Daycare @ Kimbercote
Parent Handbook
Toddler and Preschool

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HUNDRED ACRE WOOD

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1) Welcome

Welcome to the Hundred Acre Wood Village. We are excited to have your family join our school and are honoured that you have chosen us to care for your most precious family members. As a licensed childcare center with the Ministry of Education we adhere to the Child Care and Early Years Act, 2014 and we strive to meet and exceed the regulations set out in Ontario Regulation 137/15. Furthermore, we are taking it all outside.

2) Our Philosophy

Hundred Acre Wood Forest School believes that all children are curious, capable, and worthy of high quality care in a safe, nurturing and natural environment. Our educators, staff, and board members believe in the power of nature based play in the delicate early years to cultivate strong foundational life skills. Our school values child led imaginary play and inspires a love of learning through teaching strategies such as guided discovery and inquiry, all in our natural surroundings. We believe that nature is our teacher.

Risky Play at Hundred Acre Wood

At Hundred Acre Wood, one of our strongest beliefs that guides all of our programs is the power of play. Our programs are rooted in the belief that children need to play to learn, and that outdoor play is superior. The outdoor environment does not restrict children or prescribe play to them as an indoor environment does. It presents uncertainty, challenge and risk. Children seek experiences that challenge them and that include an element of risk to learn, to test boundaries, and test ideas.

These experiences include playing:

- At heights
- At high speeds
- With adult tools
- With the chance of getting lost
- In a rough and tumble manner
- Near elements (ex. Water, fire, etc)

Our outdoor environments include features such as uneven terrain, mud, ice, trees, sticks, rocks, water, snow, hills, stumps, tall grass, and more.

Our goal is to enable children to play freely and engage in risky play. This means play that is thrilling and exciting for them, where they have the opportunity to evaluate challenges according to their own abilities. At the toddler level, this looks like climbing a climber, running on uneven terrain, and sliding down hills. At the preschool level it may look like using hammers and nails,

tobogganing, riding run bikes, climbing trees, and jumping from rocks. A kindergartener may use a saw, a flint and steel, climb trees, and may engage in rough and tumble play. All of these activities can and likely will result in bumps, bruises, scrapes, and falls. There is the possibility they could result in fractures, head injury, and more. The literature shows the benefits of risky play outweigh the risks. We have witnessed this and believe it whole-heartedly.

There is a risk of injury in our programs. Our educators are competent and experienced in guiding risky play. We have conducted risk benefit assessments of our common play spaces and have mitigated risks by design and training. As we move through our day, all sorts of play scenarios evolve and very rarely can we anticipate all of these. We conduct dynamic risk assessments to facilitate risky play and learning on the go.

We ask families to complete an informed consent form in their enrollment forms acknowledging the benefits and the risks associated with our programs.

For more information on the benefits of risky play please visit:

https://www.outdoorplaycanada.ca/resources/position-statement-on-active-outdoor-play/

https://outsideplay.ca/

Active outdoor play statement from the Council of Chief Medical Officers of Health

https://www.phn-rsp.ca/en/position-statements/active-outdoor-play-statement.html

3) Our Location and Facility

We are located on the 100 acres of Kimbercote Farm in Heathcote, ON. This property overlooks the Beaver Valley and is owned by Wilde School. We rent a school building, have a natural playground and have access to trails, forests, fields, and outdoor classrooms. Our building is carefully curated with natural play materials and environments that bring our love of nature inside and foster imagination, social skills, creativity, self-regulation and life skills.

The educational building has been designed to optimize passive solar heating/cooling mechanisms. A furnace provides heat in the cooler months, however please note we do not have air conditioning. The building stays at a comfortable temperature and when it does get warm, we will make use of fans to keep the children comfortable.

Our outdoor play area adjacent to the building has natural play areas for gross motor play, collaborative imaginary play, and quiet independent play. Furthermore, we will be exploring the nearby forests and fields. Here children will take part in forest school specific programming such as observing daily and seasonal changes in the flora and fauna, using 5 senses to learn about the forest, and lots of free gross motor play and exploration.

Parents will be required to drive their children to and from the location. The school is located 15 minutes south of Thornbury at 316362 3rd Line C, Heathcote, ON, Canada N0H 1N0.

4) Program Statement

Hundred Acre Wood's programming applies "How Does Learning Happen? Ontario's Pedagogy for the Early Years" from the Ministry of Education as a guiding document and we encourage our educators and families to refer to this document as well as the Ontario Child Care and Early Years Act (CCEYA, 2014).

We believe that children are competent, capable, curious and rich in potential. We focus on four foundational conditions that enable children to thrive as outlined in "How Does Learning Happen?". These are Belonging, Well Being, Engagement, and Expression.

Belonging (O. Reg. 137/15, s. 46 (3) clauses b, f, i)

We believe that it takes a village to raise a child and we are honoured to be a part of that village. To ensure that all of our children and their families feel a sense of belonging at Hundred Acre Wood we:

- Practice and encourage positive and responsive communication among the children, parents, and staff.
- Provide daily open communication with parents via a log sheet that includes how the child slept, ate, toileted, played and communicated while at the centre and while at home. This log is posted on the fence at pick up when weather permits. Please feel free to ask to see it if it is not there. Interact at pick up and drop off with parents when possible.
- Implement a parent concern policy.
- 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. These include age appropriate gross motor play features, sensory play invitations, imaginative play stations, group story/music time, and quiet independent play environments.
- Invite local community partners to visit our programs and allow those partners to support the children, their families and staff. We have a spot for partner pamphlets to be displayed for parents to access more information and support.

Well Being (O. Reg. 137/15, s. 46 (3) clauses a, g, j)

To ensure that the health, safety, nutrition and well being of our participants and our employees is our top priority, we:

- Perform daily safety checks to ensure children are dressed appropriately for the weather.
- Offer nutritionally rich snacks and lunches that include fresh fruit and vegetables from the on-site gardens and local farmers while also following Canada's Food Guide.
- Implement a playground safety policy and perform daily safety checks on the equipment.
- Practice diligent personal hygiene with regular and supervised handwashing and daily cleaning of indoor playspaces, toys, and surfaces.
- Practice fire drills monthly
- Implement an illness policy
- Implement an allergy and anaphylaxis policy
- Keep a balance of active play and quiet time while valuing the therapeutic benefits of outdoor play in nature
- Honour the energy needs of the children by curating learning environments that give them the chance to choose which type of play suits their energy levels and interests
- Ensure that all staff and volunteers have up-to-date first aid training, health and safety training, whmis training, and criminal reference checks
- Support and offer professional development opportunities for staff.

Expression (O. Reg. 137/15, s. 46 (3) clauses c, e)

Educators at Hundred Acre Wood recognize that each child is unique and offer the child the space and resources to express that individuality through:

- Unique nature based programming which provides each child the setting to interact with their environment in their own unique way and to manipulate their surroundings according to their imaginations and expressions.
- Applying methods of inquiry-based teaching to support children in their curiosities and being respectful of when to engage with a child and when to stand back.
- Consistency and modeling to encourage calm and positive interactions between the children.
- Following a consistent routine with lots of reminders and allocating enough time for transitions. It is worth noting that our programs have more transition than others due to our outdoor nature.
- To assist children in developing strong skills in self-regulation:

- Our program happens primarily outside in a safe and nature based play area where children have the space to be active and develop strong proprioceptive senses.
- Our educators use strategies such as breath awareness, authentic relationships, and deep listening, when a child is overwhelmed
- We honour the need for familiarity and routine as well as the role that home-life and other external factors may play on each child's day-to-day emotions/energy levels

Engagement (O. Reg. 137/15, s. 46 (3) clauses d, h, k)

Hundred Acre Wood sees families as the experts in their child's care and seeks to engage them through:

- Keeping open dialogue between staff and families. Family members are always welcome to visit the centre and are invited to volunteer on special days or with daily nature excursions (all volunteers must have a criminal reference check).
- Documenting and sharing the impacts and effectiveness of Hundred Acre Wood's educational strategies on each child.
- Open Houses and Family Events.

From a child's first day to his/her last day with us, we aim to engage each child by:

- Fostering independent play through the provision of open ended materials and play invitations.
- Allowing children to explore/observe the natural surroundings at their own pace and in their own style.
- Having some flexibility in the schedule so as to permit the following of an inquiry further, or a longer period of time to complete an exploration/curiosity/game.

This Program Statement will be reviewed annually with the Hundred Acre Wood Board of Directors and the Ministry of Education Program Advisor.

4) General Information

Ages and ratios
Hundred Acre Wood is licensed for:

10 Toddlers (18-30mths)
16 Preschoolers (30mths – 44 months)
16 Kindergarteners (4-6 years)

We do our best to ensure that when a toddler turns 30 months they are able to move over to a preschool classroom, however this is dependent on space availability and child readiness.
If your child is in preschool and you are considering keeping them at HAW for kindergarten, please ensure you have discussed this with a director to ensure that you are on the list for kindergarten.

Hours, Holidays and Closings

Our centre operates from 9am-4pm Monday-Friday year round. We are closed for the following holidays:

- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- August Civic Holiday
- Labour Day
- Thanksgiving
- Christmas (Closed 5 days over Christmas including the stat holiday; this will vary slightly yearly depending on which days Christmas falls on)
- Boxing Day
- New Year's Day.

Severe Weather Plans

At Hundred Acre Wood, our goal is to maintain program operations whenever it is safe to do so. During severe weather events, we may operate from a designated emergency location rather than cancel programs entirely.

When severe weather is forecasted, families will receive communication through Procare by 9:00 p.m. the evening before whenever possible. HAW often asks parents to “Stand By” in the morning while decisions are made and staff start to make their way to school locations. This

enables management to make decisions based on real-time localized weather rather than regional forecasts. A final decision regarding delayed start, relocation or closure will be communicated by 8:30 a.m. on the day of the program.

Emergency Relocation Sites

If our regular program site is inaccessible due to weather, power outages, facility issues, or other emergencies, programs may be relocated to a designated emergency location.

Kimbercote Programs

- Emergency location: St. Paul's Presbyterian Church, Thornbury

Feversham Programs

- Emergency location: A designated community hall in Feversham or Maxwell

Families will be notified through Procare if a relocation is required.

Program Operations During Relocation

Kindergarten and Primary Pod programs will operate as full-day programs at the emergency location whenever possible.

Toddler and Preschool programs will operate as half-day programs due to regulatory limitations. Morning snack will be provided and children will be picked up after lunch and before nap.

Program Closures

If weather conditions, road closures, or other emergency circumstances make travel to both the regular site and the emergency location unsafe, programs will be closed.

Factors that may be considered when making closure decisions include:

- School board closures
- Road conditions
- Road closures, including Grey Roads 2, 4, 7, 13, and 40
- Weather warnings and forecasts
- Staff ability to safely travel
- Conditions at the program site and emergency location

When programs are closed due to weather or other emergencies, regular fees will apply and no refunds will be issued.

Severe Weather While Programs Are Operating

If severe weather develops while children are attending programs, staff will monitor weather conditions closely and adjust activities as needed.

If groups are outdoors when severe weather occurs:

Lightning

- Groups will move indoors or to the nearest safe shelter.
- Outdoor activities will not resume until at least 20 minutes have passed since the last lightning strike.

Heavy Rain, Hail, or Snow

- Groups will seek shelter and remain there until it is safe to travel.

High Winds

- Groups will move away from trees and seek shelter if necessary.

Air Quality

- Please see our Air Quality Action Plan

Extreme Temperatures

- We do not establish specific temperature thresholds that automatically requires indoor programming. Staff assess weather conditions, children's clothing and equipment, hydration levels, and overall wellbeing when determining appropriate outdoor activity levels in all conditions.

Power Outages

- If a power outage occurs during program hours, staff will assess the situation and determine whether programs can continue safely.
- If the outage is expected to significantly affect health, safety, heating, cooling, lighting, water access, or program operations, families may be required to pick up their children early.
- Families will be notified through Procare and staff will remain with children until they are safely picked up.

Other Emergency Closures

The Board of Directors reserves the right to close programs or modify operations due to low enrollment, facility issues, public health concerns, or other unforeseen circumstances.

Rates, Fees, and Billing

Hundred Acre Wood has opted in to the Canada Wide Early Learning and Childcare (CWELCC) Agreement with the provincial government. Hundred Acre Wood has opted in for 2026 and will review this contract annually. The CWELCC program will facilitate the reduction of parent fees to an average of $10/day.

Preschool and Kindergarten Monthly rates - Effective January 1, 2025

5 days per week = $478.50 per month

4 days per week = $382.80/month

3 days per week = $287.10/month

2 days per week= $191.50/month

1 day per week = $95.70/month

Aftercare Hours - Monthly Rates

Rates starting September 2024:

For half an hour (3:30-4 or 4-4:30)

1 day/week: $22.55

2 days/week: 45.10

3 days/week: 67.65

4 days/week: 90.20

5 days/week: 112.75

For an hour (3:30-4:30):

1 day/week: $45.10

2 days/week: $90.20

3 days/week: $135.30

4 days/week: $180.40

Full time: $225.50

Invoices are issued on the first business day of the month and are due on the 15th of the month.

- HST is not charged on childcare services.
- Unfortunately, we can not provide refunds for sick days, snow days, or stat holidays.
- Rate includes two daily healthy snacks and lunch for the toddler and preschool programs only.
- Commitment is monthly, but please read the withdrawal policies below.
- Please note that we use the Procare App for our enrollment and billing. You can see your account balance/history at any time by logging into your account. All payments are made via email transfer to: kimbercote@haw.ca (despite what the invoices tell you!)
- When a CWELCC credit or refund is issued (ex. for regional PD Days), a credit will be applied to your account

Preschool and Toddler Withdrawal

By Parents/Guardians: One month notice must be given before a child is removed from the program and families will be billed for that month. Notice must be given one month prior to the first of the month of withdrawal. Ie. If your child's last month is May, please notify us by April 1st. This allows other families on our waitlist to facilitate any necessary transitions into our centre.

Withdrawal By Centre

When a child is not thriving or is having challenging behaviors at Hundred Acre Wood, our team has several resources to make use of. We work to clearly communicate with families the expectations for children and our desire to help them adjust and thrive in our programs. We work with Keystone Family Services and Community Living, both from Owen Sound. These organizations are nonprofit and have no fee for families. They work to support children's emotional and social development and come to our centre to observe the children whom they are working with. They can provide families with suggestions, resources, and evaluations that help to identify when children are meeting certain milestones and tools to how they can further succeed. We only involve these resources with parent/guardian verbal or written permission.

We also use time as a resource, as we know that many children just need time to adjust. Based on our experience, we expect to see most children settling in or improving after about three months. In the event that a child is not adjusting or improving in our setting our staff may have to make the difficult decision to remove the child from the program.

Late Pick Ups

Our programs end at 4pm each day unless your child is enrolled in aftercare (see below). Our employee's shift ends at 4:30pm and our budgets do not permit us to pay them for longer than this. They often have their own family needs to attend to. In the event of emergency or unforeseen events, please call the centre as soon as you know that you will be late to pick up your child.

A late fee of $5 for every 5 minutes you are later than 4pm will be charged at the time of pick up and will be added to your end of month invoice. You will also be asked to complete a Late Fee Acknowledgement Form.

Aftercare: It runs until 4:30pm. Cost is $5/30min. We ask that you register your child for aftercare each day that they are enrolled. Please note you are interested in aftercare in your communications when enrolling.

Vacation/Sick Time

At this point, we are unable to offer vacation days to our families. This means if your child is away from a scheduled day of care due to illness, family events, or any other personal reason you will still be charged for that day. Over time, as the centre grows and succeeds, we hope to be able to offer families some vacation days to provide relief for the days that your child is absent.

Overdue Accounts

If your invoice is not paid by the due date indicated on the invoice, child care will be suspended until it is paid in full. If it's not paid in full by the end of the month care will be terminated and your child's spot will be forfeited to the next child on the waitlist.

5) Enrollment

Our enrollment process begins with registering through our website. This is a step to see if we have a space available for your child in the appropriate class and for the day(s) you are requesting. We will get back to you via phone or email.

Once we have confirmed a spot for your child, you are welcome to come and visit the program in advance by booking an appointment with the director or by attending one of our open houses.

Please refer to the section titled “What to Bring” to ensure you arrive at the centre with all of the necessary supplies on your first day.

We ask that you bring a photocopy of your child’s immunization records and any other outstanding paperwork with you on your child’s first day.

6) What to Bring/How to Dress

In preparation for your child’s first day at Hundred Acre Wood, here is a list of items to be sure to bring. Please label EVERYTHING – including mittens and valuable socks:

TO REMAIN AT THE SCHOOL:

	Diapers and Wipes – labelled if applicable
	Clean cot sheet and blanket – in a separate labeled re-usable bag. These will stay at the school. *These items will be sent home for laundering at holidays and will be laundered at the centre weekly*
	Special stuffed animal or blanket for quiet time
	Indoor slip on shoes or slippers

DAILY ITEMS:

	Duffel Bag or Open Top Gear Bag
	3 Full changes of seasonally appropriate indoor clothes
	3-5 pairs of seasonally appropriate socks
	Water bottle labelled with your child's name
	Extra set of seasonally appropriate outdoor footwear in gear bag; please see seasonal categories below for daily footwear needs

	Extra set of seasonally appropriate outdoor gear in gear bag; please see seasonal categories below for daily extra gear needs
	Children should arrive dressed appropriately for the weather of the day; please see seasonal categories below for daily dress

SPRING & FALL ITEMS:

	Windproof, insulated puffer jacket and/or jacket and sweater combination
	Long pants & layered upper (tshirt & sweater)
	Full rain suit – one piece or 2 - **plus a spare set in bag**
	Rain boots/snow boots depending on the temperature - **plus a spare pair in bag**
	Warm hat & sun hat
	Insulated mittens x2, plus waterproof mittens
	Natural bug protection (labeled with child's name) – only in spring

SUMMER ITEMS:

	Bottle of sunscreen (labeled with child's name)
	Natural bug protection (labeled with child's name)
	Sun hat
	Long, light weight pants or shorts depending upon your families bug bite and tick encounter tolerance levels, plus 2 spares in gear bag
	Long sleeve or short sleeve tshirt, depending upon your families bug bite and tick encounter tolerance levels, plus 2 spares in gear bag
	Full rain suit - one or 2 piece in gear bag
	Runners or close toed sandals, plus a spare pair and rain boots in gear bag

WINTER ITEMS:

	Base layer of long sleeves and pants – wool or synthetic, plus 2 spare sets in gear bag
	Insulating mid layer – fleece or wool sweater and pants, plus 2 spare sets in gear bag

	Insulated waterproof and wind proof outer layer – ie snowsuit. *If snowsuit isn't very water proof – it is helpful to add a muddy buddy on top (when very cold or wet) - **Plus a spare set in bag**
	Thin knit gloves under **(plus 2 extra pair in bag)**
	Waterproof winter mittens over **(plus 2 extra pair in bag)**
	Balaclava/neckwarmer
	Warm hat, plus 2 extra in gear bag
	Ski/wool socks (**plus 2 extra in gear bag**)
	Warm winter boots with liners **(plus second pair in bag)**
	Optional: Hand warmers

Please ensure you complete the permission form to apply topicals (sunscreen, diaper cream, bug spray, etc) in the enrollment package online.

7) Sample Daily Schedule

9:00-9:15	Morning Arrival
9:15-10:00	Child driven Outdoor play & Educator provided provocations
10:00	Bathroom routine & Snack time
11:00-12:30	Daily excursion
12:30-1:00	Bathroom routine and Lunch
1:00-3:00	Rest time (indoors)
2:30-3:00	Bathroom routine and snack
3:00-4:00	Child driven Outdoor play

8) Drop Off/Pick Up and Parking

<u>First Day Drop Off</u>

Leading up to their first day, we recommend speaking to your child (even young ones) about what is going to happen. To prepare them for their first day, we suggest that a parent and the

child spend a morning or two in our program together so that the child and parent can meet the educators and the children. These are the trial days mentioned in the Enrollment section. On the actual first day, we suggest having a plan, communicating it with the child and us, and sticking to it. If the transition is expected to be difficult, we may want to have your child start with ½ days. We will stay in touch with you throughout the first couple of days to update you on how your child is doing.

Daily Drop Off

We understand that transitions are hard for children and so we encourage you to develop a consistent routine for drop off (ie. A hug, kiss, and a high five) etc. If your child is having a

difficult time separating from you, we encourage you to stay for 5-10 minutes until the child is engaged and more comfortable on the first day. Sometimes this strategy makes things worse however, and in which case our staff will employ comforting strategies for your child to help you leave and will follow up with you later in the day regarding how they have settled in.

If it is possible for you to park in the upper parking lot and walk down to the educational building, we request that you do so as there is limited space for vehicles in front of the educational building. Sometimes this little walk with a parent helps a child mentally prepare for the upcoming separation.

9) Nutrition and Menu

Our school is a PEANUT and SWEET POTATO FREE FACILITY.

Our seasonal menus are posted on our parent communication boards in each classroom space and in our digital parent newsletters. We provide a morning and afternoon snack as well as a mid day lunch. We work hard to first adhere to Canada's Food Guide, but also to include seasonal, local, and organic ingredients in all of our snacks and meals. We plan to use produce from our on site gardens and to develop relationships with local farmers so that our menus can reflect what is available and in season in our area. We do not include any processed foods or snacks in our menus or choices.

We encourage children to try everything, however we do not force them to eat. We present healthy and balanced options at set times throughout the day and we find that children learn to eat what is available to them at the designated times.

If your child has special dietary/allergy needs and/or you wish to send food from home this must be indicated on their enrollment forms and discussed with the location Supervisor prior to home food coming to school. In the event home food has been agreed upon each container must be labeled with your child's name, adhere to the schools allergy policy and have any special instructions included in the lunch bag. We highly recommend sending food that is similar to what is on our menu to prevent your child from feeling left out.

All food sent from home must be nut free and free of any other posted allergens on our parent communication board.

Birthdays & Celebrations

We request that “treats” not be brought in for birthdays and celebrations. We ask that you save cakes, cupcakes, etc for celebrations outside of the centre. We will be sure to celebrate your child’s birthday in our own very special way that does not include food beyond our posted menu.

10) Volunteers and Students

Our programs depend on volunteers and students when we are on our morning and/or afternoon wild excursions. We welcome the opportunity to introduce students in the Early Childhood Education programs to our philosophies and unique learning environments. All of our volunteers and students must have a clear vulnerable sector police check. While they are never left alone with children, they are involved in the programs and are an active part in children’s growth, development and natural play. If you are interested in volunteering please sign up on our website or speak with the director!

11) Allergy Policies

Please include all of your child’s allergy information in your registration package. If a child’s allergy information changes, please submit this change in writing to the director.

Please note that we take every precaution to ensure children are not exposed to allergens. However, as a center that serves milk, soy, tree nuts, eggs, fish, wheat, and sesame, we cannot guarantee 100% no exposure due to the numerous variables involved when small children dine together. If your child has a risk of anaphylaxis, please refer to the specific policy below.

Anaphylaxis Policy

If your child has a known severe allergy, our staff will have you complete an Individualized Plan which outlines the roles, responsibility, and responses of parents and staff in both prevention and treatment of anaphylactic events. Staff will review this plan with you and will ask you to provide training to all of the employees who may be working with your child on how to recognize the signs and symptoms of anaphylaxis and how to administer emergency medication.

To Reduce the Risk of Exposure to Anaphylactic Allergens we:

- Do not serve foods where its ingredients are not known.

- Do not serve items with ‘may contain’ warnings on the label in a room where there is a child who has an individualized plan and emergency procedures specifying those allergens.

- Ask the caterer or cook to provide the known ingredients for all food provided. The ingredients will be reviewed before food is served to children to verify that causative agents are not served to children with anaphylactic allergies.

- In cases where a child has food allergies and the meals and snacks provided by the child care centre cannot meet the child’s needs, ask the child’s parent to supply snacks/meals for their child. All written instructions for diet provided by a parent will be implemented.

- Ensure that parents label food brought to the child care centre with the child’s full name and the date the food arrived at the child care centre, and that parents advise of all ingredients.

- Where food is provided from home for children, ensure that appropriate supervision of children is maintained so that food is not shared or exchanged.

- Encourage parents who serve foods containing allergens at home to ensure their child has been rid of the allergens prior to attending the child care centre (e.g. by thoroughly washing hands, brushing teeth, etc.)

- Do not use craft/sensory materials and toys that have known allergens on the labels.

- Share information about anaphylaxis, strategies to reduce the risk of exposure to known allergens and treatment with all families enrolled in the child care centre.

- Make sure each child’s individual plan and emergency procedure are kept-up-to-date and that all staff, students, and volunteers are trained on the plans.

- Refer to the allergy list and ensure that it is up to date and implemented.

- Update staff, students, and volunteers when changes to a child’s allergies, signs and symptoms, and treatment occur and review all updates to individualized plans and emergency procedures.

- Update families when changes to allergies occur while maintaining the confidentiality of children.

- Update or revise and implement the strategies in this policy depending on the allergies of children enrolled at the child care centre.

The following is our communication plan for sharing information on life-threatening and anaphylactic allergies with staff, students, volunteers, parents and families.

- Parents will be encouraged not to bring foods that contain ingredients to which children may be allergic.

- Parents and families will be informed about anaphylactic allergies and all known allergens at the child care centre through the Parent information board.

- A list of all children's allergies including food and other causative agents will be posted in all cooking and serving areas, in each play activity room, and made available in any other area where children may be present.

- Each child with an anaphylactic allergy will have an individualized plan and emergency procedures that detail signs and symptoms specific to the child describing how to identify that they are having an allergic reaction and what to do if they experience a reaction.

- Each child's individualized plan and emergency procedures will be made available and accessible wherever the child may be present while receiving childcare.

- The caterer, cook, individuals who collect groceries on behalf of the child care centre and/or other food handling staff, where applicable, will be informed of all the allergies at the child care centre, including those of children, staff, students and volunteers. An updated list of allergies will be provided to the caterer or cook as soon as new allergies are identified. The supervisor or designate will communicate with the caterer/cook about which foods are not to be used in food prepared for the child care centre and will work together on food substitutions to be provided.

- The child care centre will communicate with the Ministry of Education by reporting serious occurrences where an anaphylactic reaction occurs in accordance with the established serious occurrence policy and procedures.

- This communication plan will be continually reviewed to ensure it is meeting the needs of the child care centre and that it is effectively achieving its intended result.

12) Illness Policy

In order to protect the health of the children, staff, and families, we ask that all families adhere to the following policy with regards to your child feeling ill.

If your child develops any of the following symptoms when not at Hundred Acre, please do not bring them to the centre. If they develop any of the following symptoms while at the centre, a parent/guardian will be contacted to pick up the child immediately.

<u>SYMPTOMS</u>
<u>Category A</u>
Diarrhea - 2 or more in a 3 hour window or one excessive bout**
Vomiting
Fever (38C+ or 100F+)

<u>Category B</u>

Runny nose
Cough
Sore Throat
Red or discharging eyes or ears
Unexplained or undiagnosed rash
Unusual irritability, fussiness, lethargy and/or restlessness
Complaints of ill health

If a child shows any of the above listed symptoms, they will be separated from the other children until a parent/guardian can pick them up. Children may return to the centre once they have been symptom free for 24 hours for Category A symptoms. For Category B symptoms they must have been improving for 24hrs before they can return. They must have not been given fever or pain reducing medication before attending school unless discussed with the centre.

If a child has been diagnosed with a communicable disease, a doctor's note will be required for the child to return to school.

If there is any indication or risk of outbreak of a communicable disease all Public Health procedures will be put into place including informing parents of potential exposures and suggested courses of action.

When in doubt as to whether or not you can bring your child to the centre, we ask that you make other arrangements to keep the child away from the centre to avoid the spread of illness and for the safety of the other children, staff and families.

**When toddlers enter childcare their bowel movements often change. This can be due to new foods, new water, exposure to new bacteria, and illness. When toddlers have diarrhea they will be monitored for secondary symptoms that would indicate acute illness. Parents/guardians will be notified of changes in toddler bowels.

References:
https://www.healthychildren.org/English/health-issues/conditions/abdominal/Pages/Diarrhea.aspx
https://www.seattlechildrens.org/conditions/a-z/diarrhea/

Lice Statement

Hundred Acre Wood has a No Nit Policy.
Pediculosis (head lice) is a very common communicable childhood condition.

We understand that head lice are a very difficult and frustrating situation to deal with. We also acknowledge that lice can sometimes carry a stigma and we address it discreetly and without judgement. It has been shown to be unrelated to hygiene and is just a common childhood ailment.

If a child is scratching or complaining about their head at school, they will be checked discreetly and kindly by an employee. If head lice or nits are found, parents will be contacted and the child will be sent home.

The child will be able to return to school when all head lice, lice eggs (nits) and egg cases have been removed.

A routine check of the child will be conducted upon return to the centre by one of our staff members to ensure that the child is nit free and to help prevent further spread to other children. Parents are welcome to take part in this check.

Statement on Pink Eye

Viruses and bacteria can cause pink eye (conjunctivitis), some of which are very contagious. Pink eye spreads from an infected person to others through:

- Close personal contact, such as touching or shaking hands
- Touching an object or surface with germs on it, then touching your eyes before washing your hands

Symptoms of bacterial pink eye can include:

- Redness/pink in the white of the eye(s)
- Grey or yellow wet/crusted drainage from the eye(s)
- Sticky or crusted eyelid(s)
- Mild discomfort
- Swelling of the upper eyelid(s)

ACTION: If your child has any of the above symptoms, they can return to school once symptoms of redness, tearing and/or discharge are greatly improved. With bacterial pink eye, a child can return 24 hours after an antibiotic has been started if symptoms have improved.

Symptoms of viral pink eye can include:

- Redness/pink in the white of the eye(s)
- Clear, watery eye discharge
- Current or recent cold symptoms (runny nose, cough)

ACTION: If your child has any of the above symptoms, they can return to school once discharge is improving and your child meets the return to school requirements of the general illness policy.

https://www.healthlinkbc.ca/health-topics/pink-eye

https://caringforkids.cps.ca/handouts/health-conditions-and-treatments/pinkeye

Ottawa Public Health

Statement on Hand Foot and Mouth Disease

Hand, foot, and mouth disease (HFM) is a common viral infection that causes painful red blisters in the mouth and throat, and on the hands, feet, and diaper area. HFM is contagious and easily spreads. Symptoms include:

- Fever
- Sore throat
- Painful mouth sores that blister
- Rash commonly found on the hands and feet

If your child shows any signs/symptoms of HFM they can return to school when:

- Their symptoms have been improving for 24 hours
- They have been fever free for 24 hours
- Their blisters are not moist or oozing

13) Emergency Policy/Communication

Hundred Acre Wood has a detailed emergency management policy and in the event of an emergency such as natural disasters, bomb threats etc our staff will follow the policy and procedures and will notify parents accordingly. Our emergency location is the little house on the property.

We practice monthly fire evacuation drills.

14) Excursion Procedures

Children participate in a daily excursion/hike on the property. These adventures allow us to explore many unique wild ecosystems and play spaces for children to engage with their natural surroundings. This also facilitates place based learning.

In the event of a scheduled off-property excursion, parents will be given a separate permission form to complete. If your child will not be participating in the field trip, we will be unable to

accommodate them at the center so please make other childcare arrangements. At this point in time, we do not have any excursions planned as our property offers much to discover.

15) Parent Issues and Concerns Policy

Parents/guardians are encouraged to take an active role in our child care centre and regularly discuss what their child(ren) are experiencing with our program. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, child care providers and staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Our staff are 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 Hundred Acre Wood 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 2 business day(s). The person who raised the issue/concern will be kept informed throughout the resolution process.

Investigations 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 Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

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, provider 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 the 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 concerns 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/childrensaid/reportingabuse/index.aspx

Procedures

<table>
<tr><th>Nature of Issue or Concern</th><th>Steps for Parent and/or Guardian to Report Issue/Concern:</th><th>Steps for Staff and/or Licensee in responding to issue/concern:</th></tr>
<tr><td>Program Room-Related

E.g: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.</td><td>Raise the issue or concern to
- the classroom staff directly
or
- the supervisor or director.</td><td rowspan="4">- Address the issue/concern at the time it is raised
or
- arrange for a meeting with the parent/guardian within 2 business days.

Document the issues/concerns in detail. Documentation should include:
- 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.

Provide contact information for the appropriate person if the person being notified is unable to address the matter.

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.

Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</td></tr>
<tr><td>General, Centre- or Operations-Related

E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc.</td><td>Raise the issue or concern to
- the supervisor or director.</td></tr>
<tr><td>Staff-, Duty parent-, Supervisor-, and/or Licensee-Related</td><td>Raise the issue or concern to
- the individual directly
or
- the supervisor or licensee.

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.</td></tr>
<tr><td>Student- / Volunteer-Related</td><td>Raise the issue or concern to
- the staff responsible for supervising the volunteer or student
or
- the supervisor and/or licensee.
-
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.</td></tr>
</table>

Escalation of Issues or Concerns: Where parents/guardians are not satisfied with the response 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 Early Childhood Educators, Ontario College of Teachers, College of Social Workers etc.) where appropriate.

Contacts:

Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or childcare_ontario@ontario.ca

Board Chair: Robin Shaw robinmerrillshaw@gmail.com

16) Positive Behaviour Practices

Hundred Acre Wood uses many techniques to encourage and nurture positive behavior such as:

Routine: Each day at Hundred Acre Wood is structured around a routine that becomes familiar to the children and comforting. This eases transitions and helps children to feel at ease knowing how a typical day unfolds.

Reminders: Our educators are consistent with reminding children about self-care practices, upcoming transitions, potential consequences, etc.

Natural consequences: When a child acts out or demonstrates a loss of impulse control, our staff implement the natural consequence when possible ie. Throwing a toy results in loss of the toy for play.

Developmentally Appropriate Language and rules: Staff use simple and clear language to guide children in instructions, often repeating the instructions and making eye contact with the child.

When a child does behave in an inappropriate manner, our staff understand that this is a form of communication and the child is expressing something whether it be hunger, tiredness, over stimulation, frustration etc. Staff will work to address the underlying need and will keep the child and those around him/her safe.

Prohibited Practices:
The following forms of behavior management are strictly prohibited and any employee or volunteer that uses these methods will be immediately dismissed:

- Corporal punishment
- 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. O. Reg. 137/15, s. 48; O. Reg. 126/16, s. 34.
- Sexual abuse, sexual misconduct and prescribed sexual acts (as defined under the Early Childhood Educators Act, 2007)

Screens: Our childcare programming and centre is "screen free" for children. Staff will occasionally need to use their own personal devices for work related communication however they will do so discreetly and will communicate this with the children. We do not have TVs or movie time.

17) Waiting List Policy

When a parent applies for a childcare position on our website (www.haw.ca) they will be informed if there is an available spot for their desired start date or not. If there is not an available spot, that child will be placed on the waiting list. When an available spot opens up in the toddler room, the first family on the waiting list will be contacted and given 48 hours to respond before the next family on the waiting list will be offered the spot. When a spot opens up in the preschool room, priority will be given to any toddler waiting to move up to that room, and then the next family on the wait list will be offered the spot.

18) Administration of Drugs and Medications

We encourage you to administer drugs and medications at home as much as possible. When medication needs to be administered at the center:

- An Authorization for Medication Administration Form must be completed that outlines the dosage and schedule for the medication to be administered as well as any special instructions
- All drugs must be stored in their original containers and clearly labeled with the child's full name, the name of the drug, the dosage, instructions for storage and administration, date of purchase and day of expiry
- All drugs or medications will be stored in a locked container or area except for emergency medications such as epinephrine which will be accessible to all staff
- Records of medications administration will be completed and will be kept in the child's file
- All homeopathic and natural medications or products will be treated as medication and require the same documentation and administration forms.

In the registration package parents are asked to give blanket approval for staff to apply sunscreen, bug spray, lip balm, hand sanitizer, and diaper cream on an as needed basis. These are not considered medications and can be administered without an Authorization for Medication Administration Form.

19) Sleep Supervision

All children at Hundred Acre Wood will be given the opportunity to sleep or rest on an assigned cot daily. This is a requirement of the Child Care and Early Years Act, 2014. After 30 minutes, if a child is not sleeping they will be given books or quiet activities. Children may also be invited to move back outside as well. An educator is always present in the room where children are sleeping and will conduct direct visual checks of each sleeping child every 30 minute

20) Toys from Home

Please do not bring any toys or objects from home unless it is part of the programming. We are not responsible for lost or broken items. A stuffed animal or comfort blanket for sleeping is permissible and can be stored in the child's backpack or kept at the centre with their bedding.

<u>Loose Parts Play</u>
We often accept loose parts donations for our cardboard box/loose parts collections. If you have something to offer please confirm with staff that we are ready for it and it is permitted. Appliance boxes and large cardboard boxes are usually very welcome!

21) Outdoor and Playground Safety Policy

Outdoor play is the focus of the daily schedule at Hundred Acre Wood and plays an important role in the development of children's overall well-being.

Outdoor Dress

When getting dressed for outside play or if the children have arrived at the centre dressed for outdoors, the staff perform a thorough check of their clothing to ensure they are dressed safely and appropriately for the weather and conditions. If it is felt that a child is not dressed appropriately, the staff member will use available resources from the child's bags and from the centre's inventory. If there is still concern about the child's well being a parent/guardian will be contacted to deliver the needed supplies.

Conditions Assessment

Our staff (and naturally the children) love being outside in all conditions. Our staff come prepared to be outside for at least an hour and a half each morning and afternoon in all sorts of conditions including rain, snow, heat, and cold. However, we also are very diligent to evaluate the risk when it comes to extreme weather. When extreme weather warnings are in effect our staff will decide on programming, location, and duration with safety of all children in top priority.

Playground Assessment

Our staff perform daily, monthly, and annual inspections on all of our playground features. Our staff also perform safety checks on any other natural area that we use for programming before the children are permitted to enter the area. While we ensure that our play environments are safe, we also believe that children thrive when permitted to take part in reasonable and age-appropriate risky play. Risk evaluation is a child-led and teacher-supported skill that our staff assist the children in.

22) Duty to Report

Everyone, including members of the general public, parents, and professionals who work closely with children, is required by law to report suspected cases of child abuse and neglect to Children's Aid Society.

23) Subsidized Care

Grey County Children's Services offers child care subsidies for families who qualify based on income. Please reach out to Grey County Social Services for more information.

24) Safe Arrival/Dismissal Policy

Arrival

When a child is absent, parents must communicate that absence with the centre via our Procare Childcare management app, telephone, or email. If we have not heard from you by 10:30am and your child is absent we will message you to notify you that your child is absent and inquire for a reason.

Dismissal

Children will only be released to care providers who are listed on that child's procare profile or for whom we have written permission. If a child has not been picked up 15 minutes later than expected we will call parents and guardians on the child's procare profile. If the centre has closed and we have not been able to reach any parent/guardian/contact on the child's procare account by 5pm the police/authorities will be contacted for assistance.

Unsupervised Release

If you wish to authorize your child to be released unsupervised you may do so in writing and a note will be placed on your child's file. Children must be minimum of 6 years of age and deemed capable of being unsupervised.

25) Unauthorized Access & Security Statement

To ensure the safety of all children and staff, HAW prevents unauthorized access to our programs, through the following means:

Physical Access Controls & Visitor Procedures

- **Sign-In Requirement:** All visitors (contractors, utility workers, approved guests, Ministry inspectors) must sign the visitor log in the office, state their purpose, and present valid photo identification. Guests will be met at a program gate (the toddler yard or the preschool yard) by their point of contact before entering the childcare facility spaces
- **Supervision:** Visitors must wear a temporary badge and be escorted by a staff member at all times. Visitors are **never** permitted to be left alone with children.

Per Section 10 of the *Child Care and Early Years Act, 2014 (CCEYA)*, **parents have an absolute right of access** to their child and the childcare premises unless the licensee has reasonable grounds to believe the parent has no legal right of access, or poses an immediate

threat to safety. All other individuals without an explicit, verified purpose are considered unauthorized.