



Parent Handbook

June 1, 2016

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- **Kew Beach Daycare Philosophy**

At Kew Beach Daycare, we provide a warm, supportive and nurturing environment, where children are respected as individuals and are offered a curriculum to enrich their learning. Children learn best when they feel safe, secure and comfortable in their surroundings allowing them to discover and express their knowledge and opinions freely in a variety of ways, fostering an enthusiasm for lifelong learning.

! The staff recognize that all children are individuals with a right to quality early childhood education that is thoughtfully planned and offers developmentally appropriate and meaningful learning opportunities.

Research shows that early experiences play an integral role in brain growth and development.

Development of the “whole” child is our prime goal and is accomplished through concentration on the child’s physical, social, emotional and cognitive development, utilizing high quality play as the primary mode of learning. Regularly scheduled, age-appropriate physical activities in our indoor and outdoor environments are planned to promote gross-motor skills. Activities are carefully designed to offer meaningful play opportunities to enhance language, literacy and communication skills, problem solving, critical thinking, numeracy and inquiry skills. Throughout the play experiences, the staff embed opportunities for children’s fine motor skills to be developed. Staff use the continuum of development as a reference tool to help identify where individual children are in the sequence of development.

It is important that a child develop a ***positive self-esteem***. Self-reliance coupled with added responsibility develops their own sense of self-worth.

! We offer a play based curriculum built upon emerging skills and provide a stimulating environment capitalizing on the child’s interests and needs.

Children are active learners with a natural curiosity. Teachers plan for activities that offer maximum development opportunities, inspire children to explore their interests, foster a sense of discovery and develop problem solving and research skills. It is important that children are given support and opportunities to develop self-regulation skills to enable them to successfully focus, socialize and regulate their behaviour and emotions.

We respect all families and their individual needs at Kew Beach Daycare. ***Diversity is valued.*** Our classrooms are culturally inclusive offering materials that are representative of the children in our program and resources are added regularly to promote a sense of belonging for every child. Activities are included to enhance children’s knowledge of the community they live in and the world around them. We celebrate the unique experiences that families can share to enrich our program in a variety of ways and attach immense importance to forming supportive partnerships.

- **Curriculum Planning & Child Development**

The curriculum in our classrooms is planned in response to the careful observation and documentation of each child’s interests, strengths and needs. We recognize that while learning occurs in a sequential manner all children are unique and develop at their own pace, have differing strengths and abilities and are at varying stages of learning. We use a variety of strategies that provide early identification of learning and other developmental difficulties, to support individual learning styles when developing the curriculum, offering a flexible learning environment that can be adapted as required for optimal learning.

Children with developmental difficulties may require additional support and programming strategies in order to be successful in acquiring new skills and building positive relationships with peers. We are fortunate to work in partnership with a Resource Educator who is available to assist and advise staff and families in creating the most advantageous learning environment and collaborate to create a culture that supports inclusion.

We believe that strong partnerships with families and the communities in which they live are essential to the optimal development of every child. Learning begins at home and working in partnership with parents, staff endeavour to complement and enrich the knowledge they bring with them into our program.

! Therefore we consider parent involvement an important element of our classrooms, we welcome and encourage parent participation in the centre to share or lead experiences in the classroom, volunteer on trips, sit on the Board of Directors or participate on committees.

- **Parent Involvement Opportunities**

Parental involvement is highly encouraged within the centre to foster a continued sense of community and growth at the centre. Some parents have chosen to be a “guest” at the centre, and visit to:

- discuss their occupation (e.g) police officer, nurse, firefighter etc.,
- to participate in an activity (e.g.) baking, art or woodworking,
- assist on trips, or
- volunteer to mend broken toys or equipment. Although Kew Beach Daycare is a cooperative daycare, parent involvement is not mandatory.

Our annual general meeting is held each spring and any parent member is welcome to be nominated to run for the Board at this time.

- **Nursery Program**

The nursery program offers children between 2.5 to 4 years of age, the opportunity to participate in a small group setting from 9:15 a.m. to 11:45 a.m. Monday to Friday. The nursery program is not offered on school P.A. Days, during Christmas Break, March Break and summer months.

We do not require that children coming into this group are toilet trained or that training is in progress.

TIP:

If your child does need diapers, it is your responsibility to supply them and to ensure that there are always sufficient amounts in his/her cubby along with wipes as required. Children in the nursery program should have at least one spare set of clothing in the Centre in case of spill/accidents.

Each child has his/her own cubby in which to store these items. Please make sure that your child's belongings are clearly labeled to save confusion and misplaced items.

The nursery program is staffed by one RECE teacher and one assistant teacher. They use an emergent curriculum model to plan activities for the children. The program plans include activities which promote learning and skill development in language and literacy, problem solving, critical thinking, numeracy and inquiry skills.

The children use materials in arts and crafts, sensory, dramatic play, science, cognitive operations, fine and gross motor activities both indoors and outside in the preschool playground to enhance their learning. Children are provided with a nutritious daily snack. The program includes a period of outdoor gross motor play daily.

- **Preschool Program**

The age range of the children is 2.5 - 4 years. We do not require that children coming into this group are toilet trained or that training is in progress.

Our preschool program consists of two creative programs for each group; in nice weather creative programs may be set up outside or one may be substituted with an outing i.e. to the beach, park or library.

During the course of the day the children also have free play, circle time, stories, songs, quiet time and two hours per day outside time, weather permitting (in accordance with CCEYA).

The preschool room is set up to accommodate a full program of creative, gross motor, literacy and numeracy, science and cognitive experiences. Children are encouraged to express their creative talents through a variety of mediums – many choices are offered daily. Large blocks and active toys are available. There is also a quiet area with books and puzzles, dramatic play area, listening/music Centre in each room.

Children have the opportunity to sleep, rest or engage in quiet activities based on individual needs. We supply sheets and all bedding is laundered on a regular basis at the Centre.

TIP:

Some Do's and Don'ts:

Do bring spare clothes to store in your child's cubby

Do ensure your child's cubby is stocked with diapers/wipes etc. if your child requires them.

Do clearly label children's belongings

Do bring a blanket, lovey, soft cuddle toy for your child to nap with

Do not bring bottles/pacifiers into the Centre

Do not bring toys to the daycare to minimize upsets over lost property

- **Full Day Kindergarten Before and After Program**

Our Before and After Kindergarten program consists of two groups of mixed junior and senior kindergarten children and is operated within the kindergarten classrooms in the school.

The morning program operates from 7:30am to 9:00am with quiet activities, games and creative activities. Staff will ensure that these children are in their classrooms at the beginning of the school day. The afternoon program operates from 3:00pm, when the children are picked up from their classes, to 6:00 pm and includes a variety of activities including gross motor, cognitive, arts and crafts, science, sensory, language and literacy, music, etc. Outdoor play is scheduled daily, weather permitting.

The kindergarten children are offered an after school snack provided by the daycare. Daily activities are posted in each room along with program updates for your convenience.

Full day care for the kindergarten group is provided on school P.A. days, during Christmas Break and March Break.

- **School Age Program – Grade 1 - 5**

From 7:30am to 8:30am the school age children have the choice of a variety of quiet activities and games. At 8:30am they go outside to play and the school yard is supervised by the Toronto District School Board.

LUNCH HOUR: All school-age children come under the jurisdiction of Kew Beach School during the lunch hour. Some of the day care staff work in the school age lunch program at this time of the day employed by the Toronto District School Board.

Children are dismissed from school at 3:15pm at which time they check in with staff. After snack and planned program activities consisting of games, puzzles, building toys, arts and crafts,, children have 30 minutes to 1 hour to play outdoors (extended in nice weather). They then move inside for a creative program, etc. All activities are implemented using an emergent curriculum format. The school age program ends at 6:00pm daily.

The Centre offers a full day program on PA days and school holidays for school age children. We try to organize special events for these days, such as trips or special activities. We do discourage children from bringing toys to the daycare due to potential incidents of lost or broken items.

Our summer program accommodates children Kindergarten to Grade 5 on a full day basis. Space for this program is first offered to children already enrolled in our school-age program. ***Due to the extent of our waiting list, any child who is withdrawn from our program for the summer cannot be guaranteed a space for September.***

We have regular water play days, planned group activities, and group trips. We hire extra staff for the summer months, therefore keeping our ratios to the best possible numbers.

8. Communications

Open communication is valued as this is integral in supporting our curriculum. We communicate with families through a variety of methods. Information is distributed in each classroom to keep you updated on activities that are happening with your child, this may be done through *newsletters, phone calls or emails*.

Each room has a central information board where the current interests and learning are documented, in addition to the many documentation panels that are displayed throughout the rooms and hallways.

A staff board is located in the hallway on the main floor, please take opportunity to familiarize yourself with the staff. it is important to note that we have both male and female staff members who work equally in all capacities with the children and provide the same level of care needed.

We engage in informal discussions with families on a daily basis to discuss the development of your child and establish mutual goals.

TIP: *If you need to speak to a particular staff member and have difficulty in making contact with them, please leave your name and telephone number in the office and they will call or email you as soon as possible.*

We hold monthly staff meetings within the centre to give staff an opportunity to share relevant information regarding children, programming, etc. Any notes to go home will be left in your child’s pouch for you to collect and art work will be put in your child’s art cubby to be picked up at home time.

9. Daycare Operations Summary

Kew Beach Daycare is a non-profit, co-operative organization governed by a volunteer Board of Directors consisting of 6 parents with the Daycare Administrator acting in an advisory capacity. The Centre staff includes an Administrator, Supervisor, trained RECE teachers and assistant teachers to meet The Child Care and Early Years Act (2014) ([CCEYA](#)) ratios, plus a full-time cook.

We offer childcare spaces for children 2 ½ - 12 years of age, with a commitment of 5 days a week care. We have the following groupings of children:

| Category | Staff to Child Ratio | Classification | Capacity | Age Range | Monthly Fee* |
|--------------|----------------------|-------------------------|----------|---------------|--------------|
| Nursery | 1:8 | Part Time (2.5 hrs/day) | 11 | 2.5-4yrs | \$450 |
| Preschool | 1:8 | Full Time | 36 | 2.5-4yrs | \$1032 |
| Kindergarten | 1:10 | Before and After School | 60 | Mixed JK & SK | \$687 |

| | | | | | |
|------------|------|-------------------------|----|-----------|-------|
| School Age | 1:15 | Before and After School | 74 | Grade 1-5 | \$514 |
|------------|------|-------------------------|----|-----------|-------|

*as at January 2016

Our licensed capacity is 181 children and we operate year round: 52 weeks per year, five days per week, from **7:30 am to 6:00 pm**. The nursery program is offered Monday to Friday from 9 a.m. to 11:30 a.m. during the school year. Kew Beach Daycare is closed on the following statutory holidays:

| | | |
|----------------|------------------|--|
| New Year's Day | Canada Day | Christmas Day |
| Family Day | Civic Holiday | Boxing Day |
| Good Friday | Labour Day | *Early closings on Christmas Eve and New Year's Eve. |
| Victoria Day | Thanksgiving Day | |

6. Fee Structure

During the School Year (September to June) school age and pre-school fees are inclusive of Christmas, March Break and PA days (Nursery Program Excluded). **NOTE:** The fees for the summer program, for Kindergarten and School Age children, are higher than the Before and After School program and will be announced when registration forms are issued.

Post-dated cheques or a signed authorization form for pre-authorized debit (PAD) are requested for all fees, dated the 1st or 15th of each month. Parents will be subjected to an administrative charge of \$10.00 per child for any cheque which is returned from the bank NSF. Late payments must be made in full by the 15th of the following month or the matter will be referred to the next Board meeting for review. If fees remain unpaid your child may be denied access to the Centre.

! If you are delayed in picking up your child past the 6:00pm Centre closure, our late fees are \$5.00 basic late fee plus \$1 every minute past 6:00 pm and this will be billed at the end of each month. After three offences, the parent may lose the privilege of bringing the child to the daycare Centre.

Annual receipts will be issued for income tax purposes.

NOTE *A fee subsidy may be available to eligible families through the City of Toronto Children's Services.*

7. Admission & Withdrawal

Upon acceptance of space, a non-refundable registration fee is required in the amount of one month's fee. This amount will be deducted from your first month's invoice.

Time will be arranged prior to admission to familiarize you and your child with the daycare and answer any questions. **All admission forms must be completed prior to enrolment.** We

encourage you to discuss a schedule for the first week in order to best suit your child's needs for adjustment to the program.

Written notice of withdrawal must be given 4 weeks in advance. If notice is not received, full program fees will be charged. A permanent space cannot be guaranteed if you wish to temporarily withdraw your child. Your child will be placed on the waiting list for readmission.

NOTE
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Please note that registration at Kew Beach Daycare does not guarantee placement in Kew Beach Public School.

Children who do not live in district for Kew Beach School will only be accommodated under the Toronto District School Board Optional Attendance policy should space remain after the children living in district are placed. Optional attendance will be based on the priorities outlined in the TDSB Optional Attendance policy.

For those who are out of school catchment: If your child does not secure a spot in the transition of the daycare, you must sign an acknowledgement that your child *could* be asked to leave the school.

8. Nutrition

A nutritious lunch is prepared by our on-site cook for the preschool children. The lunch will consist of, at least:

- One(1) serving of milk and milk products,
- One (1) serving from meat and alternatives,
- One (1) serving from bread and cereals, and
- Two (2) servings from fruits and vegetables

Morning and afternoon snacks consisting of foods that meet the requirements of CCEYA and Canada's Food Guide are offered throughout the day for the preschool groups (8:15 am, 2:00 pm, and 4:30 pm) and after school for the kindergarten and school age groups.

Menus are planned in advance and a copy is provided to parents of children in the preschool programs to assist you in menu planning at home, and are posted throughout the Centre. Children's special dietary needs and allergies will be posted in the cooking and serving areas. Children are encouraged to try all food although personal preferences are respected.

! ***Any food or drink supplied by a parent must be nut-free, in the original container clearly labeled, and with the child's name and date of purchase.***

9. Arrival and Departure

Young children benefit from the security of a regular routine therefore we recommend you establish a regular schedule of times to drop off and pick up your child if possible. When your child arrives please make sure to notify a staff of your child's presence. When picking your child up at the end of the day, ensure that a staff member knows that they are leaving.

! ***Children will not be released to any person other than those specified on the admission escort form without prior consent.***

10. Parking

15 minute parking for drop off is available at the front of the school on Kippendavie Avenue, between 8:15 a.m. and 8:45 a.m.

11. Program Attendance

Please advise the daycare staff in person, by phone or email if your child will not be attending daycare due to vacation or illness. If your child is absent due to illness please inform staff of symptoms of ill health.

In all of our daily activities, the child's well-being and development are the concern of all of our Early Childhood Educators. Programs are re-evaluated on a regular basis to reflect changes within CCEYA and principles of Early Childhood Education.

12. Goals

1. Encourage children to verbalize feelings.
2. Encourage children to express creativity.
3. Teach children respect for body and health.
4. To encourage a sense of respect for the rights of others.
5. To foster curiosity, initiative, independence and decision making capabilities.
6. To help the child attain a positive self- image.
7. To encourage interaction with peers.
8. To foster language development and aid communication skills.
9. To provide opportunity for fine motor development.
10. To provide physical activity to develop gross motor skills
11. To develop math and science.
12. To manifest an interest in music, rhythm, creative movement and drama.

13. Behaviour Management & Guidance Techniques

All children must be treated fairly and with respect.

Techniques used by staff include:

Staff will walk over and speak directly to a child, and refrain from yelling across the room or playground

Staff will look directly at a child and whenever possible sit or crouch at his/her level

Staff will explain to the child why his/her behaviour is unacceptable

Staff may need to make suggestions to the children about how they can resolve their differences

Logical consequences should be set for children who have repeated behaviour problems

The following are unacceptable behaviour management strategies and are not permitted at any time under any circumstances.

- a) Corporal punishment of any kind;
- b) Deliberate use of harsh or degrading measures that would humiliate the child or undermine his or her self respect or exposing a child to harsh or derogatory language;
- c) Depriving the child of basic needs including food, shelter clothing or bedding;
- d) Locking the exits of the child care centre for the purpose of confining the child; or
- e) Using a locked or lockable room or structure to confine a child if he or she has been separated from other children

! Each child needs continuous encouragement for growth, development and a sense of belonging. This should be done through positive guidance and reinforcement.

14. Serious Occurrence

All serious occurrences will be reported online in the Childcare licensing system, by telephone to City of Toronto, Children’s Services Division and a notification posted on the parent board for a minimum of 10 business days (with the exception of allegations of child abuse or unverified complaints which will be posted at the completion of follow-up/ investigation.) A full listing of what constitutes a serious occurrence is available in the Centre’s Policy and Procedure Manual.

15. Health Policy

In accordance with CCEYA a medical certificate must be presented on or before the first day of childcare attendance. CCEYA also requires that children play outside for up to 2 hours every day. If your child is too sick to participate in outdoor play, he/she is too ill to be at daycare and any exception to this will be made only with the written direction from a medical doctor or parent.

! *For the well-being of all, sick children cannot attend the centre.*

If the Administrator considers a child too ill to be exposed to other children, or if the child develops an illness at the Centre, the child will be isolated and the parents notified. Parents are expected to make arrangements to pick up their child as soon as possible after being notified.

Any child who is sent home from daycare with a fever must be kept home until he/she has been fever free for a period of 24 hours.

NOTE:

The Administrator will consider any of the following symptoms requiring isolation and parent notification: fever, vomiting, diarrhea, and discharge from the eye or skin rash.

If the Administrator determines that a child is not ill (that is, does not display any of the previously mentioned symptoms) but is unable to cope with the normal childcare group setting without extended one to one care, then the parents will be notified and asked to come to attempt to settle their child so that the child can participate in the Centre’s program.

All medication administered in the childcare setting must be prescribed by a medical doctor. Where a doctors letter is on file it must renewed annually. This can take the form of:

- Prescribed medication in the original bottle,
- An over the counter medication accompanied by a doctor’s letter,
- A medication that is needed on a regular basis.

NOTE:

Examples: Tylenol, ventolin masks for asthma, cough medicine.

A general medication consent form must be signed by parents upon the admission of their child to the centre. A signed consent form is required for each occurrence of illness where medication is to be administered, outlining specific times, dosage and details.

16. Activities off the premises

Trip and outings take place in all of our programs throughout the year.

A consent form is signed upon admission for trips to local parks, libraries etc. A separate permission form is required to be signed for each individual larger trip (e.g.)Trips by school bus, TTC etc. All expenses incurred for trips are included in the fees.

17. Interning Students

Kew Beach Daycare is proud to offer the Centre as a training environment for students from the ECE program at George Brown College, Centennial College, and Ryerson programs. Students and volunteers are not used in the staff ratio count, and are never left alone with children. We will keep you informed of any new faces you may be seeing in the centre.