

**Early Learning Program
Written Statement for
Centre pour enfants Timiskaming Child Care**

PHILOSOPHY:

Centre pour enfants Timiskaming Child Care strives to meet the needs of children by offering a quality, licensed, supervised Early Learning Program. Through a variety of daily experiences and the guidance of qualified educators, our agency seeks to foster your child's physical, emotional, social and language development.

PROGRAM GOALS:

The Early Learning Program is designed to get children school-ready by specifically emphasizing the development of self-help, language, numeracy, gross and fine motor and social skills. The Early Learning Program is not meant to provide an alternative to Junior and/or Senior Kindergarten programs, but to complement them and prepare children for their success in Junior and Senior Kindergarten.

CULTURAL, LINGUISTIC AND RELIGIOUS NEEDS:

The program will respect linguistic, cultural and religious needs.

PROGRAM APPROACH:

The program will demonstrate a holistic approach. The optimal healthy development of the whole child will be taken into consideration and this includes:

- The child's overall physical, mental and emotional health;
- The family situation, cultural and linguistic context;
- The community where the child is situated; and;
- Each child's developmental level as informally assessed at registration in the program and periodically thereafter.

Therefore, ongoing observation of each individual child regarding his/her developmental needs and the keeping of anecdotal records will be key components of the Early Learning Program.

ASSESSMENT OF CHILDREN:

Each child will be formally assessed by the Early Childhood Education staff within two (2) weeks of program entry to establish the child's developmental level. The instrument of assessment utilized will be the Nippissing District Developmental Screen. During the child's participation in the program, three (3) more assessments will take place to ascertain progress, in December, March and before exit from the program in June. These informal records may follow the child to school, with parental/guardians' permission.

ELIGIBILITY:

The Preschool Early Learning Program is being offered to children between the ages of two and a half (2.5) and four (4) years of age.

DURATION:

The program is being offered for two and a half (2.5) hours per day, five (5) days a week, except for the days outlined in the Parental Agreement.

NUTRITION:

Children enrolled within the program will receive a nutritious morning snack. These snacks will comply with the nutrition requirements as set out in the regulations under the Day Nurseries Act and the Canadian Food Guide.

MEDICATION:

Educators are allowed to administer both prescription and non-prescription drugs in accordance with provincial legislation.

This requires that parents provide:

1. Written authorization from parents for both prescription and non-prescription drugs, including dosage and time the drug is to be given.
2. Medication must be in the original container, marked clearly with the child's name, name of drug, the dosage, the date of purchase and information for storage and administration of the drug.

BEHAVIOUR MANAGEMENT:

Children are discipline in a positive manner at a level appropriate to their actions and ages. Spanking and other forms of corporal punishment are prohibited. Your own views and philosophies on child management should be discussed at the initial registration.

To provide children with a safe and comfortable environment, disciplinary measures are necessary.

Unacceptable behaviours are as follows:

- Hitting, biting (any form of aggressive behavior)
- Disrespectful (talking-back, boldness, swearing, not listening, etc.)
- Threatening harm to others (verbally and physically)
- Bullying

If a child does any of the above repeatedly, the Child Care Supervisor will contact the parent/guardian, and a meeting will be scheduled to discuss the situation.

The child will be given three chances. If the child's inappropriate behaviour continues, the child will be discharged from the Early Learning Program.

If the behaviour is severe enough (puts others at harm or risk) the Child Care Supervisor will contact the parent/guardian for immediate pick up and discharge of the child.

SPECIAL NEEDS RESOURCING:

Children who, after this informal assessment or through previous identification by early identification/intervention services, present with some special need which is not easily met through regular programming, will have ready access to special needs resourcing offered by trained resource teachers. Individual program plans, based on more formalized assessment by these trained professionals, will be established, implemented, and evaluated as appropriate. Children will be linked to any other community resources required such as speech/language, physiotherapy, nutrition programs and etc.

The overall goal of special needs resourcing is always the integration of each child into the group, as much as possible.

STAFF AND LICENSING:

The Early Learning Program will be staffed by a Registered Early Childhood Educator (a person holding a two-year college diploma in Early Childhood Education or equivalent) and a Program Assistant, if numbers warrant. The number of children in each program will determine how many staffs are needed. The ratio is one (1) Registered Early Childhood Educator for up to eight (8) children plus an additional staff for nine (9) to sixteen (16) children.

The staff/child ratios listed here coincide with the licensing requirements set by the Ministry of Education, which will license each program under the Day Nurseries Act.

Parent Involvement:

Centre pour enfants Timiskaming Child Care recognizes that the parent is the child's first teacher and encourages parents to engage in their child's growth and development through the Early Learning Program. Participation is always encouraged through field trips, special events and during the day to day operation of the program.

PARENTAL AGREEMENT

Centre pour enfants Timiskaming Child Care Early Learning Program

Name of Child: _____ Family Name: _____
(If different)

I (we) understand that:

1. The cost for my child (ren) to participate in the Early Learning Program will be covered by the local District of Timiskaming Social Services Administration Board as part of the Best Start Initiative in Timiskaming.
2. Notice of intention to withdraw a child must be given by parent to the agency no less than two weeks prior to withdrawal.
3. The program will be closed on the following statutory holidays: Good Friday, Easter, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Christmas Day, Boxing Day, New Years Day and any statutory holiday declared by the government and/or municipality. The program will also be closed on the following school days: PD Days, Summer Break, March Break, Christmas Break and bus cancellations due to inclement weather.
4. A medical certificate must be submitted to Centre pour enfants Timiskaming Child Care prior to readmission after my (our) child (ren)'s absence due to an infectious disease.
5. Centre pour enfants Timiskaming Child Care has the right to refuse admittance of my child (ren) or request a medical certificate if my child (ren) has (have) any of the following symptoms: rash, spots, skin infection, high fever, diarrhea or vomiting. If my child (ren) becomes ill while participating in program it is my (our), the parent(s), responsibility to pick up child (ren).
6. I (we) will notify the centre if my (our) child (ren) will be absent.
7. The agency is not responsible for any loses or damage to clothing or property of my (our) child (ren) while she/he is in care. I (we) will ensure that my (our) child (ren) has extra clothes in case of accidental spills, etc. I (we) will dress my (our) child (ren) appropriately as they may play outside. I (we) will supply sunscreen, sunglasses, hats, mittens and boots, etc. according to the season.
8. Unless otherwise arranged, my (our) child (ren) will not be released to any person other than those specified on the registration form. People unknown to the staff will be asked to show identification.
9. Staff will be responsible for logging in and out my (our) child (ren) participating in the Early Learning Program.
10. I am responsible for the drop off and pick up of my child (ren) to the Early Learning Program, being respectful of program hours.

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11. If at any time due to accident, sudden illness or emergency, medical treatment is necessary and no contact can be made with either parent(s) or guardian, the agency is appointed as temporary guardian to expedite medical treatment and/or hospitalization, on the understanding that the agency is not responsible for any situation arising from such treatment or action undertaken.

12. I (we) agree to the above policies of Centre pour enfants Timiskaming Child Care and will abide by them.

This contract is in force starting _____, 20 ____ until _____, 20 ____ or until replaced.

Dated at _____, Ontario, this _____ day of _____, 20 ____.

Parent/Legal Guardian

Telephone: _____

Parent/Legal Guardian

Telephone: _____

Agency Representative

Telephone: _____

Centre pour enfants Timiskaming Child Care Child's Registration Form

Please check Program/Service you wish to enroll your child in:

Before & After School Early Learning Program Home Child Care Summer Program

Child's Name: _____

Nick Name: _____ Date of Birth: _____ / _____ / _____
M D Y

Address: _____ P.O. Box # _____
[Street #/name, and Town(ship)]

Home Telephone: _____ Cell Phone: _____

Email Address: _____

	Mother	Father	Guardian
Name:	_____	_____	_____
Home Address: (If different from child)	_____	_____	_____
Work Address:	_____	_____	_____
Work Telephone:	_____	_____	_____

Name of Parent/Guardian to put on account: _____

Would you like to receive your invoices by mail or email

If by email, please print address clearly: _____

Name of person to be contacted if parents cannot be reached: _____

Address: _____ Telephone: _____

Others in Household	Date of Birth (under 18)	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____

Authorized person(s) who may pick up the child: _____

Physician: _____ Telephone: _____

Address: _____

*** Please complete both back and front of this form and return to the office.**

Previous Communicable:
Diseases: _____ Date: _____

Previous Illness or Injuries & Type: _____ Date: _____

Special Medical Conditions and/or known allergies: _____

Record of Immunization or Exemption: Medical _____ Religious _____
Blood Transfusion: Yes ___ Exemption: Medical _____ Religious _____

A Copy of child's immunization record is required BEFORE starting program.

Medication to be administered regularly (specify) _____
Comments _____

Bottle: _____ Training Cup: _____ Regular Cup: _____

Child's fears: _____ Favorite Toy(s): _____
Favorite Activities: _____

Diapers: _____ Toilet Training in progress: _____ Special Word for Potty: _____
Toilet Trained: _____
Sleeping routines: Morning _____ Afternoon _____

Other Information: _____

I, the undersigned, have read and agree to the written policies of Centre pour enfants Timiskaming Child Care.

Date: _____ Signature of Parent/Guardian: _____

Date of Admission: _____ Date of Discharge: _____



CONSENT FOR ACTIVITIES AND PHOTOS

I _____ consent that my child, _____,
Parent/Caregiver Child's Name

1. participates in all organized activities with the Before and After School Program and the Early Learning Program, as well as all other activities organized by the Centre pour enfants Timiskaming Child Care.

Parent/Caregiver's signature (1): _____

2. can be observed or interact with other students for research or learning programs under the supervision of the educator.

Parent/Caregiver's signature (2): _____

3. can be photographed or filmed or participate in other media activities that may include the publication of a photograph.

Parent/Caregiver's signature (3): _____

N.B. The child's identity will be kept confidential in all reports or publications.

Witness signature: _____



Dear Parents/Guardians:

We can offer you peace of mind by taking care of your child's sun protection. Your child will receive sunscreen before outdoor play.

The child's own personal sunscreen will be provided by the parent and must be clearly labeled with the child's name.

Please indicate below whether or not you would like your child to have sunscreen applied by the Program staff.

_____ YES, I would like my child/ren to receive sunscreen before afternoon outdoor play.

_____ NO, please do not apply sunscreen to my child/ren.

Names of children: _____

Parent/Guardian _____

Date: _____

Revised August 2006

Revised July 22_13



Immunization Questionnaire for Day Nurseries
(to be completed and assessed by THU prior to admission)

Day Nursery No:
(Office use only)

In order for your child to start daycare, we must assess your child's immunization records and ensure they are up to date. Please complete the information listed below. If vaccines have been received with your Health Care Provider, ensure you have a current record from them prior to your assessment with THU because we do not receive this information automatically. When your child's record is complete, it will be forwarded to the Daycare for admission. **This must be done before your child can attend.**

If your child is unable to be vaccinated for medical reasons, please provide a signed statement from your health care provider giving the medical reasons why your child should not be immunized. If you object to having your child immunized due to conflicts with your religion or conscience, please contact the Timiskaming Health Unit.

Please complete this form and return to the Daycare Operator with a copy of your child's immunization record:

Child's <u>Legal</u> Surname:		First Name:	
Date of Birth:		Male <input type="checkbox"/> Female <input type="checkbox"/>	
YR MM DD			
HCN#:		Place of birth:	
Street Address:		Province: City:	
		Mailing Address: Postal Code:	
Part of multiple birth? Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, birth order: 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/>	
Name of Day Care this is being completed for:		Starting date (Approx):	
Name and Location of previous/current School/Day Care:		If currently attending a Day Care, will your child be continuing at both Day Care? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Immunization given at: Doctor's name:		Health Unit:	
Are there current exemptions for vaccines? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide the <u>original</u> exemption to the Timiskaming Health Unit or complete a Letter of Exemption at the Timiskaming Health Unit.			
History of chickenpox infection? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide date/age: <i>If your child had chickenpox before 1 year of age, 2 doses of varicella vaccine are still recommended.</i>			
Mother/Guardian's name (Printed):		Father/Guardian's name (Printed):	
Telephone # (Home):	Cell #:	Work #:	
Preferred contact person to be used for completion of daycare admission:			
Name:		Telephone #	
Person Submitting Form:		Date Submitted:	

Please refer to the attached information for a routine immunization schedule and answers to common immunization questions. If you require further information, please contact your local Health Unit Office.

New Liskeard	Unit 43, 247 Whitewood Ave.	705-647-4305	(1-866-747-4305)
Englehart	81 Fifth St.	705-544-2221	(1-877-544-2221)
Kirkland Lake	31 Station Rd. N.	705-567-9355	(1-866-967-9355)

**Immunizations Required
FOR CHILDREN ATTENDING
DAY CARE**

Publicly Funded Immunization Schedules for Ontario – March 2015

Publicly funded vaccines may be provided only to eligible individuals and must be free of charge

Routine Schedule: Children starting immunization in infancy								
Vaccine	Age	2Months	4Months	6Months	12Months	15Months	18Months	4- 6Years [^]
DTaP-IPV-Hib Diphtheria, Tetanus, Pertussis, Polio, <i>Haemophilus influenzae</i> type B		◆	◆	◆			◆	
Pneu-C-13 Pneumococcal Conjugate 13		◆	◆		◆			
Rot-1 Rotavirus		▲	▲					
Men-C-C Meningococcal Conjugate C					◆			
MMR Measles, Mumps, Rubella					◆			
Var Varicella						◆		
MMRV Measles, Mumps, Rubella, Varicella								◆
Tdap-IPV Tetanus, Diphtheria, Pertussis, Polio								◆
Inf Influenza				○ Every year in the fall				

◆ = A single vaccine dose given in a syringe and needle by injection

▲ = A single vaccine dose given in an oral applicator by mouth

[^] = Preferably given at 4 years

○ = Children 6 months to 8 years of age who have not previously received a dose of influenza vaccine require 2 doses given ≥

4 weeks apart. These children who have previously received ≥ 1 dose of influenza vaccine should receive 1 dose per season thereafter

NOTE: A different schedule and /or additional doses may be needed for high risk individuals or if doses of a vaccine are missed



Children attending licensed day care programs have mandatory immunizations requirements, as defined by the local Medical Officer of Health. The specific requirements for the Timiskaming district are set out in the above schedule and are in line with the Current Publicly Funded Schedule of Ontario. Children must be up to date on vaccinations prior to starting day care and receive ongoing updates on time to be eligible to remain in day care.

Children that are not immunized are at risk of infection. If an outbreak or threat of an outbreak of any vaccine-preventable disease occurs, including the flu, unimmunized children may be excluded from day care.

Why Immunize?

Vaccines protect against some very serious diseases. Vaccines trigger your child's own immune system to make antibodies to fight diseases. For immunization to work best, children must have all their vaccinations on time.

The Day Nurseries Act (DNA) 1990 requires children to be vaccinated to attend licensed day care.

What are the Guidelines for Immunization?

The Immunization of School Pupils Act states that all children attending school, as of 2014/2015 school year, must be adequately immunized against specific diseases which are:

- Diphtheria
- Tetanus
- Polio
- Measles
- Mumps
- Rubella
- Meningococcal C
- Pertussis (Whooping Cough)
- Varicella (chicken pox) for children born in 2010 or later

The Day Nurseries Act states children attending daycare must be immunized against the diseases recommended by the Medical Officer of Health. They include those listed above and haemophilus influenza type b (Hib), streptococcus pneumonia, rotavirus, seasonal influenza and varicella for children born on or after January 1, 2000.

Parents are required to provide their child's immunization record when registering their child for school or daycare.

What if I don't want to immunize my child?

Not immunizing your child will leave them unprotected at a time when they may be at greater risk for the disease. Immunizations are mandatory in Ontario for daycare but children may be exempted under the following circumstances:

1. an appropriate medical reason (temporary or permanent)

2. for reasons of conscience or religious belief

If a child in school or daycare is not to be vaccinated for medical reasons, a physician or extended class registered nurse can sign a Statement of Medical Exemption, Form 1 of the Immunization of School Pupils Act (available at the Health Unit or on the Intranet). The completed form needs to be filed with the Health Unit.

Exemptions for religious or philosophical reasons, requires a Letter of Immunization Exemption for Day Nurseries signed at the Health Unit.

What if I don't immunize my child?

Not immunizing your child leaves them at risk for infection. If an outbreak or threat of an outbreak of any vaccine-preventable disease occurs, they may be excluded from daycare.

Why keep an up-to-date "yellow card"

Each vaccination given to an Ontario citizen is recorded by the health care provider on a yellow immunization record. If there is an outbreak of an infectious disease within the community, an up-to-date record will provide proof of immunity. Proof of immunity is required for some recreational programs, summer camps and post secondary education enrollment. These records also help keep track of the immunizations received to ensure the proper immunization schedule is followed.

What is the Timiskaming Health Unit's Role in Immunization?

The Health Unit is responsible under the Ontario Public Health Standards for collecting and maintaining updated immunization information for children enrolled in licensed daycare centers. It is the parent or guardians responsibility to notify the Health Unit each time their child receives a vaccination.

The Health Unit offers immunizations by appointment at their offices.

How will I know if my child's immunizations are up-to-date?

To register for daycare you must have an immunization record for the Health Unit to review and it must be current for your child to start attending. Notices are then sent to parents and guardians through the daycare when vaccines are due.

What if this notice says my child's record is incomplete but they have had the vaccine?

If you think your child has already received the vaccine, check your child's yellow immunization card or call your health care provider for the information. Complete the form with the up-to-date information and return it to the Health Unit to complete their record.

Remember your child's immunizations are not automatically forwarded to the Health Unit from your health care provider, another health unit, daycare, or school.

What if this notice says that my child is missing some vaccinations?

Check your child's yellow immunization card. If your child is in daycare and has not received the vaccines, make an appointment with your health care provider or the health Unit to get your child vaccinated. All of the vaccines are available free of charge. Remember to bring the notice and yellow immunization card with you to the appointment. Complete the notice and return it to the daycare as requested.

Where do I find information about immunizations?

There is a lot of information about immunization available from a wide variety of sources. Parents/guardians must ensure that they receive information from credible resources.

Recommended sources include the following:

Websites

- Immunize Canada (formerly Canadian Coalition for Immunization Awareness & Promotion)
www.immunize.cpha.ca
- Canadian Pediatric Society
www.cps.ca
- Caring for Kids. Vaccination Questions and Answers
www.caringforkids.cps.ca/handouts/immunization-index
- National Network for Immunization Information
www.immunizationinfo.org

Books

- Your Child's Best Shot. A Parent's Guide to Vaccination. Ronald Gold, MD, MPH., 3rd Edition, Canadian Paediatric Society, 2006.
- The Canadian Immunization Guide, 7th Edition, 2006. Ministry of Health, Public Health Agency of Canada.

Timiskaming Health Unit

New Liskeard:	705-647-4305 (1-866-747-4305)
Englehart:	705-544-2221 (1-877-544-2221)
Kirkand Lake:	705-567-9355 (1-866-967-9355)

Adapted from:
Sudbury & District Health Unit



DISTRICT OF TIMISKAMING SOCIAL SERVICES ADMINISTRATION BOARD

PHOTO/AUDIO/VIDEO RELEASE

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I am over eighteen years of age. I am the parent/guardian of the child(ren) listed below. I have read and understand the above.

Date:

Print Child/Children's Name(s):

Parent/Guardian's Name:

Address:

Phone Number:

Child Care Location or Best Start Site:

Parent/Guardian(s) Signature:

Print Witness' Name:

Witness' Signature: