

# Parent Handbook

CHURCHILL CHUMS CHILDCARE CENTRE  
WE ARE LICENSED FOR 224 CHILDREN  
Ages Served Birth to 11 Years (Grade 5)



**We are located in Churchill Public School**  
188 Churchill Avenue  
Toronto, Ontario  
M2N 1Z5  
416-221-5923

churchillchums@bellnet.ca  
2022

## Welcome to Churchill Chums Childcare Centre

We offer quality childcare at Churchill Chums. We would like to take the opportunity to welcome you to Churchill Chums Childcare Centre. We are pleased that you have enrolled your child/children in our centre and look forward to working cooperatively with you. We hope the following will help you understand more about our centre and help you feel comfortable when your child begins their journey. Churchill Chums works in partnership with families, communities and other service sectors to provide high quality early learning and childcare programs that promote and support families. We ask that each parent carefully read the following pages to acquaint themselves with our childcare.

### CHILDCARE SPACE

Infants Program is located in room 035 ( birth-18 months )  
Toddler Program 1 is located in room 036 ( 18 months-30 months )  
Toddler Program 2 is located in room 037 ( 18 months-30 months )  
Preschool Program 1 is located in room 038 ( 30 months – 43 months )  
Preschool Program 2 is located in room 039 ( 30 months – 43 months )  
Kindergarten Before and After School Programs are located in rooms 011 and 012 ( 44 months- 68 months )  
School Age Before and After School Programs are located in rooms 006, 008, 009 and 010. ( 68 months – 11 years)

### OUR PHILOSOPHY STATEMENT

The aim at Churchill Chums is to provide a stimulating, caring, relaxed and safe environment for our children. An environment that will enable our children to learn how to work together, problem-solve, develop a positive sense of self and build self-confidence. The programs varied activities promote *learning through play*. There is the expectation that all children will be able to participate in their community Childcare program and children come to the program with a range of skills, needs, and abilities. The staff plan an emergent curriculum fostering an environment that encourages the social, emotional, intellectual and physical development of each child making allowances for individual choices and needs. We see children as active participants in their environment. We view children as competent, active, curious and capable learners rich in potential.

### PROGRAM STATEMENT OVERVIEW / EMERGENT CURRICULUM

Our Program Statement is a guide for staff, regarding programming and pedagogy (how children learn). The program statement is intended to strengthen the quality of our

program. This document outlines strategies, practices, beliefs and techniques. Emergent **curriculum** is a way of planning curriculum based on the student's interest and passions as well as the teacher's. To plan an emergent curriculum requires observation, documentation, creative and brainstorming. Rather than starting with a lesson plan which requires a "hook" to get the children interested, emergent curriculum starts with the children's interests. Children thrive and learn best when their interests are captured. In short, it is a child-directed and teacher-facilitated approach to planning curriculum.

## **BOARD OF DIRECTORS**

Churchill Chums Childcare Centre is a licensed non-profit organization reflective of the Willowdale community since 1984. Churchill Chums is run by a Board of Directors comprised of volunteer parents and a community member who are elected by member parents at the Childcare's Annual General Meeting. The Board of Directors oversees the operations of the Childcare Centre, and its functions include formalizing policies, reviewing financial statements and ensuring the overall quality of the program is up to the standards of the Child Care Early Years Act. Parent members are encouraged to participate at the committee level in the Childcare Centre. The Board of Directors and the childcare staff welcome input from all parents. Parent's participation is considered an integral part of our childcare philosophy.

## **SUPERVISION AND RATIOS**

Churchill Chums has an Executive Director who is responsible for overseeing the daily operations of the centre and leading the early learning and the childcare staff team. Churchill Chums Childcare. All Early Childhood Educators must be members in good standing of the College of Early Childhood Education. There are no employees under 18 years of age at the centre. Our Staff to Child ratios meet requirements. During the first hour and half and the last hour the centre is open (7:30am-9:00am and 5:00pm-6:00pm) the staff to child ratio drops to 2/3 ratio. This drop-in ratio also occurs during our two-hour rest period (12:30pm-2:30pm). Churchill Chums Childcare ensures that the reduced ratios are not used during outdoor play. The 2/3 ratio is not permitted in the Infant Program.

Photos of each staff person are posted outside the classroom doors or in the case of Kindergarten and School Age staff, their photos are posted near the Information Table. These photos help to identify the staff in the Centre and provide their name and whether or not the staff person is a RECE or ECA.

Volunteers and students will not have unsupervised access to children and are not counted in the staffing ratios.

In addition, independent, unplanned inspections of the centre are conducted by Toronto Assessment for Quality Improvement (AQI), Toronto Public Health also conducts unplanned inspections to ensure compliance.

## **ACTIVITIES OFF THE PREMISES**

At Churchill Chums we do not usually take the children off the premises. We will take a walking excursion around the neighbourhood, around the school or to the local merchants, we want the children to feel and develop a sense of community. An authorization form will be provided for you that will be kept in your child's file to give permission to participate in walking excursions.

Churchill Chums offers in-house field trips throughout the year. These include guests that come to the centre to engage with the children in activities such as; Yoga, Zumba, Sports, Music and Arts and Crafts.

If we do organize a trip we will follow all guidelines in the Excursion Policy. Parents will be fully informed of all excursions and permission will be obtained.

Chums does not use any transportation vehicles.

## **STRUCTURE OF THE CHILDCARE CENTRE**

Churchill Chums Childcare Centre is a non-profit organization governed by a Board of Directors. The Board of Directors consists of six to eleven appointed members that are elected at the Annual General Meeting, held every April. All parents with children at the centre are members of the Childcare. A member is entitled to vote at the Annual General Meeting.

The Executive Board consists of:

Chairperson

Vice-Chairperson/Parent Liaison

Secretary

Treasurer

Members at Large

Community Member

The Board of Directors is the Operator of the Centre and is mandated to operate according to the By-laws of the centre. The Executive Director serves as a liaison among the board, parents and staff. Parents are always welcome to meet with the Executive Director or to speak to the staff about their child's progress or with general questions about the daily operations. The Executive Director presents a report to the board on a monthly basis keeping the Board of Directors informed and the lines of communication open.

## **HOLIDAY AND BIRTHDAY CELEBRATION**

We celebrate many holidays at Churchill Chums, as we feel that this provides a learning experience for the children. If you have a custom or tradition that you would like to share, let us know. If for personal and/or religious reasons, you do not wish your child to participate in a particular celebration, please try to make other arrangements for the day or the time frame.

## **CLOTHING**

Children should be dressed in comfortable and washable clothing suitable for play. Children should have two (2) pairs of shoes/boots, one for indoor use and one for outdoor use. All personal items need to be clearly labelled with your child's full name. Since outdoor play is an important part of our program, your child should be dressed according to the weather.

## **ITEMS FROM HOME**

The program has a variety of learning activities and materials available to the children. We do not recommend bringing any items from home in our program as they may cause a variety of challenges. We cannot take responsibility for personal items brought to the program that are lost and/or broken. The exception to this would be a blanket or sleep toy that they can use during our nap period (parents of Infant children need to adhere to the Sleep Supervision Policy. The Policy is included in your Enrolment Package). There will be special days when children can bring sharing items from home.

## **SMOKE FREE ENVIRONMENT**

Churchill Chums Childcare Centre is a smoke free facility. No person shall smoke tobacco or hold a lighted tobacco in any enclosed public place or enclosed workplace or around any of the playgrounds associated with Churchill Chums. Smoking is prohibited at all times in a Childcare Centre location whether or not children are present.

## **ROLE OF THE STAFF**

In order for children to become happy, self-confident members of society, they must learn to deal successfully with interpersonal problems. This involves learning self-discipline and inner control as well as positive and constructive ways to problem-solve. As such, it is the role of the staff to support a child's sense of self-worth while providing opportunities for the child to learn appropriate ways to interact with others. The staff will act as positive role-models, setting clear limits and expectations for the children. They will also provide experiences for the children that are free of bias and stereotypes. The staff will be guided by their knowledge and understanding of child development, as well as their recognition of the individual needs and personality of the child.

Staff members are the people you will see daily, having a direct relationship with you and your child. Each staff member has your child's best interest at heart. Our ratio of adult to child is within the guidelines of the Child Care Early Years Act. Churchill Chums Childcare is staffed by qualified RECE's who are registered with the College of Early Childhood Educators.

The RECE staff meet with their teaching partners on a weekly basis to plan for the following week. In addition to regular staff meetings and in-house training, they are encouraged to attend classes and workshops to keep up with the latest developments in Early Childhood Education.

All Educators, Executive Director and Supervisor are trained in Standard First Aid and CPR-C, Accessibility for Ontarians with Disabilities (AODA), Anaphylaxis Training and Health & Safety Awareness. Designated educators are trained in Workplace Hazardous Materials Information System (WHMIS) and many hold Food Handling Certification.

All Educators, Executive Director and Supervisor, Board of Directors, volunteers and students require a Police Vulnerable Sector Check (PVSC) prior to interacting with children and every five (5) years thereafter. In addition, Annual Offence Declarations are completed. Individuals (with other agencies) who attend our programs e.g. Resource Educator, therapists, Music instructors will provide Police Vulnerable Sector Check screening verification prior to interacting with the children.

## **STUDENT AND VOLUNTEER INVOLVEMENT**

Churchill Chums Childcare Centre provides a placement environment for Early Childhood Education and Childcare Assistant Programs. Our program provides a valuable work experience for the student teachers who contribute their many talents and resources. Volunteers and students will not have unsupervised access to children and are not counted in the staffing ratios.

- Only Educators will be left alone with children in our programs.
- At no time will a child be left alone with a person under 18 years of age.
- Volunteers and students will not be left alone with children in our programs.
- Volunteers and students may not be counted in staffing ratios.

Volunteers and students are in the centre for ten (10) to fourteen (14) week block placements usually for two days a week.

## **INTRODUCTION TO CHILDCARE**

We recommend the following transition schedule that may be suitable for your child when beginning enrolment at our Centre, particularly in the case of a young child:

- The first day we require that a parent, grandparent or someone that the child knows well stay with the child for the morning.
- The second day should follow this format and include lunch.
- Wednesday should include a naptime.
- Thursday and Friday may be regular childcare days depending on the child's first week.
- Our goal is to have the transition from home to childcare be as smooth as possible.

A list of the articles you will need to bring for your child can be found in the article "What to bring to Childcare" shared with parents during enrollment time.

Please label all clothing and other articles clearly with your child's name. All of the younger children have a wicker basket in their cubby area where a change of clothing and other personal belonging can be kept. The centre cannot be held responsible for lost items. The children participate in outdoor activities every day and appropriate clothing must be provided. Wet and soiled clothing will be placed in a plastic bag in your child's cubby to be taken home.

## **HEALTH POLICY AND PROCEDURES**

Churchill Chums Childcare is responsible to support children's health and well-being, comply with health-related requirements, and reduce illness from spreading from one child in the program to other children and adults, and to respond to health problems. Educators must greet each child as they arrive at the program to ensure that they are well enough to participate. Parents/guardians who arrive at a program with a child who is visibly unwell will be politely advised that the child is not able to stay.

Children cannot attend the centre if illness prevents their ability to participate in regular daily routines or if attendance could be harmful to themselves or others. Families will be advised to make alternative care arrangements and seek medical attention for the following conditions:

- Unexplained or undiagnosed pain
- Acute cold with fever, runny nose and eyes, coughing and sore throat
- Difficulty with breathing
- Fever over 38 degrees centigrade accompanied by general symptoms such as listlessness
- Sore throat and difficulty swallowing
- Undiagnosed skin or eye rash
- Headache and stiff neck
- Unexplained diarrhea or loose stool combined with vomiting and abdominal cramps
- Severe itching of body and scalp
- Known or suspected communicable diseases
- Children with a prolonged cough lasting more than one week should not attend childcare and should see a doctor. They may return to daycare if whooping cough has been ruled out.

When a child is diagnosed with a communicable disease (e.g., chicken pox) the childcare program will advise the local public health unit and the families of other children in the program.

1. Medication: Medication will be administered to children with written permission from parents/guardians and from a medical physician. Staff will document the administration of the medication.
2. Hygiene: Daily routines will include regular hand washing, sanitizing procedures and implementation of infection prevention and control practices.

3. Medical Record: All children may complete a medical history record form on file upon enrolment in the centre.
4. Allergies: Children with allergies will have a medical form completed by physician on file that outlines the management of the allergies, what program staff should be aware of, and how to handle emergency situations.
5. Daily Written Record: The daily record will include a summary of any incidents affecting the health, safety or well-being of the staff and children enrolled in the centre. If a child was unwell at the Centre, the Staff will complete the “Symptoms of ill health” form. Also, this information is entered into the Daily Written Record.
6. Immunization: Parents/guardians will ensure that up-to-date immunization records are given to the Childcare Office.  
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7. First aid: First aid supplies will be checked and re-stocked (if necessary) every month.
8. A daily observation is made of each child in attendance in the centre to detect possible symptoms of ill health or abuse upon arrival and throughout the day.
9. Children will be sent home if they are deemed too ill to be in care.

## **MEDICATION**

Churchill Chums Childcare is responsible to support children’s health and well-being, comply with health-related requirements, and reduce illness from spreading from one child in the program to other children and adults, and respond to health problems. When a child needs to have medication administered to them the following policies will take effect.

### **Prescription Medication**

- A Pharmacist’s label must be attached to the container, showing the doctors name, date, child’s name, dosage and times to be given, storage instructions.
- Parents will be required to complete and sign a ‘Permission to Administer Prescription Medication’ form prior to educators being able to administer any prescription medication.
- All prescription medication must be in the original containers.
- Expired medication will not be accepted or administered.
- Only current medication will be administered
- An RECE will administer medication if the Executive Director is not available.

### **Non-Prescription Medications**

Any non-prescription medications, vitamins, or natural/homeopathic medications, are all considered medication which will be administered in the same way as prescription medications. The child’s Doctor needs to write a prescription for non-prescription items. These need to be scheduled and recorded in the medication binder with a written authorization from a parent.



- A Pharmacist's label must be attached to the container, showing the doctors name, date, child's name, dosage and times to be given, storage instructions.
- Parents will be required to complete and sign a 'Permission to Administer Prescription Medication' form prior to educators being able to administer any prescription medication.
- All prescription medication must be in the original containers.
- Expired medication will not be accepted or administered.
- Only current medication will be administered
- An RECE will administer medication if the Executive Director is not available.

## **ANAPHYLAXIS POLICY**

All educators and children attending our programs are entitled to a safe and healthy learning environment.

Anaphylactic shock is a severe allergic reaction which may be fatal, resulting in circulatory collapse or shock and it occurs when an allergic individual is exposed to a particular material such as food, peanut products, nuts, eggs, fish, latex, medicine or is stung by an insect such as a bee, hornet or wasp.

We have established policies in place to deal with students at risk of anaphylaxis. The following implemented strategies will help reduce the risk of exposure to anaphylactic causative agents in classrooms and common areas. Churchill Chums Childcare is committed to taking a proactive position regarding the prevention of anaphylaxis. In our childcare there may be children who are at risk for potentially life-threatening allergies. Education and awareness are key to keeping students with potentially life-threatening allergies safe.

Our center anaphylaxis plan is designed to ensure that children at risk are identified; strategies are in place to minimize the potential for accidental exposure and staff, student teachers and key volunteers are trained to respond in an emergency situation. The purpose of the policy is to provide a process for dealing with anaphylaxis in the centre.

### **Strategies to Reduce Risk of Exposure:**

Individuals at risk of anaphylaxis must learn to avoid specific triggers. While the key responsibility lies with the student at risk and their families, the child care community must also be aware. Special care is taken to avoid exposure to allergy causing substances. Parents are asked to consult with staff before sending in food to classrooms.

Children with food allergies must be encouraged to follow certain guidelines:

- Wash hands before and after eating
- Children will be encouraged not to share food, utensils or containers.
- Children with extreme allergies that the centre cannot accommodate will be asked to bring their own food from home.
- All food ingredient labels will be read by a staff member every time they purchase a product.

- If a Kindergarten/School Age child brings a packed lunch they must eat only the foods they have brought from home.
- Foods are placed on a napkin or plate not in direct contact with a table.
- All surfaces will be cleaned with a cleaning solution prior to and after preparing and serving food.
- All cleaning supplies, medicines and any other products that may be of danger and/or commonly produce allergic reactions will be out of reach.
- Garbage bins will be removed from each room and emptied after lunch if an allergy exists in that room.
- Extra attention during eating times, such as sitting opposite a staff person will be provided.
- On the bus during field trips children with anaphylaxis will sit within view of staff member.
- Playground areas will be checked and monitored for insects such as wasps. Executive Director will be notified immediately and children will be moved from the area.
- Staff will take a cell phone on all excursions.
- Staff will take an extra EpiPen (Epinephrine) on all excursions.
- Parents are encouraged not to send food into the centre.
- Consent by the child's physician is required for any child to carry their own Epinephrine
- Allergy awareness signs are located in key locations around centre.
- We do not allow any food to be sent into the centre for birthday parties and special occasions.
- The centre can supply the parents with a list of nut safe bakeries in the neighbourhoods.
- We put notices in the monthly newsletter reminding parents that we have children with anaphylactic allergies

## **SERIOUS OCCURRENCE**

The safety and well-being of children is our highest priority. We work diligently to provide a safe, creative and nurturing environment for each child. All licensed child care programs are required to report serious occurrences to the Ministry of Education. As of November 1, 2011, a Serious Occurrence Notification Form must be completed and posted in the Childcare Centre when a Serious Occurrence happens.

A serious occurrence is defined as:

- The death of a child
- Abuse, neglect or allegation of abuse or neglect of a child
- An unplanned disruption of operations, i.e. a fire or other disaster on site.
- A life-threatening injury or a life-threatening illness
- An incident where a child goes missing or is temporarily unsupervised

If an incidence is considered to be a Serious Occurrence, it must be reported within 24 hours using the online Childcare Licensing System (CCLS). This procedure logs the Serious Occurrence with the Provincial Program Advisor. The Executive Director posts the Serious Occurrence Notification Report (summary) on the parent bulletin board for 10 business days. The intent of this is to communicate information to parents about serious occurrences that have taken place in the Childcare Centre.

## **POSITIVE GUIDANCE**

### **Churchill Chums Approach to Behaviour Management**

Children are by nature problem-solvers. At Churchill Chums, we feel that it is important that the intervention strategies used reflects a problem-solving approach where our goal is to guide a child to think about the problem, rather than solving the problem for the child. This process of problem solving involves asking children to identify their problems, to think about options, to predict consequences and to make decisions.

Children will be encouraged to verbalize their aggression, rather than resorting to physical action. If a child does resort to physical aggression and/or violence, then the situation will be discussed with them so that they may gain an understanding of the problem and the action and/or potential outcomes of the situation. If another child is involved, both children will be taken aside and the situation discussed. If disruption has reached a point where disciplinary action must be taken, then the child (children) will be removed from the situation until they have calmed down and then a discussion will take place.

### **The Staff at Churchill Chums Are Committed To**

- Use positive language to try and redirect behaviour by focusing on what the child can or should do
- Encourage and praise desired behaviour
- Allow children choices between clearly defined options whenever possible
- Avoid raising their voice.
- Be patient and calm in their behaviour, actions and responses
- Be consistent and set reasonable limits prior to activities and transitions
- Follow up when outlined limits have been broken
- Remember that each child is different, and try to vary their approach or method of dealing with the children, depending on their individual needs given a particular situation
- Encourage children to verbalize their feelings, fears and anxieties
- Arrange the program so that the children are guarded against potentially dangerous situations
- Arrange the program in a way that can help prevent disputes from arising

- Be alert to the development of potentially difficult situations or disputes between children

## **WAIT LIST POLICY**

Churchill Chums Childcare Centre will ensure that all families placing their child (ren) name onto the wait list receive an enrollment and Wait List Policy. Parents also receive a copy of the wait list policy along with the Parent Handbook before they begin the Chums program and when it is modified.

## **PARENT ISSUES AND CONCERNS POLICY AND PROCEDURES**

Parent/Guardians are encouraged to take an active role in our child care centre and regularly discuss what their child(ren) are experience in 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 ongoing communication with parents/guardians about the program and their children. Our staff are available to engage parents/guardians in conversations and support positive experience during every interaction.

All issues and concerns raised by parents/guardians are taken seriously by Churchill Chums Childcare 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 and 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 within 5 business days. 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.

## **ADMISSION AND WITHDRAWAL**

Churchill Chums Childcare Centre will ensure that all new families are welcomed to the centre and provided an overview of the Centre's policies and procedures. Before children enter Churchill Chums, it is always favourable for parents to have an orientation of the centre and meet with the staff. An interview with the Executive Director gives the staff a chance to get to know your child's strengths and needs. All enrollment forms must be completed prior to starting date. An updated parent handbook will be shared with parents prior to admission or yearly. If a family needs to withdraw their child(ren) from Churchill

Chums Childcare Centre a 20-business day written notice must be provided to the Executive Director. Anyone picking up or dropping off children to or from the Childcare Centre must be at least sixteen (16) years of age.

When children are withdrawn or denied admission due to the centre's inability to accommodate the child's needs or family circumstances the procedure will include the documentation of all verbal and written communications with the parent(s) and program staff indicating the date, actions and strategies, services and supports in response to the child and family needs. All outside agency involvement where appropriate will be consulted and notified.

The family will be provided with 20 business day written notice to find alternative care, unless behaviour/situation threatens the immediate safety of either the children or staff in the centre. The Executive Director will provide the family with referrals to appropriate services. A full Wait List Policy is available when your child is put on the wait list and in the enrollment Package.

## **STATEMENT OF INCLUSION: ACCESS AND EQUALITY GUIDELINES**

Churchill Chums strives to find ways to include all children in our program, reflective of the community we live in. By working with community partners, we enhance our abilities to accommodate the unique and specific needs of each individual child. All children are respected and appreciated for their uniqueness. Churchill Chums is an organization that appreciates diversity and practices inclusion. Our staff, students and parents come from all countries of the world; they speak many languages, practice many faiths, face many challenges, and live alternative lifestyles. Churchill Chums has a full inclusion program with access and equality for all children attending. Teachers, parents and specialists will work together to come up with a plan and establish a system of ongoing communication that enables us to address new challenges as they arise. When children are withdrawn or denied admission due to the center's inability to accommodate the child's needs or family circumstances the procedure will include the documentation of meetings with parents, outside agency involvement where appropriate and notification to the City of Toronto Children's Service Consultant. The Board of Directors will be involved and notified of all withdrawals and or denied admissions. Referrals to other services will also be available. For more detailed information please see our Inclusion Policy.

## **STATEMENT OF CONFIDENTIALITY**

All matters related to the children and their families are confidential and will be respected as such. Any behaviour issue that arises will be discussed only with the appropriate staff, and when necessary, the child's (children's) parents/guardians and/or the Board of

Directors. If it is necessary to supply information about the child or their family, except under subpoena, written permission from the parent/guardian must be obtained. A copy of the signed consent form will be kept on file. All persons gaining access to files must sign out information with Executive Director. Access to confidential information is limited by the Executive Director to include only persons who need the information to perform their professional responsibilities.

As a client, you trust us with your personal information. We respect that trust and want you to be aware of our commitment to protecting the information you share with us. Below we have outlined our practice with respect to the collection, use, and disclosure of your personal information.

How we collect use, and store your child's personal information:

- Information is stored in a locked filing cabinet in an enclosed area.
- All outdated files are stored for 3 years and then shredded.
- Only the Executive Director/Designate has access to the Childcare files.

In order for the Childcare staff to communicate with the TDSB Staff, we ask that you fill out an Information Sharing Consent form.

## **PARENT INVOLVEMENT**

Parental involvement is encouraged at Churchill Chums and it is available at different levels. Parents can choose their level of involvement. It can be as simple as filling out our exit questionnaires or dropping a suggestion in the suggestion box. The staff is always soliciting feed back from the parents. Day to day communication and sharing information in a positive warm manner is all part of parental involvement. Parents are encouraged to assist the program in ways which reflect their interests and talents through fundraising, repairs, sports, meetings or other avenues. Parents have assisted in the past by setting up the computers, baking with the children and donating extra toys and recycled materials. We have information available such as pamphlet, books or articles regarding outside agencies, child development and community activities. We are a Not for Profit Childcare Centre, parents sit on the Board of Directors facilitating the running of the centre. New members are always an asset. Parents and staff are welcome to attend the Board Meeting. A list of the dates is posted on the Parent Board and the dates are mentioned in the newsletter.

## **NUTRITION**

**Churchill Chums Childcare** ensures that all children receive nutritious foods that take into account health issues and respect family requests and preferences. The preparation and serving of any foods will meet all regulatory requirements.

- All the children will follow a four (4) week rotating menu.
- Weekly menus will be posted on the bulletin board.

- All food allergies and special diets will be posted in each classroom. Parents/guardians and program staff will work together to ensure food substitutions occur where necessary.
- All food will be stored, handled, prepared and served to ensure food safety and to avoid food-borne diseases.
- All substitutions will be posted and placed on the bulletin board.
- No outside food is to be brought into the classrooms.
- Churchill Chums Childcare aims to be a Peanut/Treenut Safe facility

Our menus are planned in accordance with the CCEYA and Canada's Food Guide and the city of Toronto Nutritional Assessment. Our food is cooked and prepared by Wholesome Kids Catering formally named Food for Tots catering company. A copy of our food menu is posted on our parent information board in your child's class as well as in our food preparation area. If parents would like a copy of our food menu it is available from the office upon request.

We offer nutritious snacks two times a day and a hot lunch to our younger children.

Our weekly snack menus vary in the type of foods we offer and are culturally diversified. Children with special diets are accommodated and substitutions are provided. Menu plans are adapted with appropriate and varied substations to accommodate children with special diets due to allergies, intolerances, special needs, medical needs or observances.

If for any reason the menu changes, the adaptations are always documented. This is important for organization but is vital if an allergic reaction occurred. Knowing what was served that day is necessary. If children receive a substitution snack for whatever reason it is labeled with child's name to ensure food is served to the correct child. All handling of food is in a sanitary manner and follows all health regulations. Our staff is trained in food preparations and safe food handling, a safe food handling manual is provided in the staff office.

Please see full Nutrition Policy provided in the enrollment package.

## **SLEEP POLICY**

Churchill Chums Childcare has a sleep policy in place to reduce the risk of harm and injury when children are sleeping and to support the requests of parents. During our sleep duration, the staff members supervising will periodically perform direct visual checks of each sleeping child by making sure they are physically present beside each child and observing the child's sleep for indicators of distress or unusual behaviour.

Educators ensure that there is sufficient light in our sleeping area in order for the staff supervising sleep time to conduct these direct visual checks. Each child is assigned to an individual crib or cot labeled with their name in order to maintain consistency as well as follow public health regulations.

During the 2-hour maximum rest period for the Toddler and Preschool children, the supervising staff members will be performing direct visual checks at 60-minute intervals.

During the individual rest period for Infant children the supervising staff members will be performing direct visual checks at 15-minute intervals. Any changes to a child's sleeping pattern or sleeping behaviours at the child care centre will be communicated to the parents and any adjustments that need to be made to the manner in which the child is supervised will be first consulted with the parents and then implemented. If the child's body temperature is outside of the normal range the parent will be called. Any concerns with breathing will result in an immediate call to emergency services. Please see full Sleep Supervision Policy provided in the enrollment package.

## **HOURS OF OPERATION**

The hours of operation are Monday to Friday from 7:30 am to 5:45 pm  
**With an early closing at 4:00 p.m. on Christmas Eve, (December 24th) and New Year's Eve, (December 31<sup>th</sup>)**

The before and after School Program will run between the hours of 7:30 a.m. - 8:45 a.m. and 3:30 p.m. - 5:45 p.m., Monday to Friday

The hours of operation for non-instructional days (e.g., Professional Activity Days, summer) are: 7:30 a.m. - 5:45 p.m.

We ask that parents exit the building by 6:00 pm.

The Centre will be closed, unless indicated otherwise, on the following days:

## **HOLIDAYS AND CLOSURES**

The Centre will be closed, unless indicated otherwise, on the following days: Labour Day, Thanksgiving, Christmas Day, Boxing Day, New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Simcoe Day (Civic holiday in August).

The program for School Age children does not run during the Christmas Break, March Break or the summer vacation months.

## **ATTENDANCE**

Attendance will be filled out by a staff member when the child enters the classroom. Parents, please make sure a staff member is aware of your child entering the classroom before you leave the child care and when you are exiting the classroom upon pickup. Please do not send your child into the Childcare Centre on their own.

School age parents sign their children into the centre.

If your child is going to be absent, please notify the staff and call the centre. Leave a message at **(416)-221-5923**

## **CLOSURES FOR UP TO ONE (1) DAY**



If Churchill Public School therefore the Childcare Centre must be closed for any reason (e.g. utility problems, inclement weather) or in the opinion of the Executive Director/Designate it is not safe to remain in the building for up to 1 day, the Childcare regrets that no refund can be given for the day or part thereof that it is closed.

### **CLOSURES OF MORE THAN ONE (1) DAY**

There may be extenuating circumstances beyond our control that may require the extended closure of the Childcare Centre. In such an instance, refunds will be considered at the discretion of the Board of Directors based on the length of closure and the financial position of the organization.

### **DECISION TO CLOSE THE SCHOOL AND CHILDCARE CENTRE**

**If the TDSB makes the decision to close all schools or just Churchill Public School Churchill Chums Childcare Centre will also be closed. Occasionally, severe weather conditions or utility issues may require the TDSB to close all schools or just Churchill Public School. This may happen before the beginning of the school day or, if weather conditions become severe, during the school day. Closure of schools will be posted on the TDSB web site and announced from 6:30 a.m. onward. The Childcare Centre will be closed if the schools are closed. Updates can be found at : [www.tdsb.on.ca](http://www.tdsb.on.ca) and CP24, and [www.thestar.com](http://www.thestar.com)**

Churchill Chums Childcare Centre will strive to operate during severe inclement weather. However, as we are located on the Toronto District School Board property, we must follow procedures set out by the Toronto District School Board. Churchill Chums must close if Churchill Public School is closed. We will not have access to the building, families will have to telephone the Childcare Centre and listen to the messaging system that may be updated. If possible, a sign may be posted on the Childcare Door indicating that the centre is closed. Families can receive information via the media, radio and television, as to school and Childcare closures.

These are some examples of situations that may occur before the start of the day or during the day:

**Power Outage:** If severe weather (or any other cause) creates a power outage or flooding, Churchill Chums may be required to close or the centre may not be able to open. If we are required to close the centre during the day parents will be notified by telephone or email, and will need to pick up their child/children.

**Heating Failure:** If the childcare centre is not being heated, due to a breakdown of the boiler in Churchill Public School the Childcare Centre may be required to close or the centre may not be able to open. If possible, parents will be notified by telephone or email, and will need to pick up their child/children as soon as possible.

**Medical:** In the event of closure due to a medical reason such as an outbreak, Churchill Chums Childcare Centre will follow the direction of the Toronto Public Health

Department parents may be notified by telephone or email and may need to pick up their child/children as soon as possible.

**Strikes:** If the teacher's union or support staff with the Toronto District School Board decides to strike during contract negotiations, Churchill Chums Childcare Centre may not be able to open. If possible, parents will be notified by email or by telephone.

## **EMERGENCY MANAGEMENT POLICIES**

Churchill Chums Childcare Centre has an implemented policy for how to proceed when there is an emergency at the centre. Lock-down, Hold and Secure, bomb threat or natural disasters are all explained under the Emergency Policy. The purpose of these policy is to provide clear direction for staff and the licensees to follow specifying how to deal and respond to an emergency situation. The procedures set out steps for staff to follow to support the safety and well-being of everyone involved.

The Executive Director must notify parents/guardians of the emergency situation and that the all-clear message has been given as soon as possible. Where disasters have occurred that do not require the evacuation of the Child Care Centre the Executive Director must provide a notice of the incident to parents/guardians by email or hard copy letter. When evacuation occurs, parents will be notified by phone once the children have arrived safety to our evacuation site. If normal operations do not resume the same day that an emergency situation has taken place, the Executive Director must provide parents/guardians with information as to when and how normal operations will resume as soon as this is determined, by email or hard copy letter.

## **EVACUATION**

Parents/ Guardians will be called and asked to pick up their children as soon as possible in the event of an evacuation. Chums Emergency location is Willowdale Public School.

## **CHILDCARE SPACES**

Childcare spaces are not guaranteed for any program other than the program that your child was accepted into. All spaces will be allocated according to the availability of the vacancies in each program.

## **FEE SCHEDULE**

All Childcare fees must be paid in advance on the first day of each month. Fees are payable by cheque. Failure to pay fees will result in withdrawal from the Childcare Centre. Twenty (20) business days' notice is required by the client if withdrawal from the program is wanted.

The Childcare Centre will give twenty (20) business days' notice to its clients if withdrawal from the Childcare Centre is given. A fee schedule is available in the enrollment package and in the Parent Handbook. It is also posted on the Parent Board in the Childcare Centre

A yearly/monthly fee schedule will be emailed to parents.

In March 2022, Ontario signed a historic deal with the federal government that will lower licensed child care fees to an average of \$10 a day by September 2025. We want to let our families know that in August 2022, Churchill Chums Childcare opted into the Canada Wide (CWELCC) program. The CWELCC program supports quality, accessible, affordable, and inclusive early learning in licensed child care settings serving children under the age of six.

## **LATE FEES AND CAS REPORTING REQUIREMENTS**

- Late charges: there will be a penalty fee of \$15.00 that will be charged when a child is picked up after 6:00 p.m., plus an additional \$2.00 per minute after 6:05 p.m. This fee is per child, not per family.
- A late fee will be charged under all circumstances
- If you are late, the centre will remain open until you have made other arrangements for the pick-up of your child.
- Children will be in the care of a staff person after 6:00
- Attempts will be made by the staff person to contact the parents of the late child.
- At 6:20 p.m. we will try to arrange that your child be picked up by one of the emergency pick-up persons that you have on your enrolment forms.
- At 7:00 p.m. it is our obligation to call the Children's Aid Society (C.A.S.). They will pick up your child at the centre. Your child will then be in the care of the Children's Aid Society. The C.A.S. will contact you with further details regarding the pick-up of your child.
- It is essential that parents call the centre when they are going to be late. Your children are concerned about being left behind and the staff needs to know where you are so that the appropriate decision in regards to your child's wellbeing is made.
- Please make sure that you understand the late fee policy and the obligations of the centre after 7:00 p.m.
- The parent/guardian will sign the Late Pick-up Fee Form indicating the time of departure and the amount of the Late Pick-up Fee owed to the Childcare Centre when exiting the building.

## SAMPLE DAILY SCHEDULE

### SAMPLE OF TODDLER SPRING DAILY SCHEDULE

Our inclusive program respects the individual abilities, needs and strengths of our Children. The Toddler program outlines expectations of knowledge and skill that we encourage children to develop during their play.

8:00 - 8:10AM	Children come from room <b>040</b> to their room ( <b>039</b> ) with staff supervision.
8:00 -8:30AM	Morning snack Hands washing/washroom routine/ diaper check, change as needed. Have morning snack.
8: 30 -8: 45AM	All areas are open. (Creative, cognitive, sensory, etc.) Individual activities, group activities. (activities planned for the day)
8:45 -9:00AM	Circle time/group play/ individual play. Get ready for outside
9:00:10:00AM	Outdoor Time Individual activities, group activities, activities planned for the day. Due to inclement weather, gross motor activities take place in the toddler classroom.
10:00-10:15AM	Tidy up outside. Hands washing/washroom routine, diaper check, change as needed
10:15-11:00AM	All areas are open. (Creative, cognitive, sensory, etc.) Individual activities, group activities. (activities planned for the day)
11:00 -11:15AM	Circle time/group play/individual play
11:15-11: 30 AM	Hands washing/washroom routine/check diaper, change as needed. Get ready for lunch.
11:30AM -12:15PM	Lunch Time
12:15 -12:30 PM	Hands washing/washroom routine/check diaper, change as needed. Older Training Toddler use washroom
12:30 - 2:30 PM	Rest time. <b>Quiet activities for non-sleepers.</b>

2:30 - 2:45 PM	Wake up time Tidy up beds, help children to wash their hands/washroom routine/check diaper, change as needed. . Clean up and disinfect tables for children’s snack, ensure that everything is ready for children’s
2:45 - 3:00PM	Afternoon snack Children have their snack and get ready for outside.

## **ADMISSION AND WITHDRAWAL**

Churchill Chums Childcare Centre will ensure that all new families are welcomed to the centre and provided an overview of the Centre’s policies and procedures. Before children enter Churchill Chums Childcare, it is always favourable for parents to have an orientation of the centre and staff. An interview with the Executive Director gives the staff a chance to get to know your child strengths and needs. All enrolment forms must be complete prior to starting date. A parent handbook and enrollment policies will be shared with parents prior to admission.

If a family needs to withdraw their child (ren) from Churchill Chums Childcare, a 20-business day written notice must be provided to the Executive Director of the centre. When children are withdrawn or denied admission due to the centre’s inability to accommodate the child’s needs or family circumstances the procedure will include the documentation of all verbal and written communications with the parent(s) and program staff indicating the date, actions and strategies, services and supports in response to the child and family needs. All outside agency involvement where appropriate will be consulted. The family will be provided with a 20-business day written notice to find alternative care, unless behaviour/situation threatens the immediate safety of either the children or staff in the centre. Parents will be provided with a Withdrawal Policy as part of the enrollment package.

## **CODE OF CONDUCT RESPECTFUL ENVIRONMENT**

We believe that all children and adults have the right to feel safe and to be treated with dignity and respect. Harassment and discrimination will therefore not be tolerated from any party. Churchill Chums Childcare expects that all employees, parents and persons who are doing business with the Childcare Centre conduct themselves in a respectful manner. This is the expectation of all persons entering into the Childcare facilities. If at any point a parent/guardian or employee feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the Director and/or licensee. Failure to adhere to this expectation may result in denied access to the Childcare Centre.

## **PROGRAM STATEMENT**

Churchill Chums Child Care is an enriched child care program which consists of The Ministry of Education's Policy Statement on Programming and Pedagogy made under the CCEYA. We follow a Play based learning model that reflects the Ontario Early Learning Framework (ELF). We use the following resources to ensure the high quality of our program: *How Does Learning Happen? (HDLH)*; *Ontario Early Years Framework - Think, Feel, Act*; as well as *the Full Day Early Learning Kindergarten Program*. We believe that early learning is important and that children are competent, capable and rich in potential. We will help to interpret their learning and exploration through observation and documentation. We encourage the children to make decisions, act on those decisions and later reflect on those decisions. We believe in focusing on the development of the 'Whole' child and we have created an environment and program to maximize every child's full potential in all aspects of their development.

## **Children are competent, capable, curious and rich in potential**

Children have the capability and the competence to learn a great amount of knowledge and skills at a very early age. We can help the children grow and succeed by creating and providing rich play experiences. Our knowledgeable and nurturing staff understands that each child is an individual and through our programming we also provide an enriched, safe and nurturing environment for them. Play provides the foundation for success. Church Chums Child Care and our staff demonstrates the values of respect for diversity, equity and inclusion by actively promoting the engagement of all children and their families. We believe that every child belongs and we are committed to providing fully inclusive environments.

We believe that in order to give children the best experiences in their early years, we need to provide a physically and emotionally SAFE environment. Our program must fully ENGAGE the children in active learning and making connections to everyday living. We must create experiences that CHALLENGE every child in their own unique way and to participate in many different experiences. We thrive on having the SUPPORT and encouragement from qualified staff and families.

## **What is How Does Learning Happen?**

How Does Learning Happen is a document, a professional Learning Resource guide about learning through relationships for those working in childcare. It is Ontario's Pedagogy for the Early Years. It is intended to support pedagogy and program development. Pedagogy is the understanding of how learning takes place and the philosophy and practice that supports that understanding of learning.

At Churchill Chums Child Care, we optimize children’s learning and development by setting goals and expectations for the children around the four foundations set out in “How Does Learning Happen?” Ontario’s Pedagogy for the Early Years. These four foundations are **Belonging, Well-Being, Engagement and Expression**.

- 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.

## What is Pedagogy and Emergent Curriculum?

Emergent curriculum is a way of planning curriculum based on the children’s interest and passion at a certain point in time. Children thrive and learn best when their interests are captured. Learning occurs naturally. Planning emergent curriculum requires observation, documentation, creative brainstorming, flexibility and patience on the part of Early Childhood Educator and Early Childhood Assistants. Rather than starting a lesson plan which is repeated every year regardless of age, developmental level or interests of the children, emergent curriculum starts with the children’s interest. Daily activities are planned to support children’s interests. In short, it is a child-directed and teacher facilitated approach to planning the curriculum.

Pedagogy is the understanding of how learning takes place and the philosophy and practice that support that understanding of learning. Curriculum (the content of learning) and pedagogy (how learning happens) in early years settings are shaped by views about children, the role of the educator and families and the relationships among them. Pedagogy is the way that children learn and what the Educator does to support the learning.

## Health, Safety, Nutrition and Well Being

**Well-being – “Every child is developing a sense of self, health, and well-being” (HDLH, p. 12), including physical and mental health and wellness, and developing capacities such as self-care, sense of self, and self-regulation**

### **Meals:**

Healthy meals and snacks are important for the children at Churchill Chums Child Care. Children need to eat often during the day to make sure they get all

the nutrition they need to grow, learn and play. Every child requires wholesome nourishment for their bodies, it is equally important to us that we feed their minds as well as their bodies. We offer each child complete, healthy and well-balanced meals that are in accordance to the Canadian Food Guide for children to enjoy. We provide a catered breakfast snack, hot lunch and two afternoon snacks. Breakfast snack is usually cereal, whole grain muffins, whole wheat pancakes, or multigrain breads. Served with milk and fruit. The afternoon snacks are usually yogurt, fresh fruit and vegetables, fruit loafs, focaccia bread and dips. Served with milk or water. Lunch is a variety of healthy choices prepared fresh every day. As a centre, we believe in the importance of diversity, which is reflected in our catered meals. Our food consists of whole grain food, trans fat free, and multicultural meal choices. We serve a variety of foods from around the world. Every child is encouraged to sample the food and expand their flavour palate. Mealtimes are a learning experience where children can interact with each other and adults and learn self-help skills and try new foods. Parents need to supply infants with formula and baby food until they are on regular food. Please label all bottles and food. We supply 2% and homogenized milk. Please discuss your child's dietary needs with the staff. We are a peanut and tree nut safe facility.

Churchill Chums does not allow any outside food to be brought into the centre. With the exception of the food for the infant children who are not old enough to eat our food.

### **Health and Safety:**

Keeping active is a very important part of our daily routine. We value that every child needs time to engage in physical activity to keep their bodies healthy. We encourage physical exercise and activities that promote healthy living and self-regulation. The children receive both indoor and outdoor gross motor play. We see the importance of bringing the indoors outside while maintaining a safe and hazard free environment. Safety plays a very important role in play. Staff are there to foster a safe and fun environment for each child. The staff are knowledgeable of the health and safety requirements set out by The Ministry of Education and Public Health. Our playground is situated facing south in the middle of Churchill Public School. Our childcare centre entrance is also ideally located off the parking lot which was designed to optimize the safety of the children, as the staff and administration will always have a view of who enters the centre.

At Chums we provide an environment that is safe and hygienic. Public Health policies and procedures are posted and followed throughout the centre by staff, children and visitors. At the time of enrollment all parents must provide up to date immunization for their children. If a child is not being immunized then an exemption form from Toronto Public Health needs to be submitted. Please note if



there is an communicable disease outbreak the parents will need to find alternative care for their children until the outbreak is over.

If your child is ill during the night with a high fever, vomiting and/or diarrhea please do not bring your child to the childcare in the morning. Children should be symptom free for 24 hours before they can return to the centre. When a child becomes ill at the centre developing a high fever vomiting or diarrhea the centre will notify the parents to take the child home. Childcare is not a healthy environment for children who are ill.

Churchill Chums is a non-smoking facility. Toys and equipment are cleaned and disinfected as required by Toronto Public Health. TDSB staff clean the Centre at the end of each day.

Monthly fire drills are practiced to ensure the safety of staff and students in the event of a fire. The Emergency Location for the Childcare Centre is Willowdale Middle School, 255 Senlac Rd.

The centre is only allowed to administer prescription medication. A medication form must be filled out and signed by the parent before we can dispense any medication to a child.

## **Support Positive and Responsive Interactions among Children, Parents, Child Care Providers and Staff**

**Belonging – “Every child has a sense of belonging when he or she is connected to others and contributes to their world” (HDLH, p.12).**

Our interactions with children, families and staff are positive, continuous, and welcoming. We encourage all parties to maintain positive relationships during each exchange as it is important to make connections with one another.

### **Children:**

At Churchill Chums Child Care we value children as unique individuals. It is our goal for each child to succeed to the best of their ability. As educators we are here to support their ideas and enhance their learning. Our educators understand that children interact differently and at their own pace. We believe strongly in supporting and fostering positive peer interactions. We feel it is important for each child to express themselves freely as an individual. We want each child to be confident and able to make competent decisions. We give the children many opportunities to be social and interact with each other through small and large group experiences, through open-ended play, and through educators supporting the children’s growth in all aspects of the program. Research confirms that play is the primary way that all children learn. We believe that children learn when they are engaged, active interested and having fun. Every child is entitled to be given the opportunity to develop personal responsibility and social skills, to learn to

problem-solve and to learn about diversity and inclusion. The skills of conflict resolution are important to lifelong learning. As competent individuals, children are active participants in resolving conflicts.

**Families:**

We value the relationship with parents and guardians. We know the importance of working alongside parents to best accommodate each child's individual needs. We use many methods of communication to stay connected: email, family board, monthly newsletters, after hour events such as school BBQ's, as well as family involvement in the classroom. Morning drop off and evening pick-ups, are great opportunities to get to know our families and children on a more personal level. We welcome families to meet with the teachers or supervisors if any questions or concerns are to arise. Collaborating with the families and engaging in positive interactions with them will give them the sense of belonging and this will allow them to become contributors to their children's learning in an educational setting. Having open communication is the best way to ensure we meet the needs of the families at our centre.

**Staff:**

We view ourselves as a family at Churchill Chums Child Care. We work together to ensure the classroom schedule flows throughout the day. Staff are required to take part in professional development and monthly staff meetings which include team-building activities. Staff are always working together to share ideas and collaborate on weekly planning activities. We use a system of writing notes in our communication log to ensure that all staff are up-to-date on changes happening in the centre, as well as any messages received from parents. Communication is key and we strive to do it in the most respectful and inclusive way.

## **Encourage Positive Interactions and Communication to Support Childrens' Ability to Self-Regulate**

**Expression – “Every child is a capable communicator who expresses himself or herself in many ways” (HDLH, p. 12) through their bodies, words, and use of materials.**

At Churchill Chums Child Care, we encourage the children to interact with their peers and teachers in a positive and respectful manner. We provide opportunities for children to creatively express themselves in a variety of ways. We offer a play-based learning environment for the children to retain new information and to explore. While children engage in play they are learning and developing a variety of skills. A positive learning environment is essential to the success of each child.

We value every child as an individual and treat them with respect. Our environment and teaching tools help aid the children in their personal development, express their emotions and foster self-regulatory skills. Churchill Chums Child Care promotes and teaches self-regulation every day when teachers are interacting with the children. We believe that regulating children's thinking, emotions, and behavior is critical for success in their lives. Children also need to learn how to use self-regulation to communicate and respond to their emotions, thoughts and behaviours. Self –regulation skills take time to develop, so it is very important that our educators hold developmentally appropriate expectations for the children's behavior. Our educators use a variety of strategies in order for children to take what they already know and build more complex knowledge and skills. We role model positive communication and interaction strategies.

## **Foster the Children's Exploration, Play and Inquiry**

**Engagement – “Every child is an active and engaged learner who explores the world with body, mind, and senses” (HDLH, p. 12)**

We value the importance of planning, exploration and reflection. The children are encouraged to make a conscious decision of what they would like to do during program planned activity time. The children are free to choose from the classroom materials and how they would like to use them. Staff ensure that children have a variety of materials to use that reflects the child's interest. Staff will use open ended questions to aid in the children's problem solving and enhance their creative ability. Our educators facilitate by encouraging cooperation, social interaction, and extension learning by asking lots of questions to further the child's experiences. Each educator connects with the children to build trust and make them feel safe and secure when they are in our care. They do this by making themselves available to them at all times, being responsive to the children's needs, and being caring, respectful and sensitive to each and every child. In reflection the children and parents will be able to see pictures and anecdotal notes of children learning and exploring. These will be posted around the centre to document and reflect on the children's learning.

Our emergent curriculum is planned and responsive by the educators. By observing what the children are interested in, lots of classroom discussions, and creative brainstorming. Educators document observations of the children throughout the day in the children's individual Observation Booklets to help track the children's interest and developmental needs. This allows the children's experiences and learning to grow in many different creative directions.

The benefits of planned and responsive “emergent curriculum” is that it ensures that:

- Children's interests are the base of their development. They decide what they would like to learn through choosing their own play-based materials.
- Each child can express their uniqueness and individuality,
- The curriculum is an extension of the children's family life and celebrates the diversity of all families,
- It encourages parental involvement in our program and the children’s learning.
- Environment offers a wide variety of planned and spontaneous age appropriate activities based on the child’s development. The equipment and environment are set up for children to be encouraged to make choices based upon their current interests and is aesthetically pleasing for the children to feel calm and at ease.
- Encourages positive individual and group learning. Smaller groups allow educators to focus on more individual needs.
- Planned programming is responsive to the development, needs and interests of each child.
- A weekly program plan is posted outside each classroom. The Continuum of Development is also posted to identify the root skill and the learning experience that is being supported.

Churchill Chums Child Care Childcare was designed to fit right in to the surrounding community of Churchill Public School and the area of Willowdale. The interior of the centre has been created to bring the natural world from outside in. Large windows allow for natural light and the classrooms are set up in a child friendly manner. Our centres aim is to create a welcoming, nurturing, and home like environment. The classroom is filled with natural materials to provide a vast number of learning possibilities and to convey a sense of tranquility and reflect elements of nature. Wood furniture, cozy areas filled with plants, rocks and shells provide a peacefulness for all children and staff. Our classroom includes displays to touch and explore and a sense of warmth and comfort. The environment is set up to make every learning experience have meaning. Each learning area is designed to be inviting, nurturing, safe and aesthetically pleasing. Our classroom offers curriculum experiences in each of the following areas: Creative Art and Sensory, Language and Literacy, Manipulative, Cognitive and Fine Motor, Numeracy, Block and Construction, Dramatic and Pretend Play, Science, Singing and Story Telling and Physical Play Experiences.

During our daily play the children will be engaged in story time, singing songs, music and movement. There are many opportunities for the children to use their creativity to draw a picture or create art with different materials that are available to them,

The children's learning is extended to the outdoors by bringing materials from the classroom outside to extend their learning even further. Children will be taking community walking excursions to learn about their neighbourhoods and we have many special visitors and programs come to the centre to extend the children's gross motor activities (Yoga, Zumba, Physical movement experiences, theatre and music, etc.) Parents are invited to share their knowledge and skills with the children in the centre. When the weather does not allow us our outdoor time alternative activities will be provided for the children.

Churchill Chums Child Care has a daily schedule in place which we use to guide us throughout the day with our routines and program. Our daily schedule incorporates indoor play, outdoor play, and rest/quiet time. We understand that each child has individual needs that may require a change in the daily schedule.

**Staff Will Provide:**

Staff will provide the children with an equal and inclusive learning opportunity. Our curriculum is geared to reflect the community around us as well as inclusion and equality. Staff provide developmentally and age appropriate learning activities for the children to explore and manipulate. Staff use a combination of open ended play-based materials along with teacher facilitated practices. In order for the children to take their learning to the next stage of development our educators play a role by observing and listening to the children carefully in order to determine what that child's capabilities are at that moment or during the time they are engaged. This will be a doorway to allow educators to enhance the child's exploration, play and inquiry by adding materials, words, questions and by participating in their experiences. During the children's play and engagement inside and outside of the classroom, the staff members will be observing the children. They will be observing what they are doing and what they are saying.

- The staff will observe and document daily activities and behavior of the children.
- The staff document their observations in the children's documentation files which include observation books, photo documentation and art documentation.
- Create environments that allow children to explore and learn independently.
- Adapt the program and materials to ensure that all children are able to engage in play on their own and with peers.
- Support children's learning through positive interactions.
- Work with external partners (example Special Needs Resource Staff) to ensure the program meets the needs of all children.

## **Provide Child-Initiated and Adult-Supported Experiences**

**Engagement – “Every child is an active and engaged learner who explores the world with body, mind, and senses” (HDLH, p. 12)**

At Churchill Chums Child Care, we engage children in active, creative and meaningful exploration and inquiry. Staff will be co-learners with the children. Play is children’s work and is essential to healthy development. We understand that not all play is equal and child directed play provides the best learning opportunities. We all learn best when we are engaged and interested in an experience. When staff listen and observe children, they can develop a deeper understanding of children’s interests and perspectives. We offer children ample opportunity to direct their play and explore new ideas and expand old ones. The role of adults in children’s play is to enhance the children’s experiences, not to take over or determine the direction of the play. Adults support idea’s, provide resources and materials, help children reflect on what they know and think, and provide emotional support and encouragement. The staff will be life- long learners.

## **Plan for and Create Positive Learning Environments and Experiences in Which Each Child’s Learning and Development Will Be Supported**

**Engagement – “Every child is an active and engaged learner who explores the world with body, mind, and senses” (HDLH, p. 12)**

Churchill Chums Child Care creates a safe environment where staff and children can take risks in exploring their learning without fear of failure. We provide space and opportunities that are rich in potential for discovery, creativity, and learning. As a result of our view of children as competent, curious and capable, our staff work as partners with children in the learning process. Great things are possible when staff and children are able to see themselves as both student and teacher. There is much to learn from children and through inquiry, open ended questions, provocation and hands on experiences, our staff extend children’s learning and challenge thinking.

To respect, preserve and enhance children’s learning we are developing a practice of documentation. Documenting children’s learning allows them to see where they have come from, makes learning visible, and encourages children to revisit their ideas. In addition, the documentation helps the adults to better

understand children’s perspectives and ideas, and when appropriate work with children to encourage further exploration of knowledge and ideas.

The ability to express thoughts, emotions, needs and wants is an essential part of healthy growth and development for children. Children who are able to express themselves in a variety of ways feel more competent, understood by others, are able to develop the ability to self-reflect and communicate more effectively. Expression is a complex and creative process. Many would say that the use of language is our primary way of expressing ideas and feelings; however, we believe there are many other ways for children to share themselves with others. The arts (music, dance, song and art), storytelling, conversation and behaviour are all forms of expression. Our staff understand the complexities of communication and work hard to enhance children’s abilities by offering children a variety of ways to explore and develop communication competence

## **Incorporate Indoor and Outdoor Play, As Well As Active Play, Rest and Quiet Time, Into the Day, and Give Consideration to the Individual Needs of the Children Receiving Child Care**

**Well-being – “Every child is developing a sense of self, health, and well-being” (HDLH, p. 12), including physical and mental health and wellness, and developing capacities such as self-care, sense of self, and self-regulation**

Churchill Chums Child Care believes that every child is an active and engaged learner who explores the world with body, mind and senses. Children and families are able to experience a variety of safe, age appropriate and interesting environments that nurture children’s healthy growth and development. Churchill Chums Child Care fosters children’s emerging independence, self-confidence, and skill development. We Provide children with a variety of indoor and outdoor active play. We value the learning opportunities and health benefits of outdoor play. Children in full time child care are required by the Ministry of Education to participate in outdoor play for a minimum of two (2) hours a day, weather permitting. We provide children with a variety of learning experiences to develop their large muscles through activities that promote kicking, throwing and catching a ball. Riding a tricycle building sand sculptures or playing basketball. Helping children develop lifestyles. Learning is extended from the indoors to the outdoors supporting the children’s knowledge of nature and science. Throughout the day children will have rest and quiet times. We provide flexibility in daily scheduling to

meet the individual needs of children, within the parameters of space availability and ratio requirements

## **Foster the Engagement of and Ongoing Communication with Parents about the Program and Their Children**

**Belonging – “Every child has a sense of belonging when he or she is connected to others and contributes to their world” (HDLH, p.12).**

Churchill Chums Child Care provides parents with regular communication in a variety of formats. We provide opportunities for parents to engage in their child’s learning. We respect and value parents as the primary experts of their child’s well-being and development

## **Involve Local Community Partners and Allow Those Partners to Support the Children, Their Families and Staff**

**Belonging – “Every child has a sense of belonging when he or she is connected to others and contributes to their world” (HDLH, p.12).**

Churchill Chums Child Care provides opportunities for children to explore their community and make connections to the real world. Establish connections with local organizations and community members. We support families and the community by collaborating with outside partners such as Early Years Centres and Library Programs, to create goals and programming strategies that allow each child to perform and learn to their full potential, and to help families with extra outside support. The centre works closely with any support staff or local community partners who interact with the children at the childcare in relation to continuous professional learning. It is important for us to communicate with these support staff and the families in order for us to create and implement strategies to support the well-being of the children. These strategies will be documented and reviewed by all parties (childcare staff, support staff and families) in a way that will best suit the specific child.

Churchill Chums Child Care provides learning opportunities and practical work experiences to members of the community through placements and educational training for students and volunteers. We invite special guests and community services into our centre to expand the learning experience for each child. These



resources allow us to offer a range of support and services to the families within our centre

## **Support Staff, Child Care Providers or Others Who Interact with the Children at a Child Care Centre in Relation to Continuous Professional Learning**

**Engagement – “Every child is an active and engaged learner who explores the world with body, mind, and senses” (HDLH, p. 12)**

We believe that it is important for our staff and child care providers to be fully equipped with the proper and up-to-date training in the field and upgrading their learning frequently in order to provide the best quality care for the children. At Churchill Chums Child Care, we hire staff on a non-discriminatory basis providing individuals of all backgrounds the opportunity to be employed at Churchill Chums Child Care.

We provide our staff with as much training and Professional development opportunities as possible. We provide them with resources to upgrade their skills in order to keep up to date on knowledge and skills pertaining to the child care field. Before staff commence their employment, they are required to complete certain training and education

We provide ongoing professional learning through monthly staff meetings with all of our employees. These meetings give staff the opportunity to discuss and reflect on our daily practice, children and staff engagement, how our pedagogy and implementation is occurring daily and suggestions and collaboration on what needs improvement and plans to improve. During our monthly meetings, we discuss any upcoming professional development workshops and resources that the staff would like to participate in.

## **Document and Review the Impact of the Strategies Set out in the Above Clauses on the Children and Their Families**

Churchill Chums Child Care understands that pedagogical documentation is a way for our program staff to learn about how the children think, learn, and develop. Our staff’s daily observations of the children in the program are used for information for future planning. Documentation is a way to value children’s experiences and help them reflect on those experiences. It is an opportunity to make children’s learning and understanding of the world visible to themselves and other children, to their families and program staff. It is a reflection on

developmental growth and a process for staff to co-plan with children about their learning. It is a dialogue with families about the children's ongoing learning experiences. Documentation can also be a self-reflection opportunity for staff as they participate in continuous learning. We encourage families to provide the centre with informal feedback on an ongoing basis and give families the opportunities to review their children's progress throughout the year.

Our centre is continuously growing in numbers; new children, families and staff. As our centre grows our program statement will be reviewed annually by the director and staff, to ensure that we are diligently improving our program to best meet the needs of the families within our centre. Through observations in the programs. The approaches set out in the program statement will be implemented on an on-going basis during the operation of the program.

## **Prohibited Practices**

All employees and students are to use the behaviour guidance strategies that support children to develop appropriate emotional and social skills and comply with the Churchill Chums Program Statement. Churchill Chums Childcare Centre and the Child Care Early Years Act prohibits the following practices and constitute contravention:

- Corporal Punishment of the child. Any form of corporal punishment of the child (such as: hitting, spanking, grabbing, kicking, squeezing arms or ears, pushing, pulling, shaking, pinching, biting) by any employee, by any child or by any group of children
- 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.
- The locking the exits of the 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. The use of a locked or lockable room or structure to confine a child for any length of time 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 will humiliate,

- shame, or frighten the child or undermine a child's self-respect, dignity or self-worth
- The deprivation of a child's basic needs including, food, drink, shelter, sleep, toilet use, clothing or bedding. The use of food should not be used to discipline children at snack or lunchtime.
  - Inflicting any bodily harm on children including making children eat or drink against their will.

## Approved Practices

When negative or unacceptable behaviour occurs the role of the staff is to assist the child by...

- Establish positive relationships with all children
- Model appropriate behaviour at all times
- Remember that each child is different, and try to vary their approach or method of dealing with the children, depending on their individual needs given a particular situation
- Be patient and calm in their behaviour, actions and responses and avoid raising their voices
- Encourage and praise desired behaviour
- Set clear limits, maintain them consistently and follow-up when limits are broken
- Arrange the program so that the children are guarded against potentially dangerous situations
- Allow children choices between clearly defined options when possible
- Encourage the children to verbalize their feelings, fears and anxieties
- Use positive language to try and redirect behaviour by focusing on what the child can, should do, or likes to do
- Help children identify acceptable behaviour.

## Compliance and Contravention

Compliance and Contravention of this policy and procedures will be monitored as per the Employee Compliance and Contravention Monitoring Policy.

## Program Review and Evaluation

Churchill Chums Child Care staff will ensure that they meet the Child Care and Early Years Act. Regulations to provide high quality Child Care to their families. Chums strives to meet the City of Toronto's Assessment for Quality Improvement evaluation in all the classrooms.

The Program Statement will be reviewed and Signed- Off by all staff and students prior to commencing employment and placement with Chums and

annually thereafter and any time there is a change made in the document. A copy will be kept in their staff file.

Copies of the Program Statement and Parent Handbook are provided to all families at the time of enrollment and when any changes are made. As well as to any parents considering whether to enter into an agreement with Churchill Chums.