



Anne Hathaway
Day Care

Parent Handbook



City of Stratford

The day care is licensed by the Province of Ontario according to the Day Nurseries Act. Anne Hathaway is operated by the Social Services Department, Corporation of the City of Stratford.

Our Philosophy

The aim of Anne Hathaway Day Care is to provide a stimulating day care program that enables all children to develop emotionally, creatively, socially, physically and intellectually. Every child is entitled to opportunities to satisfy these needs and to develop these abilities in an environment that fosters co-operation and a sense of responsibility and order. The centre attempts to meet the unique needs of each child within the context of the whole group. Anne Hathaway Day Care is committed to providing a loving and learning environment.

Our Mission

We believe that our Early Childhood Education Centre must provide for the development and well-being of each child entrusted to our care. We strive to have every child leave our centre with a feeling of self-worth and accomplishment at the end of each day.

Licensing

Anne Hathaway is issued an annual operational license by the Ministry of Education. You can find the license and the inspection findings located by the front entrance. To learn more about childcare in Ontario and to locate Childcare Inspection Findings you can visit the Ministry of Education website at <http://www.ontario.ca/ONT/portal61/licensedchildcare>

Program Statement

Welcome to Anne Hathaway Day Care Centre. Our program statement describes how our programs support and foster early learning. It will outline our view of the child, our philosophy as well as the goals and approaches used to ensure healthy child development. It will also outline how we evaluate our programs to maintain quality and how we support the professionals who work with the children. The AHDC Program Statement is reviewed annually to ensure it is aligned with the Ministry of Education's Policy Statement.

Anne Hathaway Day Care Centre recognizes that children are competent, capable, curious and rich in potential.

The following approaches will be implemented in our programs to reflect our beliefs:

Goals and Approaches:

To promote the health, safety, nutrition and well-being of the children by incorporating indoor and outdoor play, as well as active play, rest and quiet time, into the day, and giving consideration to the individual needs of the children receiving care.

- We will offer breakfast/morning snack, lunch and afternoon snack that follows Canada's food guide.
- Children will be encouraged to serve themselves during meal times.
- Food will be offered in a positive encouraging atmosphere.
- Healthy eating and physical activities are embedded in the program.
- During summer months children will be offered the opportunity to assist with planting, caring for and enjoying produce from our garden.
- Each classroom has a quiet area which the children will be able to use at any time throughout the day.
- Each child will have their own cubby to store their belongings.
- Each child will have their own cot to sleep on which is labelled with their name.
- Staff will perform health checks upon arrival to ensure that the children are well enough to participate.
- Educators are aware of their role and responsibilities to respond to every child at risk of abuse or neglect.
- Related activities will be planned and spontaneous throughout the day.
- Children will be adequately supervised at all times.
- All staff working with children in our centre must be first aid/CPR trained.
- All staff working in our centre have a cleared criminal reference/vulnerable sector check.
- We will work closely with the Health Unit, Fire Department etc, to ensure the safety of all.
- Children will be encouraged to wash their hands before and after activities.

To support positive and responsive interactions among the children, parents, child care providers and staff by creating a warm inviting and inclusive environment for all.

- Staff will display compassion through posture, voice tone and physical contact.
- Staff will be at child's level most of the day.
- The ideas of children, families and staff will be heard and validated.
- Staff will ask parents relevant questions upon drop off and pick up to gather information about the child's day.

To encourage the children to interact and communicate in a positive way and support their ability to self-regulate.

- Staff will provide opportunities for children to creatively express themselves in a variety of ways.
- Staff will model positive communication, interactions and problem solving strategies.
- Staff will help children through conflict using negotiating and problem solving skills.
- Staff will engage with children one on one and as a group to demonstrate appropriate social interaction.
- The setup of the classroom will allow for small and large groups and individual activities.
- Routines are built into the schedule for the day to promote self-regulation.
- Staff members will respond quickly to children when upset to help validate and work through feelings.

To foster children`s exploration, play and enquiry.

- Staff will provide learning environments and experiences to engage children in exploration and discovery.
- Staff will provide a vibrant play based program for children which fosters individualism, creativity and socialization.
- Staff will promote a sense of curiosity and discovery in children.
- Materials, time and physical space will be organized to allow for discovery.

To provide child-initiated and adult supported experiences while planning for and creating positive learning environments and experiences in which each child`s learning and development will be supported.

- Staff will engage children in active, creative and meaningful exploration and inquiry.
- Open-ended art activities with a variety of materials to encourage individualism and creativity will be provided.
- Staff will involve children in open-ended conversations through meaningful thought provoking dialogue to develop an understanding of the child`s interests.

To foster the engagement of, and ongoing communication with, parents about the program and their children.

- Parents/guardians will be provided with regular communication in a variety of formats.
- Staff will provide opportunities for parents/guardians to engage in their child`s learning.
- Special events will be organized for families to encourage participation throughout the year – ie Christmas Social, Summer BBQ, Mother`s Day Tea.
- Parents will be invited to share their ideas, experiences, traditions, talents, favourite stories or special skills.
- Staff will respect and value parents as the primary experts in their child`s well-being and development.

Involve local community partners and allow those partners to support the children, their families and staff.

- Connections with local organizations and community members will be established.
- Staff will involve children in supporting local community initiatives such as Christmas Hampers, Food Bank collections and Clothing Drives.

To support continuous professional learning we will encourage our staff to engage in workshops and other means of professional development.

- Staff will be encouraged to stay current in their practice by attending workshops, seminars, webinars and networking with peers.
- In house professional development and information sharing during monthly staff meetings will support staff in their individual growth and learning.
- AHDC will create and support a culture of learning within the program.

Once a year the staff and management will document and evaluate our strategies set out in our program to ensure it reflects our vision for the organization. If deemed necessary, a plan will be put into place to better meet these strategies.

What will you find?

Ages of Children:

Anne Hathaway Day Care accommodates the following children:

1. 10 Toddlers – 18 months to 2 ½ years
2. 60 Preschoolers – 2 ½ years to 5 years

The Setting:

It is our belief that an environment for children should be “child-size” therefore you will find furnishings and equipment that are small enough to allow the children to be independent in their daily activities and routines.

Our programs are designed to provide activities to stimulate all areas of the child’s development. Your child will discover:

Social Opportunities for making friends and learning to co-operate as part of a group;

Language Experiences for self-expression and learning to listen to others;

Art and Sensory Activities to foster creativity and small muscle co-ordination;

Learning Activities to experience thinking and problem-solving;

Physical Opportunities that develop gross-motor skills.

The Curriculum:

It is our belief that children learn by doing...through actions, relationships, inquires, opportunities and repetition. The program engages in an emergent curriculum philosophy. Teachers observe the children’s interests, document what they observe and then plan individual and group experiences based on the children’s expressed interests and that are developmentally appropriate. Teachers then document the children’s experiences through photo stories which you will find in your child’s classroom.

Jolly Phonics is a weekly part of the curriculum. The aim of Jolly Phonics is to introduce children to letter sounds, letter recognition and letter formations.

Second Step is a part of our curriculum. It teaches understanding emotions and feelings, problem-solving and managing anger. A letter informing you of the units are sent home to keep you updated.

Who will look after your children?

Staff:

In the centre you will find qualified staff, trained specifically in the area of preschool education (ECE diplomas that require two years at a community college). The teachers are trained to deal with any difficulty that may develop during the day. They will help your child explore the world around through play, art activities, music, etc. They will also help your child learn socially acceptable behavior in an atmosphere of warmth and caring. Also you will find the Manager who ensures the smooth running of the daily program at the centre. She is there to help and advise her staff as well as helping parents with any questions or concerns they might have.

Prohibited Practices

Any practice based on a negative control technique is not part of the Anne Hathaway Day Care Centre Behaviour Management Policy

The following is a list of prohibited practices for Anne Hathaway Day Care Centre:

- corporal punishment of the child
- physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent
- locking the exits of the child care centre or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures
- use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth
- depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding
- inflicting any bodily harm on children including making children eat or drink against their will

What are the policies and procedures?

Registration:

Before your child starts attending the day care program, there are forms that must be completed by you. These forms contain information that is important for your child's safety and that will provide us with information about your child's personality, habits and needs.

We must also have a record of immunization. In order to maintain accurate records, we ask that you notify us of any changes in this information (new address, phone number, emergency contact numbers, immunization boosters, etc.).

Orientation Visit:

Once your child is registered and forms completed you will be asked to bring your child to the centre for a visit. This will acquaint you and your child with the program and the staff members. It is difficult for a child to be left in a new environment with unfamiliar faces so this visit is very important. It is really hard to leave Mom or Dad so when the first day of childcare comes expect some tears. This will pass as your child becomes comfortable in the setting and learns to trust the new adults around them.

Hours:

The centre is open from 7:00 AM to 5:30 PM. A daily schedule will be determined for your child at the time of registration. We ask that you pick up your child by 5:30 PM sharp as our staff members have families and personal responsibilities. If you cannot be at the centre in time to collect your child by 5:30 PM please arrange to have someone pick up your child. Late collection of a child may result in the withdrawal of childcare services.

Behavior Management:

It is our belief that children often act out in a negative way because they have no other knowledge of how to react or handle their emotions. Children must be taught that angry or frustrating feelings are OK and how to deal with these feelings in a positive socially acceptable way. We accomplish this by teaching the children to identify their emotions, to understand them, to empathize with others and to problem solve difficult situations. The children are treated with respect and understanding in all situations.

Personal Health and Nutrition:

Part of the daily schedule includes routines to promote good health, personal care and good nutrition. These routines include morning and afternoon snacks, a nutritious hot meal at lunch hour, rest time, and toileting throughout the day. Children are encouraged to develop their own "self-help" skills in these areas. Menus are planned in accordance with Canada's Food Guide and are reviewed by the Perth District Health Unit. Children are encouraged to try new foods; however each child's unique palate is respected. Each child is required to participate in an early afternoon rest period. A quiet relaxing environment is created and children may rest or sleep depending on their own individual needs. Each child is encouraged to bring a snuggly toy or blanket to help create that environment.

Access To Children:

Only those persons designated by the parents upon registration or as updated will be allowed to pick up the child. In case of separation or divorce there is a separate policy for access. If you require access protection for your child please contact the Manager.

Illness:

If your child is not well enough to participate in the program both indoors and outdoors please keep your child home. If your child becomes ill at the centre you will be contacted and required to make arrangements to have the child picked up and cared for elsewhere. Children suffering from infectious or communicable diseases are prohibited from attending the day care by Public Health Regulations.

Medications:

The staff will administer medication under the written advice of the child's physician and the signing of the parental consent form. Under no circumstances will the staff administer the initial dose of medicine. If the medication renders a child unable to partake in activities the Manager (at her discretion) shall arrange for the child to be sent home.

Accidents:

Accidents and young children seem to go together. Children often fall and always seem to have bumps and scrapes. If your child gets hurt at the centre you will be notified by one of the staff members and will receive a written accident report. If there is a serious accident that results in the need for medical attention, the centre will contact you and arrangements will be made for you to pick up your child or meet the Manager at the emergency facility. If you cannot be reached we will contact your emergency number. Please be sure they are always up-to-date. All incidents of a serious nature are reported to the Ministry of Education and a notice to parents is posted by the front entrance.

Clothing:

Please dress your children in clothing that is appropriate for physical activity, the weather and the season. Under the Day Nurseries Act, we are required to have the children play outdoors for two hours per day, weather permitting. A second set of indoor clothing items should be left at the centre in case of spills or toileting accidents.

Consider: Sun hats, rain boots, winter snowsuits, hats, mitts, boots etc. Labels so all clothing can be readily identified. Rubber soled shoes are preferable to slippers or flip flops from a safety standpoint.

Snowstorms:

Should a severe snowstorm affect the safe operation of the day care, the following procedure will be followed:

1. If the centre is closed every attempt will be made to contact you by phone. Closure will be broadcast over CJCS 1240 Radio.
2. If the centre is open and there is a snowstorm warning in effect you will be asked to provide the name, address and phone number of a person who would be able to collect your child from the centre on that day should closure be necessary.

3. All parents of children with medical needs shall have to file pertinent medical information; permission to give medication, as well as an overnight supply of medication for use should the child need to stay at the centre longer than usual or overnight due to a snowstorm. Please use your judgment about bringing your child to the centre in severe weather.

Discharge Procedures:

Written notice of permanent withdrawal must be given two weeks in advance. If notice is not received, full program fees will be charged.

Smoking:

No person is allowed to smoke or hold lighted tobacco in the daycare centre or playground areas whether or not children are present.

Waiting List Policy

Purpose: Anne Hathaway Day Care Centre provides full and part-time day care for up to 70 children. The selection of children for admission to Anne Hathaway is administered in accordance with Anne Hathaway's' Waiting List Policy. The purpose of the waiting list policy is to ensure a fair process is followed and to maximize the allocation for fee subsidy funding.

Policy: Anne Hathaway will maintain a wait list for care that is fair and equitable while maximizing the allocation for fee subsidy funding for 50% of licensed spaces.

Procedure:

1. When Anne Hathaway receives an application for admission and there is no available space, pertinent information will be collected and the family will be placed on a wait list for service. This can be done over the phone, by email or in person.
2. The following information will be collected at time of intake:
 - a) Name, Address, Phone Number, and e-mail address of parents
 - b) Name and DOB of the child(ren) to be placed on the list
3. Spaces will be assigned based on the following priorities
 - a) Children who require full time care (5 full days each week)
 - b) Children who require care based on therapeutic referral
 - c) Children who require PT care
 - d) Date of initial contact and the type of care required (Toddler, Pre-School or Nursery School)
 - e) Priority spots are given to AHDC staff first and then siblings of current AHDC families. Sibling spots are maintained according to date of initial contact and the type of care required.
4. When a space becomes available the manager contacts the first family on the waiting list who meet the priority. The family will be given five (5) business days to reply. If the family turns down the spot they will be advised that their child's name will be placed at the bottom of the list. If a family turns down a spot a second time they will be informed that the child's name will be removed from the list.
5. If a family accepts the placement an application form will be sent out and an orientation visit arranged. If applicable, in order to determine final eligibility for fee subsidy the family will complete a subsidy application with the Childcare Division, City of Stratford.

Waiting Times

It is impossible to predict how quickly the wait list will progress. Therefore there will not be an entry date at the time of intake. Typical wait times are 6 months to one year. There are exceptions and the waiting time is affected by the number of spaces available and the time of the year. Intake applications will **not be** accepted prior to the birth of a child.

Volunteer and Student Policy

Policy: Volunteers and students can be a valuable asset to the childcare program and can aid in the link between the community and the childcare program. It is also recognized that staff have valuable experience and insight to share with ECE students and those who may be considering ECE in the future. However given the nature of the profound attachments children form with those around them careful consideration will be given to the nature of the volunteer/ student assignment and the length of time the person would be involved in the program.

Procedure

Interview: Before a student or volunteer is introduced to the Anne Hathaway Day Care program, the manager will conduct a brief interview to determine the goals and planned outcomes of the volunteer assignment. If the placement is deemed appropriate the manager will move forward with the following procedures. In the case of students initial conversation may take place with educational faculty.

Scope of Supervision

- Direct unsupervised access is not permitted for any person who is not an employee of Anne Hathaway Day Care Centre. **Volunteers and Students will be supervised by an employee at all times and are not permitted to be left alone with any child at any point in time.**
- Placement volunteers/students are not counted in the staffing ratios in the Child Care Centre/Program.
- Every child who is in attendance is in constant supervision of an adult at all times and the person must be an employee of Anne Hathaway Day Care Centre.
- No child is supervised by a person under 18 years of age.

Orientation: Full orientation to the facility and program including Policy/Procedure review will be delivered to all volunteers and students by the manager or a designate staff member. A copy this policy along with a copy of the parent handbook will be given to all volunteers/students.

Parental Involvement:

Parents are welcome into the centre at any time. We recognize that parents are working or studying and may have limited time to be involved in the day to day program of the centre. We welcome parents to join their child for lunch, to give program suggestions or provide a hands on activity for the children. Each year an evening family BBQ and Christmas Party will be held in order to provide a social time for parents and children at the centre.

Fees:

For information concerning fees please contact the Manager of Anne Hathaway Day Care.

A Payment of Fees Agreement shall be issued upon enrollment.

Financial assistance subsidies are available upon qualification.

Contact:

City of Stratford, Social Services Department, Child Care Department, Child Care Division,
271-3773 ext. 254

If there are any questions you have about the program, policies and your child's progress please do not hesitate to ask. We are here to assist you as well as to provide quality care and education for your child.
We hope you and your child enjoy your stay.

Anne Hathaway Day Care
103 Bruce Street
Stratford, Ontario N5A 4A2
(519) 273-1803
Email: cgunn@stratfordcanada.ca