **11:30 am** and **3:30 pm**. The times before and after session is designated for preparation, clean up and staff meetings. The main doors will be locked at all times, please knock loudly. The doors will not be opened more than 5 minutes prior to the start of class. There will be a late fee charge of **\$1.00 per minute** for children picked up later than the designated departure time. The late fee will be cash only, payable directly to the staff at pick up time.

Please make arrangements for someone to pick up your child if you cannot arrive on or before closure time. Note: Parents who are consistently late may be asked to withdraw their child from program.

PARKING

Parking is limited. Please make sure to park in the marked areas. Please do not drive around the school or leave children unattended in the vehicle.

TAXI POLICY

In the event that parents transport their child to the program by taxi, it is the parent's responsibility to arrange for the child to be dropped off or picked up by the company of their choice. Children must be properly secured and have custodial supervision. Omni Learning Centre is not responsible for taxi safety.

INTOXICATED PARENT POLICY

If a staff member has reason to suspect that a parent is intoxicated and is driving, they will act in the best interest of the child and try to discourage the parent from driving the child home.

Staff will offer to call a cab. If the parent refuses, they will offer to call the emergency number

listed on the child's card. If the parent still insists on leaving with the child, staff will inform the parent that the police will be called. Upon leaving, a staff member will call the police.

NUTRITION

Each day parents are asked to provide an individual snack for their own child. Your child may bring a lunch box with a thermos or a litterless drink box and a small amount of snack. In order that we meet our Day Nurseries Act Regulations, all snacks must be nutritious and dentally acceptable. All snack boxes will be sent home each day for washing. Snack suggestions will be distributed to each parent in September. **All snack boxes and contents need to be labeled with the child's name to ensure that each child receives the correct snack. Omni is a peanut-free zone. Please read the labels carefully.** See page 22 for **Snack List**.

All meals, snacks and beverages must meet the recommendations set out in the Health Canada documents "Eating Well with Canada's Food Guide", "Eating Well with Canada's Food Guide-First Nations, Inuit and Metis" or "Nutrition for Healthy Term Infants".

VOLUNTEER AND STUDENT SUPERVISION POLICY

A supervision policy for volunteers and students is in place at our agency. This includes that no child will be supervised by a person under 18 years of age, volunteer and students are not counted as staff, and volunteer and college students require proof of criminal reference check and high school students require a letter of recommendation signed by two of their teachers. This policy is reviewed and signed off on when staff/volunteer/students begin and annually. Also annually it is reviewed to ensure it remains appropriate and up-to-date.

PLAY MATERIALS

Each home childcare location must have play materials that are clean and in good condition. There should also be adequate numbers and varieties, (open-ended toys) to serve the number of children in care. Children should be allowed to make choices as to what type of materials they choose to encourage exploration, play and inquiry.

All children should be provided the opportunity to engage in exploration, play and inquiry using materials that spark their curiosity and promote learning and development in all areas (social, emotional, cognitive and physical).

OUTDOOR/ACTIVE PLAY

Children of different ages can benefit from physical separation when engaged in active play so

that they can explore and engage in age appropriate risk in a safe environment, therefore infant and toddler children will be separated from other children during active indoor and outdoor play. “As described in the How Does Learning Happen Document, research suggests that allowing children to actively explore and investigate what they are naturally curious about, to test their limits, take manageable risks appropriate for their age and abilities, and engage in creative problem-solving is critical for children’s physical and mental health and well-being. Children thrive in indoor and outdoor spaces that invite them to investigate, imagine, think, create, solve problems and make meaning from their experiences.”

Not all outdoor/active play needs to be high energy or focussed on gross motor skills. Children benefit from a variety of opportunities to engage with the natural world, including exploration, investigation and observation of the environment.

DAILY OBSERVATION OF CHILDREN

In addition to looking for and documenting symptoms of ill health such as fever, rash or gastrointestinal symptoms, the ministry recommends that child care providers be mindful of any sudden or gradual changes to a child’s behavior, sleeping or eating patterns, or signs that a child has lost some previously acquired skill(s) (e.g., stopped being able to feed him/herself, stopped using language). Child care providers are strongly advised to communicate any such changes to parents immediately, as atypical behavior could be a sign of something more serious.

Parents are encouraged to share information about their child’s restless night, lack of appetite or other atypical behavior. This information should be recorded in the daily written record and children who have demonstrated atypical behavior should be monitored more closely for potential signs of ill health

SICK CHILDREN

For the well-being of all children in the program, the Health Unit and the Ministry of Education state that parents may not bring ill children to child care centre. If the child is displaying symptoms of ill health including nasal and eye discharge, chest congestion, open sores, fever, vomiting diarrhoea, undiagnosed skin rash, acute cough, unusual irritability, fussiness or listlessness, head lice and scabies, parents are required to keep their child at home.

If a child becomes ill during the day, staff will provide temporary care (up to 1 hour), until the parent arrives to take the child home. If it is determined that the child has an infectious disease, the child must be isolated from any other children in a well supervised area and removed from the centre as quickly as possible. This requirement is necessary, not only in the interest of your child, but also in the interest of all other children attending the program.

If a child contracts an infectious disease, the staff should be notified immediately, so that other parents can be informed and monitor the health of their children. The child may return to the program when the contagious period is over, or as permitted by the Health Unit.

Children must be free of diarrhea, vomiting or a high fever as a result of illness for twenty-four (24) consecutive hours before returning to the program.

ALLERGY LIST

Allergy lists will be posted in each cooking and serving area, in each play area or play room and in any other area in which children may be present. Where it is not practical to post a food allergy and restriction list in a particular area (such as an outdoor playground), the licensee must ensure that the list is brought to these areas and caregivers are aware of its location (e.g. attendance clipboard or emergency information binder).

Allergy lists must include the names of the children and any food allergies or restrictions.

Administration of Medication:

We do not administer any medication with exception of an Epi-pen or Emergency Medication. Epi-pens and Emergency Medication are kept out of reach of the children in a cupboard. The child's name is CLEARLY LABELLED on it and ALL staff has been trained to use. The Epi-pen and Emergency Medication travels with staff whenever the child is not in our classroom.

ANAPHYLAXIS

Anaphylaxis is a severe allergic reaction that can be caused by foods, insect stings, medications, latex or other substances. At the time of registration, parents are asked about medical conditions, including whether children are at risk of anaphylaxis and asthma. All staff, students and volunteers must be aware of these children. If your child has an allergy that requires an Epi-Pen, you will be asked to review our Anaphylaxis Policy and obtain certain documentation from your child's physician.

Under special circumstances, where a child may be prone to sudden increases in temperature resulting in seizures, parents may wish to leave written instructions for the administration of fever reducing medication, accompanied by a physician's note stating at what temperature the drug should be given. If the parent cannot be reached, staff must contact the child's physician for instructions. The parent must initial the Medical Authorization Form each time fever reducing medication has been administered by staff.

Please keep our staff updated on any new developments with your child's health.

PEDICULOSIS

Although head lice are not a major health risk, it is the responsibility of parents to check their children's hair regularly and talk to them about not sharing hats, brushes, helmets, etc. Staff

members monitor head lice by performing routine head lice checks in an appropriate manner.

If a child is identified as having head lice, he/she will be isolated from other children, and parents will be contacted to pick up the child immediately. Returning to the program is conditional upon the child's hair being free of lice. Please notify a staff member upon arrival and they will perform a head check on your child.

DISCIPLINE

According to our Behaviour Management Policies and Procedures, children are to be disciplined in a positive manner at a level that is appropriate to their age and actions. Child guidance techniques promote self-discipline, ensure health & safety, and teach children respect for others.

If a difficult situation arises with a child, parents and staff share and exchange information on discipline in order to create consistency. Behaviour management is also discussed at regular staff meetings and consistent strategies are developed.

BEHAVIOUR MANAGEMENT POLICY

Children are entitled to a clear set of behaviour guidelines and expectations appropriate to their particular age group. Staff will:

1. Try to divert the child's attention from inappropriate behaviour.
2. Provide a good model of appropriate and courteous behaviour.
3. Reinforce good behaviour.
4. Use "time out" only after all other methods have been tried. This is to be within the classroom and for no more than three minutes.

In order to maintain a safe and positive environment for children and staff, the staff team may recommend to the Site Supervisor or designate that an overly aggressive child be sent home early. Such action shall be followed up with the parent by the Site Supervisor or designate to determine next steps.

PROHIBITED PRACTICES

When disciplining a child, a staff member, student or volunteer shall not use corporal punishment, including but not limited to:

- ! corporal punishment of a child (which may include but is not limited to, hitting, spanking, slapping, pinching);
- ! physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone

else, and is used only as a last resort and only until the risk of injury is no longer imminent;

- ! locking the exits of the child care centre or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;
- ! Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;
- ! Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
- ! Inflicting any bodily harm on children including making children eat or drink against their will.

*****Contraventions of a prohibited practice will result in immediate termination.**

Parents and others who use prohibited behaviour management practices during the operation of the program will receive a verbal warning. Failure to comply could result in prohibited access to the premises.

Use of obscene or profane language by staff, students, volunteers, parents or children will not be tolerated on the premises.

SERIOUS OCCURRENCES

Parents benefit from information about the incidents that occur in licensed child care programs, the immediate actions taken to respond to incidents and any longer term actions the Service Provider has taken to minimize the recurrence of the incident. For each serious occurrence reported to the Ministry, a Serious Occurrence Notification Form will be posted at the child care centre or home child care home.

The new Child Care and Early years Act, 2014 (CCEYA) and its regulations include provisions to ensure that there is a plan to deal with any serious incidents that may affect the health, safety and well-being of children and that these serious incidents are reported to the Ministry of Education and tracked and followed up on.

Section 38 of Ontario Regulation 137/15 sets out that every licensee must:

- Have written serious occurrence policies and procedures in place that are also implemented;**
- Report all serious occurrences within 24 hours;**
- Create an annual summary or analysis of all serious occurrences on file;**
- Keep all serious occurrence notification forms for at least three years; and**
- Post a summary of the serious occurrence and any action taken for at least 10 business days in a conspicuous place at the child care centre.**

DEFINITION OF SERIOUS OCCURRENCE:

- The death of a child;
- Any serious injury to a child;
- Fire or other disaster;
- Complaints concerning operational, physical or safety standards;
- Abuse of a child

More specifically this means:

- Any death of a child who is enrolled at a child care centre or home child care;
- Allegations of abuse and/or neglect of a child while in attendance at a child care centre or home child care, whether it occurs on or off the premise;
- Missing or unsupervised child(ren) while in attendance at a child care centre or home child care;
- Any incident and/or any other unplanned disruption of service that poses a risk to the health, safety and well-being of the children.

****If uncertain as to whether an occurrence is serious or not, the Coordinator/Manager of the program or the Executive Director should be contacted.**

RESPONDING TO A SERIOUS OCCURRENCE:

1. The child will be provided with physical comfort, and with immediate medical attention, when warranted.
2. In all cases involving death, the Coroner must be notified immediately.
3. Apply first aid if necessary and determine whether an ambulance, fire, police or poison control should be called. Remain calm and state name, location and nature of the incident. Children requiring treatment by a medical practitioner must be accompanied by an adult, taking along the child's emergency card. Procedures for use of the designated emergency back-up person must be followed. Parents must be notified immediately. If the incident occurs to a school-aged child before school or at noon, the caregiver or staff will contact the child's school.
4. If there is reason to suspect that a child has been abused (and/or in need of protection), the Children's Aid Society and/or police will be contacted.
5. The caregiver or staff shall report the matter to the Coordinator, Management member or Executive Director. Where speed is of the essence, the caregiver/staff is to use his/her judgement in handling the emergency (i.e., proceed immediately to hospital and report the occurrence at their earliest convenience). Caregivers may contact the agency for assistance. For example, if the caregiver has been unable to contact the parent(s), agency staff will contact and inform the child's parent(s) and arrange alternate care for the other children.

6. All persons having knowledge of the occurrence should remain on the premises until the designated person has interviewed them, or indicated that there is no need for their involvement at that point.
7. The Coordinator/Management member, Executive Director or designated person shall immediately begin a serious occurrence inquiry, in accordance with the following steps. The purpose of the inquiry is to gather information regarding actual or alleged occurrence(s) and should include as many of the following details as possible.
 - ! Description of the occurrence
 - ! Reason for the occurrence (if known)
 - ! Person's allegation (if applicable)
 - ! People involved
 - ! Date, time, place where it occurred
 - ! Action taken
 - ! Time occurrence was reported
 - ! Current status
 - ! Parties notified (Police, CAS, Coroner, parents/others as appropriate)
 - ! Further action recommended.
8. If on the basis of the preliminary inquiry there is a reason to suspect that a child has been abused and/or is need of protection, the supervisor or Home Child Care visitor will immediately contact the Executive Director and then will immediately contact the Children's Aid Society, and police as appropriate. It is the person who has reasonable grounds to suspect that a child is or may be in need of protection, who is legally obligated to make a report to the CAS.
9. Where abuse of a child by a staff member is alleged, the staff will be under suspension until an investigation is completed by the Executive Director and the Board of Directors. Where abuse of a child by a caregiver is alleged, the possible suspension of that person or termination of their agreement is to be reviewed by the Executive Director and the Board of Directors. The Ministry is to be informed of the outcome of the investigation.
10. All serious occurrences must be reported to the Ministry within 24 hours. Twenty-four hours starts at the time when you first become aware of an incident or the incident is deemed to be a serious occurrence.

CLOTHING AND POSSESSIONS

Your child should be dressed in clothing that is appropriate for physical activity, the weather and the season. A second set of clothing should be kept at the Program in case of accidents. Please send shoes or slippers for indoors. Also include a sun hat, for when we go outside. All clothing and necessities should be labelled with your child's name.

TOYS FROM HOME

Please do not send toys to the program as we cannot be responsible for loss or damage. Children may bring in an item of interest from home on show and tell days. Please watch for

show and tell and other special activity days which will be posted for your convenience.

Throughout the year, trips are made to special places of interest and include taking the children on walks, to the park, to the library or to nursing homes.

FIRE SAFETY

The program has adequate heat and smoke detectors, fire extinguishers and emergency lights that have been inspected by the local Fire Marshall. Fire extinguishers and emergency lights are checked monthly by program staff.

The program has developed a fire evacuation plan and practices it with the children on a monthly basis. See the procedure in your child's classroom for our evacuation site in the event of an emergency.

FIRE DRILLS - Omni has monthly fire drills as part of our licensing regulations. Our alternative place of shelter is the auditorium of Sir James Whitney School or Catundra Day Care.

Please speak to your child's teacher or telephone Omni Learning Centre at 613-962-2755 or email at omnilearningcentre@bellnet.ca if your child will not be attending on one of their regularly scheduled days. We also have voice mail, so please leave a message.

PARENTAL INVOLVEMENT

Daily contact between parents and staff will be supplemented by individual interviews, group meetings and workshops. You are encouraged to visit the program with your child before starting.

PARENT BOARD - Omni is governed by a volunteer board consisting of parents who are interested in assisting with the school's operation. Please refer to the "Omni Constitution" and "Policy Manual" for details. New members are always welcomed!

FUNDRAISING OBLIGATION - Each family enrolled at Omni Learning Centre will be responsible for \$140 worth of fundraising profit each school year. These dollars may be raised through fundraising events or donations given to the centre. Families will be required to choose the option on the signed contract at the time of enrolment. Families that have not met the obligation by the end of April will be invoiced by Omni Learning Centre. An income tax receipt will be issued for any monetary donation given to the centre.

VOLUNTEERS - On occasion parents are asked to assist with supervision of field trips. Sufficient notice, usually 1 month if possible will be given. Parents may also assist the staff with special jobs necessary throughout the school year. These may include, making play dough, laundry and mending. Parent volunteers and/or placement students are never left alone with children.

PARENT MEETINGS - Parents are encouraged to attend the Annual General Meeting held in September. Workshops may be offered throughout the year. We also welcome you at special occasion parties.

OBSERVATION - An observation booth is available to all parents and the general public. We have an open policy to visitors; please feel free to make an appointment to view the programme.

PARENT BULLETIN BOARD - The board contains information strictly for you, the parent. Please take a moment to read this each day.

FRIDAY MORNING CLASS - This class offers a kindergarten type program. The children spend a lot of the time on site doing activities similar to the program offered in the school system. This class also travels by City Bus to various places throughout Belleville for mini learning adventures.

FIELD TRIPS

Throughout the year, trips are made to special places of interest and include taking the children on walks, to the park, to the library or to nursing homes. A permission form will be signed upon enrolment, giving permission for trips, while your child is in attendance at the program.

We try to have theme oriented field trips occasionally throughout the school year. We ask that each child bring an adult for safety. The transportation is usually arranged by Omni Learning Centre. The cost for field trips will be a minimum of \$5.00 per person to attend, some may be more due to the location and cost. On most occasions two groups will be combined for one morning trip. Children in the afternoon classes will attend in the morning, all after-noon classes will be cancelled on trip days. Staff will use this time to complete room changes and programming. Due to the number of children who attend on these days, unfortunately we are unable to accommodate siblings. We will provide an allergy safe snack on these trips.

Please speak to your child's teacher or telephone Omni Learning Centre at 613-962-2755, email at omnilearningcentre@bellnet.ca or use the Remind App if your child will not be attending on one of their regularly scheduled days. We also have voice mail, so please leave a message.

Inclement Weather Policy

If you wake up to a snow storm or freezing rain, please listen to your local radio station for information about school closures.

If ALL-TRIBOARD SCHOOL BUSES are CANCELLED in South Hastings (Belleville and area) and Prince Edward County, Omni Learning Centre will close due to the unsafe road conditions. Please listen to the radio if it is a snowy day, any closure of Omni Learning Centre will be posted

on our website and facebook page, the Remind Ap and the answering machine message will be changed. In the case of any school closures due to unforeseen circumstances or related to weather, no refunds will be given. If weather develops throughout the day and school buses are sent home prior to normal dismissal time, Omni Learning Centre will begin calling parents to request they pick up their child. As student numbers decrease, staff members will leave the centre for the day. Once all the students have been picked up the centre will close for the remainder of the day.

Emergency Management

Omni has procedures in place that support all individuals to manage responses and responsibilities during an emergency, resulting in the safest outcomes possible. Staff, students and volunteers read and sign off on the Emergency Management Policy ensuring that the children are kept safe, are accounted for and are supervised at all times during an emergency situation. After emergency response procedures have been implemented, parent/guardians will be notified to pick up their child if the centre requires closure. In the event that the centre does not need to closed, parents /guardians will be notified at pick up. When an emergency evacuation site is being used parents /guardians will be notified by phone of the emergency situation, evacuation and the location to pick up their child. Where possible, Omni will update social media sites as soon as possible to inform the public.

Parent Issues & Concerns

Parents / Guardians are encouraged to take an active role in our centre and regularly discuss what their child(ren) are experiencing our program. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, and staff, foster the engagement of and ongoing communication with parents/guardians about the program and their child(ren). Staff is available to engage parents/ guardians in conversations and support a positive experience during every interaction.

All issues and concerns raised by parents /guardians are taken seriously by Omni and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues / concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally or in writing upon request. The level of detail provided to the parent / guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents / guardians within three business days. The person who raised the issue / concern will be kept informed throughout the resolution process.

Investigation of issues and concerns will be fair, impartial and respectful to parties involved.

Confidentiality

Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents /guardians, children , staff, students and volunteers, except when

information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of ECE, law enforcement authorities or CAS)

Conduct

Our centre maintains high standards for positive interaction, communication and role- modeling for children. Harassment and discrimination will therefore not be tolerated from any party. If at any point a parent / guardian or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or licensee.

Concerns about suspected Abuse or Neglect of a Child

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.

If a parent / guardian expresses concern that a child is being abused or neglected, the parent will be advised to contact the local Children's Aid Society (CAS) directly.

Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the *Child and Family Services Act*.

For more information, visit

<http://www.children.gov.on.ca/htdocs/English/childremsaid/reporting/index.aspx>

Escalation of Issues or Concerns

Where parents / guardians are not satisfied with the responses or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to the Board of Directors.

Issues / concerns related to compliance with requirements set out in the *Child Care and Early Years Act, 2014 and Ontario Regulation 137/15* should be reported to the Ministry of Education's Child Care Quality Assurance and Licensing Branch.

Issues /concerns may also be reported to other relevant regulatory bodies (e.g. local public health department, police department, Ministry of Environment, Ministry of Labour, fire department, College of ECE, Ontario College of Teachers, College of Social Worker, etc.) where appropriate.

**SANCKS SNACKS,
THEY'RE GOOD TO EAT
SO PLEASE SEND US A HEALTHY TREAT!**

Just a friendly reminder to ALL OMNI parents...

These snacks are OKAY

Cheese & Crackers
Breadsticks/melba toast
Muffins
Bread
Cereal Bars
Fruit cups
Fruit to Go
Dry cereal
Sandwiches
Veggies & Dip
Yogurt
Apple Sauce
NUT FREE granola bars
Rice cakes
Bear Paws (NOT brownie)
Pure juice
Milk

These snacks are NOT OKAY

Dunk – a- roos
packages cakes
Cupcakes
Cookies
Fruit Roll ups,fruit by the foot
Jello
Rice Krispy Squares
Sugar Coated Cereal (fruit loops,
corn pops,etc)
PEANUT BUTTER
Juice Cocktails or pouches
Kool Aid Jammers
CHOCOLATE of any kind
ANY ITEM WHICH STATES MAY
CONBTAIN TRACES OF NUT
PRODUCTS

PLEASE READ ALL LABELS !!!!!

Mini cupcakes are recommended for Birthday Celebrations. **NO CHOCOLATE AND NUT FREE PLEASE.**

Anything with PEANUTS or TRACES OF NUTS or HIGH SUGAR CONTENT will be returned to you and snack will be supplied. If this becomes a daily occurrence a small fee will be charged to help with the cost of supplying a healthy snack.

**WE DO NOT ALLOW PEANUTS OR NUT PRODUCTS AT ANYTIME IN THE
CENTRE!
THANK YOU !!**