



Omni Learning Center
PROGRAM STATEMENT AND PARENT HANDBOOK

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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

Omni Learning Center offers a learning program that is consistent with Ministry of Education policies, pedagogy and curriculum. Some of the Ministry documents we reference in our program include the following:

- ❖ How Does Learning Happen? Ontario's Pedagogy for the Early Years
- ❖ Ontario Early Years Framework
- ❖ Ontario Early Learning Framework
- ❖ Think Feel Act: Lessons from Research About Young Children
- ❖ Early Learning for Every Child Today

Since we know that children learn best by pursuing their personal interests and goals, children make their own choices about materials and activities during the program time. As they pursue their choices and plans, children explore, ask and answer questions, solve problems, and interact with peers, program staff, volunteers, students on placement and other adults.

Children are competent, capable, curious and rich in potential.

OMNI recognizes each child is a unique individual who brings his or her own abilities to the program and deserves the encouragement and space to try new things, explore new ideas and develop their own unique creativity.

We provide an environment that fosters curiosity, one that allows children to explore. We believe that every child deserves a safe and caring environment (a place where children want to be and where they feel "at home"), in which to grow and develop to their maximum potential.

We understand the importance of taking children's stages of development into consideration. For each child, their stage of development is an individualized and complex interplay between developmental factors and their unique family, community and life experiences. In each case, we aim to integrate all areas of the child's development into our program in a holistic way.

Our goals for children, consistent with the Ministry of Education pedagogy, include the following:

- ❖ Every child has **a sense of belonging** when he or she is connected to others and contributes to their world.
- ❖ Every child is **developing a sense of self, health, and well-being**.
- ❖ Every child is an **active and engaged learner** who explores the world with body, mind, and senses.
- ❖ Every child is a **capable communicator** who expresses himself or herself in many ways.

Children's interests are valuable to their learning and offer a rich variety of experiences.

The type of activities we offer daily include:

- ❖ drama, music, dance and art
- ❖ physical activity
- ❖ language and literacy
- ❖ nature, science and technology
- ❖ construction and design
- ❖ daily opportunities for physical active play

Our programs are designed to:

- ❖ encourage children to interact and communicate in a positive way and support their ability to self-regulate
- ❖ foster the children's exploration, play and inquiry
- ❖ provide child-initiated and adult-supported experiences
- ❖ offer opportunities to create authentic lasting relationships with others in the program

Health, safety and well-being of children

We know that the early years set the foundation for children's health and well-being.

- ❖ The brain's architecture is shaped by a child's interactions and relationships with parents and other significant people in their lives.

- ❖ Early brain development is stimulated through experiences and interactions with responsive adults.

We understand that the first step in establishing and nurturing health, safety and well-being for children in our programs is through the connections they make with the program staff, volunteers and students on placements.

they are best able to modulate their emotions, pay attention, ignore distractions, inhibit their impulses and understand the consequences of their actions. We are continually learning about how to create learning environments and programming that helps support children's self-regulation—to help children remain or return to a state of calm.

Positive self-expression, communication and self-regulation

At OMNI , our inclusive program leads to children's sense of belonging. Positive learning environments and experiences, focused on active play-based learning, encourage children's communication, self-expression and self-regulation.

We strive to be aware of, foster, support, encourage, respond to and document the many ways in which children express themselves, the many tones with which they articulate their ideas, the variety of languages they use to communicate. We also strive to honour and reflect children's home language and culture in our programs.

In our inclusive learning environment, we welcome children of all abilities. Respect for diversity, equity and inclusion is vital for optimal development and learning.

Here are some of the ways in which we create an inclusive environment in our programs:

- Recognize each child as having equal rights to participate in program activities, trips and events.
- Recognize and respect the unique qualities of each child and family, including ancestry, culture, ethnicity, race, language, gender, gender identity, sexual orientation, religion, socio-economic status, family environment, and developmental abilities and needs.
- Establish programming strategies to foster an inclusive learning environment in which every child can participate.
- View the diversity of children and families as an asset, and plan programs to reflect differences and enrich the environment.

- Staff will plan for and create positive learning environments and experiences in which each child's learning and development will be supported and which is inclusive of all children, including children with individualized plans.

Our programs focus on active play-based learning as the way that children naturally learn best. It is their natural response to the environment around them. When children are manipulating objects, acting out roles, or experimenting with different materials, they are engaged in learning through play. Play allows them to actively construct, challenge, and expand their own understandings through making connections to prior experiences, thereby opening the door to new learning. Intentional play-based learning enables children to investigate, ask questions, solve problems, and engage in critical thinking. Play is responsive to each child's unique learning style and capitalizes on his or her innate curiosity and creativity.

Our program also supports children's self-regulation, their ability to deal with stress and remain calm, alert and ready to learn. When children are calmly focused and alert, they are best able to modulate their emotions, pay attention, ignore distractions, inhibit their impulses and understand the consequences of their actions. We are continually learning about how to create learning environments and programming that helps support children's self-regulation—to help children remain or return to a state of calm.

Parent engagement and communication

OMNI aims to foster outreach, engagement and communication with families about our program and their children's learning experiences. We believe that families are experts on their children. Sharing knowledge is integral to the success of your child.

OMNI aims to ensure that families have the support of available, affordable, safe, reliable, high quality licensed child care for their children, which ensures parents peace of mind while their children are in the program. Respect, care, empathy, trust and integrity are core values in all our interactions with families.

We know that our partnerships with our families help our program to best meet the needs of the children:

- ❖ Families form the foundation for a child's early development. Families know their children best, and are the first and most powerful influence on learning and development.
- ❖ The needs of each child are considered in the context of their family composition, values, culture, and language. This approach enriches relationships between early childhood settings, families, and their communities.
- ❖ We involve parents and other important adults in various events and activities at our programs. This connects them to their children's early development, and enhances the child's learning.

At any time throughout the year, parents are welcome to contact the Staff at OMNI to provide feedback and express any concerns they may have about the program. Parents are provided information and support responsive to their needs.

Community partners

OMNI is committed to involving local community partners and to engaging those partners in supporting the children, families and staff.

We also have community partners—individuals and agencies who support OMNI children and families financially or through in-kind support. We collaborate with these partners and continue to create more opportunities to expand these relationships on behalf of our children and families.

Supporting staff in continuous professional learning

OMNI is committed to hiring, training and fairly compensating staff. We hire staff who have a positive and sensitive attitude towards children. Our non-discriminatory hiring practices provide individuals of all backgrounds the opportunity for employment. We believe that everyone has worth and value, and all staff are entitled to be respected, supported and treated fairly.

OMNI staff foster children's inquiry and creativity. Staff plan on a daily basis based on the observations that they make on children's interests. In this way, learning is extended, leading to deeper investigation with materials and the environment. Staff plan for and create positive learning environments and experiences in which each child's learning and development will be supported.

Through positive adult-child interactions, staff work closely with children to extend their learning by encouraging children to build upon their existing knowledge. Our staff develop an intentionally planned program that supports early learning.

We believe that knowledgeable and responsive early educators:

- ❖ Recognize that responding to the unique abilities, needs, and characteristics of each child, family, and community is central to supporting learning and development.
- ❖ Engage with children as co-learners as they explore their environments.
- ❖ Provoke children's thinking, create meaningful programs, and guide interactions with children and their families.
- ❖ Use a warm and positive approach to support children's developing ability to express emotions and take other perspectives.
- ❖ Know when to stand back and observe and when to enter children's play to stimulate thinking.
- ❖ Make a commitment to build self-awareness, regularly reflect on practices and engage in new learning experiences, both individually and with colleagues.

Staff working in our centre have completed studies in the field of early childhood education, and are registered with the College of Early Childhood Educators. Professional development opportunities are available to staff, on an ongoing basis, throughout the year. Each year, a variety of workshops and courses are offered to all staff.

Formal professional learning is vital, but we also know that the most central professional growth happens day-to-day, as our staff co-learn with children and each other as self-reflective professionals.

Documenting and reviewing the learning program at OMNI

We understand that pedagogical documentation is a way for our staff to learn about how children think and learn.

Our staff conduct observations of children in the program and use this information to inform their future planning. Our intention is to move beyond reporting of children's behaviour, in order to find meaning in what children do and experience. The purpose of our documentation is also:

- A way to value children's experiences and help them to reflect back on those experiences and what they have been learning
- An opportunity to make children's learning and understanding of the world visible—to themselves, to other children, to their parents and other families, to the program staff
- A way to reflect on developmental growth over a period of time
- A process for program staff to co-plan with children about learning
- A dialogue with families about children's experience and an invitation for parents to add their own documentation about their children's learning

- A self-reflection opportunity for program staff, as they participate in continuous professional learning

Through pedagogical documentation staff will endeavor to:

- Make children's learning visible;
- Understand what children are thinking through the course of their experiences
 - Explore how children learn and what they are passionate about
- Capture how children's learning and their understanding and experiences change over time.

The program statement and various policies are reviewed with all staff, students on placement and volunteers prior to commencing work with the children and annually thereafter. Area Managers document the behaviour management practices of each staff three times a year and follow up on any areas of concern.

The Program Statement is implemented by staff reviewing and signing off, having daily dialogue about the program, allowing staff time to plan for programming.

Prohibited Practice for staff

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

- ❖ Corporal punishment 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 purpose of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing the child from hurting himself, herself or someone else and is used as only a last resort and only until the risk of injury is no longer imminent
- ❖ Locking the exits of the child care centre for the purpose of confining a 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, toilet use, clothing
- ❖ Inflicting any bodily harm on children including making children eat or drink against their will

*****Contravention 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, a written warning and then dismissal. Failure to comply could result in prohibited access to the premises.

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 30 months or older but younger than 6 years of age. We have four classes, each class can accommodate up to 16 children. We can have three children under 24 months in each class as long as we feel that the child can follow the routine of the program.

Our program is as follows; Monday /Wednesday morning 8:50 am to 11:30 am, Monday / Wednesday afternoon 12:30 pm to 3:15 pm, Tuesday / Thursday morning 8:50 am to 11:30 am , Tuesday / Thursday afternoon 12:30 pm to 3:15 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.

Omni Learning Centre (OMNI) aims to facilitate families' access to its programs. This policy is intended to ensure that OMNI has a clear registration and waitlist process for its programs, and that this process is in accordance with Omni's obligations under the Child Care and Early Years Act, 2014 and its regulations.

Procedures:

Parents who wish to enrol their child in OMNI can register their child using the on-line registration process. If there is availability in the program that the parent is requesting, confirmation will take place and a tour will be arranged.

If there is no space available in the program that the parent is requesting, the child is automatically placed on the waitlist for that program.

OMNI does not charge any fees or request any deposits for registration on a waitlist or removal from a waitlist.

Space at OMNI is offered to waitlisted parents in accordance with priority. Children are placed numerically on the waitlist based on the date and time that the registration is received by OMNI. Children currently enrolled will have priority, and move to the top of the waitlist, over a child who is not currently registered. When a space in a program becomes available, parents will be notified via email or phone call.

Parents may inquire with respect to their waitlist status at any time by contacting OMNI. OMNI will disclose the child's position on the waitlist to parents who have requested information about their status.

Removal from a Waitlist

Every three months from the date of registration, parents on the waiting list will receive an email asking them whether they would like to remain or be removed from the waiting list. Parents will be directed to click on a link in the email and select to "remain" or "remove" their registration for each child from the waiting list for each program.

If a parent does not indicate whether their registration on the waitlist should remain or be removed, a second reminder email will be sent after ten days.

Families will automatically be removed from the waitlist who have not responded to OMNI's second email reminder of their intention to remain on the list within 10 days of the receipt of the second reminder email.

If, after having been removed from OMNI's waitlist, parents' circumstances change, and they wish to return, the parents must login, re-register and add the programs they require.

Cancelling a Waitlist Registration

Families who wish to cancel their registration on a waitlist must submit a request through their family profile.

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 or by EMT(omnilearningcentre@bellnet.ca).

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:

Monday / Wednesday mornings \$170.00 / month
Monday / Wednesday afternoons \$155 / month
Tuesday / Thursday mornings \$180.00 / month
Tuesday / Thursday afternoons \$165 / month
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

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. Omni observes the following holidays; Labour Day, Thanksgiving Monday, Christmas Day, Boxing Day, New Year's Day, Family Day, Good Friday, Easter Monday, and Victoria Day.

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 **12:30 pm**. Arrival is expected no later than **9:00** and **12:45**, 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 **3:15 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, all snacks must be nutritious and dentally acceptable. All snack boxes will be sent home each day for washing.

Omni Learning Centre promotes the healthy development of all children, recognizing the importance of a balanced diet. Keeping with this expectation, the expectations are:

Parent and Guardian's Responsibilities

- The bagged lunch adheres to Canada's Food Guide.
- Snacks and drinks are provided in a lunch bag with an ice pack and are labeled with their child's name to ensure there is no confusion..
- Foods that may have come in contact with nuts are not allowed in the child's lunch.
- Parent's will write their name and sign off on the parent Contract in the section that says;

"I _____ (the parent) am providing a bagged snack for my child each day my child attends. My child's snack bag and drink container will be clearly labeled with his/her name on it to ensure that there is no confusion ."

Staff Responsibilities

- All surfaces will be cleaned with a cleaning solution prior and after the children have their lunch.
- Staff will ensure the children wash their hands before assisting children with their snacks.
- Staff will ensure children wash their hands prior to eating lunch.
- Staff will monitor snacks to ensure food at the centre is NUT FREE.
- An alternate lunch will be provided if a child forgets their lunch. A courtesy call to the parent or guardian will be made and the food served will be recorded in the log book.
- Staff will supervise closely any child that has a life threatening allergy by sitting next to them or across from them during lunch time.
- Staff will monitor each child's lunch and should a child's lunch consistently not adhere to Canada's Food Guide then they will work with the parent to provide sample snack ideas.
- Sample snack ideas are available at the centre to support families.
- Staff will make sure that the children eat what the parents have sent in their lunch pail.

All meals, snacks and beverages must meet the recommendations set out in the Health Canada documents "Eating Well with Canada's Food Guide". A Snack suggestion List will be at the back of the Parent Handbook.

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, 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 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.

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.

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:

- 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 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.

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.
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 staff shall report the matter to the Supervisor. Where speed is of the essence, 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).
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 Supervisor 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 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 Supervisor 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.

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.

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.

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.

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.

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.

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 **facebook page** and the **Remind Ap**. 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/childrensaids/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.

Procedures

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
<p>Program Room-Related</p> <p>E.g: schedule, toilet training, indoor/outdoor program activities, snack time, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the classroom staff directly <p>or</p> <ul style="list-style-type: none"> - the supervisor or licensee. 	<ul style="list-style-type: none"> - Address the issue/concern at the time it is raised <p>or</p> <ul style="list-style-type: none"> - arrange for a meeting with the parent/guardian within 3 business days. <p>Document the issues/concerns in detail. Documentation should include:</p> <ul style="list-style-type: none"> - the date and time the issue/concern was received; - the name of the person who received the issue/concern; - the name of the person reporting the issue/concern; - the details of the issue/concern; and - any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.
<p>General, Centre- or Operations-Related</p> <p>E.g: child care fees, hours of operation, staffing, waiting lists, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the supervisor or licensee. 	<ul style="list-style-type: none"> - the name of the person who received the issue/concern; - the name of the person reporting the issue/concern; - the details of the issue/concern; and - any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.
<p>Staff-, , Supervisor- , and/or Licensee-Related</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the individual directly <p>or</p> <ul style="list-style-type: none"> - the supervisor or licensee. <p>All issues or concerns about the conduct of staff, duty parents, etc. that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	<p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p> <p>Ensure the investigation of the issue/concern is initiated by the appropriate party within [insert number] business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.</p>
<p>Student- / Volunteer-Related</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the staff responsible for supervising the volunteer or student <p>or</p> <ul style="list-style-type: none"> - the supervisor and/or licensee. <p>-</p> <p>All issues or concerns about the conduct of students and/or volunteers that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	<p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>

SNACK LIST FOR OMNI

Just a friendly reminder to ALL OMNI parents....

These snacks are **OKAY**

Cheese & Crackers, breadsticks/melba toast, muffins, bread, cereal bars, fruit , fruit cups, Fruit to go, cereal, sandwiches, veggies and dip, yogurt, apple sauce, NUT FREE granola bars, rice cakes, bear paws (NOT BROWNIE OR CHOCOLATE CHIP), water, pure juice, milk

These snacks are **NOT OKAY**

Dunk a Roos, packaged cakes, cup cakes, cookies, Rice Krispie squares, Fruit Roll Ups, Sugar coated cereal, PEANUT BUTTER, juice cocktails or pouches, Kool Aid Jammers, CHOCOLATE of any kind .any **item which states may contain traces of nuts**

Please read all labels !!!!

Mini cupcakes are allowed 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 a snack will be supplied to your child. If this becomes a daily occurrence a small fee will be charges to help with the cost of supplying a healthy snack.

Parent and Guardian's Responsibilities

- The bagged lunch adheres to Canada's Food Guide.
- Snacks and drinks are provided in a lunch bag with an ice pack and are labeled with their child's name to ensure there is no confusion..
- Foods that may have come in contact with nuts are not allowed in the child's lunch.
- Parent's will write their name and sign off on the parent Contract in the section that says;

"I _____ (the parent) am providing a bagged snack for my child each day my child attends. My child's snack bag and drink container will be clearly labeled with his/her name on it to ensure that there is no confusion ."

