



PARENT MANUAL & POLICY HANDBOOK

<u>Discovery Locations</u>	<u>Address</u>	<u>Discovery #</u>	<u>School #</u>
St. John de Brebeuf	43 Spruce St. Kingsville	519.733.6203	519.733.6589
Queen Elizabeth Public	4 Maxon Leamington	519.322.5532	519.326.9451
Gosfield North Public	302 County Road 27 Cottam	519.733.8202	519.839.4811
St. Anthony Elementary	166 Centre St. Harrow	519.733.8615	519.738.3531
Gore Hill Public	1135 Mersea Road 1 Leamington	519.398.8560	519.326.3431
Colchester North Public	2651 County R. 12 Essex	519.776.8118	519.776.8118

MAILING ADDRESS

**Discovery Child Care Program
P.O. Box 421
Kingsville On
N9Y 2G1**

**Main Office: 733-8202
Email: director@discovery-childcare.ca
Website: www.discoverychildcareschools.com**

Discovery is a non-profit, charitable organization run by a volunteer Board of Directors that operates in accordance with the legislation under the Child Care and Early Years Act. Our goal at Discovery is to meet the childcare needs of EVERY family.

The purpose of the Parent Manual and Policy Handbook is to support transparencies and communication with parents and families. It clarifies information about the services that are offered and ensures that parents and licensees share similar expectations about the program. Please read it carefully and if there are any questions do not hesitate to ask.

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PROGRAM STATEMENT

The Discovery School-Based Childcare Program of Kingsville Inc. seeks to support families by providing dependable, high-quality childcare that enhances the life experiences of the children and parents within our communities by following the strategies set out in the following program statement. Our philosophy is to support a continuum of learning through an environment that will offer the children many opportunities to experience success as competent, curious, complex thinkers, and rich in potential, which will foster a sense of belonging, well-being, engagement, and expression within each child ("How Does Learning Happen", 2014). We encourage, not just learning, but also the love of learning.

To promote the health, safety, and well-being of children, Discovery monitors the children's health upon arrival and throughout the day and responds to any health and safety situations that may arise. Further information about this policy will be found in this handbook. Discovery provides nutritious lunches and snacks according to the Canadian Food Guide ("Eating Well with Canada's Food Guide"), and the Healthy Eating Indicators' Tool, while establishing a positive eating environment for the full day infant, toddler and pre-school programs. Lunches will be served Homestyle, with staff assisting children when needed and monitoring the children's safety. Both meal and snack times will ensure children have an opportunity to develop their self-help skills by preparing and serving food to enhance socialization, self-regulation, and language skills. A complimentary afternoon snack will be available for all school-age children. Parents will need to be careful and follow our food from home policy to help protect the children in our program that have life threatening allergies. Supervisors and staff will have the right to deny certain foods into the program. Children will have the option and flexibility during open snack periods to select healthy, well-balanced and nutritious foods.

Positive and responsive interactions is the key to building successful relationship between parents, staff and children. Every person entering the program will be welcomed with a daily greeting, giving the opportunity for parents to tell the teacher any information regarding their child. Staff will help children transition into the program by helping them engage in an activity.

Staff will be sharing information throughout the year with parents to promote communication about their child's day. The communication will be in the form of an email, "Digital Childcare," daily logs, open houses, by providing photo documentation, or a phone call. If time allows it will be a quick conversation at drop off/pick up. Supervisors will arrange for a site orientation with new parents and children, to familiarize them with the program. At any time, a parent can request a meeting with staff, supervisors, or the Executive Director.

Discovery expects mutual respect between staff and children. Children are encouraged to be responsible people capable of having a voice within the program, awareness of logical and natural consequences in decision making, problem solving and the resolution of their own conflicts. This promotes self-confidence, self-esteem, and self-regulation. Moreover, staff will show children how to acknowledge their peers with kindness, empathy, and respect; to take an interest in each other and the environment they share, using positive communication.

Discovery has an evolving play-based, emergent curriculum, with the goal of providing an invitation for inquiry and thought-provoking interests in a child-led environment. The natural environment is a facilitator along with the childcare staff that supports the exploration in the children's

indoor and outdoor play experiences. Opportunities for creative expression and problem solving, as well as a focus on the child's ability to self-select aspects of the environment that are stimulating, challenging, and fun is the motivation for the curriculum. Discovery provides activities, such as sensory play, science experiences, fine and gross motor activities, art and music, language, and literacy, and so on, for the children to choose from.

Children are supplied with self-initiated and adult supported activities through their learning environment, which is unstructured, and provides for an open-ended play time of their choosing. Children will be able to decide where, when, and how to play. Discovery staff will observe and listen to children and their interests so they can build and scaffold the level of play and opportunities. For example, adults will follow the children's lead in creating or providing props for dramatic play and then engage with the children to further scaffold the children's interest in an activity.

Discovery strives to promote and create positive learning environments for each child by planning and promoting learning opportunities that reflect their abilities and current interests, program safety, and age-appropriate activities. This supports the children's learning and development because staff provide a safe welcoming environment, where children feel a sense of belonging through warm, supportive relationships with staff and peers (William Shanker p.11 How Does Learning Happen).

The Discovery Program will provide indoor and outdoor play, as well as active play, rest and quiet time throughout the day, giving special consideration to individual children's needs. We recognize and support children's developing and varied self-regulation abilities in all domains (How Does Learning Happen p.29-30). We encourage staff to intertwine the children's learning environments, by bringing the outdoors into the classroom, and indoor activities, such as art experiences, outdoors by providing the children with loose parts from their natural environment for their own creative expressions. For Rest and Quiet Time, see the Sleep Policy and Supervision heading of the Parent Manual.

Our program is full of extraordinary events to help children recognize the importance of their community. Through field trips, special guests, unique projects, community events, social justice, family nights, and team building experiences. We involve outside agencies in our programs to provide resources to better meet the needs of children, their families, and our staff in a positive and supportive way. Throughout the year Discovery welcomes students from high school, and post-secondary programs to help provide experience and training.

In accordance with the College of Early Childhood Educators Code of Ethics and Standards of Practice, Discovery is committed to the ongoing professional growth of our staff, who we believe are also lifelong learners. We encourage and support staff to engage in the continuum of professional growth and development through workshops held in-house or in our community. All staff will hold valid First Aid, CPR, and WHMIS training certificates to promote high quality care and safety within our program.

The Discovery School-Based Childcare Program of Kingsville Inc. will support families by providing dependable, high-quality childcare. This will include, but is not limited to, staff and parent surveys, staff performance and behaviour management reviews, and staff meetings to discuss policies and procedures. Review of the Program Statement annually to better serve our families and community.

Program Statement Policy/Procedure

Purpose: The Discovery Program will implement a program statement policy for all individuals involved in the care of children, are made aware of the expectations set out by the program. The staff, volunteers and students will implement the approaches set out in the Program Statement which includes prohibited practices and how management will deal with contraventions. This policy will be developed in a manner that responds to the educators and staff, and provides them with the information they need to perform their work at Discovery.

Policies and procedures required under the *Child Care and Early Years Act, 2014* are the following:

- Playground Safety
- Anaphylactic Policy
- Sanitary Practices
- Sleep Supervision
- Serious Occurrence
- Drug and Medication Administration
- Supervision of Volunteers & Students
- Program Statement Implementation
- Staff Training and Development
- Criminal Reference Check/Vulnerable Sector Check
- Fire Safety & Evacuation Procedures
- Waiting List
- Parent Issues and Concerns
- Emergency Management

Individualized plans required under the Child Care and Early Years Act, 2014:

- Anaphylaxis
- Special Needs
- Medical Needs

Policy: Discovery's expectations of staff, students, and volunteers for implementing the Program Statement's approaches is to help achieve our goals for the children in our care. This will be demonstrated after a thorough orientation has been provided for new staff, as well as existing staff by having team meetings, peer coaching and mentoring, regular professional learning sessions, and the possibility of pedagogical leaders who provide on going professional support and training. During orientation, and at annual review times, all staff are made aware that the Policy Manual's Program Statement must be followed to ensure high quality care assurance measures/ mechanisms are being met. (Please refer to Section 1 for Compliance and Contravention Policy.)

For More Information Please Refer to the Following Resources:

The Early Years Portal
Minister's Policy Statement on Programming and Pedagogy
How Does Learning Happen?
Think, Feel, Act – Lessons from Research about Young Children

PROGRAM STATEMENT IMPLEMENTATION POLICY

Discovery's Program Statement Implementation Policy requires that all Discovery staff, students and volunteers involved in caring for the children are aware of the expectations set out by Discovery. The following are expectations of our program and are to implement the program statement, what the prohibited practices are and how Discovery will deal with a contravention of the program statement and/ or a commission of Prohibited Practice.

Staff, or Students and Volunteers will;

1. Staff will hold a valid First Aid, CPR, and WHMIS training certificate to promote high-quality care and safety within our program. As students and volunteers are not left alone with the children.
2. All staff will hold a valid VSC and all volunteers and students will obtain one if 18-years or older.
3. Monitor children's health and safety during play, washroom visits, eating and assist those children when needed.
4. Provide a safe welcoming environment, where children feel a sense of belonging through warm, supportive relationships.
5. Greet everyone entering their classroom, with a joyful smile and positive attitude.
6. Provide information to Parents/Guardians through various forms of communication.
7. Show children how to acknowledge their peers with kindness, empathy, and respect by setting positive examples of these behaviours.
8. Support, engage and be involved with the exploration in the children's indoor and outdoor play by providing a variety of activities for the children to choose from.
9. Go outside every day with the children, weather permitting following the Ministry's required length of time.
10. Attend all staff meetings, a parent night, one fall parent social, and be invited to volunteer one parade per year, according to the CUPE Collective Agreement.

Discovery supervisors will monitor contravention and discuss with the staff, volunteer, or student that requirements have or have not been met and an opportunity for improvement may exist. An employee shall be disciplined with just cause to correct attitudes or conduct that interferes with the proper, efficient operation of the program, and for not following the Program Statement expectations. The following are disciplinary actions, which may be used if a Staff member is not following proper Policies and Procedures:

- Verbal Reprimand -A verbal reprimand may be given by the supervisor or Executive Director in private, for a minor offense. A first verbal reprimand need not become part of an employee's file and the matter should be closed when a two-way discussion has been completed.
- Letter of Reprimand -When a continued or serious infraction occurs, the supervisor or Executive Director shall write a letter in consultation with the Board of Directors, to the employee stating the infraction and warning him/her against further misbehavior. A copy of this letter must be placed in the employee's file.
- Suspension -An employee may be suspended without pay, for a specific length of time depending on the seriousness of the offense while the case is being investigated. An employee must be given

written notice of such suspension. Any employee may grieve any disciplinary action according to the grievance procedure.

- Discharge - Discharge will be used when other corrective actions have failed or are not applicable. No notice is required where an employee is dismissed for **gross misconduct** (physical, sexual, verbal, or inappropriate abuse of power).

Prohibited Practices

WHEN DEALING WITH CHILDREN - The Discovery School-Based Childcare Program respects and supports children's confident self-image. The promotion of children's positive self-esteem is taught through proper behaviour management techniques that are appropriate for the age and development level of the child and deal with the direct issues at hand. Effective behaviour management sets and reinforces limits and promotes cooperation and supports autonomy.

Discovery adheres to the CCEYA, 2014 Prohibited Practices, which will include all of the following Prohibited practices:

Section 48. No licensee shall permit, with respect to a child receiving childcare at a childcare centre it operates or at a premises where it oversees the provision of childcare,

(a) Corporal punishment of the child.

(b) physical restraint of the child, such as confining the child to a highchair, 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.

(c) locking the exits of the childcare centre or home childcare 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.

(d) 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.

(e) depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing, or bedding; or

(f) Inflicting any bodily harm on children including making children eat or drink against their will. O. Reg. 126/16, s. 34.

(g) sexual abuse, sexual misconduct and prescribed sexual acts. * new as of July 1, 2026

In the event that a Staff is found in violation of the fore mentioned Prohibited Practices, the measures that the Discovery will use to deal with contraventions of the policies and procedures and with the commission of a prohibited practice, will be immediate suspension from the Program, until it is determined if the Staff will be terminated or sent for additional training and professional development, peer mentoring, and/ or direct review of the policies and procedures with the Supervisor or Executive Director. A report will be made to the College of Early Childhood Educators if the staff is a Registered Early Childhood Educator.

Services Offered & Age Categories Served

Hours of Operation	Accounts Must Be In Good Standings To Guarantee Your Child's Scheduled Days.			
6:30 a.m. – 6:00 p.m. (Half days 6:30-12:30 or 12:00-6:00)	St. John de Brebeuf / Queen Elizabeth sites only. Base fees for Infant, toddler, preschool.	Full Day	Half Day Lunch	Half Day No Lunch
Infant Program 3 months – 18 months		\$19.85	Not Available (3 days a week minimum)	
Toddler Program 16 months – 2.6 years		\$17.96	\$13.23	\$13.23
Preschool Program 2.6 – 3.8 years		\$16.54	\$12.00	\$12.00
All sites have before and after programs available.				
Regular Before School Program 3.8 yrs – 12.8 years old	\$9.00 base fees per morning	\$10.00 base fees per morning		
Regular After School Program 3.8 yrs – 12.8 years old	\$10.00 base fees per afternoon	\$11.00 base fees per afternoon		
Base Fees Before & After School 3.8 yrs – 6 years old	Must attend before and after \$12.00	Drop in must attend before and after \$12.00		
Full Day Programs 3.8 yrs – 6 years old – Base Fees				
	Full Day		Half Day	
Kindergarten / Grade 1 (PA Days, March Break, Summer) 3.8 yrs. – 6 years	\$16.07		\$12.00	
	Full Day	Half Day	Drop In – Full Day	Drop In – Half Day
Regular School Age Program Base Fees / \$25.00 Annual Registration Fee				
School Age (Gr. 1 and up) (PA Days, March Break, Summer)	\$32.00	\$22.00	\$33.00	\$23.00

- Discovery is closed the last week of summer break before school starts.
- Discovery will assess, through use of a survey, the need for childcare during Christmas break before deciding which, if any, sites are to be open.
- **Family Rates** (base fees) are available for Before and After School, as well as the full day programs. The fees are: Before & After - \$1.00 less / day for each additional child enrolled; and Full day – full fees for the first two children, and half off for the third child for NON-CWELCC children.
- **Drop-In Service** is available on an “as needed” basis provided space is available by calling into your site Supervisor or the Main Office. The base fee is \$1.00 more per day than the regular rate. Drop-In schedules are not guaranteed. (You must notify the school that your child will be attending after school as a drop-in once you have confirmed with your site Supervisor or the Main Office.)

- Discovery observes the following Statutory Holidays: New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving, Christmas Day, & Boxing Day.
- Field trips may require an additional non-base activity fee for non-CWELCC children, which would be noted on the field trip flyer. Fees will be charged directly to your account.

Contacts:

Colchester North Public Email: cnp@discovery-childcare.ca	Gore Hill Site Email: ghp@discovery-childcare.ca	Gosfield North Public Site Email: gnp@discovery-childcare.ca
St. John de Brebeuf Email: sjb@discovery-childcare.ca	Queen Elizabeth Site Email: qe@discovery-childcare.ca	St. Anthony Email: sae@discovery-childcare.ca

Waiting List Policy and Procedures

Date Policy and Procedures Updated: August 26, 2019

Purpose - This policy and the procedures within provide for waiting lists to be administered in a transparent manner. It supports the availability of information about the waiting list for prospective parents in a way that maintains the privacy and confidentiality of children.

The procedures provide steps that will be followed to place children on the waiting list, offer admission, and provide parents with information about their child's position on the waiting list.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for a childcare centre that maintains a waiting list to have related policies and procedures.

Policy - Discovery's waiting list is monitored by current enrollment status, the age of the child being enrolled, and the earliest date on the applications being received by the Administrative Staff. The waiting list will be made available in a manner that maintains the privacy and confidentiality of the children listed on it, but that allows the position of a child on the list to be ascertained by the affected persons or families via a phone call to the Site Supervisor, who would be more than happy to provide this information in a confidentiality-maintained manner on the phone.

- Discovery Program will strive to accommodate all requests for the registration of a child at the childcare center.
- Where the maximum capacity of a program has been reached and spaces are unavailable for new children to be enrolled, the waiting list procedures set out below will be followed.
- No fee will be charged to parents for placing a child on the waiting list.

Procedures

- **Receiving a Request to Place a Child on the Waiting List** - The licensee or designate will receive parental requests to place children on a waiting list via One HSN portal, Discovery website's online application, telephone, in-person meeting, and email.
- **Placing a child on the Waiting List** - The licensee or designate will place a child on the waiting list in chronological order, based on the date and time that the request was received. Once a child has been placed on the waiting list, the licensee or designate will inform parents of their child's position on the list.
- **Determining Placement Priority when a Space Becomes Available** - When space becomes available in the program, priority will be given to children who are currently enrolled and need

to move to the next age grouping, siblings of children currently enrolled, and children of staff. Once these children have been placed, other children on the waiting list will be prioritized based on program room availability and the chronology in which the child was placed on the waiting list.

- **Offering an Available Space** -Parents of children on the waiting list will be notified via a phone call or email that a space has become available in their requested program. Parents will be provided a timeframe of one week in which a response is required before the next child on the waiting list will be offered the space. Where a parent has not responded within the given timeframe, the licensee or designate will contact the parent of the next child on the waiting list to offer them the space.
- **Responding to Parents who inquire about their Child's Placement on the Waiting List** - The Site Supervisor will be the contact person for parents who wish to inquire about the status of their child's place on the waiting list. The Site Supervisor will respond to parent inquiries and provide the child's current position on the list and an estimated likelihood of the child being offered a space in the program.
- **Maintaining Privacy and Confidentiality** - The waiting list will be maintained in a manner that protects the privacy and confidentiality of the children and families on the list and therefore only the child's position on the waiting list will be provided to parents. Names of other children or families and/or their placement on the waiting list will not be shared with other individuals.

Registration & Attendance Guidelines

- Registration is completed online. Non-CWELCC children non-base registration fees of \$25 must be paid.
- Complete and sign off on all additional forms. No child can start the program before these items are complete.
- Provide a schedule by email to your supervisor before the 15th of the previous month for us to accommodate your childcare scheduling needs.
- Monthly invoices will be issued via email, and hard copies are available upon request.
- All scheduled days must be pre-paid for. Fees are due before the 1st of the month. Even if the child does not attend.
- If written 2-week notification of vacation time, or days off, or withdrawal from the program is given, credit will be paid back by e-transfer or cheque in the mail.
- It is the responsibility of the parent or guardian to inform Discovery of any schedule changes, such as absence due to illness, early pickups, or school events. Children that are scheduled after school will remain with the program and not allowed to go on the bus without verbal or written consent of the schedule change from the parent/guardian. **Refer to our Safe Arrival Policy.**
- Parents/Guardian also need to notify Discovery staff of any person picking up your child from the program. Children being picked up by someone who is not on the child's registration form will not be released without confirmation.
- Parent/guardian must inform their childcare schedule to the school teacher (example - print 2 calendars – 1 for Discovery and 1 for the teacher)
- If a child is picked up after the sites closing time. Discovery will be compensated by the parent/guardian at the rate of **\$1.00 (non-based fee) per minute, per child**, which will be charged directly to your account. There will be a Late Pick-Up form to be filled out and signed by staff and parent/ guardian. Our staff will be responsible for a child for a ½ hour after closing.

After that point, if we have not received a call and are unable to reach the parent or an emergency contact, we will contact the appropriate Children's Aid Society reporting a child in need of care. Every effort will be made to contact the parent.

- Inclement Weather – If schools are closed, Discovery will also be closed. If school is cancelled because of poor weather, you will be given a credit for that day.
- If the buses are not running but schools are open, Discovery will be open, you are required to pay for this day if you do not send your child. We will do our best to notify the closure as soon as possible.
- In some incidences, Discovery will choose to close our programs due to insufficient staffing related to weather.

Financial Information

A) Methods of Payment

- INTERACT machine is available at the Main Office only. Debit/Credit Card, but not VISA debits are accepted at the main office.
- E-transfer auto deposit to admin@discovery-childcare.ca, or a Credit Card Pre-authorization form on file.
- Please try to avoid completing cash payments at the childcare locations. If a cash payment is completed at the sites, staff or supervisor will hand write you a receipt. Please note, if making a cash payment exact change is required.
- If you need further assistance setting up the E-Transfer, please contact our bookkeeper at the main office.
- It is your responsibility to ensure payments are made in full before the first of the month, to guarantee your childcare space.
- Payments made after 4PM on the 1st of the month are considered late. If payment is not received, your childcare is void until payment is received. If other suitable payment schedules need to be made, you must do this before the 1st of the month, through the Executive Director or bookkeeper at 519-733-8202.
- Staff on site are not aware of account balances, if you have any inquiries, please contact the Main Office, 519-733-8202.
- Invoices that must be resent or constant reminders of your account being in good standing will have a non-base fee of \$25.00 added to your account, for each additional message.

B) Overdue Accounts

- Childcare fees cannot be carried to the next month at any time. Your child will not be able to attend the program until payments are received. Payment plans can be arranged ahead of time and can be broken down into weekly or bi-weekly payment. This must be discussed when you receive your monthly invoice. Repeating overdue fees may result in dismissal of the childcare program.
- If parents are experiencing financial difficulties, the Executive Director will be happy to work out a viable solution.
- Overdue childcare fees are subject to a **5%** interest fee applied monthly.

- Failure to pay your childcare invoice will result in sending your childcare account to a collection agency. We will notify you by calling and send a letter to the home, to try to clear up any childcare balances.

C) CWELCC – Canada-Ontario Canada-Wide Early Learning and Child Care System

- The City of Windsor has signed and approved Discovery’s CWELCC contract to help reduce the childcare fees for children six years and under. We are committed to working with our municipal partners and the federal government to ensure the necessary information and support is in place for our families here at Discovery. Discovery will follow the CWELCC program requirements, as it changes to reduce fees once again are applied by the government. Parents will be notified by email what the next steps will be (e.g., most recent reduced rate was as of December 31, 2022)
- Eligible parents have received credit to their account for approved children from April 1st to August 31, 2022. Then received additional credit for September and October 2022. The new discount rate of 25% was applied for November and December invoices. Parents that used the program during the approved timeline, where sent an e-transfer or refund credit applied to their credit card if they no longer attend the program.
- For more clarification or questions, please do not hesitate to contact the main office. 519 733-8202.

D) Payment or Tax Receipts

- Parents will be given a copy of a handwritten receipt for cash payments. Debit receipt for debit, MasterCard/Visa payments or emailed a receipt showing what was paid through authorized payment or E-transfer.
- Year End Tax Receipts will be issued by the end of February for income tax purposes. Fees are non-refundable. Tax Receipts will be issued for the amount paid during that year. Requesting additional lost or misplaced tax receipts will have a \$10.00 administrative fee, due before receiving a copy of the original.

E) Financial Assistance

- Financial assistance is available through the City of Windsor Family and Social Services Department for qualify families. Visit our website for further information.
- Clients must use the “**Fee subsidy calculator**” to access the application instructions and forms.
- For assistance or if unable to complete the on-line application process, call Children’s Services @ **519-255-5312**

F) Refunds & Credits – Invoices are issued monthly, by email, between the 20th-25th of the month and will reflect the calendar submitted by the 15th. No changes will be made to an invoice once it has been issued and should be paid as received. Two week’s notice must be provided for any requested changes to your children’s schedule, and any credited days or added days will be reflected on an upcoming invoice.

If a requested change falls between the 1st -14th of the month, it will appear on the next invoice.

Example:**Current Invoice—September:**

September 24th requested to be credited with two weeks' notice provided. This credit will appear on NOVEMBER'S invoice.

Please see the attached example chart to determine when your credited days or added days will appear.

A full year of this schedule is included with the financial contract and credit card form.

Invoice Period	Calendar Due	Invoice Issued	Change Request 1 st -14 th	Change Request 15 th -30 th /31 st
September	August 15 th	August 20 th -25 th	October Invoice	November Invoice
December	November 15 th	November 20 th -25 th	January Invoice	February Invoice
April	March 15 th	March 20 th -25 th	May Invoice	June Invoice
July	June 15 th	June 20 th -25 th	August Invoice	September Invoice
August	July 15 th	July 20 th -25 th	September Invoice	October Invoice

HEALTH, SAFETY AND NUTRITION

Safe Arrival and Dismissal Policy and Procedures

Name of Childcare Centre: Discovery School-Based Childcare Program of Kingsville

Date Policy and Procedures Established: November 21, 2023

Date Policy and Procedures Updated: June 17, 2026

Discovery is not responsible for your child until they are checked in to our supervised area.

Parents/Guardians that fail to follow through with this policy will result in a non-based administrative fee of \$10.00 per phone call including emergency/authorized pickup list / message, until we have the whereabouts and safety of your child.

Purpose

To provide staff, students, and volunteers with a clear understanding of their roles and responsibilities for ensuring the safe arrival and dismissal of children receiving care, what steps will be taken when a child does not arrive as expected, and to ensure the safe dismissal of children to school or authorized people on the list.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding the safe arrival and dismissal of children in care.

Policy

General

- Discovery Childcare will ensure that any child receiving care at the centre is only released to the child's parent/guardian or individuals that are authorized on the child's registration form or has provided written authorization to the centre. Full first and last name of the person picking up will be required. **(identification is required)** Verbal consent can be done over the phone in an emergency. All staff will ask for identification from anyone picking up and that they have not met before.

- Children will not be released to anyone not previously authorized by a parent/ guardian.
- A parent/guardian may request that a child who is 9 years old or older be released from childcare without supervision. Parents/Guardians must provide written and signed authorization and instructions for the release of the child including the time of dismissal.
- Where a parent/guardian provides written instructions for the release of their child from care without supervision, the parent/guardian is aware that the childcare is no longer responsible for that child upon their dismissal.
- Where a child does not arrive in care as expected or is not picked up as expected, staff must follow the safe arrival and dismissal procedures set out below.

Procedures

Accepting a child into care - When accepting a child into care at the time of drop-off, program staff in the room must:

1. Greet the parent/guardian and child.
2. Instruct parent/guardian sign child in, if needed.
3. Ask how the child's evening/morning has been and anything to report.
4. If the parent/guardian indicates that someone other than them is picking up later, the staff must document it in the communication book for all staff to see.
5. Confirm the person is listed on the child's card file. Or where the individual is not listed, ask the parent/guardian to provide authorization for pick-up in writing (e.g., note or email). That person will be added to the registration form and card file if they will become a regular authorized pick up.
6. Document the change in the daily written record, that this was discussed with the parent/guardian.

Where a child has not arrived in care as expected

It is the parent and or guardian's responsibility to communicate to the Discovery Childcare Program about their child's wellbeing and if there will be any schedule changes.

Parents or guardians can call the center, main office or email the site supervisor. Parents also can communicate through our REMIND app.

Where a child does not arrive at the childcare within an hour of their regularly scheduled drop off time, and are unaware of parent communication, the staff in the classroom must:

Before School

- Check to see if any messages were left on the phone - voice mail, communication app – Digital Childcare or staff communication book.
- If no communication is found, the staff, site supervisor or delegate will call or send a message to the parent or the 1st contact on the emergency card file. If contact responds or answers, record the information in the daily log, and Record of Illness if needed. If there is no answer, staff will leave a voicemail and proceed to the next contact and repeat steps.

- After the 15-minute window with no response from either contact, staff will then move to all other emergency contacts/ authorized persons on the child's emergency contact. Staff will record who they spoke to in the daily log.
- Should none of the authorized contacts answer staff's phone calls or messages, then the staff will communicate with the school's main office to see if they have received information regarding the school aged child's absence from school today. If the school main office is also unaware of the child's absence, the next step will be to call the local police department to complete a wellness check on the family.
- For infant, toddler and preschool, we will continue to try again in half hour, then will call the local police for a complete a wellness check on the family.
- Supervisors will follow up with the parent/guardian to express how important this policy is.
- Safe school arrival, staff will released children from our care when school staff are observed on duty.

After school

1. When a child does not arrive after the school bell, the first thing to do is check the child's schedule. If scheduled, check with the school office and/or teacher to see if the child was in attendance that day at school. (A list of the child's classroom and teacher are at the back of the clipboard). If the school confirms the child was not at school today, the supervisor will send a message asking the parent to always inform us along with the school. Staff will document the reason why they were absent.
2. If the child was absent from school, then you will need to call a parent either at home or at their place of work to make sure that the child is safe and if they are sick, what are they sick with, for you to fill out the illness report.
3. **If the child mistakenly got on a bus, you would need to:**
 - a) STOP and check the buses before they leave and remove the child from the bus even if they tell you that their parent told them to get on the bus WHEN IN DOUBT WE KEEP THE CHILD (a phone call to the parent letting them know that you have their child and that they are safe with you. If the parent asks why you took them off the bus you can let them know that if Discovery does not have confirmation from the parent that they are to be on the bus then we assume their child should be with us). It is the parent's responsibility to call the program when their child's schedule changes for any reason, the staff are to follow the schedule as laid out if they are unaware of any other schedule changes.
4. **Child from a different school** is scheduled to attend the afternoon program and does not show up:
 - a) 1st check the communication book to make sure that a call was recorded that the child was going to be absent.
 - b) If there is no message regarding this then the staff will alert the Supervisor or call the parent to find out about the child's whereabouts.
 - c) If the parent does not answer, then call the child's school to find out if the child was absent, if the child was absent then this is followed up by calling the parent again to let them know they need to call Discovery if their child is going to be absent for any reason. (leave a message if need be)
 - d) If the child was at school and the school office tells you that the child was put on the bus then you follow up by calling the bus company immediately and depending on the information you receive you may need to call the parent or the child's emergency contact.

**Switzer-Carty Transportation Inc. at 519-326-2607 in Leamington.
If you need assistance, contact the Director immediately at 519-733-8202.**

- e) If you cannot contact anyone else on the child's info file card then you must go to the home and get the child. The options for bringing the child back to the school are:
 - Stay with the child until one of the emergency contact people can come and bring them back to the centre.
 - Taxi the child back to the centre with permission from the parent (you follow the taxi in your vehicle.) Call the Main Office (519-733-8202) to pay for the taxi ride.
4. If scenario (4e) happens you will need to call your supervisor if she is not on site, to help you with this situation. If you cannot reach your supervisor, contact the Director immediately at 519-733-8202. If you cannot get anyone to assist, then one staff will put a movie on, and all the children will sit and watch it while the other staff takes care of this situation.
5. Always visually check and do a roll call to match names when checking kids. Then count heads to make sure you have the same numbers. This will help if a child shows up that has not been marked in.
6. Once the child's absence has been confirmed, program staff shall document the child's absence on the attendance record and any additional information about the child's absence in the daily written record.

Releasing a child from care

The staff who is supervising the child at the time of pick-up shall only release the child to the child's parent/guardian or individual that the parent/guardian has provided written authorization to us.

If the staff does not know the individual picking up the child (i.e., parent/guardian or authorized individual),

- confirms with another staff member that the individual picking up is the child's parent/guardian/ authorized individual.
- if the above is not possible, the individual must present a photo ID, the staff will confirm the individual's information against the child's card file or written authorization.

Where a child has not been picked up and the centre is closed

1. If no one picks up a child from care by the site closing time (5:30/6:00 depending on Discovery location), staff shall ensure that the child is given an activity, while they await their pick-up.
2. While in the presence of the child, the staff will proceed with calling the parent/ guardian to advise that the child is still in care and inquire about their estimated time of arrival for pick-up. If the person picking up the child is an authorized individual, the staff shall contact the parent/guardian first and then proceed to contact the authorized individual responsible for pick-up if unable to reach the parent/guardian.
3. If the staff is unable to reach the parent/guardian or authorized individual who was responsible for picking up the child, the staff shall begin contacting alternative authorized individuals listed on the child's info file card/ registration form.
4. Where the staff is unable to reach the parent/guardian or any other authorized individual listed on the child's file (e.g., the emergency contacts) 30-minutes after the centre closes the staff shall

proceed with contacting the local Windsor-Essex Children's Aid Society (CAS) (519) 252-1171. Staff shall follow the CAS's direction for the next steps.

Dismissing a child from care without supervision procedures

Where a parent/guardian has provided written authorization for their child to be released from care without supervision, one staff in the program must be responsible for dismissing the child from care. Before dismissing the child from care, the staff shall review the written instructions for release provided by the parent/guardian and release the child at the time set out in the instructions. The staff shall document the time of departure from care as well as their initials on the attendance record.

***Additional Procedures**

A copy of the ***Permission to Sign In/ Out form*** must be kept on-site with the child's registration form. This form is completed by the parent/ guardian and must be submitted to, and authorized/ signed off by, the Executive Director before the child is allowed to be dismissed without supervision.

Glossary

Individual authorized to pick-up/authorized individual: a person that the parent/guardian has advised the childcare program staff in writing can pick up their child from care.

Licensee: The individual or corporation named on the license issued by the Ministry of Education responsible for the operation and management of the childcare centre and home child agency.

Parent/guardian: A person having lawful custody of a child or a person who has demonstrated a settled intention to treat a child as a child of his or her family.

Fire Safety & Emergency Evacuation Plan

In the event of an Emergency situation, Discovery has an Emergency Evacuation Policy and Procedure in place. The Discovery Program has established practices that remove children and staff from danger in the event of fire or other emergency situations. Having an emergency evacuation plan is essential for childcare centers, where safety of staff and children is paramount. All staff should be aware of procedures, including emergency numbers and emergency exits, which is discussed and demonstrated during site orientations and is reviewed annually by Staff when reading the Policy Manual. Moreover, Staff practice Emergency Evacuation procedures beforehand to prepare them for a real emergency. Monthly drills are done with the children to review the procedures. In the event of a real Emergency Evacuation, a supervisor or Lead Staff member will contact parents / guardians promptly after the children have been removed from the situation and brought to the designated evacuation site. Parents/Guardians will be contacted by phone, email or through the REMIND app. If a parent cannot be reached staff will continue to call or contact the other people on the emergency pick-up list. Staff will bring the Emergency First Aid Backpack with them during an evacuation, which contains all the children's Contact information and Emergency medication.

***A copy of the full policy is available for more information in the discovery policy manual if you would like to review this topic further. ***

IMMUNIZATION RECORD AND ILLNESS

Immunization Record

All children enrolled in a licensed child care must be immunized against infectious diseases as recommended by the local Medical Officer of Health. You will be required to submit immunization information on the Windsor Essex Health Unit's website.

[Your Child's Immunization Record | The Windsor-Essex County Health Unit](#)

Children can be exempt from this requirement if a parent/guardian objects to the immunization for religious, medical or conscience reasons and a signed legal consent is provided by a lawyer.

Immunization Records are kept in the Registration Binder with the rest of the child's registration forms. A copy is kept with your child's registration forms and must be submitted before the child can attend.

Communicable Disease

When a child is diagnosed with communicable disease; (ex. Chicken Pox) Discovery will advise the families of the other children in the program. If a child is diagnosed with a reportable disease, the supervisor will report it to the Windsor-Essex County Health Unit, Outbreak Management Team, along with the Supervisor filing a Serious Occurrence on the Child Care Licensing System (CCLS). If two or more children from one centre become ill with a reportable disease, the centre is in "Outbreak" and must follow Discovery's Outbreak Policy in Infection and Outbreak Control and A Guide to Common Infections manual (found in this policy manual).

Reducing Infections and Diseases

A child exhibiting symptoms of ill health, will be separated from the rest of the child's age group, and kept with the Site Supervisor in her office until which time a parent, can be reached by telephone, by the supervisor, to come and pick up their child. The child will be under constant supervision.

Hygienic practices including hand washing and cleaning toys and furnishings is the first line of defense against transmission of communicable disease. These practices must be established as part of the daily routine. The most effective method of preventing the spread of infectious diseases in a child care setting is hand washing by children and adults. Frequent hand-washing routines should include the following steps;

- a. Wash hands upon arrival
- b. Wash hands before preparing food, feeding a child or eating.
- c. Wash hands immediately after toileting and handling of body secretions.
- d. Post signs in the bathroom, kitchen and diaper change areas reminding staff and children to wash their hands.

ILLNESS

Any child who is acutely ill is to be kept at home. If your child is too sick to participate in all activities, including outdoor play, your child is too sick to be at our program. Children cannot attend if illness prevents them from participating in the regular routines, if attending is harmful to themselves or others, or if the attention needed to care for them takes significant time away from the other children. These provisions will be made if any of the following are witnessed:

- Unexplained or undiagnosed pain
- Acute cold with fever, runny nose and eyes, coughing and sore throat
- Difficulty breathing
- Fever over 38°C (100.4°F) and accompanying symptoms such as listlessness, sore throat/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 or scalp
- Known or suspected communicable diseases
- Headlice, including signs of nits

* If your child has headlice, your child must be treated with all nits removed before they can return to childcare. Random checks will be done discreetly to reduce the chance of more nits hatching.

Should your child's illness be of a communicable type, all parents will be advised that their child has been exposed and informed of the symptoms to watch for in their child/ren. Should your child contract a communicable disease such as measles, mumps, strep throat, flu, or impetigo, you must follow the public health rules regarding treatment and isolation period. In some cases, a doctor's certificate is required before your child may return to our program.

Record of Illness

Employees will ensure that a daily written record is maintained which includes a summary of any incident affecting the health, safety or well-being of the staff or any child enrolled in our centre. Any staff taking the information that a child is away due to illness will document the appropriate information on the record of illness form. The Record of Illness forms will be hung in the classrooms for one month at a time, with a new one posted each month. Completed Record of Illness forms will be kept by the Site Supervisor on site for three (3) years in the Supervisor's Tracking Binder.

If your child becomes ill during the day, the parent will be advised and must arrange to pick up the child as soon as possible. If the parents cannot be reached, the alternate contacts will be called.

Parents should have alternate arrangements for their child/ren in case of illness when our program cannot accommodate the child. These arrangements should be in place when a child is registered with our program.

Drug & Medication Administration Policy and Procedures Purpose

Ontario Regulation 137/15

The purpose of this policy and the procedures is to provide clear direction for staff, students and volunteers to follow for administering drugs or medication to children at the child care centre and for appropriate record-keeping. The Discovery Childcare Program will allow the following medications to be administered:

- Epi Pen for anaphylactic allergic reactions
- Inhalers for asthma and other acute breathing issues
- **Medications for epilepsy and diabetes. * New as of July 1, 2026**

Where the term drugs and/or medications is used in this policy, the term refers to any product with a drug identification number (DIN), except for sunscreen, lotion, lip balm, bug spray, hand sanitizer and

diaper cream that is not used for acute, symptomatic treatment. For this policy, drugs and medications fall into the following two categories, unless otherwise specified:

- Prescription, intended for acute, symptomatic treatment; and
- Over the counter, intended for acute, symptomatic treatment.

The policy and procedures support children's health, safety and well-being by setting out measures to:

- ensure children receive only those drugs or medications deemed necessary and appropriate by their parents;
- reduce the potential for errors;
- ensure medications do not spoil due to improper storage;
- prevent accidental ingestion;
- administer emergency allergy and asthma drugs or medications quickly when needed; and
- safely administer drugs and medications according to established routines.

Policy

Parental Authorization to Administer Medication: Unless an emergency life saving medication is needed, parents will need to administer drugs or medications to their children at home. This includes Holistic and Homeopathic Medications and/or Non-Prescription Medication.

Where a life saving drug or medication is to be administered to a child on an "as needed" basis (i.e. there is no specific schedule or time of the day for administration), the drug or medication must be accompanied with a doctor's note outlining signs and symptoms for administering the drug or medication and the appropriate dosage. In addition, the Authorization for Medication Administration Form must clearly indicate the situations under which the medication is to be given as outlined in the doctor's note, including observable symptoms. Examples may include:

- 'when the child has febrile seizures, fever of 39.5/103.1 degrees Celsius/Fahrenheit;
- 'when the child has a persistent cough and/or difficulty breathing' due to asthma; and

Prescription/over-the-counter skin products (with a DIN) that need to be administered for acute or symptomatic treatment will only be administered to a child where a parent of the child has given written authorization to do so by completing the childcare centre's Authorization for Medication Administration. Authorization for Medical Administration Forms will be reviewed with parents every 3-6 months to ensure the dosage continues to be accurate (e.g. based on the child's age or weight). A long with sunscreen, lotion, lip balm, bug spray, hand sanitizer and diaper cream are non-prescription and/or are not for acute (symptomatic) treatment, and due to their longer-term daily usage, these products:

- must have a blanket authorization from a parent on the enrolment form;
- can be administered without an Authorization for Medication Administration form; and
- do not require record-keeping
- Vitamins are considered a drug; therefore, they will not be permitted in the program.

If a child were to arrive to the childcare without their medication, parents would be contact by telephone to have the medication brought into the centre as soon as possible, as to not miss a dosage. In the event, that a dose is missed it will be documented on the Drug Administration Form and in the comment section it would be noted that the medication was not on site to be administered. Once

medication is completed, or no longer required, then the Head Classroom teacher or designate would make the note on the Drug Administration form that the medication has been completed and will no longer be administered.

Discovery is not responsible for administering medication during regular school hours, as the child is not in our care.

Medication, that is not Emergency Life Saving Medication, will be kept in the medication Lock Box located in the Emergency Backpacks at all Discovery locations. The Lock Box key is located in the front pocket of the Medication Lock Box. If medication needs to be refrigerated, then the Medication Lock Box is moved into the refrigerator.

Children who are no longer receiving childcare from Discovery will have their medication sent home on their last day of attendance. In the event, that the medication is not sent home, it will be kept in the site Supervisor's locked filing cabinet, until which time the Supervisor can get a hold of the parent/guardian via a telephone call to come and pick up the medication as soon as possible; the parent will be contacted on a daily basis if necessary, until the medication is picked up. If medication is not picked up within one week after the first contact attempt, the expired medication will be returned to the local pharmacy for proper disposal.

Head classroom teachers will be required to verify expiration dates for medication monthly, while conducting their First Aid Bag Checklist for needed supplies.

Drug and Medication Requirements

All drugs and medications to be administered to children must meet the following requirements: All drugs and medications must be stored in their original containers as supplied by a pharmacist, or their original packages. Medications that have been removed from their original package or transferred into a different container will not be accepted or administered to children.

All drug or medication containers must be clearly labelled with:

- The child's full name;
- The name of the drug or medication;
- The dosage of the drug or medication;
- Instructions for storage;
- Instructions for administration;
- The expiry date of the medication.

The information provided on the written parental authorization must match with all the requirements listed above. Where information is missing on a drug or medication label and/or the written parental authorization does not match the label on the labelled container, the childcare centre will not accept or administer the medication until the label and/or written parental authorization accurately contains all the required information.

Over-the-counter epinephrine purchased for a specific child can be administered to a child with an individualized plan and emergency procedures for an anaphylactic allergy as long as it is accompanied by a doctor's note and is clearly labeled with the child's name, the name of the drug or medication, the dosage, the date of expiration and the instructions for storage and administration.

Drugs or medications purchased by staff, students or volunteers for their own use will be kept inaccessible (e.g. stored in locker versus left in a purse in the classroom) to children and will not be administered to children at any time, except where written parental authorization to administer has been obtained (e.g. hand sanitizer).

Drug and Medication Handling and Storage:

All drugs or medications will be always kept inaccessible to children in a locked container or area (e.g. in a refrigerator, cabinet, cupboard or drawer). There are exceptions for emergency medications as outlined below:

- Emergency medications will never be locked up and will be made easily accessible to all staff while being kept out of the reach of children, including during outdoor play periods and off-premises activities. Except for when the child is not in attendance.
- We encourage all school-age children to self carry their EpiPens or Asthma Medication.
- Where a child has written permission to carry their emergency allergy or asthma medication, precautions will be taken to ensure that these medications are not accessible to other children **Do not leave in cubbies or backpacks that are unattended.**
- **All staff are responsible to make sure the EpiPens / Asthma Medications are added or removed from the emergency backpack when the child is not attendance.**
- All Discovery emergency bags must be up high on a shelf or hanging from a hook out of children's reach. Children that self carry, will keep their school bag or medication holder with the Discovery backpack.
- Emergency medications will be brought on all field trips, evacuations, and off-site activities.

In case of an emergency, all staff, students, and volunteers will be always made aware of the location of children's emergency medications.

Any topical products or drugs/medication in the first aid kit will not be used on children to clean or treat wounds. Children's cuts and wounds will be disinfected in accordance with local public health recommendations. Staff will use warm soapy water to clean the cut and apply gauze or a band aid to the wound.

All drugs and medications for children will be stored in accordance with the instructions for storage on the label. Medication requiring refrigeration will be stored in the refrigerator in a locked container.

Where drugs or medications are past their expiry date, they will be returned to the parent of the child, where possible, and this will be documented on the Authorization for Medication Administration Form.

Any drugs or medications remaining after the treatment period will be returned to a parent of the child, where possible, and this will be documented on the Authorization for Medication Administration Form.

Where attempts have been made to return a drug or medication to a parent and the parent has not taken the medication home, the person in charge of drugs and medications will ensure that the efforts made to return the drug or medication have been documented in the appropriate staff communication book (e.g. daily written record), and the drug or medication may be returned to a pharmacist for proper disposal.

Drug and Medication Administration:

- Drugs or medications will be administered according to the instructions on the label and only with written parental authorization.
- Designated person(s) in charge of medications will deal with all drugs and medications to reduce the potential for errors, whether on or off the premises. Where the person(s) is absent, they will delegate this responsibility to another individual. The name of the individual who has been delegated and the duration of the delegation will be documented in the appropriate staff communication book (e.g. daily written record).
- A drug or medication will only be administered from its original container as supplied by a pharmacist or its original package, and where the container is clearly labelled as outlined under the Drug and Medication Requirements section of this policy.
- A drug or medication will only be administered using the appropriate dispenser (e.g. syringe, measuring spoon/cup, etc.).
- To support the prompt administration of emergency medication:
- Emergency medications may be administered to a child by any person trained on the child's individualized plan at the childcare centre; and
- Children will be allowed to carry their own asthma or emergency medication in accordance with this policy, the drug and medication administration procedures, and the child's individualized plan, where applicable.
- Drugs or medications that are expired (including epinephrine) will not be administered at any time.

Record-Keeping:

Records of medication administration will be completed using the Records of Medication Administration every time drugs or medications are administered. Completed records will be kept in the child's file.

Where a child's medication administration form includes a schedule setting out specific times to administer the medication and the child is absent on a day medication would have been administered, the child's absence will be documented on the medication administration record to account for all days during the treatment period (excluding weekends, holidays and planned closures).

If a dose is missed or given late, reasons will be documented on the record of medication administration and a parent will be notified as soon as possible as it may impact the treatment schedule or the child's health.

Where a drug or medication is administered 'as needed' to treat specific symptoms outlined in a child's medication administration form or individualized plan and emergency procedures for an anaphylactic allergy (e.g. asthma, fever, allergic reaction), the administration and the reason for administering will be documented in the appropriate staff communication book (e.g. daily written record) and in the child's symptoms of illness record. A parent of the child will be notified.

Drug and Medication Administration Procedures

A parent requests that a drug or medication (prescription or over-the-counter) be administered to their child and provides the drug medication.
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Staff must:

- B. provide the parent with the appropriate form to complete to obtain written authorization to administer the medication from Appendix A as applicable;
 - C. verify that drug or medication:
 - is accompanied by a doctor's note (for over-the-counter medications);
 - is in its original container as prescribed by the pharmacist or in the case of over-the counter medications is in its original package; and
 - is not expired.
 - D. obtain the appropriate dispenser, where applicable;
 - E. review the medication administration form and (and doctor's note, where applicable), and the label to verify that all sections are complete and accurate, and that the information in the authorization matches the medication label.
 - Where errors are found on the form or the label is incomplete, the form/medication must be returned to the parent to make and initial corrections;
 - F. sign the form once it is complete and accurate;
 - G. take the drug or medication and dispenser and store it in the designated locked storage space in accordance with the instructions for storage on the label; and
- log the receipt of the authorization form and the drug or medication for the child in the appropriate staff communication book (e.g. daily written record).

A child is authorized to carry their own emergency allergy medication

Staff must:

- A. ensure that written parental authorization is obtained to allow the child to carry their own emergency medication;
- B. ensure that the medication remains on the child (e.g., fanny pack, holster) and is not kept or left unattended anywhere at the childcare centre (e.g. in the child's cubby or backpack);
- C. ensure that appropriate supervision is maintained of the child while they are carrying their medication and children in their proximity so that other children do not have access to the medication; and

Where there are safety concerns relating to the child carrying his/her own medication (e.g. exposure to other children), notify the centre supervisor/designate and the child's parent of these concerns and discuss and implement mitigating strategies. Document the concerns and resulting actions in the appropriate staff communication book (e.g. daily written record).

A prescription or over-the-counter drug or medication must be administered to a child

Where a non-emergency medication must be administered, the person in charge must:

- prepare the medication dosage in a well-lit area in the appropriate measuring device, where applicable (e.g. do not use a household spoon for liquid medications);
- where possible, remove the child from the activity area to a quiet area with the least possible interruption;
- administer the medication to the child in accordance with the instructions on the label and the written parental authorization;
- document the administration of the drug or medication and any comments/observations on the medication administration record after it has been administered (see Appendix B);
- store the medication in the designated storage space in accordance with the instructions on the label and the parental authorization received on the medication administration form; and
- where applicable, document any symptoms of ill health in the child's records.

- Where a medication is administered on an “as needed” basis, notify a parent of the child.
- Where a child is absent, document the absence on the Record of Drug/Medication Administration (Appendix B).

Where an emergency allergy medication must be administered due to a severe allergic reaction, the staff who becomes aware of the emergency situation must immediately:

- administer the emergency medication to the child in accordance with the emergency procedures on the child’s individualized plan;
administer first aid to the child, where appropriate;
contact, or have another person contact emergency services, where appropriate; and
contact, or have the supervisor/designate contact a parent of the child.

After the emergency situation has ended:

- document the administration of the drug or medication on the medication administration record (see Appendix B);
document any symptoms of ill health in the child’s records, where applicable.

Where a child is authorized to self-administer their own drug or medication, the person in charge must:

- supervise and observe the child self-administer the drug or medication to ensure that the proper dosage and procedure for administration is being followed;

where the child asks for help, assist the child in accordance with the parent’s written authorization;

document the administration of the drug or medication and any comments/observations on the medication administration record after it has been administered (see Appendix B);

store the medication in the designated storage space in accordance with the instructions on the label and the parental authorization received on the medication administration form, unless the child is authorized to carry his/her own emergency allergy medication (in such cases, follow the steps outlined in Scenario C [a child is authorized to carry their own emergency allergy medication]);

Where applicable, document any symptoms of ill health in the child’s records; and

Where there are safety concerns relating to the child’s self-administration of drugs or medications, notify the centre supervisor/designate and the child’s parent of these concerns, and discuss and implement mitigating strategies. Document the concerns and resulting actions in the appropriate staff communication book (e.g. daily written record).

A child has a reaction to an administered drug or medication.

Where adverse symptoms appear upon medication administration, the person in charge must immediately:

- Administer first aid to the child
- Call 911 - contact emergency services, when appropriate and send the drug/medication and administration information with the child if they are leaving the premises to seek medical attention;
- Notify a parent of the child;
- Notify the supervisor/designate;
- Document the incident in the appropriate staff communication book (e.g. daily written record); and
- Document any symptoms of ill health in the child’s records, where applicable.

Where the reaction results in a life-threatening situation for the child, call emergency services and follow the serious occurrence policy and procedures.
A drug or medication is administered incorrectly (e.g. at the wrong time, wrong dosage given).
The person in charge must immediately: • Where applicable, follow the steps outlined in Scenario D (a child has a reaction to administered medication); and • Contact the parent of the child to report the error; • Report the error to the supervisor/designate; • Document the actual administration of the drug or medication on the medication administration record (see Appendix B); and • Document the incident in the appropriate staff communication book (e.g. daily written record). Where any reaction to a drug or medication results in a life-threatening situation for the child, call emergency services and follow the serious occurrence policy and procedures.
A drug or medication is administered to the wrong child.
The person in charge must immediately: • Where applicable, follow the steps outlined in Scenario D (a child has a reaction to administered medication); and • Contact the parents of the children affected to report the error; • Report the error to the supervisor/designate; • Document the incident in the appropriate staff communication book (e.g. daily written record); and • Administer the medication to the current child per Scenario B (a drug or medication must be administered to a child). Where any reaction to a drug or medication results in a life-threatening situation for the child, call emergency services and follow the serious occurrence policy and procedures.
Surplus or expired medication is on site.
• Where possible, the surplus or expired medication must be returned to a parent of the child. • Where attempts have been made to return a drug or medication to a parent and the parent has not taken the medication home, the person in charge of drugs and medications will attempt to return unused drugs or medications to a local pharmacist for proper disposal. Do not flush any drugs or medications down the toilet or sink or throw them in the garbage.

Confidentiality

Information about a child's medical needs will be treated confidentially and every effort will be made to protect the privacy of the child, except when information must be disclosed for the purpose of implementing the procedures in this policy and for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

Additional Policy Statements

FIELD TRIP SAFETY- The program obtains permission for field trips at the time of enrollment; however, parents will be notified of upcoming field trips. If any further permission slips are needed, Discovery will see to it that these are obtained. Information containing destination address, phone numbers, transportation times, **non-based** field trip fees, and needs for field trips will be posted on the Parent Information Board for all parents/ guardians to be thoroughly informed of where we are going. Discovery takes great pride in taking safety precautions seriously, and in doing so increases the number of adults to child ratio while on field trips.

Photography & Media Viewing- The use of photography for the purpose of documentation is used daily at the Discovery program. Occasionally, for special events, we invite the local newspaper out to write an article on the activities taking place and a photograph may be taken to accompany the write-up. Should you desire not to have your children partake in the use of photographs, then you may choose to not sign-off on this portion of the general permission form.

During special events, such as P.D./P.A. Days or throughout the summer, Discovery may choose to show a Supervisor-Approved, child-friendly video as per curriculum or inclement weather. Should you desire not to have your children partake in the media viewing experience, then you may choose to not sign off on this portion of the general permission form. Discovery will find an alternative and fun activity for your child/ren to do in exchange for not watching the film.

Biting Incidents – are considered serious and should be looked at individually. Establish a running log of biting occurrences, so we can help prevent this behaviour from happening again. Keep in mind that biting is age appropriate behaviour and to handle the situation calmly. Focus your attention on the child that is injured, and not the biter. Sometimes drawing more attention to the negative behaviour does not stop the child from acting again. All incidents should be dealt with in a confidential manner.

Animal Care - No animals (excluding fish) are permitted into the childcare at any time.

Goldfish may be good choices to have as pets, if it is Director approved and responsibility is appropriately taken for them.

- All fish that are kept by the program must be purchased from a reputable pet store.
- A staff must be designated to keep the aquarium environment clean.
- Fish aquarium equipment cannot be cleaned in the food prep area (use custodial laundry tub)
- Seeing Eye dogs are allowed in the childcare.
- In the event of an animal bite on and outing, the Ministry of Health must be contacted immediately as the animal will have to be assessed for the possibility of rabies. Staff will document the animal and location that the incident took place.

Smog, Heat and UV - While the importance of physical outdoor activity is widely recognized, Childcare Centres need to be mindful of harmful effects of air pollutants and UV rays. Children are more vulnerable than adults. Discovery will make every attempt to keep children and staff at low risk for developing heat illnesses. Discovery will insist that all children have wide-brimmed hats and labeled water bottles sent in from home. Water is always available to children and staff. During warmer months and during smog advisories, Discovery will go outside during the cooler hours-before 10:00 a.m. and after 4:00 p.m. to minimize sun exposure. Supervisors will determine whether or not it is safe for children and staff to be outside, and if outdoor times will be restricted by contacting www.airqualityontario.ca

SUNSCREEN & BUG SPRAY- The Discovery Program offers the application of **Sunscreen** (this product is PABA free and for use on sensitive skin) to the children on an as need basis during program hours. This is included as one of the general permission forms signoffs; should you prefer that your child does not receive sunscreen, you may provide your own. When providing your own sunscreen for your child, it needs to come to the center labeled and not expired. If you choose not to have sunscreen for your child in general, it will need to be accompanied by a dated note with parent names and

signatures. Discovery goes out daily and it is recommended by the health unit to cover your skin with clothing or sunscreen.

The program also offers the application of **Skintastic for Kids Bug Spray** to the children on as needed basis during program hours. This is included as one of the general permission forms signoffs; should you prefer that your child does not receive the bug spray, you may provide your own.

Sun Protection Guidelines for Child Care Providers

Sun exposure can be hazardous to your health. People of all skin colours, from dark to light can burn and therefore need protection from the sun's harmful rays. Keep yourself and the children you care for safe by following these steps:

PROCEDURE:

To help protect the children from sunburns we need to follow these steps;

- Use a broad spectrum (UVA, UVB) sunscreen of SPF (sun protective factor) 30 or higher and apply 15 to 30 minutes before going outside. (Discovery uses **Croc-Bloc** SPF 30).
- Apply liberally and re-apply every 2 hours while outdoors. Apply sunscreen even on cloudy days as the sun's rays can penetrate the clouds.
- Reduce exposure to the sun between 10am and 4pm as this is time the rays are most intense.
- We encourage the use of a wide brimmed hat anytime outdoors during the summer months.
- Wear UV protective sunglasses.

NOTE: Some children are sensitive to certain sunscreens, please refer to Allergy lists posted for verification of who can or cannot have sunscreen. All sunscreens must be kept out of children's reach. Sunscreen can be poisonous if ingested. Call the poison control centre if this happens. POISON CONTROL 1-800-268-9017

Discovery asks parents to sign off on a General Permission form, which states Discovery School-Based Childcare Program of Kingsville Inc. has my permission to apply non-prescription medication that I have supplied for my child/ren on an as needed basis. This includes, but is not limited to, ointments and creams for diaper rash, Vaseline, lip balm, etc. for the purpose of skin care and protection when required. (Please circle or list any additional or other non-prescription medications, if necessary.)

Smoke Free Environment

Smoking is prohibited under the CCEYA and childcare centers must comply with the Smoke Free Ontario Act under the Tobacco Control Act. Discovery will;

- a. Ensure and verify that everyone is aware that smoking is prohibited.
- b. Remove ashtrays and any object that serves as one.
- c. Ensure that no one smokes on the premises including parking lots.
- d. Post NO SMOKING signs at all entrances, exits, washrooms and other appropriate locations.
- e. **There is absolutely no smoking on school property. This includes school parking lots.**

Court Orders - If there is a court order outlining custody conditions, a copy must be provided to the childcare program. Especially when the other parent is not allowed to encounter the child in question. It is vital that the parent/guardian keeps us informed of any changes to this and that all-contact information is up to date.

Injuries - Parents will be notified immediately when a child receives an injury, such as head or facial injuries, suspected sprains, severe lacerations etc. Minor injuries such as bumps, bruises and scratches will be reported at pick-up time through a minor incident reporting form which parents / guardian will be required to sign off on, acknowledging that they have been informed of the incident. A copy of this form will be sent home to the parent / guardians either through a paper copy or email copy based on the preferred choice of the parent / guardian.

Ouch Reports - If an incident occurs at the program, it will be the employee's responsibility to record this information on an 'Ouch Report' and the parent will be informed and expected to date and sign the report to confirm that they have been notified of such incident. Parents will be provided a copy after signing the report, through their choice of email or hard copy. Staff will also document in the daily log that an injury took place. Completed Ouch Reports (Accident/Incident) forms will be kept by the Site Supervisor on site for three (3) years in the Supervisor's Tracking Binder.

A Serious Occurrence Notification Form will be posted at the centre on the Parent Information Board identifying any issues or concerns that parents need to be made aware of in compliance with the Child Care and Early Years Act 2014 (CCEYA). Childcare operators are responsible to the public and to the Ministry to demonstrate that their services are consistent with relevant legislation, regulations and policies.

Clothing - Parents need to make sure their child has appropriate clothing. Staff will not be responsible for lost or misplaced articles of clothing. If your child is prone to accidents (*of any kind*), it will be helpful to have an extra set of clothes labeled with his/her name. Please remember to change the extra clothes seasonally.

It is an embarrassment to the children when they require a change of clothing and this is not available to them. In the colder weather, the children will be going outside as usual. Parents should ensure that their children have warm winter clothing in good condition. Snow pants, boots, mitts and hats are a must for all ages of children in the program. Please send pair of indoor shoes with your child. Discovery often uses the school gym. In order to participate, children must have clear indoor shoes. Discovery also participates regularly in fire drills to maintain safety and consistency with the school; therefore the children always need to have shoes on their feet.

Weather Appropriate Attire

Children must wear appropriate attire when going outside. During the colder months, children must wear hats, gloves, coats, snow pants, and snow boots. During the warmer months, children must wear cool comfortable clothing and wide-brimmed hats. Staff will ensure that parents are informed of any extra clothing they need to bring for their child.

Nutrition

To make our Discovery School Based Child Care Program a safe environment for all children, parents should be aware that there may be children attending the centre with severe life-threatening food allergies (*anaphylaxis*). Some children are severely allergic to peanut products, including peanut butter, nuts, shellfish, eggs and milk, and many other anaphylactic allergens, known to cause severe reactions. Exposure to a tiny amount of these items could be potentially serious and life threatening to a child with the allergy. Parents will be notified at registration or emails and messages will go out if new allergens are present.

The key to preventing an emergency is diligent avoidance of the allergen. All food items served to the children will be purchased and prepared by the centre staff and/or centre Caterer. We apologize for any inconvenience, but Discovery does not allow homemade baked goods into our sites due to allergies, for example birthday cupcakes will not be allowed if baked at home. (Once-a-month Discovery celebrates the periodic birthdays for the children at the sites and prepare some form of baked treats for all of the children to enjoy.) Our concern is that some foods may contain hidden ingredients that may pose a serious risk for children with allergens. Some parents prefer for their child/ren to have additional snacks during the after-school program, if this is the case please consult with the centre Supervisor and we will try to meet your needs. All food brought from home must have your child's name on it or a labeled lunch bag, so we can know who brought what and monitor the content to make sure it does not contain any allergens that are present in the classroom. Parents are responsible for to make sure food items are

kept cold with an icepack. Discovery staff will not keep the children's food in the fridge or heat the meal in the microwave.

If a child arrives with no lunch, staff will send a message to the parent / or call all contacts, to have one brought to the center.

Discovery is intent on fulfilling the needs of the children in our care. We offer a complimentary morning and afternoon snack for all ages and a healthy well-balanced lunch for infant, toddler and preschool children. We strive to meet the requirements of the C.C.E.Y.A. and the guidelines set out by Health Canada.

Children are encouraged to try all foods served. If your child has allergies please make sure that the centre staff are informed and kept up to date about their allergies. Special food arrangements can be made with the Supervisor of your child's program. Special diets may require parents bringing in lunch for their child.

Sample Menu: Infant, Toddler, Pre-School Menu

<u>Week 1</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
A.M. Snack served with milk or water	Triscuit crackers with cheese cubes	Greek yogurt with fresh fruit	Whole wheat banana muffins and cucumber slices	Seasonal fruit platter/thin crisp crackers	Hummus dip and fresh veggies
Lunch served with water or milk Fresh fruit daily	<u>Beef Pasta Bake</u> Local grass-fed beef, brown rice noodles, local cheddar cheese with, marinara Steamed veggies	<u>Veg Ranch Wrap</u> Cucs, Tomatoes, pepper & ranch WW wrap with cheddar cheese Quinoa / Chick Peas	<u>Chicken Noodle Soup</u> Brown Rice Noodles Veggies, Chicken WW bun/roll	<u>Meatball Wraps</u> WW wraps, beef & cheddar cheese, in marinara sauce Coleslaw Apple Sauce	<u>Mac & Cheese</u> Brown rice noodles, cheddar cheese, milk & butter Graden salad Fruit cocktail
P.M. Snack Served with water	Rice cakes with fruit	WW wraps with cheese or hummus spread & carrot sticks	Homemade Brownies and apples	Fish crackers & veggie sticks	Digestive cookies & Fresh fruit

ANAPHYLACTIC POLICY

PURPOSE

Anaphylaxis is a serious allergic reaction that can be life threatening. The allergy may be related to food, insect stings, medicine, latex, etc. The purpose of this policy is to protect children with life threatening allergies and to provide relevant and important information on anaphylaxis to parents, staff, students, and visitors at the childcare centre. This provision is intended to align with Sabrina's Law 2005, which requires all district school boards and school authorities in Ontario to develop an anaphylactic policy. This policy includes strategies to reduce the risk of exposure to anaphylactic causative agents, communication plan, development of a child's individual plan and emergency procedure and training.

POLICY

To Reduce the Risk of Exposure

It is the responsibility of the Discovery Child Care Centre Supervisor or Designate to ensure that:

1. Each staff member will take an on-line E-Learning test through the Windsor-Essex Health Unit's website during orientation and each year after. The staff member will hand in the completed certificate issued at the end of online training.
2. A "allergen free" policy is adhered to within our centre and signs are posted throughout the centre (since we are based in a school setting, it is impossible to guarantee an allergen free environment)
3. All parents, staff and visitors to the centre are aware that food items cannot be brought to the centre for the children's consumption without permission from the Supervisor. All food items in lunches brought in will be inspected for traces of **allergens** and will then be labelled with the person's name.
4. Any special dietary needs for children due to allergies are to be discussed and agreed upon with the parent, and site Supervisor.
5. A "non-latex" policy is adhered to within our centre, unless otherwise approved by the Director or site supervisor, i.e.) in regard to balloons, they will only be used if there are absolutely no latex allergies on site.
6. Non-latex gloves will be available for use by the staff, parents and children (i.e. first aid kits, outdoor garbage clean-up, etc.) are available at the centre.
7. The list of foods to avoid is revised as necessary, depending on the allergies of the children enrolled.
8. The policies related to food and latex is reviewed with all centre staff annually.

It is the responsibility of ALL Discovery Staff/ Persons at Discovery (Volunteers & Students) to:

1. Ensure proper hand-washing procedures are being followed.
2. Continue educating parents regarding food items that are not permitted at the childcare centre.
3. Look for hidden allergens in items such as play dough, stuffed animals, etc.
4. Communicate to all staff, students, trainees, volunteers and visitors who are scheduled to work in the classroom which children have anaphylaxis, making sure that they have signed and understand the child's individual plan.
5. Be aware of signs and symptoms related to anaphylaxis.
6. Ensure that the list of foods to avoid is revised as necessary, depending on the allergies of the children enrolled.
7. **Know where the Epi-Pen and plan for each child is located. All plans will be printed on green, fluorescent paper and posted in food preparation/eating areas and classrooms.**
8. Take special precautions for children with an anaphylactic individual plan and procedure when planning field trips and extra-curricular events, their Epi-pen is to always be with you.
9. Ensure that all food purchased, prepared and served for snacks and meals are free from all kinds of nuts.
10. Ensure that all pre-packaged food (i.e. store-bought cookies, ice cream, etc.) is free from risk of contamination of nut products.

Epi-pens will be placed in the First Aid back packs, which are located in each classroom and will also be tagged with a coloured luggage tag.

Food from Home

Children with special diets are required to supply their own food, when possible Green Heart will accommodate special diets. To reduce the risk of allergens, Discovery will closely monitor any foods

brought from home for any child by checking the ingredients on questionable foods to ensure the safety of all children.

Parents will not be allowed to bring in special treats, including goods baked at home as we do not have readable ingredients to determine if these may pose a risk to the children in our care. Parents can bring in a special treat in the original container so there is proof that specific allergens are not in these products.

Procedure

1. All food items brought from home are to be properly labeled and in the original packaging so staff can verify that these items follow our policy above before allowing the children to consume them.
2. Some parents prefer for their children to have additional snacks during the after-school program, Discovery will always offer children fresh fruit or vegetables to compensate for this, however in the event that the child has food in their lunch that they wish to finish, it will be the staffs' responsibility to check the snacks from the child's lunch before allowing them to consume it, again we want to avoid any potential risk to other children around them that may have the allergen.

Communication Plan

Effective communication between childcare staff and parents is essential if allergic reactions are to be avoided.

It is the responsibility of the Discovery Child Care Centre Supervisor or Designate to ensure that:

- 1) When enrolling a child, the Supervisor must ask parents/guardians about allergies, management of allergies, including medications, preventative strategies, and the handling of emergency situations.
- 2) At registration time, communicate to new parents/guardians that there may be children with life threatening allergies attending the centre.
- 3) Communicate to all staff, students, trainees, volunteers, and visitors to the childcare centre, regarding general information of life-threatening allergies.
- 4) Menus are posted so parents are made aware of foods their children are offered.
- 5) **Lists of all known allergies of enrolled children are posted in food preparation/eating areas and classroom on fluorescent green coloured paper.**
- 6) All staff, trainees, volunteers, and students are to sign indicating they are aware of the specific children who have an individual plan and the procedure to be followed if the child was to have an anaphylactic reaction.
- 7) Staff will sign off on the Supervisors' main Anaphylactic Sign Off tracking sheet, which the Supervisor will monitor that all Individual Plans have been signed off on annually for each plan. Main Tracking Sheets will be kept with Supervisor in a conspicuous location for constant review.
- 8) **The anaphylactic policy and each child's individual plan will be printed on fluorescent green coloured paper,** and will be reviewed by staff, trainees, volunteers and students before providing child care and annually thereafter.

Child's Individual Plan and Procedure

It is the responsibility of the Discovery Child Care Centre Supervisor or Designate to ensure that the plan for each child with an Epi-Pen prescribed by a physician is completed by the parent/guardian with the Supervisor/ Designate using the attached form.

- d) The child's individual plan and emergency procedure is posted in the child's classroom, as well as in the kitchen on fluorescent green coloured paper. A copy will also be placed in the emergency bag with children's emergency information.
- e) The emergency information and Epi-Pen, which is stored in the Discovery classroom First Aid back pack, is also taken by staff on outings, field trips and in the event of an evacuation from the centre.
- f) A picture of the child must be attached to each form for each child.

Training

The parent/guardian's will demonstrate to the staff on how their child's anaphylaxis plan is to be implemented and, in the event, it is needed, Staff will also be trained to recognize the signs and symptoms of anaphylaxis for each child.

For full Anaphylactic Plan, please see the end of this manual.

STRATEGIES TO AVOID AND MONITOR RISKS:

Ensure that:

- Proper hand-washing procedures are being followed.
- A **no allergen** policy is in place at the childcare centre; supervisors will communicate to families if certain items cannot enter the childcare.
- All parents and visitors are aware that food items cannot be brought into the centre.
- Non-latex gloves are used at the childcare centre.
- All policies related to food, stinging insects and latex are being adhered to.
- Strategies are in place to prevent all potential cross contamination in the childcare centre.
- Clear direction regarding child's needs is given to all staff, students, trainees, volunteers and visitors to the child care centre.
- Special dietary needs are discussed with the Teacher and Supervisor.
- At least once a year the Discovery Staff and Child Care Centre Supervisor reviews the plan with the parent to update the child's allergy condition.

Parent's Additional Instructions:

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It is my responsibility to advise the childcare centre of any changes to my child's allergies, required medication or my child's individual treatment plan which includes providing an updated Epi Pen when my child's medication expires. I have viewed the video at www.epipen.ca and agree with the procedures to be used to administer the epi-pen about my child.

This information will be strategically posted throughout the childcare centre to ensure every possible precaution is being taken with my child.

Parent/ Guardian Signature: _____ Date: _____
Witness/ Staff Signature: _____ Date: _____

DIAPERING POLICY & TOILET TRAINING

Diapering and Toileting are necessities that will not be denied. Routine times are set up to allow for consistency; however, children can access the toilet any time they feel it is necessary. All diapering and toileting for children will be carried out in a sanitary, safe manner to prevent the spread of germs and diseases that can occur during the changing process.

A) Diaper Changing Procedure

The procedure for diapering will be posted at every location where diapering is to take place.

1. Place gloves on first before putting child on the change table.
2. Place child's individual change pad on the change table before diapering the child.
3. The change table should be comfortable for staff, with a safety ledge and a washable pad held in place.
4. Make sure you are organized and have all items needed on the change table. Never leave a child unattended on the change table.
5. Remove the child's diaper and wipe their bottom with their own wet wipes.
6. Apply any creams as needed and put on a fresh new diaper.
7. Follow up with child washing hands as per guidelines.
8. Wash and disinfect child's change pad (making sure it is dry before putting away).
9. Put away child's belongings and disinfect the change table.
10. Wash and dry your hands thoroughly.
11. Children will be diapered at least every 2 hours and of course more if needed.
12. A record of diapering will be kept for each child outlining if they have a bowel movement (BM) or were wet (W) and if they tried the toilet (TP) and if they urinated on the potty (V). This will be available to the parents for review.

B) TOILET TRAINING PROCEDURE

Learning to use the toilet is a big event in a young child's life. Because toilet training is a complex process, there are many issues caregivers and families must consider before and during the process of toilet training for it to be a successful experience for everyone. When a parent and caregiver believe a child is ready for toilet training (generally between 2–4 years of age) both the parent and caregiver will agree to support each other in being consistent both at daycare and at home, as consistency is key toward successfully potty training.

How to tell if a child is ready?

- Follow simple directions.
- Remains dry for at least 2 hours at a time during the day.
- Dry after nap time.
- Regular and predictable bowel movements.
- Walks to and from the bathroom, pulls down own pants and pulls them up again.
- Announces when they are wet or have a BM and are uncomfortable with soiled or wet diapers.

- Seems interested in the toilet.
- Asks to wear underwear.

If the child has most of these skills, then they are probably ready to start toilet training. If they do not have most skills or have negative reactions to toilet training, wait a few weeks or months until most of the skills are checked off. Starting too soon can delay the process and cause tears and frustration. Toilet training is much easier when the child is ready.

Sleep Supervision Policy and Procedures

Regulatory Requirements: Ontario Regulation 137/15 Updated: August 2025

Purpose

Children's sleep, rest, and play are an integral part in a child's well-being and development. The purpose of this policy is to provide childcare employees, students and volunteers with rules and procedures to follow to safeguard children from harm, injury or death while sleeping.

The procedures provided align with the requirement to meet recommendations set out in Health Canada's document entitled [Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada](#). Procedures for monitoring sleeping children reduce the risk of harm or injury so that caregivers can look for and identify signs of distress and implement immediate responses to protect the health and safety of children.

Policy

All children will be provided with the opportunity to sleep or engage in quiet activities based on their needs. Children under 18 months of age will be provided time to sleep based on their individual schedules and will be assigned to a labelled crib with a fitted sheet. Only light, breathable blankets will be used for children under 18 months of age. All children 18 months and older will be provided time to sleep after lunch for a period of no more than two hours and will be assigned to a labelled cot with a fitted sheet. All children who sleep, rest or engage in quiet time in accordance with written instructions from a child's parents.

Classroom teachers will create a sleep map of where cots and cribs are placed in the room. Showing where each child is at for sleep / quiet time. Along with the map will be a list of requirements for each child's sleep preference so that supply staff can know who might require a diaper/pull-up or who is not a regular sleeper etc.

This policy is review at the time of hire and annually moving forward.

Placement of Children for Sleep

All children who are younger than 12 months of age will be placed on their backs to sleep in accordance with the recommendations set out in Health Canada's document entitled "[Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada](#)", unless other instructions are provided in writing by the child's physician.

Consultation with Parents

All parents of children who regularly sleep at a premises will be advised of the agency's policies and procedures regarding sleep at the time of their child's enrolment and/or anytime the policies and procedures are revised, as applicable. This information will be available to parents in the Parent Handbook. Parents can request a hard copy or can be found on our website.

The supervisor will consult with parents about their child's sleeping arrangements at the time of their child's enrolment.

Written documentation will be kept with each child's registration form to reflect the sleep patterns identified by their parent, alternative sleeping arrangements, and updates to the documentation will be made whenever changes are communicated to the childcare.

Parents will be advised by the childcare staff of any significant changes in their child's behaviours during sleep and/or sleeping patterns.

Staff will document their observations of changes in a child's sleep behaviours in the daily written record on One Note.

Any changes in sleep behaviours will result in adjustments, based on consultation with the child's parent and that updated information will be revised on the sleep chart/map.

Direct Visual Checks

The childcare provider will ensure that all sleep areas have adequate lighting available to conduct the direct visual checks of sleeping children. (e.g. dim table lamp or nightlight)

Direct visual checks will be completed as listed below in the chart.

Visual checks will be recorded for each individual child under 24 months of age. Children 24 months and older will have classroom visual checks recorded. Any findings will be recorded with child's initials (e.g. KL is coughing, adjusted cot to raise the head, or KL had a pee accident) Staff will initial who completed.

Procedures

Age of Children	Frequency of Direct Visual Checks*
Under 18 months of age	According to each infant's needs as identified by their parent, or at least every 15 minutes for the duration of sleep time.
*This is the minimum frequency of direct visual checks. Should a child have symptoms of illness (e.g. a cold) or if there are other issues or concerns related to the child's health, safety and well-being during sleep, the frequency of direct visual checks must be increased. The individual as identified by the parent and/or the child's physician must be always followed.	
Age of Children	Frequency of Direct Visual Checks*
Younger than 24 months	At least every half hour

Use of Electronic Devices

- electronic sleep monitoring devices will not replace direct visual checks.
- a baby monitor is placed in the room to help hear the children that might wake up in between visual checks.

- check the monitor daily to verify that it is functioning properly (i.e. it can detect and monitor the sounds)
- actively always monitor each electronic device.

Procedures for Completing Direct Visual Checks

Employee provider must:

Be physically present besides the child.

Check each child who is younger than 24 months for their general well-being by looking for signs of distress or discomfort including, at a minimum:

- Laboured breathing
- Changes in skin temperature.
- Changes in lip and/or skin colour.
- Whimpering or crying; and
- Lack of response to touch or voice.

Where signs of distress or discomfort are observed, the employee must attempt to wake the child up. Where no signs of distress or discomfort are observed, proceed to step 3.

Where the child wakes up, the child care provider must:

- Attend to the child's needs.
- Separate the child from other children if the child appears to be ill.
- Document the incident in One Note and in the child's symptoms of ill health record, where applicable.

Where the child does not wake up, the child care provider must immediately:

- Perform appropriate first aid and CPR, if required.
- inform supervisor or delegate of the situation, if appropriate.
- contact emergency services or, where possible, direct another individual to contact emergency services.
- separate the child from other children or vice versa (where applicable) if the child appears to be ill.
- contact the parent; and
- inform the main office of the situation when possible.

Where the child must be taken home or to the hospital, the child care provider must immediately:

- Contact the child's parent to inform them of the situation and next steps.

Where the child's condition has stabilized, and/or after the child has been taken home and/or to the hospital, the child care services provider must:

- follow the serious occurrence policies and procedures, where applicable.
- document the incident in the daily written record on One Note or Brightwheel; and
- document the child's symptoms of illness in the child's records.

Childcare employees must:

- adjust blankets as needed.
- ensure the child's head is not covered.
- ensure there are no other risks of suffocation present; and
- document the date, time and initial each direct visual check on the room's One Note / Brightwheel.

Integrated Services for Children with Special Needs

Our goal is to meet the needs of all children. Professional services, including specialized Resource Teachers, may be required to meet the needs of your child. Discovery will explore every option available to include your child in our program.

DEVELOPMENTAL ASSESSMENTS

Staff will always aim to work in partnership with parents and other caregivers and consider their wishes and aspirations for their children. Staff will aim to involve parents and caregivers in decisions made about their children and to develop positive strategies to encourage children's development and appropriate behaviour (in the context of group care offered by the Discovery program). Where deemed appropriate, Discovery may recommend to parents that a professional assess a child, to better meet their developmental needs.

Individual Support Plans Policy and Procedures

Policy

The Discovery Program will ensure that an up-to-date individualized support plan is in place for each child with special needs who receives childcare with us. The plan will detail the support for the child and how they will function and participate in a meaningful and purposeful manner while in our care. This report will include but not limited to a description of support aids, adaptations or modifications to the physical, social and learning environment so the child is successful. This plan will be developed with the childcare staff and the child's parent(s). Other professionals might be included to share information to conduct the plan. Our program will accommodate, set appropriate developmental levels and be inclusive to all children. Examples that might be included in the plan are additional staff, modifications to the environment, and any daily routine needs that happen during their day with us.

Procedure

1. Staff will complete the individualized plan by setting goals and approaches for the child that support their day. HDLH can help consider ways for the child to participate fully and engage with their peers.
2. Share the plan with parents for them to have the opportunity to add or change any of the language stated in the document.
3. Parents will sign off that they agree with the plan.

4. All staff involved at the centre will also sign the completed document, including but not limited to students and volunteers.

Next Steps

1. Staff and support staff will make observations and document the child's unique abilities and growth. The information collected will help in updating the child's individualized plan.
2. Staff and parents will review the document on an ongoing basis to adjust the child's abilities and needs in the program.
3. If staff need further information to complete the plan, they can use these resources:
 - Early Years Portal
 - How Does Learning Happen
 - Think, Feel, Act: Lessons from Research about Young Children

Confidentially and Release of Information Policy

All information contained in a child's record is considered privileged and confidential. In our program, the only information contained in locked files (located on our premises) is regarding your child's personal history, his/her present family situation, overall health assessment, and any other information required by the Regulation of our Authority. The above information is only accessible to our staff and child's parents, under normal conditions.

All financial information which refers to tuition charges is kept in confidential files, with those having normal access being the Executive Director, Financial Assistant, Supervisors, Treasurer and Accountant.

The written consent of a parent, using a special consent form, should be obtained before:

- A child's personal identifiable information is released to an outside researcher.
- A child participates in any research project concluded while they attend our program.
- Access to a child's record, without parental consent, may be given **only** to officials designated by law.
- A child's records are the property of DISCOVERY SCHOOL-BASED CHILDCARE PROGRAM, and it is the Operator's responsibility to secure the information contained therein against loss, fire, theft, defacement, tampering and copying, or use by unauthorized person.

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).

SUPERVISION of VOLUNTEERS/ STUDENTS & VISITORS POLICY

Purpose:

It is well established in common law that organizations providing programs and services to vulnerable people should take reasonable steps to ensure their safety and well-being. The Discovery Program will

ensure that appropriate screening measures are taken before allowing any person to engage with children entrusted in our care. Organizations governed by the Act (*under the vulnerable sector*) must protect children and carry out effective screening.

Policy:

The Discovery Program holds the responsibility for ensuring the safety and well-being of every child who walks through its doors, while complying with the **Child and Family Services Act (RSO 1990-chapter c.11)**. This information is collected under the **Freedom of Information and Protection of Privacy Act**.

1. Any parents/guardians/students showing an interest in volunteering at the Discovery School-Based Childcare Program will be expected to have a **Vulnerable Sector Check**, before being able to take part in any activities associated with the children in our care. The applicant must show proof of a **V.S.C.** with negative results before engaging with any child/ren entrusted to the Discovery Program.
2. A volunteer/applicant **V.S.C.** form will be provided by the Discovery Program and signed off by the authorized personnel.
3. Any of the above people will also be required to complete a **Health Assessment and Immunization Record Form** by their physician showing negative results of a Tuberculosis Test.
4. The applicant must also sign a **Confidentiality Agreement**, to assure the discretion of information they may be privy to. The Discovery School-Based Childcare Program will be mutually respectful in maintaining volunteer confidentiality.
5. It is observed that volunteers and students are supervised by an employee at all times and will never be left alone with the children or counted as part of ratio with the children.
6. Discovery Staff is expected to demonstrate our Program's daily routine to our visitors, volunteers and students, to show for them how to properly conduct themselves in a childcare setting. Visitors, volunteers, and students are expected to support staff in the daily operations of childcare in a professional manner.
7. The Policy Manual will be read before starting placement to inform students and volunteers of the policies and procedures that need to be adhered to at all times while at Discovery. Please refer to the **Student and Volunteer Expectations Orientation** form for further details. (A Policy Manual is available at each site for your convenience.)
8. The Student/Volunteer will be monitored by the Supervisor of the site, as well as by the Discovery Staff whom they have been placed with. Each Student and Volunteer will go through full orientation with a designated managerial staff member, just like all other hired staff at Discovery.
9. Staff, Volunteers, and Students are made aware of who is responsible for the implementation of the policies and supervision of volunteers and students at the time of orientation by the designated managerial staff member.

NOTE

Outside agencies such as Children's First staff (3rd party organizations) will have their own VSC as per their agency's requirements. A Third-Party Offence Declaration/ Attestation will be signed for Discovery by anyone entering the Child Care Program for the purpose of providing a service to the children.

Serious Occurrence Policy and Procedure / Reporting

Under the *Child Care and Early Years Act, 2014*, serious occurrences are defined as:

1. the death of a child who received child care at a child care centre,
2. abuse, neglect or an allegation of abuse or neglect of a child while receiving child care at a child care centre,
3. a life-threatening injury to or a life-threatening illness of a child who receives child care at a child care centre,
4. an incident where a child who is receiving child care at a child care centre goes missing or is temporarily unsupervised, or
5. an unplanned disruption of the normal operations of a child care centre that poses a risk to the health, safety or well-being of children receiving child care at the child care centre.

If the above items occur, the supervisor or delegate will report the situation to the Ministry. Reports are completed through the Child Care Licensing System within 24 hours becoming aware of the occurrence. Once a serious occurrence has happened the report will be posted on our Parent board for transparency. Discovery will follow all guidance from the ministry or other agencies involved.

Discovery has a full Serious Occurrence Policy and parents can request the full length of the policy sent to them by email or by paper copy.

Concerns about Suspected Abuse or Neglect of a child

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

If a parent/guardian expresses 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*.

The Discovery Program shall immediately report, or cause to be reported, to the appropriate Children's Aid Society, any case of suspected child abuse to a child attending our program. Abuse is defined as (a) physical injury or neglect of the child, (b) an act or omission resulting in emotional disability of a permanent nature, (c) sexual exploitation of the child with or without the child's consent.

For more information, visit

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

Complaint Resolution & Procedures

Parents or guardians who may have any questions, comments, or concerns are welcome to use our Open-Door policy and voice their needs to the Executive Director or Supervisors. The Discovery Director and Supervisors can also be reached by calling the sites directly or by using the email addresses provided at registration.

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.

Discovery Parent Code of Conduct

Policy Revised June 26, 2026

Discovery is committed to our right to a safe and friendly work environment. The Discovery School-Based Childcare Program of Kingsville Inc. has set clear standards in this policy. This policy applies to all individuals involved in the childcare program. These individuals include parents/ guardians, volunteers, Discovery staff members, students, and Board members. These standards apply to all our childcare locations or any Discovery-hosted events or activities.

As a third-party agency, Discovery aligns with the Provincial Code of Conduct and School Board Codes of Conduct, which states: “Everyone has a responsibility to promote a safe environment. Everyone should be aware of their rights, as active and engaged citizens. More importantly, everyone should also accept responsibility for protecting their rights and the rights of others. All members of the school community are to be treated with respect and dignity, especially those in positions of authority. Everyone has a responsibility to resolve conflicts in a way that is civil and respectful.”

All members of the Discovery Program are to be treated with respect and dignity regardless of race, creed, sexual orientation, disability, and all other aspects of the Ontario Human Rights Code. Discovery will not tolerate incidents of workplace harassment, virtual harassment, inappropriate behaviours, bullying, violence, or discrimination involving its employees, volunteers, placement students, members of the Board of Directors, parents/guardians, and community members and will take action to prevent occurrences.

The Parent/Guardian Code of Conduct sets clear standards of behaviour that apply to all adult individuals involved in our centre community, including parents/guardians, volunteers, Board members, grandparents, siblings, and any other relatives or caregivers.

These standards apply whether individuals are on Discovery’s property or participating in centre-sponsored events and activities. All members of The Organization’s community are to be treated with respect and dignity, regardless of race, creed, sexual orientation, disability, or any other ground protected under the Ontario Human Rights Code.

Discovery is fully with the Occupational Health and Safety Act, and the Ontario Human Rights Code which requires that all reasonable steps be taken to promote and foster a psychologically safe workplace free of harassment and violence.

Expected Standards of Conduct

1. Respectful Behaviour

Parents/ guardians, volunteers, Discovery staff members, students, and Board members are strongly encouraged to demonstrate an outstanding commitment to professionalism. Parents/ guardians who are allowing others to drop off or pick up their children are responsible for sharing this information with these

individuals. These persons will need to be instructed to bring photo identification, ring the doorbell, or follow any notes that are on the entry door with further information, each time they pick up the child(ren).

All adult members of our community are expected to act as positive role models for children and peers. Foul language, including swearing, name-calling, shouting, any other form of disrespectful communication, or negative physical contact is not appropriate and will not be tolerated. Individuals engaging in such behaviour will be asked to leave the premises immediately. Repeated incidents may result in further intervention, up to and including the family's expulsion from the centre.

Inappropriate behaviour, harassment, or threat of violence of any sort towards children, students, volunteers, parents, guardians, and Discovery staff will result in being asked to leave the premises immediately. Failure to do so willingly will result in law enforcement being contacted. Shouting, disagreements, swearing, etc. will not take place at any of the childcare locations or any childcare events. Gossip and public criticism of the Discovery Program are unacceptable whether in-person, virtually or on social media.

All possible violence or demonstrated rude behaviours will be documented by the Discovery staff involved in the situation. This information will be passed to the site supervisor or Directors of the program for further investigation of the situation. Immediately following any of these situations, there may be a disruption to the family's childcare until a resolution is met or termination from the program.

Please be aware in extreme cases of violent or threatening behaviour by a parent or guardian or any adult that puts the safety of others at risk the advanced notice of removal from the program will not be provided.

Parent/guardians, volunteers, students and Board members are expected to respond in a timely manner to a Discovery staff member when emailed, or when returning a phone call regarding the children's well-being, development, behaviours, or payment issues, including late fees.

2. Harassment, Virtual Harassment, Bullying, and Intimidation

Inappropriate behaviour, bullying, or harassment including online harassment of any kind toward a child, student, staff member, parent/guardian, teacher, or volunteer will not be tolerated. This includes—but is not limited to—harassment or intimidation through written notes, emails, social media posts, words, gestures, and/or body language.

Such behaviour will result in immediate intervention, up to and including the family's expulsion from the centre and/or police involvement.

3. Weapons, Drugs, and Alcohol

Weapons: No weapons are permitted on Discovery's property or at centre functions. Failure to comply will result in serious consequences, including potential expulsion from the centre and/or police involvement.

· **Drugs and Alcohol:** The use, possession, or distribution of alcohol or illicit drugs is strictly prohibited on centre property or at centre-sponsored events. Non-compliance will result in disciplinary action, up to and including the family's expulsion from the centre and/or police involvement.

4. Privacy and Confidentiality

The privacy and confidentiality of our parents, guardians, staff, teachers, volunteers, and students are of utmost importance.

Gossip or public criticism of the centre, staff, or other families is unacceptable. Concerns must not be discussed with other parents or in hallways, parking lots, or through any electronic or social media platform (e.g., Facebook, Twitter, personal blogs, etc.).

All concerns or comments should first be addressed with Discovery's staff. If the issue remains unresolved, the next step is to meet with the Supervisor and/or Executive Director. If resolution is still not achieved, the matter will be referred to the appropriate member of the Board of Directors or Owner.

5. Photography and Social Media

Photographs of children in the care of Discovery may not be taken without prior written consent from the parents or guardians.

Any photographs taken at the centre or during centre events are for the private use of The Organization and may not be posted on online platforms (e.g., Facebook, Instagram, Snapchat, etc.) without express permission.

6. Health and Safety Declarations

In the event of a public health crisis or pandemic, parents may be required to sign a declaration confirming that they have not traveled to, or been in contact with individuals from, regions under health-related travel advisories.

7. Acknowledgement and Agreement

The Parent/Guardian Code of Conduct must be signed by all adults involved in your child's experience at Discovery, including parents, guardians, volunteers, grandparents, siblings, and any other relatives or caregivers.

I/We have read, understand and consent that the Parent Code of Conduct has been read and fully agree to abide by it, and all other policies and procedures set out by the Ministry of Education and the Discovery School-Based Childcare Program of Kingsville, Inc., Parent Handbook, as well as any other forms signed at the time of registration.

I/We agree to adhere to the standards and expectations outlined in this document and to promote a positive, respectful, and safe environment for all members of the centre community.

Parent/Guardian Name(s): _____ Signature(s): _____ Date: _____

Executive Director/Supervisor Witness Signature: _____ Date: _____

Parent Issues and Concerns Policy and Procedures

Date Policy and Procedures Established: June 28, 2017 / Revised Policy: November 24, 2022

Purpose

The purpose of this policy is to provide a transparent process for parents/guardians, Discovery Child Care Program and staff to use when parents/guardians bring forward issues/concerns.

Policy - General

Parents/guardians are encouraged to take an active role in our childcare 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, childcare 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 the staff, Site Supervisors, and the Executive Director 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 two (2) 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.

Procedures

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
Program Room-Related E.g.: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.	Raise the issue or concern to - The classroom staff directly or - The Supervisor or licensee	- Address the issue/concern at the time it is raised or - Arrange for a meeting with the parent/guardian within two (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 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.
General, Centre- or Operations-Related E.g.: Child care fees, hours of operation, staffing, waiting lists, menus, etc.	Raise the issue or concern to. - The supervisor or licensee.	
Staff-, Duty parent-,	Raise the issue or concern to. - The individual directly or	

Supervisor-, and/or Licensee-Related	- 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.	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.
Student-/Volunteer-Related	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.	Document reasons for delays in writing. Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.

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 Executive Director and/ or 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.

Ministry of Education

Licensed Child Care Help Desk

1-877-510-5333 or childcare_ontario@ontario.ca

Regulatory Requirements: Ontario Regulation 137/15

DISCOVERY CHILDCARE PROGRAM - INDIVIDUALIZED PLAN AND EMERGENCY PROCEDURES FOR A CHILD WITH AN ANAPHYLACTIC ALLERGY

Child's Name:

Child's Date of Birth: [Click here to enter text.](#)

Child's Health Card Number:

List of allergen(s)/causative agent(s):

[Click here to enter text.](#)

Asthma: ☐ Yes (higher risk of severe reaction) ☐ No

Location of medication storage: [Click here to enter text.](#)

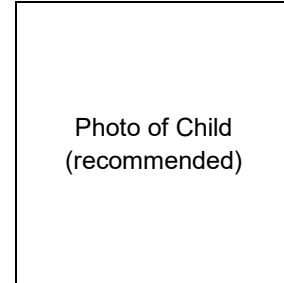
Epinephrine auto-injector brand name: [Click here to enter text.](#)

Epinephrine auto-injector EXPIRY date:

Other emergency medications*

Emergency Services Contact Number:

Site:



CHILD'S SPECIFIC SIGNS AND SYMPTOMS OF A NON-LIFE-THREATENING ANAPHYLACTIC REACTION: *(specific to the child, check all that apply)*

- ☐ Mouth – itching & swelling of lips, tongue, mouth.
- ☐ Throat – itching & or tightness of throat, cough, etc.
- ☐ Skin – hives, itchy rash, swelling face or extremities, red, watery eyes, etc.
- ☐ Gut – nausea, abdominal cramps, vomiting, diarrhea
- ☐ Lung – shortness of breath, coughing, wheezing
- ☐ Heart – thread pulse, dizzy, weakness, passing out
- ☐ Other: _____

CHILD'S SPECIFIC SIGNS AND SYMPTOMS OF A LIFE-THREATENING ANAPHYLACTIC REACTION: *(specific to the child, check all that apply)*

- ☐ Mouth – itching & swelling of lips, tongue, mouth.
- ☐ Throat – itching & or tightness of throat, cough, etc.
- ☐ Skin – hives, itchy rash, swelling face or extremities, red, watery eyes, etc.
- ☐ Gut – nausea, abdominal cramps, vomiting, diarrhea
- ☐ Lung – shortness of breath, coughing, wheezing
- ☐ Heart – thread pulse, dizzy, weakness, passing out.
- ☐ Other: _____

DESCRIPTION OF PROCEDURE TO FOLLOW IF CHILD HAS A NON-LIFE-THREATENING ANAPHYLACTIC REACTION:

DESCRIPTION OF PROCEDURE TO FOLLOW IF CHILD HAS A LIFE-THREATENING ANAPHYLACTIC REACTION:

PERSON One:

- 1) Obtain Epi-Pen:
- 2) This plan must be clearly marked with child's name. Picture is also highly recommended.
- 3) Remove Epi-Pen from plastic container and verify child's name and prescription number.
- 4) Remove Blue Cap.
- 5) ***NEW*** Place tipped end of Epi-Pen against outer thigh and inject, press firmly for **1-2-3 seconds (count slow).**
- 6) Place child on side in case of vomiting.
- 7) Return Epi-Pen to container and give to ambulance attendant.
- 8) Accompany child to hospital with this individual plan and emergency procedure as well as the child's file which includes their health record.

PERSON Two:

- 1) **Call ambulance (911).** Give 911 operator the address and telephone number of childcare centre:

Parental Statement**2) Call Parents; Emergency Name & Phone #:**

Mom: _____ Cell #: _____

Dad: _____ Cell #: _____

3) Note & Record – Time of Incident: _____

4) Time of Epi-Pen Administration: _____

5) Circumstances (where & causatives agent): _____

6) Highlight Child's Health Card Number on this Form.

7) Give this form to the staff member accompanying the child in the ambulance.

STEPS TO REDUCE RISK OF EXPOSURE TO CAUSATIVE AGENT/ALLERGEN: (e.g., nut-free environment)

Peanut- Free & Nut- Free Environment; Proper handwashing procedures are being followed; All parents and visitors are aware that food items cannot be brought into the centre; All policies related to food, and stinging insects are being adhered to; Strategies are in place to prevent all potential cross contamination in the child care centre; clear directions regarding child's needs are given to all staff, students, trainees, volunteers and visitors to the child care centre; special dietary needs are discussed with the Teacher and Site Supervisor.

ADDITIONAL NOTES (if applicable): (e.g., use of other emergency allergy medication(s) to implement the emergency procedures)

I, _____, hereby give consent for my child, _____,
(parent/guardian) (child's name)

to (check all that apply):

☐ carry their emergency allergy medication in the following location (e.g., blue fanny pack around their waist):☐ self-administer their own medication in the event of an anaphylactic reaction.**AND/OR**

I, parent/guardian), hereby give consent to any person with training on this plan at the Discovery childcare premises to administer my child's epinephrine auto-injector and/or asthma medication and to follow the procedures set out in my child's Individualized Anaphylaxis Plan and Emergency Procedures.

Parent/Guardian initials: _____

EMERGENCY CONTACT INFORMATION

Contact Name	Relationship to Child	Primary Phone Number	Additional Phone Number

HEALTHCARE PROFESSIONAL CONTACT INFORMATION: (optional)

Contact Name	Primary Contact Number

SIGNATURE OF HEALTHCARE PROFESSIONAL (optional)

X	Date: _____
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SIGNATURE OF PARENT/GUARDIAN (required)

Print name: _____	Relationship to Child: _____
X	Date: _____

***In the event of an Evacuation, or an Off-Site Event, a copy of this Emergency Plan will be in the Emergency Contact Information File Box of the Child's Classroom Emergency First-Aid Bag, and the Child's Emergency Medication**