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CENTRAL EGLINTON CHILDREN'S CENTRE FAMILY HANDBOOK

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Dear Parents/Guardians,

Welcome to Central Eglinton Children's Centre (CECC).

Our staff provide the best possible care and education for your children using our "Emergent Curriculum." (See section 1, page 4 and Appendix "A" Pages 26-29 for details).

This handbook helps you understand CECC's history, policies, procedures and routines. If you have any questions, feel free to speak with our Director.

Please Sign the Family Handbook Acknowledgement form and return it to CECC's office - *Form is attached to CECC's Registration Forms.*

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1. About CECC

History CECC is a not-for-profit, charitable organization, that is overseen by the Ministry of Children and Youth Services (through the Day Nurseries Act); The City of Toronto - Children's Services Division, The Toronto District School Board and The Toronto Catholic District School Board.

Central Eglinton Children's Centre (CECC) was founded in 1981 by the parents of children in Eglinton Public School. It was borne out of the need for quality child care in the community. Initially, the Centre offered one half-day programme that complemented the School's Kindergarten. Since 1981 we have continued to add new programmes. We now offer care for: Nursery, Pre-School, Kindergarten and School Age Children. In 1998 and 2001, respectively, we expanded to accommodate a School Age and a Kindergarten Programme, both located in St. Monica's Catholic School on Broadway Avenue.

Philosophy CECC provides a secure, supportive and trusting environment in which children are recognized for their abilities and talents. It is an inclusive, learning environment in which a child can develop and grow at his or her own pace. We offer creative and stimulating activities that encourage social, emotional, intellectual and physical growth and well-being. The goals of our programme are to nurture independent thought and action, self-confidence, self-discipline, co-operation and social skills. CECC has an anti-bias policy, which promotes respect for diversity in colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, disability, or the receipt of public assistance.

Parent Membership When a family enrolls in CECC, the parents/guardians (you) automatically become members-at-large of our non-profit corporation. Each year, at the Annual General Meeting (AGM), the members-at-large elect or appoint a Board of Directors. This does not apply to Summer Camp 'only' registrants.

Board of Directors The Board of Directors includes: a Chairperson; a Treasurer; a Secretary; and no fewer than five or no more than 12 members. The School Principal may attend meetings as an observer. The role of the Board is to direct the general operation of the Centre, to set its policies, i.e. fees, staffing, programme, and to oversee its management through the Director, Assistant Directors and Staff.

The Board meets approximately once per month, and it presents an Annual General Meeting each April. You may attend any Board meetings.

If you would like to attend a Board Meeting, please give prior notice to CECC's Director. Information pertaining to the Board of Directors is posted outside CECC's office at Eglinton and on the wall between the classrooms at St. Monica's.

If you are interested in being a Board Member, or would like further information, please speak with the Director or Assistant Directors.

Constitution The policies by which CECC is governed are defined in its Constitution (by-laws). This document is available in CECC's office and it is posted on the board outside CECC's office and between the rooms at St. Monica's.

Privacy CECC takes the privacy of its families very seriously. In order to establish and maintain a trusting relationship between you and CECC it is crucial that we safeguard your family's personal/confidential information. CECC's Privacy Officer monitors the methods we use to safeguard information. If you have concerns regarding potential or suspected breaches of privacy, please contact the officer at ceccprivacyofficer@rogers.com. We also, ensure CECC's Board of Directors, Staff, Student Teachers and Volunteers sign non-disclosure/confidentiality agreements that include provisions for legal and ethical handling of all information pertaining to membership in CECC.

Please note: We are obliged to allow The City of Toronto's Children's Services Department and the Province of Ontario's Ministry of Children and Youth Services, during their annual visits, to randomly check your child's file to ensure information on his/her application form is complete and meets requirements. We must also allow our auditor to see your financial information. Toronto Public Health may, when necessary, need to have access to your child's medical and his/her and your personal information. If necessary a children's aid society may also have authority to view your child's and your personal information.

Programmes Regular Programmes

Our Regular Programmes begin the day after Labour Day in September and ends on the Friday after the last day of school in June.

- Preschool - 30 months - 44 months
- Kindergarten (JK/SK) - 44 months - 67 months
- School Age - 68 months - 12 years

Nursery School

This programme operates September to June, mornings only. It does not operate on Eglinton Public School professional development days and holidays. It begins one week after and closes one week before our Regular Programme.

- Nursery School - 24 months - 44 months

Summer Camp

This programme begins on the first Monday immediately following the end of the school year in June, if this is Canada Day, it begins on the Tuesday. Summer Camp ends one week before the Labour Day weekend.

The programme is open to children from CECC's Regular Programme, Nursery Programme and the Community.

Registration is on a first-come, first served basis.

- Junior Camp - 2.5 years - 5 years (Pre-School, Junior Kind in September)
- Intermediate Camp - 5 years - 6 years (starting grade 1 in September)
- Senior Camp - 7-12 years (starting grade 2-6 in September)

Curriculum Our "Emergent Curriculum," offers a comprehensive programme that involves play-based activities to nourish creativity, sensory perception, motor skills, social awareness, language skills and intellectual growth. Our curriculum is responsive to the child's interest and development. It encompasses hands-on experiences, indoor and outdoor play, excursions, special events and visitors from the community. Please see Appendix "A" for a comprehensive view of Emergent Curriculum and how it is implemented at CECC.

Location and Facilities We occupy space in two schools: Eglinton Public School and St. Monica's Catholic School.

An important advantage of being in a school is that children can make the transition from child care to school without leaving the building. CECC's Early Childhood Educators and the School teachers at Eglinton Public School and St. Monica's School endeavour to ensure that we work together to provide the best possible care and education for our shared children.

Eglinton

Nursery, Pre-School, Kindergarten and School Age Programmes are offered at our main site in located in Eglinton Public School, 223 Eglinton Avenue East, Toronto, Ontario, M4P 1L1, (southwest corner of Mount Pleasant and Eglinton). 416 440-0383. centraleglinton@rogers.com

We occupy several rooms of the School and we also share use of the gym, library, staff room and playgrounds.

St Monica's

Kindergarten and School Age Programmes are offered at our St. Monica's Satellite Programme located in St. Monica Catholic School at 14 Broadway Avenue, Toronto, Ontario, M4P 1T2. (2 blocks north of Eglinton, 1 block east of Yonge Street, on the north side of Broadway). 416 544-0059. st.monicas@hotmail.com

We operate in St. Monica's School from September - June each year (10 months only).

We use two rooms in St. Monica's School. We also share use of the School's gym, staffroom and playground.

St. Monica's Satellite Programme is an integral part of CECC. It is treated as an extension of our main site at Eglinton Public School. Staff, equipment and budget are shared between sites. Occasionally, the staff and children from St. Monica's will visit Eglinton, for special events, staff meetings etc. St. Monica's programmes may operate at Eglinton on shared professional development days,

March Break and Christmas Break. St. Monica's families may register for Summer Camp operated from our Eglinton site.

Staff CECC is administered by a Director and two Assistant Directors. Staff in our programmes include: full and part-time Early Childhood Educators (ECE) and Part Time Assistant ECEs. Our ECEs, in order to be employed with CECC, must be registered and in good standing with the College of Early Childhood Educators of Ontario.

We regularly host students, for practicum experience, who are working on their Early Childhood Education Diploma or Degree.

For the safety of our Centre and its children, CECC staff and volunteers who regularly work directly with our children undergo:

- A Police Reference Check through the Police Services
- 1st aid/CPR Certification
- Regular, formal Behaviour Management monitoring
- Training in how to recognize and report Child Abuse
- Emergency/Evacuation training and practice
- Infection Control training

Staff/Child Ratio The ratio of staff to children is significant in ensuring an optimal learning environment. We adhere to the staff/child ratio set out in Day Nurseries Act:

Programme		Staff/Child Ratio
Nursery School	24 months - 44 months	1:8 (maximum group of 16)
Pre-School	30 months - 44 months	1:8 (maximum group of 16)
Junior Kindergarten	44 months-67 months	1:10 (maximum group of 20)
Senior Kindergarten	56 month - 67 months	1:12 (maximum group of 24)
School Age	68 months - 12 years	1:15 (maximum group of 30)

CECC is accountable to the following agencies:

The Ministry of Children and Youth Services is responsible for monitoring the Centre's programmes, staff and finance through its Child Care Licensing Specialists. The Ministry issues the annual license that permits CECC to operate.

The City of Toronto, Children's Services Division purchases a number of subsidized child care spaces from CECC. Every year, we must submit an operating budget to Children's Services. The budget determines the revenue and expenses of the Centre and is used to determine the daily fee the City pays to CECC for each subsidized space. The City, through its Toronto Operating Criteria performed by its District Consultants, monitors the operation of the Centre and measures its quality against accepted best practices. The results are posted on the City of Toronto's website: www.toronto.ca/children.

The Toronto District School Board (TDSB) and the *Toronto Catholic District School Board (TCDSB)* provide space in Eglinton Public School and St. Monica's

Catholic School. The City of Toronto, on behalf of CECC pays the annual rental cost to the Toronto District School Board, for use of our Eglinton site, and the Toronto Catholic District School Board for St. Monica's site. Consultants from both Boards monitor CECC's programmes and use of school space.

2. Admission to the Programme

Eligibility Children who are registered on our waitlist will be accepted into CECC according to the following list of priorities:

Pre-School

1. Siblings of children enrolled in CECC
2. Children who are in Eglinton School district
3. Children outside the district who plan to attend Eglinton Public School or St. Monica Catholic School

Please Note: Must be able to use the toilet with little or no assistance, please see "Toileting Policy" below.

Nursery School

1. Siblings of children enrolled in CECC

Junior and Senior Kindergarten and School Age Children (Grades 1-6)

1. Siblings of children enrolled in CECC
2. Children attending Eglinton Public School and/or St. Monica Catholic School
3. Children who attend Eglinton or St. Monica's School through "Optional Attendance."

If you have enrolled your child through optional attendance and withdraw him/her from Central Eglinton Children's Centre (CECC), you will be required to return to your home school, and will no longer be able to attend Eglinton or St. Monica's schools, unless you have received permission to stay from the principal of either school.

Children who leave Eglinton Public School/St. Monica's Catholic School are not guaranteed a space within CECC.

Age Limit

Children will be eligible to stay with CECC until the last day of August (or the end of Summer Camp), in the year in which they turn 12.

Toileting Policy We understand that because of changes in routine, there may be a lapse in independent toileting; therefore, we are willing to allow an adjustment period upon enrolment. If, after the two weeks, your child is not showing signs of improvement, we reserve the right to remove him or her from the programme until he or she is able to use the toilet independently

Registration To register, you must complete the following information and return it to CECC:
Application and Emergency Information

We will also need the following:

Immunization record (yellow card from doctor)

Allergy and medical/allergy information (if applicable)

Form signed by doctor

Please provide life saving medications i.e. Epi Pen labelled with your child's name and Doctor's prescription

A cheque for Refundable Deposit equal to two weeks fees, refunded if sufficient notice given (4 weeks).

Post-dated cheques, dated for the 1st of each month - September-June, or your start date to following June. (See Section 3, Fees)

**Staff meet with
Parents/Guardians**

Whenever possible, prior to starting CECC, a meeting will be arranged between you and the staff from the room in which your child will be enrolled. Staff will use this opportunity to gather information that is pertinent to your child's care. This may be done on site, or through a visit to your home.

**Special Needs
Inclusion**

If, at the time of the meeting, you inform the staff that your child has an identified "Special Need," the staff will gather any information that will help assist him/her as he/she enters CECC's programme. If your child is already involved with another agency, the staff will ask you to sign a permission form that allows sharing of information between CECC staff and the agency.

If, after meeting with you, the staff determine that CECC may not be the best option for your child, we will try to help you with alternative arrangements. *Please see CECC's Special Needs Policy, copies available in CECC's office and our website.*

**Bussing
Arrangements**

Occasionally, children with special needs, enrolled in Eglinton or St. Monica's Schools and CECC, may require specialized programmes that are offered in other schools. The children are usually transported to the programmes via bus or taxi. Bussing is arranged in cooperation with Eglinton or St. Monica's Schools and you. You must inform the Centre's Director, in writing, if your child is using such transportation. The Director will assess the situation to determine whether safe staff/child ratios can be met while your child is escorted to and from the bus/taxi. If yes, you will be required to sign a permission form, waiving CECC of any liability. Please be aware, CECC may not always be able to accommodate these requests, but we will try to help you with alternative arrangements.

Re-Registration

In February/March each year, we will send home a Re-Registration Package. To reserve a space for the following year, you will need to return the following by the deadline (usually 2 weeks after the package has been distributed):

Completed Emergency Information Update Form

Post-dated cheques, dated for the 1st of each month - September-June, or your start date to following June. (See Section 3, Fees)

Payment of outstanding fees and deposits

Other pertinent information

Please Note: Re-Registrations received after the deadline may mean that your child's space for the following September **will not** be guaranteed.

If, after all registrations are received, we find that we are over-enrolled, we will confirm enrolment based on birth date. We will accept children based on their age (youngest to oldest) until our maximum enrolment numbers are reached. This policy will therefore have the biggest impact on children ten or over (10+) for whom enrolment will be dependent on space availability. If we cannot accommodate your child, we will try to assist you to find alternate child care arrangements.

Children who leave Eglinton Public School/St. Monica's Catholic School are not guaranteed a space within CECC.

3. Fees

Deposit and Post-dated Cheques When registering your child/ren for our Regular and Nursery Programmes you will be required to submit a pre-paid deposit, dated the day of registration, and post-dated cheques, dated for the first of each month.

Notice of Withdrawal **September Registration**

If you register for September and need to withdraw, and you inform CECC prior to June 1st, a \$100 administration charge will be deducted from your pre-paid deposit, the remainder will be refunded. If you inform CECC after June 1st, your entire pre-paid deposit will be forfeited.

Within First 3 Months of Start Date

If you withdraw from CECC within the first 3 months of your start date, there will be a \$100 administration charge deducted from your pre-paid deposit, the remainder will be refunded

After 3 Months of Attendance

If your child has attended CECC for more than 3 months, in order to withdraw, you must give 4 week's notice. Failure to give sufficient notice will result in CECC keeping your entire pre-paid deposit.

If you have any outstanding fees at the time of withdrawal, some or all of the funds will be deducted from your deposit. Any post-dated cheques on file will be returned to you, or under your instruction, shredded by CECC.

Please remember that if you withdraw your child from his/her programme and then wish to return the Centre, a space is not guaranteed. If there is not a space available at the desired time, your child's name will be placed on our waiting list.

Fee Review Fees are determined by the Board of Directors and are payable one month in advance. The Board of Directors, through CECC's Treasurer, will communicate information about finances/fees at the Annual General Meeting. CECC will notify you, whenever possible at least one month in advance of any fee changes (Section 9.1 of the CECC Constitution).

The school year for CECC is from the 1st Tuesday after Labour Day, until the Friday after the last day of school (Toronto District School Board/Toronto Catholic District School Board).

Fees are pro-rated from September to the end of the school year.

Fiscal year CECC's fiscal year is January to December.

Late Payment Cheques are deposited on the 1st day of the month, or the week day closest to the 1st. If we receive payment after the 1st of the month, a surcharge of \$25.00 will apply to each cheque. The late cheques will be deposited on the next visit to the bank.

Unless you have made specific arrangements with the Centre's Treasurer, failure to pay your fees within one month of the due date will mean automatic withdrawal of your child from his/her programme. If you pay all outstanding fees, your child will be reinstated providing there is space.

If you leave CECC, you are responsible for settling all unpaid debts. If you default on payment, CECC shall pursue any reasonable means to recover the debt.

CECC only accepts *cheques or money orders*.

N.S.F. Cheques Parents must pay \$25.00 service charge per N.S.F. cheque. If CECC receives one N.S.F. cheque, future payments may be required by money order or certified cheque.

City of Toronto Subsidies Families who receive City of Toronto Subsidies are entitled to take up to thirty five (35) days off within the calendar year (January-December). This will include time due to illness or vacation. Please note: If you take more than thirty-five days, you will have to pay CECC's full fee rate for the extra days.

Income Tax Statements Income tax statements of fees paid will be provided to all registered users of the Centre's programmes, before the end of February each year. If you withdraw your child/ren during the year, an income tax statement will be issued upon request. Please ensure the Centre has your correct address.

If you have lost or misplaced your income tax statement and require a second one, we require a fee of \$10.00 and 48 hours notice.

4. Days and Hours of Operation

Hours of Operation

Programme	Hours	P.D. Days School Holidays
Nursery	9:00 a.m. - 11:30 a.m.	No Programme
Pre-School	7:30 a.m. - 6:00 p.m.	7:30 a.m. - 6:00 p.m.
A.M. Kindergarten	7:30 a.m. - 9:00 a.m. 11:30 a.m. - 6:00 p.m.	7:30 a.m. - 6:00 p.m.
P.M. Kindergarten	7:30 a.m. - 1:00 p.m. 3:30 p.m. - 6:00 p.m.	7:30 a.m. - 6:00 p.m.
School Age and Ten Plus	7:30 a.m. - 9:00 a.m. 3:30 p.m. - 6:00 p.m.	7:30 a.m. - 6:00 p.m.

CECC Holidays & Statutory Holidays

Holiday	Dates Closed
New Year's Eve*	December 31 closed at 1:00 p.m.
New Year's Day**	January 1 (of closest week day)
Family Day	3 rd Monday in February
Good Friday	March or April
Easter Monday	March or April
Victoria Day	May
Canada Day***	July 1 (or closest week day)
Civic Holiday	1 st Monday in August
Prep. Week	The week preceding Labour Day
Labour Day	September
Thanksgiving Day	October
Christmas Eve*	December 24 closed at 1:00 p.m.
Christmas Day**	December 25 (or closest week day)
Boxing Day**	December 26 (or closest week day)

Christmas Holidays

- * We are open until 1:00 p.m. on Christmas Eve and New Year's Eve, or on the Friday closest to those days.
- ** The Centre may close for all or part of the Christmas break, depending upon the Toronto District School Board's regulations.
- ***Regular child care will end on the last day of school. Summer Camp will begin the first Monday immediately following the end of the school year in June, if this is Canada Day, it begins on the Tuesday.

Preparation Week

Each year, the week before Labour Day, CECC closes to children and families. During this week the staff prepare for a new school year.

Professional Development Days

CECC offers full-time care to our Kindergarten and School Age children at Eglinton Public School and St. Monica's on professional development days. We do not operate Nursery School on these days. If the School Boards add extra P.D. days, we will endeavour to give Nursery School families as much notice as possible.

5. Pickup and Drop-off

Arrival and Departure

The Centre's hours are from 7:30 a.m. to 6:00 p.m. As a safety precaution, you must sign your children in and out when they arrive and leave. Your child's teacher will direct you to the location of the attendance book on your first day. *Please note: CECC is not responsible for your child if he/she is not signed in.*

Children under 10 years must be escorted to and from childcare by a person no younger than 14 years of age. If children over 10 years come to, or leave CECC on their own, you must sign a form waiving CECC of any responsibility.

If your child is transported, to and from home, school via bus, you must inform the Centre's Director, in writing. The Director will assess the situation to determine whether safe staff/child ratios can be met while your child is escorted to and from the bus/taxi. If yes, you will be required to sign a permission form, waiving CECC of any liability. Please be aware, CECC may not always be able to accommodate these requests.

Formal programmes begin at 9:00 a.m. Please be sure that your child/ren arrives by this time. If your child/ren is going to be absent, please notify the Centre by 9:00 a.m. Also, you must notify staff if someone other than you is to pick-up your child. Please ask the person to bring picture identification to produce to staff upon request.

Late Pick-Up

All children must leave the Centre by 6:00 p.m. (11:30 a.m. - Nursery School or the actual time your child's programme ends) according to the Centre's clock. After this time, you or the designated pick-up person will be charged a penalty of \$1.00 per minute. The charge must immediately be paid to the Child Care teacher on duty. You and the staff member will be required to record the time on a late fee form. Recurring lateness may, at the Board's discretion, result in increased penalty charges or withdrawal from the programme. If your child or children are not picked-up by 7:00 p.m. (12:30 p.m. - Nursery School) CECC will fulfill its legal obligation to call the Children's Aid Society (C.A.S.) and/or the Police. C.A.S. will provide a safe place for your child/ren to stay until they are picked-up by you.

Late Pick-Up Due to an Emergency

In case of an emergency, you must call the Centre to inform staff that you may be delayed or unable to pick-up your child. Calling in advance does not waive the late fee. You are encouraged to establish back-up arrangements with friends, other parents and/or family. The names of the backup persons should be listed on the release form in your child/children's file.

If someone other than you, or those listed in our files, is to pick-up your child/children, you must inform CECC. The person must provide CECC staff with identification. Staff members are prohibited from being emergency pick-up persons.

Absence Due to Illness or Vacation

CECC employs staff based on the number of children in each of its programmes. If your child is absent due to illness or vacation there is no reimbursement of fees.

Parking *Eglinton*

There is no parking in Eglinton School's loading area. You may park for maximum of ten minutes in the drop off zone on Brownlow Avenue. Please note: you will receive a parking ticket if you park in the bussing zone.

St. Monica's

There is no parking at St. Monica's School. You may use the St. Monica's Church parking lot for drop-off and pick-up only.

6. Parent Involvement

Communication with Staff

A key component to any partnership is communication. The partnerships that CECC children have with staff are very important. Communication is strengthened when you share your child/ren's successes, special happenings or concerns with staff, and the staff will do the same. For ideas on how to get involved in our Programmes, please see Appendix "B"

Please keep in mind, there are busy times in the programmes, particularly transitions to and from school and lunchtime, which makes it difficult for our staff to speak with you. If you call and the staff you require is not available, he/she will return your call as soon as possible.

Child Care Teacher Interviews

Twice per year, we schedule parent/teacher interviews. You also may request interviews with the child care teachers from any of our programmes at a mutually convenient time.

Code of Conduct

If you wish to communicate concerns to staff you must do this in private, not in front of children or other parents. If you have spoken with a member of the staff and feel your concerns are not being heard, please notify the Director.

If you have a concern regarding a situation that includes other children or their parents/guardians, you must speak directly with a staff member, not with the child or children involved or with their parents/guardians.

Abuse of staff, children or other adults, will not be tolerated, including any form of threat, shouting, accusation or intimidation. The situation, in accordance with CECC's Suspension and Withdrawal Policy and under careful consideration by CECC's Board of Directors, may be cause for withdrawal from the Centre. If this happens, your child/children may remain in care for the four week notice of withdrawal period, but you will have to find another person to pick-up and drop-off. Remaining fees will be reimbursed.

The above situations will be reported to the City of Toronto and the Ministry of Children and Youth, Children's Services Departments as a "Serious Occurrence."

If you have concerns about CECC's compliance with the Day Nurseries Act, you may contact The City of Toronto, Children's Services Division at 416 397-7359, or the Ministry of Children and Youth Services at 416 325-0500.

Guardianship and Custody Rights

If you have sole or joint custody of a child at CECC you must provide us with legal documentation and custodial arrangements. Any changes must be submitted to the Director in writing, with supporting legal documentation.

Should an unauthorized person visit a child, CECC will immediately call the custodial parent/guardian and/or the Police.

Please be aware, the Centre and its staff do not intervene in family disputes or custody issues. We, to the best of our ability, must remain neutral. We cannot write letters about our observations of your children, unless required by law.

7. During the Day

Food Our menus are planned according to the Canada Food Guide. Seasonal menus are posted in each classroom (Please see Appendices "C" and "D"). You may request a copy from CECC's office or download a copy from our website.

Food Allergies CECC makes every effort to accommodate needs of children with food allergies, but, please keep in mind that we cannot guarantee an allergen free environment. If your child has food allergies or is on a special diet, you should notify, in writing, CECC's Director so that special arrangements can be made. If there are any changes in your child's allergy status, you must inform CECC by submitting, in writing, a note from your child's doctor.

The City of Toronto Public Health Department has mandated that CECC should only serve food prepared on its premises or bought specifically for lunch and snacks from a recognized retailer or wholesaler.

Throughout the day, CECC provides several nutritious snacks for each programme and food is available whenever needed. Some children may have dietary restrictions or allergies therefore we must monitor the food we provide.

Other than lunch for St. Monica's Kindergarten children, and the School Age and Ten Plus children, we ask that you do not send food with your child. Children who bring lunch must have their names on their lunch boxes or bags.

Please note: Our staff check your child's lunch, every day for St. Monica's children, and when the School Age children are in our care. If we find foods that are not part of a nutritious meal, we will confiscate the item and replace it with a healthier option.

CECC serves a light snack from 7:30 a.m. to approximately 8:15 a.m. It was initiated for the children who do not have the opportunity to have breakfast before they leave home. It is not a breakfast replacement.

Please note: We do not have microwave ovens available for classroom use.

Birthdays To help include everyone in birthday celebrations, each class will prepare a special snack and activities. Therefore, please do not send treats. Again, it is in compliance with The Public Health Department's recommendation, that we do not serve 'homemade' treats to our children.

CECC will not host birthday parties. Please ensure you give all party invitations to a member of staff. He/she will discretely distribute them. Class lists will be distributed to families in September/October each year and upon request thereafter.

Clothing Much of our programme involves "messy" play. Children need to be dressed in comfortable 'play' clothing so they can fully participate. Please send one or two extra sets of clothing with your child.

When possible, soiled clothing will be laundered and returned to your child's cubby. Otherwise it will be placed in a tied bag in the cubby for you to take home.

Please make sure that all clothing is clearly marked with your child's name. While our staff are careful, they cannot be responsible for loss or damage to belongings.

Clothing continued

All children must have adequate clothing appropriate for outdoor activities in all types of weather. This should include:

- a neck warmer,
- a hat,
- snow pants,
- waterproof mittens,
- a coat,
- waterproof, warm boots,
- Raincoat and rain boots

During the warm months please supply

- sunscreen
- A sun hat
- shoes/sandals with straps (no flip flops)

Holiday Celebrations

Our celebration of holidays and special days is in response to the experience and interests of each child and his or her family and community.

Activities related to holidays and special days will be simple, meaningful, open-ended and reflective of children's development and knowledge.

Special Events

Throughout the year, the Centre organizes field trips and special activities, concerts, special guests etc. that welcome parent help/involvement. If you have a particular skill or interest you would like to share with our children, please let the staff know. *Please see Appendix B, Parent/Guardian Involvement.*

Photographs, Videos and tape recordings

From time to time, we may take photographs, use videos, or make recordings of your child. The photographs etc. will be used for activities, portfolios or displays in our classrooms, and for our emergency field trip binders. They will not be used for any other reason, without your permission. Please see the permission form in your registration forms. Please note: When your children are under CECC's supervision, i.e. in the classroom or playground, you may not take photographs etc. of any of the children other than your own. It is understood that at special events you may take photographs, or videos of the performance or activities.

Toys from Home

Our rooms are equipped with a wide variety of toys and equipment. To avoid loss, damage or unhappiness, we ask that children not bring their toys to the Centre.

- Rest Time** We provide a period of rest time for each child in our Pre-School and Junior Kindergarten programmes, depending on their school placement. If your child does not sleep, we will endeavour to provide alternative space and activities for him/her.
- If he/she sleeps please provide a favourite rest toy and blanket. Please ensure the toy or blanket is clearly labelled with your child's name.
- Outdoor Play** Outdoor play is an essential part of CECC's daily programme. We follow the directions mandated by the Day Nurseries Act... "Each child over thirty months of age that is in attendance (in CECC) for six hours or more in a day plays outdoors for at least two hours each day, weather permitting...." School Age children in our before and afternoon school programme spend at least 45 minutes per day, outdoors or engaged in physical activities. Unless there is a weather warning, or the temperature is below -10, we will go outside. Please ensure your child's clothing accommodates all weather conditions and also check our Health Policy - Section 9, Baseline Health Check, paragraph 2.
- Excursions** From time to time CECC staff may take your child on a neighbourhood walk, to visit the store, a local seniors' home or to a community event etc. This may be planned or spontaneous.
- We may also plan excursions using public or private transportation.
- You may volunteer for any one of our excursions as long as there is space and you have read and completed our volunteer protocol sheet.
- After-School Programmes** If you enrol your child in an after-school programme in St. Monica or Eglinton schools, and the programme begins directly after the school day ends, CECC will not be responsible for your child until he/she returns to our programme. You will be required to sign a waiver freeing CECC from liability until your child is in our direct care.
- If the after-school programme operates during child care hours, and the instructor doesn't pick-up or drop-off your child, CECC staff will escort him/her to and from the programme. If your child is over ten years old, you may sign a waiver giving him/her permission to travel to and from CECC without an adult escort.
- Babysitting** Due to possible conflicts of interest, CECC staff are not permitted to partake in private babysitting for families enrolled in CECC.

8. Behaviour Guidance

CECC's staff follow the Centre's Behaviour Guidance Policy. Each staff member is regularly evaluated on his/her behaviour guidance skills. (This policy and other relevant policies are posted in your child's classroom).

Our Staff:

Give clear and consistent limits

Maintain patience and calm

Are constantly aware of the mood of our environment

Foster a sense of respect and mutuality among the children, parents and our colleagues.

Plan and implement programming to help children develop social skills: Problem solving, cooperation, listening and waiting, concentration etc.

A child's natural curiosity will occasionally cause him/her to test limits. If this happens, the Child Care teacher will address it then encourage the child, with guidance, to articulate his/her feelings, and to work towards solving the problem. If the situation continues, the Child Care teacher will attempt to divert the child's attention through re-direction. Often this will work and the situation will be diffused; however, we may provide a solitary activity that will allow some 'renewal' time. Through discussion, projection (how others feel) and providing the child with the appropriate words, we hope to bring about an amicable solution and to prevent similar incidents in the future.

"It is recognized in some extreme situations (wherein a child is endangering him/herself or another) staff may find themselves having to respond to a crisis situation using physical guidance (restraint) as a method to defuse and/or de-escalate a volatile situation." (Toronto, Children's Services Division, Guidelines for De-Escalating Volatile Situations in Child Care Settings).

Some situations may require physical restraint. In situations such as this, two staff members will be present. All other children will be removed from the situation. Once the child has calmed, he/she will be supportively re-introduced to his/her programme. A staff member will remain until he/she has settled into an activity or task. The incident will be documented on an "Incident Report" and shared with the child's family. The staff and Director of the Centre will meet with the child's parents/guardians to determine strategies that will be utilized should the situation be repeated. Parents/Guardians and staff will sign-off on both the incident reports and the strategies.

The Director will contact the City of Toronto Children's Services Division to report the situation. In consultation with the children's services representative, it will be determined if the situation is to be regarded as a Serious Occurrence or non-reportable incident.

If you have a concern regarding a situation that includes children other than yours, you must speak directly with a staff member, not with the child or children involved.

For further details, please speak with CECC's Director, to see the comprehensive Behaviour Guidance Policy. If you have concerns regarding CECC staff, please speak with the Centre's Director ceccdirector@rogers.com or CECC's Chairperson, ceccchair@rogers.com.

Suspicion of Child Abuse/Neglect

"Central Eglinton Children's Centre's staff are legally responsible for reporting any suspicions of child abuse/neglect, not for proving whether or not child abuse/neglect has occurred. It is the responsibility of a children's aid society to investigate, with police where necessary, gather evidence, assess the child and family's situation, and decide on the appropriate action to be taken on behalf of the child." *CECC Child Abuse Policy - Section 12-24 - Page 4 paragraph 4*

Suspension and Withdrawal from the Centre

CECC will make every effort to accommodate all children in its programmes. There may however, be unusual situations in which our programmes cannot meet the needs of some children. This is determined by observations of individual children and the entire group, gathering additional information from parents, CECC's staff and school teachers and other appropriate professionals (with proper release of information).

In this case, the Board of Directors, in consultation with CECC's staff, has the right to decide whether a child should be suspended or withdrawn. A decision to suspend or withdraw will be made with the consideration of the best interests of the child, and the safety of the group.

Whenever possible, the decision to withdraw or suspend a child, the following process will occur:

1. Documentation

- At the onset of problems, the child's teachers will record his/her behaviour. Included, will be any precipitating incidents and the follow-up by staff, according to the Centre's behaviour management policy. When incidents occur, parents/guardians will be informed.

2. Meetings

- If problems persist, a meeting will be held with the parent/guardians, the staff, the Centre's Director and (if appropriate) the child. Notes of the meeting will be kept in the child's file and a copy will be given to the parent/guardians.

3. Outside Agencies

- If the behaviour persists, the Centre may seek involvement from outside agencies.

4. Compliance with Eglinton and St. Monica's Schools' Policies

- If the child attends Eglinton Public School or St. Monica's Catholic School, the Centre will comply with each School's Safety and Security Policies, i.e. Suspension.

5. Suspension and Withdrawal - Child

- If all other methods fail, the child may be suspended or withdrawn from CECC. If, at the discretion of the Director/Designate and our Board of Directors, the decision is withdrawal your child may remain in the Centre for the four week period of notice.
- If a child is asked to withdraw CECC the Director/Designate will report the situation as a Serious Occurrence to the City of Toronto and Ministry of Children and Youth Services Children's Services Departments. In the case of families in receipt of City of Toronto Subsidy, the Director/Designate will inform Toronto Children's Services Subsidy Division

If for some reason you violate any of CECC's policies and procedures the following will apply:

First-time occurrence:

- CECC's Director/Designate and or Board of Directors will meet with you to ensure you have copies of CECC's policy and procedure guidelines.
- CECC's Director/Designate and or Board of Directors will discuss the situation and inform you of the consequences of a repeated occurrence.
- A letter outlining the incident, the resolution and the consequences will be given to you.
- If the incident involves other persons, staff, other parents/guardians and or the children as outlined in CECC's Code of Conduct (Section 6, Page 14), the Director/Designate and or Board of Directors will advise you of the other person's preferred redress i.e. making a complaint under the "Human Rights Code."

Reoccurrence

- If there are further violations of CECC's policies and procedures, you, at the discretion of the Board of Directors, may be asked to withdraw from the Centre. If this happens, your child/children may remain in care for the four week notice of withdrawal period, but you will have to find another person to pick-up and drop-off. Remaining fees will be reimbursed.
- As in the case of a child, if you are asked to leave CECC the Director/Designate will report the situation as a Serious Occurrence to the City of Toronto and Ministry of Children and Youth Services Children's Services Departments. In the case of families in receipt of City of Toronto Subsidy, the Director/Designate will inform Toronto Children's Services Subsidy Division

**Specialized
Services**

On occasion, CECC may involve outside agencies to consult, assess, diagnose or treat any behavioural or developmental concerns. This is done in partnership with you and only with your explicit consent. If any costs are incurred, CECC or the agency will bill you.

9. Health Policy

Daily Baseline Health Check In accordance with the Day Nurseries Act, every child will be visually checked by a staff member to ensure that he/she is free of symptoms of ill health. The daily "Baseline Health Check" is necessary to prevent the spread of communicable diseases and to protect the ill child. Staff members have the authority to refuse to accept any child who, in his/her opinion, is not fit to attend the Centre that day. You will be asked to take your child home.

If your child exhibits symptoms of fever, diarrhoea, vomiting or general ill health, or cannot fully participate in the programme, including outdoor play, you will be notified and asked to pick-up him or her within a reasonable amount of time. Your ill child will be isolated from other children until you arrive. He/she must stay at home until he/she has been symptom free for a minimum of 24 hours. Any other arrangements must be approved by the Director.

Communicable Diseases According to Provincial guidelines, outbreaks of certain infections will be reported to the Public Health Department. Serious infections will be dealt with in consultation with The Public Health Department. A list of communicable diseases that we must be report is located in each classroom.

In case of an outbreak where an unusual number of children display similar symptoms in a short period of time, we will follow Toronto Public Health's recommendations. Children may be sent home for a period of at least 48 hours or until permission from child's physician or Toronto Public Health has been received.

See Appendix "F" for information about responses to specific illnesses.

Family Health Information For further information on health issues and CECC's policies, please check our "Family Health Information" binders, located on the book shelf, outside CECC's office in Eglinton School, or in St. Monica's Kindergarten, room 119.

Medical Records When a child starts our programme we must have a complete medical form that shows the child's record of immunization. An annual check is made by the City of Toronto Children's Service to see whether all required immunizations have been given. Please keep immunization records up-to-date and inform CECC's Director, in writing, if there are any changes.

If your child has an affidavit exempting him/her from immunization, he/she will be sent home for the duration of any outbreaks of illness.

Medication The staff can only administer medicine that has been prescribed by a doctor and only if authorized in writing by you. If your child is on such medication, you will be asked to complete an authorization form. Directions are to be clear and the medicine is to be in its original container, with the Doctor's prescription and with your child's name clearly legible. As a precaution, please give your child the first dose of a new medication at home.

Accidents In case of a...

- Minor Accident - staff will treat the injury and complete an "Accident Report" for you to see and sign at pick-up time. We will keep it on file to track patterns, and areas that may need attention.
- Suspected Head Injury - even if it is considered minor, CECC's staff will contact you. An accident report will be completed for you to see and sign at pick up time.
- Serious Accident - you or your emergency contact will be informed immediately. If required, your child will be escorted to the nearest hospital or medical centre by a staff member, or emergency services. You will be asked to meet them there. We are no longer able to keep your child's health card number on file, in accordance with the *Personal Health Information Protection Act, 2004*. Therefore, if we have to take your child to a medical centre and we are unable to contact you, we will pay any applicable fees, with the understanding that you will reimburse the Centre in full. An accident report will be completed for you to see and sign. CECC will report the accident to the City of Toronto Children's Services department as a "Serious Occurrence."

1st Aid and CPR Training

It is the Centre's policy to ensure all staff members have up-to-date training in first aid and CPR.

Allergies

CECC makes every effort to accommodate needs of children with allergies. Please keep in mind that we cannot guarantee an allergen free environment for your child.

Prior to enrolment, CECC's Director/Assistant Director/Programme Supervisor (St. Monica's) will meet with you to discuss the signs, symptoms and treatment protocol for your child. We, along with you, will develop an individual plan and emergency procedures for your child. You will also be required to have a signed doctor's note outlining the signs, symptoms and dosage of any allergy medication. The plan must be in effect before your child's first day with CECC.

Your child's plan, along with a photo of your child, will be posted in your child's classroom, CECC's kitchen and office. A copy will also be kept in the classroom's emergency binder. If there are any changes to your child's allergies/individual plan, please provide a physician's letter describing the changes.

CECC encourages you to ensure your child wears a Medic Alert bracelet that states his or her allergy/ies and the location of his/her medication i.e. epinephrine auto-injector/s (Epi-Pen/s) (If applicable).

Training

If your child has an anaphylactic allergic reaction, you will be requested to train your child's teachers on the symptoms and treatment of your child's anaphylaxis. The names and dates of the training will be recorded and kept in your child's file.

EPI Pens If your child requires an EPI Pen, you must provide CECC with one, preferably two, before his or her 1st day. The EPI Pen must be labeled with a doctor's prescription, your child's name, the expiry date and the dosage. The EPI Pen will be stored in a 1st aid pouch which will be accessible at all times. If you wish your child to carry his/her own EPI Pen, you must indicate this on the signed doctor's note.

Smoke Free Centre CECC is a smoke free facility. Smoking is prohibited in the building - Eglinton and St. Monica sites - or within the school playgrounds. If you join your child's class on excursions, smoking is not permitted in the presence of children or within their view.

Appendix "A" What is a Play Based, Emergent Curriculum?

At CECC, we think of curriculum planning not as a series of recipes for activities, but rather as *emerging* opportunities for a variety of experiences to be offered to the children to help them deepen their understanding of their world. Our curriculum is **emergent, child-centered, and play-based**. Teachers plan according to the different interests and abilities of the children in the classroom, and taking their cues use them as a starting point of curriculum planning. Often ideas emerge through conversations and open-ended questions. Children's questions are what enliven and give direction to the curriculum. There is no preplanned workbook or planning binder for our curriculum. It emerges from the children and teachers working together, with the teachers being able to actively listen to the children's desires and then acting upon them. This approach also allows teachers to change and modify the curriculum easily in response to things that happen in the course of the day. An unexpected question can lead to an interesting discussion or an opportunity to have a parent share a special skill with the children. Our child-centered approach allows teachers to look carefully at children and create a flexible program that meets their needs.

Planning the curriculum in each classroom will be based on:

- Knowledge of child development
- The understanding of developmentally appropriate practices
- Following the guidelines of developmentally appropriate practices
- Sensitivity to children's personal experiences and interests
- Knowing that children learn through first-hand observation, play, and direct experience.

What Is Play? For many years, early childhood researchers have studied the role of play in the growth and development of children. They have found that 'play', like food, love, care, and hope, is an essential building block for children - a critical part of the foundation children need to lead healthy, happy, and productive lives.

Experts agree that play:

- Stimulates children to develop skills and positive relationships
- Inspires children to learn more about themselves and the world around them
- Enables children to fully realize their potential
- Encourages creativity and helps develop a child's personality
- Makes learning fun

The Link between Play and Learning

From birth to adolescence, play is vital to most aspects of children's intellectual, emotional, social, and physical development. Consequently, play prepares children for academic learning - as they begin their school years and at each step along the way. Ultimately, play prepares children for rewarding adult lives. Many experts believe that adult personality may very well have its foundation in the play of the child.

Through play, children expand their intelligence - their knowledge and understanding of the world around them. Play is a testing ground for language and reasoning skills - a laboratory for learning to connect to challenges children face in school, such as literacy, math, and science concepts.

Play stimulates the imagination - encouraging creative problem solving and providing opportunities for accomplishments that help children develop confidence, self-esteem, a sense of their own strengths and weaknesses, and a positive attitude toward learning.

These are the tenets of emotional well being. Where would any of us be today without the ability to imagine - to 'paint' a picture of the future we want and the steps we need to take to get there? Where would we be without the desire to continue learning and the skills to overcome obstacles throughout our adult years? Play encourages children to fully realize their potential - in school and beyond.

Play is also a catalyst by which children learn to develop relationships with others. Through play, children learn to take the perspective of another; they learn self-control and the ability to take turns, negotiate, compromise, and work out conflicts. In fact, studies show that children, who play make-believe, or games with rules are more empathetic, less physically aggressive and more cooperative with other children and adults - essential behaviors that help children succeed in school throughout life.

Through play, children develop gross motor skills (physical mobility and muscle control) and fine motor skills such as eye-hand coordination - a critical precursor to reading and writing skills. Equally important, play helps make learning fun! Play fuels children's imagination and sparks creativity, making the learning journey pleasurable and joyous.

How Children Learn Through Play

As infants, children explore their physical and social world through their senses. Adults can facilitate learning through play by providing infants with opportunities to see, touch, taste, and smell a variety of phenomena. At this stage, give-and-

take games such as peek-a-boo with loving, responsive adults help infants learn to interact socially.

At the toddler stage, children begin to develop the ability to engage in early pretend play - imitating familiar events in their lives. Toddlers experience strong emotions which they are not yet able to fully understand. By acting out emotion-laden scenes in their play, such as reassuring a doll that mommy will return; toddlers learn to cope with fears and they gain the self-control that will propel them to the next stage of development.

As children enter the preschool and kindergarten years, they begin to explore the world through indirect experiences such as stories, pictures, and television programmes. Information gained in this way becomes the basis for imaginative play which takes children beyond the here and now.

At this stage, play activities such as drawing, building with blocks, dance, music, and crafts help children expand their knowledge and understanding of the world while developing eye-hand coordination and other motor skills. Children also become increasingly focused on peers at this stage. They benefit from play activities, props, and toys that encourage them to interact with others and engage in 'dramatic' make-believe play.

As children move into the elementary school years, the focus shifts from dramatic or pretend play to 'games with rules' and organized sports which require strategy and skill. Games with rules include traditional board games, card, video, and computer games, as well as physical games such as tag and 'red rover.' Through these play experiences children hone their ability to relate to others, their gross motor skills, and their eye-hand coordination.

At about age 9 to 12, team sports take on increasing importance, helping children refine their abilities to reason, think strategically, and interact with others. They also refine these skills through play activities such as crafts, advanced building sets, science projects, sophisticated jigsaw puzzles, and computer and video games.

In many cases, play activities at this age become the basis for life-long interests and hobbies. While children begin to play less in the traditional sense as they move into their teenage years, they begin to transform their interests and hobbies into the 'play of the adult.'

Learning - and learning through play - is a continuous and rewarding journey!

Emergent Curriculum

Emergent curriculum describes the kind of curriculum that develops when exploring what is "socially relevant, intellectually engaging, and personally

meaningful to children. "The basic idea is that organic, whole learning evolves from the interaction of the classroom participants, both children and adults. As caring adults, we make choices for children that reflect our values; at the same time we need to keep our plans open-ended and responsive to children" (Jones and Nimmo, 1994, p. 3). "In emergent curriculum, both adults and children have initiative and make decisions. This power to impact curriculum decisions and directions means that sometimes curriculum is also *negotiated* between what interests children and what adults know is necessary for children's education and development. Ideas for curriculum emerge from responding to the interests, questions, and concerns generated within a particular environment, by a particular group of people, at a particular time" (Cassady, 1993). "Emergent curriculum is never built on children's interests alone; teachers and parents also have interests worth bringing into the curriculum. The values and concerns of all the adults involved help the classroom culture evolve. The curriculum is called emergent because it evolves, diverging along new paths as choices and connections are made, and it is always open to new possibilities that were not thought of during the initial planning process" (Jones and Reynolds, 1992).

Emergent curriculum arises naturally from adult-child interactions and situations that allow for "teachable moments." It connects learning with experience and prior learning. It includes all interests of children and responds to their interests rather than focusing on a narrow, individual, or calendar-driven topic. It is process rather than product-driven. The curriculum is typically implemented after an idea or interest area emerges from the group of children.

Source: www.playingforkeeps.org and Cooperative Children's Center

Appendix "B" Parent/Guardian Involvement

Ways to get involved in our programmes:

- Volunteer to be a Board Member
- Spend a morning or afternoon in your child's programme
- Join us on a field trip
- Share and prepare a favourite cooking activity
- Talk to your child's class about your profession
- Share special holidays and traditions
- Share information about your home life, culture, country of birth etc.
- Read a story to your child's class
- Help with fund raising events
- Help host a "Coffee Talk" (an information evening for other parents)
- Help organize our Annual General Meeting - April each year!
- Help with our Annual BBQ - September each year!
- Complete our Annual Quality Assurance Survey

You may be involved as seldom or often as you wish, as any involvement is valuable to your child and to the Centre.

If you have any suggestions or comments about parent/guardian involvement in our programmes, please visit our office, or you may arrange to meet with our Board of Directors.

Please check our newsletters, which are sent via e-mail, if you do not have e-mail we will send home a copy,

Please also check our bulletin boards (Eglinton - ground floor, outside the office and between the classrooms at St. Monica's) for information about parent/guardian involvement and other family related matters.

Parent/Guardian Resources

Throughout the school year CECC offers a variety of Parent/Guardian Workshops. Topics range from the effects of bullying to health issues.

We have a resource teacher on staff; she is available to research any information regarding children and family issues. Please visit or call our office for details.

We have parent/guardian information bulletin boards in each room and between the classrooms at St. Monica's and in the hallway outside our office at the Eglinton site.

Please visit Eglinton School's library to look at our fairly extensive collection of family resource material. The School's Librarian will gladly issue you a library card. You may also ask any member of CECC staff to look for items for you.

Appendix "C" Summer Camp

Duration of Summer Camp	Summer Camp begins on the first Monday immediately following the end of the school year in June (unless the Monday is a statutory holiday). Camp ends on a Friday, one week before Labour Day. CECC will be closed this week to prepare for the coming school/child care year. The last day of Summer Camp is noted in the registration package.
Summer Camp Location	Summer camp is offered at the Eglinton site only.
Enrolment Options	If your child is enrolled in CECC's programmes during the school year at Eglinton and St. Monica's, you have the option to register for all or part of summer camp. Summer Camp is also offered to children in the community.
City of Toronto Child Care Subsidy	CECC provides space for parents/guardians who qualify for the City of Toronto Child Care Subsidy.
Registration Distribution	<p>Information about registration and fees is distributed to you and the community in February/March of each year.</p> <p>Summer Camp fills on a "first come, first served basis." Spots will be reserved with a complete, signed registration form, including valid payment.</p> <p>Registration is considered complete and a space is reserved if the following is received:</p> <ul style="list-style-type: none">Completed and signed registration form (see page 6 for details)Appropriate fees as described in the registration formSignature from parent/guardian to indicate policies have been read and understood
Policies	Policies outlined in the Central Eglinton Children's Centre <i>Family Handbook</i> are in effect and are applicable to the Summer Camp Programme.
Cancellation Policy	Summer Camp fees are final. Fees will not be refunded to parents/guardians wishing to cancel any week(s) that a child is registered.
Substitution of Week(s)	<p>Parents/Guardians registered for Summer Camp may request to change their registered week(s), <u>only if space is available</u> e.g. one week in July to one week in August. If space is not available, the child will <u>remain</u> registered for the weeks(s) indicated on the Summer Camp Registration Form. <u>Fees are non-refundable if a child is unable to attend Summer Camp.</u></p> <p>Requests to change registered week(s) must be made in writing at least one week prior to the change.</p>

Appendix "D" Sample Eglinton Menu

Monday	Tuesday	Wednesday	Thursday	Friday
Whole Grain Rice Thins Cheddar Cheese Oranges	Raisin Bread Bananas	Homemade Granola Yogurt Frozen Blueberries	Organic Cereal Apple Slices	Boiled Eggs Whole Grain Flax Toast with Butter/ Jam Cantaloupe
Meatballs in Tomato Sauce Whole Wheat Spaghetti Noodles Carrots & Broccoli Apples	Baked Haddock with Cheesy Crumb topping Mashed Potatoes Baby Carrots & Green Beans Grapes	Soft Shell Tacos Lean Ground Beef, Salsa Lettuce, Tomato Sour Cream, Cheese Oranges	Beef & Macaroni Bake (beef, whole wheat macaroni, tomatoes, & cheese) Cherry Tomatoes & Carrots Honeydew Melon	Chicken Rice Soup Smoked Chicken Breast, Swiss Cheese Tomato, Cucumber & Lettuce on Whole Wheat Baguette Pears
Organic Corn Chips Salsa Red & Yellow Peppers	Whole Grain Bagels Cream Cheese Cucumber	Whole Wheat Pitas Tzatziki dip Baby Carrots	Homemade Cannellini Bean Dip & Melba Rounds Snap Peas	Homemade Granola Bars Fresh Pineapple Spears

We endeavour to purchase healthy foods that have whole grains, unrefined sugar, are trans-fat free and whenever possible organic.

We serve cow's milk, soya or rice milk, and water with meals

Fruits, Breads and Vegetables may vary depending on availability

Alternatives will be offered to children who have Allergies, Religious Preferences, or are Vegetarians

Appendix "E" St. Monica's Nutrition Information

This information applies to St. Monica's Kindergarten only. Please see Lunch permission information in your registration package.

Guidelines Guidelines from the Ministry of Children and Youth Services require CECC to provide our parents with the following nutritional/food preparation and storage information:

Our menus are planned according to the Canada Food Guide. Seasonal snack menus are posted in each classroom. If your child has food allergies or is on a special diet, you should notify CECC's Director, in writing, so that special arrangements can be made. If there are any changes in your child's allergy status, you must inform CECC's Director in writing.

Allergies Throughout the day, CECC provides several nutritious snacks for each programme and food is available whenever needed. Some children may have dietary restrictions or allergies; therefore we must monitor the food we provide. Other than lunch for the Kindergarten children, we ask that you do not send food with your child.

Please make sure you transport your child's lunch in a thermal bag with an ice pack. Upon arrival at the Centre please place the bag in the fridge. Lunch boxes and bags must be labelled with your child's name. Please make sure you do not include nuts or nut products in your child's lunch.

Please note: Our staff check your child's lunch, every day. If we find foods that are not part of a nutritious meal or may contain allergens that will be hazardous to CECC's children or staff, we will confiscate the item and replace it with a healthier option.

We do not have microwave ovens available for classrooms use.

Ministry Food Guidelines The Ontario Ministry of Children and Youth Services, Day Nurseries Act suggests that a main meal should consist of the following:

Fruit and vegetables $\frac{1}{2}$ -1 Fruit or 80-120 millilitres

Grain products (breads, pasta and cereals) $\frac{1}{2}$ -1 Slice or 50-125 millilitres

Milk products 125-174 millilitres

Meat or alternative 30-60 Grams

Foods for lunch should contribute not only to your child's nutrient needs, but also to good dental health. If a child forgets his/her lunch, we will provide a balanced meal. We hope this happens infrequently.

**Sample Lunch
Menus**

Pasta and Meat Sauce	Cheese and Turkey Wraps	Chicken Noodle Soup & Egg Salad Sandwich
Carrot Sticks and Cucumber	Green Beans and Cherry Tomatoes	Red Pepper and Celery Sticks
Fruit Salad	Peaches & Yoghurt	Apple Slices
Milk	Water	Milk

If possible, try to involve your child in his or her lunch preparation. Bon Appetit!

Appendix "F" Responses to Illnesses

GUIDELINES FROM TORONTO PUBLIC HEALTH

IN CASE OF AN OUTBREAK OF A COMMUNICABLE DISEASE, YOU WILL BE ADVISED IMMEDIATELY.

Conjunctivitis, or "Pink Eye"	The child is absent from the Centre until seen by a doctor. If the infection is bacterial, the child may return after 24 hours of appropriate anti-biotic treatment. If viral, the child can return with the doctor's approval and he/she is well enough to fully participate in CECC's programme
Impetigo (skin sores)	Localized crops (sores) must be covered. If extensive, the child is excluded until he/she has received 24 hours of antibiotic therapy and he/she is well enough to fully participate in CECC's programme. Toronto Public Health will be contacted.
Chicken Pox	<p>Most Chicken Pox is transmitted from child to child through oral and nasal secretions before the rash develops, a small number of outbreaks in child care centres have been linked to contact with children during the 5 days after onset of symptoms (including rash) when chicken pox can still be transmitted.</p> <p>Children with mild cases may attend regardless of the state of their rash, as long as they feel well enough to fully participate in the programme. Toronto Public Health will be contacted.</p>
Hepatitis A	The child is excluded for 1 week after onset of illness. Toronto Public Health will be contacted.
Red Measles	The child is excluded until the 4 days after the onset of the rash. Non immune staff and children must be excluded for two weeks after the onset of the rash unless they have been vaccinated within 72 hours of first exposure. Toronto Public Health will be contacted.
Mumps	The child is excluded until 9 days after the onset of swelling. Toronto Public Health will be contacted.
Whooping Cough (Pertussis)	The child is excluded until after 5 days of antibiotic therapy or, if antibiotics are not used, until 3 weeks after the onset of the whooping cough. Toronto Public Health will be contacted.
German Measles (Rubella)	The child is excluded until 7 days after the onset of the rash. Rubella is a medical emergency; children and staff who have the rash must be seen by a doctor. Known pregnant contacts will be alerted. Toronto Public Health will be contacted.
Scarlet Fever Strep Throat	The child is excluded until he/she has received 24 hours of antibiotic therapy and he/she is well enough to fully participate in CECC's programme. Toronto Public Health will be contacted.
Meningitis	The child is excluded until he/she has received at least 24 hours of appropriate antibiotic therapy and a doctor has determined he/she has recovered and is well enough to fully participate in CECC's Programme.

Gastrointestinal Infections

A series of loose bowel movements is often symptomatic of a communicable infection. Children who have experienced two-three consecutive loose bowel movements at the Centre will be sent home and not allowed to return until they have had normal bowel movements for 24 hours. The only exception to this is when a physician has been able to exclude any infection. In all instances of loose bowel movements, it is advisable for the parent/guardian to obtain a written diagnosis from the child's physician. If several children in the same classroom have exhibited the same symptoms, Toronto Public Health will be contacted. Exclusion may be for 48 hours as per the Health Department instructions.

Systematic Bacterial Illness

The child is excluded until no longer infectious, as per a physician's letter. Public Health Department must be informed.

Head lice or "Nits" (Pediculosis)

The child will be excluded from the Centre from the time the nits are discovered until treatment has been administered and all nits are removed. The child is inspected by the staff when re-admitted to the Centre. Parents/Guardians will be given a Lice Notification and a confirmation of treatment form. Besides treatment with prescribed shampoo it is recommended that:

Everyone in the child's family is checked and treated if necessary. Clothing and bedding is washed in hot water and dried in a hot setting dryer. As an alternative to hot water and air, the material may be placed in a plastic bag for 2 weeks and then laundered as usual.

Thrush

Spread of thrush among healthy children is rare. Therefore, in normal circumstances, the child is not excluded.

Roseola

Roseola is usually characterized by a high fever followed by a rash. Once the rash has appeared, the condition is less contagious. Therefore, there is no need for exclusion once the fever has gone, as long as the child can fully participate in CECC's programmes. This condition can be differentiated from red measles, which is characterized by fever with a rash and often accompanied by a runny nose or conjunctivitis.

Fifth's Disease Slap Cheek Syndrome

Fifth disease is an infection caused by a virus called parovirus B19. It is known as erythema infectiosum. Many children infected by this virus do not become ill. Some will have a mild fever and distinctive rash. Most outbreaks occur in school age children rather than pre-school.

Fifth disease begins as a very red rash on the cheeks that looks as if the child has been slapped. After 1-4 days, a red lace-like rash appears, first on the arms and the spreading to the body. This rash may come and go over the next 1-3 weeks. There is not treatment of Fifth disease and no vaccine is available.

Fifth disease spreads from person to person. People have it are infectious for several days before the start of the rash. One the rash appears, the person is no longer contagious. Therefore, children with Fifth Disease do not need to be excluded from the Centre.

Appendix "G" CECC's Policies

POLICY MANUAL

- History, Philosophy, Programme
- Police Record Check
- Special Needs/Inclusion Policy
- Suspension and Withdrawal
- Serious Occurrences
- Child Abuse
- Behaviour Guidance
- Sexual Harassment
- Access and Equity/Anti-Bias
- Excursion/Field Trip Procedure
- Lost Child
- Late Pick-Up Protocol
- St. Monica's and Eglinton's Playground Safety and Outdoor Protocol
- St. Monica's and Eglinton's Fire Drill
- St. Monica's and Eglinton's Evacuation Policies
- Photograph, Video and Tape Recordings Protocol
- Kitchen Policy and Procedure
- Emergency Medical Treatment
- Health Policy
- Outbreak Contingency Plan
- Medication Policy
- Management of Life Threatening Allergies
- Safe Drinking Water Policy
- Smoke Free Centre Policy
- Sanitary Practices
- Lice Protocol
- Prevention of Hepatitis B and HIV Infection
- Sun Safety and Smog Alert Policy

If you would like to read any of the above policies, please inquire at CECC's office. You may also view them on our website: www.centraleglintonchildrenscentre.com

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