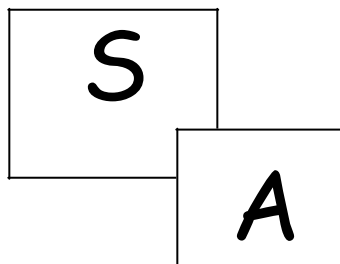


Streetsville Children's Centre and Streetsville
Academy
PARENT HANDBOOK



6535 Millcreek Drive, Unit 52
Mississauga, Ontario L5N 2M2
(905) 813-7318

Website: www.sccacademy.ca
Email: emm1285@yahoo.ca

SCC Parent Handbook January 2023-September 2023

PLEASE DETACH AND BRING IN WITH YOUR REGISTRATION PACKAGE

I have read and fully understand the Parent Handbook. I am fully aware and understand all Covid-19 School Policies and that Streetsville Children's Centre has authentic participation with PIRS and CWELCC. Please tick boxes below.

School Policies ☐

Covid-19 Policies ☐

PIRS PROGRAM Region of Peel ☐

CWELCC Program ☐

Parent Name: _____ Date: _____

Parent Signature: _____

SCC Staff Signature: _____

Table of Contents

<i>Introduction</i>	
<i>School Motto and Crest</i>	
<i>The Handbook</i>	
<i>Program Statement and Implementation</i>	
<i>Philosophy</i>	
<i>Prohibited Practice</i>	
<i>Education Program</i>	
<i>Regulations</i>	
<i>Confidentiality</i>	
<i>Privacy Policy</i>	
<i>Code of Conduct</i>	
<i>Rules and Responsibility</i>	
<i>Staff</i>	
<i>Admission</i>	
<i>Subsidy</i>	
<i>PIRS/Enhanced Program Support</i>	
<i>Student Withdrawal Notice</i>	
<i>Other Fees and Charges</i>	
• <i>Before and After School Programs</i>	
• <i>Special Events and Field trips</i>	
• <i>Parent Events</i>	
• <i>Lateness</i>	
<i>School Emergency Closure Policy</i>	
<i>Communication</i>	
<i>Role of the Parent/Guardian and</i>	
<i>Involvement</i>	
<i>Family Services and Special Needs</i>	
<i>Modified Programming Policy</i>	
<i>Inclusion Policy</i>	
<i>Provision of Good and Services to Persons</i>	
<i>with Disabilities</i>	
<i>Students Health and Well Being</i>	
<i>Emergency Care and Procedures</i>	
<i>Safety and Accidents</i>	
<i>Emergency Telephone Numbers</i>	
<i>Covid 19 Service Agreement</i>	

Guidelines

1. Snacks
2. Parking
3. Teacher Communication
4. Changes
5. E-Transfer for Fee's/Special Events
6. Toileting
7. Sickness
8. Makeup Days
9. Sharing
10. Medication/Sunscreen/Diaper Cream
11. Trips
12. Pick up/Drop off
13. Before and After School Program
14. Testing
15. Shoes
16. Winter Gear
17. Outside Food Policy and Contingency Plan
18. Services
19. Times
20. Sleep Policy
21. No Smoking
22. Seesaw Parent App
23. Volunteer and Student Policy
24. School Closures
25. Covid-19 Policies
26. CWELCC

The Handbook

This handbook had been compiled for our parents/care givers with important information about the school. Our professional and dedicated staff are here to work with you in supporting parenting and to supplement your child's home life by enriching his/her experiences in a more formal setting - one of exploration, discovery and fun.

Program Statement

To provide a caring and challenging learning environment for young students. Our program believes in providing an inclusive environment for various abilities and diverse backgrounds. Additionally, to provide students with special needs with the necessary treatment and professional support necessary for them to reach their full potential. To provide a place of Belonging and Well Being for each student, staff and family member and to provide a program that encourages engagement and gives the opportunity for expression. Streetsville Children's Centre and Academy believes strongly in the Foundations for Learning.

We provide our students and parents with positive and responsive interactions with all teachers and peers, fostering the child's exploration and play. Streetsville Children's Centre provides child-initiated experiences that are supported by both parent and teacher. Health, Safety and nutrition are followed and promoted by SCC staff and our Food for Tots catering company. Individual needs of the children are fostered by providing indoor and outdoor opportunities as well as active play time and rest times.

Streetsville Children's Centre provides and plans for a creative positive learning environment for both child and parent.

Communication plays an important role in providing a positive experience for us as a school. This includes communication between all three parties (parent, staff and Directors). Developmental meeting with parents to discuss goals and strategies within the classroom are carried out on a monthly basis or when needed. SCC welcome outside agencies and community partners to support the needs of our staff and students.

Our Program statement is reviewed by all who interact with students within our center.

Streetsville Children's Centre offers authentic participation in the Region of Peel's PIRS program as well as CWELCC for families

Philosophy

Streetsville Children's Centre and Streetsville Academy provides a program for children 12 months to 5 years. We are licensed under the Ministry of Education Day Nursery Division and the Ministry of Education. We believe that children need a warm and safe environment in which to explore ideas and develop skills to help them grow into secure successful young people.

Our program provides children with enjoyable, rewarding experiences designed to meet each child's needs. Self-worth, independence and knowledge are strengthened as children are given freedom of choice while learning to accept limits and respect others. Children play together in an atmosphere that promotes cooperation and sharing allowing them to accept similarities and differences. We offer a fully integrated program for children with special needs and also for children with minimal delays such as speech.

Implementation Policy for Program Statement

It is our expectation that the staff follow the program statement as well as our inclusion policy for all students with special needs. Staff are to provide opportunities within the classroom to support all students in their wellbeing and belonging while providing times within their program for self-expression. Staff are encouraged to ask open ended questions and engage with each child at their level.

Staff are required to promote Health, Safety and Nutrition by eating with the children during our feeding times and having continuous scanning skills both indoors and outdoors and during washroom times.

Communication with parents is encouraged at the door by the leads within the classroom and staff are required to document all communication with parents in the classroom communication log.

Staff are required to do monthly testing on the children as well as timed monthly Nipissings on children.

Classrooms are welcoming to outside agencies and staff are required to work alongside these individuals to assist program help and ideas.

Streetsville Children's Centre and Streetsville Academy does not permit any of the following as set out in our Prohibited Practice Policy.

- A) corporal punishment of the child
- B) deliberate use of harsh or degrading measures on the child that would humiliate the child or undermined his/her self-respect
- C) depriving the child of basic needs including food, shelter, clothing or bedding
- D) locking the exits of Streetsville Children's Centre for the purpose of confining the child
- E) using a locked or lockable room or structure to confine the child if he/she has to be separated from other children.

The implementation of our Program statement is reviewed annually and signed off by staff when orientation has been completed. During orientation for staff and volunteers a review record is kept on file.

Prohibited Practices

Streetsville Children's Centre and Streetsville Academy does not permit any of the following:

- F) corporal punishment of the child
- G) deliberate use of harsh or degrading measures on the child that would humiliate the child or undermined his/her self-respect
- H) depriving the child of basic needs including food, shelter, clothing or bedding
- I) locking the exits of Streetsville Children's Centre for the purpose of confining the child
- J) using a locked or lockable room or structure to confine the child if he/she has to be separated from other children.

This policy is to be reviewed by all staff, volunteer and students

Educational Program

Our program encourages children to explore and discover skills in a warm, secure environment with teachers who will respect their attempts every step of the way.

At the heart of this program is our concern and desire to see each child grow in his/her feeling of self-worth. We have come to realize that the way a child views him/herself affects every area of his/her development.

The children quickly become a group of special individuals as we learn to appreciate each child's uniqueness. It is our goal to reinforce what you, as parents, have begun by contributing to your child's tremendous worth.

We accomplish this by treating each child individually, encouraging their efforts and offering lots of positive reinforcement. We do not damage self-esteem by humiliating a child, instead assuring them that they are loved and valued for the special person that they are.

Statutory holidays as the regular ones as follows: Thanksgiving, Christmas Day, Boxing Day, New Year's Day, Ontario Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Day, Labor Day. The week in between Christmas and New Year will be closed. We may also have an early close or P.D. day. Please note we operate a 12-month year.

Regulations

The Ministry of Education licenses Streetsville Children's Centre and Streetsville Academy on an annual basis. We receive routine inspections by the Mississauga Fire Department and Peel Regional Health Unit.

Confidentiality

Information relating to children and families in our school is private and confidential. Parents are only entitled to information on the actions and abilities of their own child. A privacy policy is available for your review.

Privacy Policy

Streetsville Children's Centre and Streetsville Academy is committed to protecting the privacy of member families, staff and associated professionals. All personal information is dealt with according to the principles of transparency and accountability. All personal information that is collected is carefully protected and any use of this information is subject to consent.

School Code of Conduct

Parent/Guardian/Outside Agency/Staff

Updated October 2021

Streetsville Children's Centre and Streetsville Academy promote responsibility, respect and academic excellence in a safe learning and teaching environment.

The *School Code of Conduct* aims to articulate the standards of behaviour for all individuals involved in the school community - **students, parents or guardians, teachers, volunteers and other staff members**. All students, parents, teachers and staff have the right to be safe and feel safe in the school community. All members of the school community are to be treated with respect and dignity.

Parent Issue and Concerns:

If a parent has an issue, Streetsville Children's Centre will follow the Policies and Procedures set out in our Parent Issue and Concern Policy. The following steps will be taken:

- Parent would be instructed to speak to the Director/Supervisor
- Parent Meeting would be arranged

Teacher Issue and Concerns:

- If a teacher has any issues, they are instructed to speak directly to the Director and a meeting will be arranged.
- Streetsville Children's Centre will refer to our Disciplinary Steps policy if needed.

Roles and Responsibilities

Teachers and school staff are all persons designated as responsible for any aspect of school life. They include: education resource workers, office staff, parent volunteers, lunchroom supervisors, bus drivers and guest lecturers/facilitators at off-site facilities. Teachers and school staff, under the leadership of the School Directors, maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour.

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves and for others through acceptable behaviour.

Parents, are school members who play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students.

Outside Agencies are important members in the role of servicing our families and staff and are required to follow the Code of Conduct and all policies listed below when on site.

- Any communication with a Parent is to be done with a Senior Staff member or Director.
- **Conflict of Interest** - All employees/Outside Agencies may not make arrangements to provide any kind of services to Streetsville Children's Centre and Streetsville Academy families or business associates, current or prospective, without the express written consent of the Directors of Streetsville Children's Centre Inc., this includes, babysitting, home visits or attending appointments with clients.
- **No personal email/phone numbers** for any reason or to provide any services to any of Streetsville Children's Centre/Streetsville Academy clients at any time.
- Communication in regards to children who are receiving any type of service including Speech, OT, PT Psychology, services through Erinoaks, CLM, PIRS or the Region are to occur with our school Resource Team.
- Our goal is to have a transparent relationship with Staff, Parent and Outside Agencies.

CONSEQUENCES

- Streetsville Children's Centre and Streetsville Academy will uphold the Standards of Behaviour of all school members including Students, Parents/Guardians, Volunteers, and Staff. Streetsville Children's Centre reserves the right to limit and terminate the enrollment/employment based on the following criteria:
 1. *Failure to follow school policies*
 2. *Failure to be transparent when filling out forms and questionnaires*
 3. *Incompatible with school philosophies*
 4. *Communicable disease when not disclosed*
 5. *Lack of trust, respect and confidence in both parties.*
 6. *Cannot meet the needs of the child.*

It is the policy of Streetsville Children's Centre & Streetsville Academy to make every effort to provide a positive and safe learning and teaching environment that is free from intimidation and any other inappropriate behaviour.

In this respect, parental understanding of the Code of Conduct is a critical success factor in upholding the school's Standards of Behaviour. Your signature below demonstrates your acceptance, understanding and partnership in our Code of Conduct. **All Students, Parents, Staff and outside agencies are to follow Bill 132 as stated in our school policies.**

Staff

At Streetsville Children's Centre and Streetsville Academy the nursery school lead teachers have their RECE qualifications and lead Grade teachers have their RECE/OTC and are overseen by the Ministry of Education. Teaching Assistants are required to continue training in the field. All SCC staff are required to have a valid C.P.R. / First Aid / Epi-pen certificate and Emergency Procedure Training. All of our staff are active participants in Raising the Bar in Peel.

Registration Policy

Streetsville Children's Centre is a Nursery School program designed for children 12 months to 6 years of age. In February we begin registration for the upcoming September. Returning families are given first opportunity to register. Parents considering enrolling a child must arrange for a school visit. This gives them the opportunity to see the facility and meet the staff. Parents are required to pay Registration Fee and 1st month payment to secure spot.

Streetsville Academy is a Junior Kindergarten to Grade 3 program.

Admission Policy

Children attending Streetsville Children's Centre and Streetsville Academy are required to undergo an orientation and a one-hour classroom visit to determine an appropriate placement within the school. All Registration forms are to be completed before child can begin program.

Students entering Streetsville Children's Centre and Streetsville Academy are required to undergo an assessment to determine an appropriate placement within the school. A speech language and/or occupation therapy screening may also be required if indicated at time of initial enrollment. A personal interview will be subsequently arranged with the parents in order to review options and for a suitable placement at Streetsville Children's Centre and Streetsville Academy. We also provide Parent Teacher Interviews to review Nipissing and Ages and Stages for each student.

Late Fee Charge for School Fee's.

This policy is in effect January 12th 2023

We ask that families of Streetsville Children's Centre please pay school fee's on time at the beginning of each month. Your monthly amount will be emailed to your from our School Book keeper and an E transfer can be sent to the email provided.

We understand that there may be special circumstances, on occasion, in which Parents/Guardians may not be able to make a payment on time. Please speak to the Jacky or Emma so that we can work out a solution together. Do not assume that late payment is acceptable without communication; this will result in a late fee and services stopped.

If fees are not paid by the 5th day of the month, parents will be charged an additional \$10.00 per day to your child (s) monthly tuition amount and your child will not be able to attend school until fee's are paid in full. Parents will be notified of this decision by email/seesaw.

This policy is for all parents who are attending Streetsville Children's Centre.

Subsidy

Streetsville Children's Centre works closely with the Region of Peel and has an agreement with the Region for subsidy. When subsidy families enroll they are required to pay 2 weeks of the last month installment in regular fees.

PIRS/Enhanced Program Support

Streetsville Children's Centre works closely with the Region of Peel PIRS program. Our Director/Supervisor and Classroom Teachers work alongside the Resource Consultant to assist with students and classroom strategies. If needed an Enhanced Program support can be applied for through PIRS if the school and RC feel it would benefit the classroom

Student Withdrawal Notices

If you are choosing to withdraw/change days for your child, parents are required to give 30 days in writing to emm1285@yahoo.ca.

No refunds will be given for vacation

Parents or caregivers of Streetsville Children's Centre and Streetsville Academy students are required to sign our Registration Agreement upon enrollment. No refunds will be given for withdrawal from the program. Last month's fees will not be refunded under any circumstances. No credit is extended for short term absence e.g., for vacation at any time other than when Streetsville Children's Centre and Streetsville Academy is closed for Christmas. We may also need an early closing for our show and the occasional e.g.,

Streetsville Academy runs from September to August. Should you give notice and not return for July or August you will be required to deposit \$ 500.00 to hold your spot for the upcoming September. This amount will be applied to fees upon your September return. If you do not return you will forfeit the \$500.

Other Fees and Charges

(c) Special Events and Field Trips - When the school has a special event off the premises, the school will remain open. No makeup days or refund of fees apply in these circumstances. Parents who have filed approved police check Streetsville Children's Centre may be invited to accompany their children on some of our trips during the year. Specific arrangements must be made in advance if a parent plans to meet the school bus at a destination or if an arrangement is made for alternate transportation home after the event. Additional fees may be required to offset entrance and transportation costs. All efforts are made to keep the costs to a minimum. **Trip fees are non-refundable.**

We will also schedule special days like dress days, party days and lunches. All of these events will be explained as they arise.

Effective September, 2002 all parent volunteers must have a police record check completed by the Peel Regional Police. This record check must be presented to the school, and a copy will be kept on file. There is no charge for this search and it takes approximately one month for the results to be mailed to you.

(d) Special Events (For Parents Too!) - There are numerous exciting events planned throughout the school year by SCC and SA, such as other events, Open House, etc. Events will be well advertised and posted as they occur. Parents are welcome to help out.

New Late Pick Up Policy Implemented November 17th 2022

A new policy effective immediately in regards to Late Pick Ups at Streetsville Children Centre.

Any child who is picked up after 11:30/12:30 or 5:30pm will be charged \$3.00 a minute. If pick up continues after 5:30pm, parents will be issued a written warning with a \$25 late fee fine.

It is the expectation of Streetsville Children's Centre that a courtesy call be given to notify the staff if you are going to be late, however the **late charge will still apply** as staff have been kept at school to supervise your child.

School Emergency Closure Policy

Snow Days - When Streetsville Children's Centre and Streetsville Academy is closed due to extreme weather conditions or power difficulties we ask that you keep your child at home. No make-up days or refunds will be offered under these circumstances. On questionable days it is the parent's responsibility to check for school closures. After 7am Streetsville Children's Centre answering machine (905-813-7318) will be updated with a school closure message, as well as our Facebook Page, School Website and an Email Notification will be sent out to all families by 6am.

If the school does close early, parents will be asking to pick up between 2:30-3:00pm. This is after our sleep time routine and to give a safe travel time to our families and teachers.

Communication

All school and classroom communication will be conducted via SEESAW or email or found outside your child's classroom; it is the parent's responsibility to check this pocket daily for new information. A bulletin board will also be posted outside of the class with all relevant information.

If you have any concerns with your child's program, the classroom or any general questions or concerns, we ask that you please make an appointment with Jacky Sheppard or Emma Campbell through the main office.

Parent Issues and Concerns Policy

The Directors are responsible for the management of employee and client concerns, problems, and complaints. Directors shall ensure that employee and client complaints are resolved in a timely manner. These are the steps that will be taken to resolve any issues:

1. To resolve informally, the Supervisor shall meet with the employee/client to discuss their concerns.
 - Sit down in a quiet office and listen to Employee/Client
 - Document all information
 - Let the individual know that it will be investigated and they will sit back down with them within 72 hours of this meeting.
2. The Directors should investigate the concerns by speaking to parties involved.
3. Upon reaching a decision, the Directors shall meet with the employee/clients to discuss the results and ask them how they would like to proceed.
4. Documentation will be put in both Employee and or Client files and Director will touch base with Employee/Client in 6 weeks to see if they feel it has been resolved.

Role of the Parent Guardian and Involvement

The strategies used to provide parent/guardian education and involvement in our program would be the following: Monthly workshops, parent training, parent teacher interviews, outside professionals, parent newsletters, parent council, website, parent networking. The relationship between school and home, teachers and parents are vital to SCC.

Family Services/Special Needs

Streetsville Children's Centre has a Next Steps program within the school which helps the classroom team, Resource Team, Director and Family come up with a plan to help assess whether your child needs assistance.

These Next Steps would include:

- Parent Teacher Meeting with Team and Director
- Review Nipissing
- Review Ages and Stages
- Review testing from within classroom
- Any concerns or issues from both parents/teachers
- Set into place some goals and objectives
- Meet back in 6 weeks to review plan with Teacher/Director

We do offer speech pathologist / Occupational therapy and physio therapy on site. This must be arranged ahead of time with the Director and all appropriate paper work needs to be filled in before services can start as these are a Fee for Service and can be paid through benefits or privately. Should you choose to use our multi-disciplinary team we will help to arrange this according to your child's needs, however if you choose to source other services outside of Streetsville Children's Centre we will support and work with your family to help you with this process. We have several free community programs that we can assess for help. A Resource for Family document is available for you to take which has contact numbers and website information.

If your child has a one on one during the hours, they attend school and their one-on-one teacher is away, Streetsville Children's Centre and Academy will make every effort to assist during this time, but if a qualified Special Needs teacher is unavailable to assist your child you will be asked to keep your child at home. This is for the safety of your child and the other children attending. We also offer the only in school based IBI program with Shining Through Centers.

Streetsville Children's Centre is associated with several specialized children's agencies, and referrals can be made upon request.

If your child has special needs and requires assistance from any of our family services, we will set up a 6-week checkup will be booked with your family and with the classroom teachers and directors. We strive to be transparent with our families by providing help to integrate your child into our classroom. When meeting for our 6-

week checkup we may discuss different options and services that may benefit your child such as Educational Assessment, Speech Assessment, OT or PT. Alongside these services we also have Shining Through Center to provide IBI services one on one or within the classroom. This is to help not only the family but the classroom and the teachers and will help provide support for your child.

If your child has a one on one during the hours, they attend school and their one-on-one teacher is away, Streetsville

Children's Centre will make every effort to assist during this time, but if a qualified Special Needs teacher is unavailable to assist your child you will be asked to keep your child at home.

Modified or Accommodated Programming Policy

As of August 1st 2012, Streetsville Children's Centre has implemented a new policy for any child who needs our program to be modified, accommodated or needs the help of a classroom assistant.

This policy is to provide support to not only the student, but to the classroom teachers and any outside agencies who might be working with the family.

Sharing of information is also a crucial part of providing a successful school experience and one which he/she can learn and benefit from. All information will be shared with all agencies and professionals for whom the child comes in contact with at our 6-week checkup.

Children who require this service will be put onto an **Individualized Program Plan**.

The IPP will be developed and created by the input of classroom teachers, outside agencies and parents. This will be posted in the classroom and all staff will be trained on the IPP provided.

A 6-week checkup meeting will be scheduled with the School Directors, Classroom Teachers, Parents and any outside agencies involved in your child's schooling to review, update and make changes to the existing IPP.

If a child is being supported by an outside agency, they are required under our school policy to write an IPP within 6 weeks of their initial visit.

This policy is effective immediately.

Inclusion Policy

Inclusion is the educational practice of educating children with all abilities, celebrating all children's unique qualities and capturing belonging, diversity and acceptance on a daily basis.

The Policy of Streetsville Children's Centre and Streetsville Academy is to offer a fully inclusive program for all children inclusive to all students. The staff and resource teachers work as a team to help each child develop his/her abilities and to help reach their full potential. Referrals to the appropriate agencies are made as necessary. Streetsville Children's Centre provides an onsite multidisciplinary service as well as using outside agencies. These services will not only support and assist children with special learning needs, but will also offer valuable information and enrich our programs for typically developing children. Staff at Streetsville Children's Centre follow the philosophy of "People first language" which puts the person first and special need second focusing on the individual rather than the special need. Our staff believes in creating realistic and achievable goals with guiding principles for staff to follow in class and families to follow at home.

Our core principals of our program are:

- Providing a program to enhance and assist all children
- Setting realistic and obtainable goals to promote success
- Our focus continues to be on the child and working on their strengths and improving areas of weakness or need.

What does SCC provide?

Environment

- Providing wide pathways between furniture to allow more accessibility
- Materials and equipment are visible and at the children's level so that every child can access items independently
- Adaptations are made to equipment and furniture to reduce barriers for children, such as adjusting table heights.
- Adjustments are made to routines and transitions to make learning experiences positive for all children.

Meaningful Participation

- The goals for children with additional support needs are carried out during play experience with peers
- Opportunities are provided for children to play together so they develop relationships with others
- Field trips are planned so that all children can attend and participate in the activities of the trip.

Individual Early Learning

- We limit the number of large group activities throughout the day so all children can actively participate in the experiences provided
- We offer sensory toys for children to use during large group activities and we shorten the length of the activity when children show signs of disinterest.
- We leave the box of sensory toys out in the room, so children can find them during the day when needed.
- A private space supervised by SCC Staff is accessible for children to use when they feel they need time alone.

Our school procedure in the development of Inclusion, consist of the following:

- A parent teacher interview will be set up with your child's teacher and Director to sit down and discuss your child.
- A review of your child's Nipissing Checklist and Ages and Stages Developmental Check list might be reviewed at this initial meeting. At this meeting parents and teachers will be asked to sign and acknowledge.
- An opportunity will be given for you to come and view your child within the classroom.
- A 6 week check up will be booked with your family to touch base and to see what progress or changes need to be made
- A meeting can be arranged with Peel Inclusion Resource Services to discuss resources for the classroom
- Our multidisciplinary team will be made available to all families and services can be performed on site within classrooms.
- All SCC Staff are continually enrolled in workshops and training for Continued Professional Practice to offer the best program for all children enrolled in our center.

SCC's Continued Placement Process as stated in the Peel Inclusion Resource Service Memorandum of Understanding is that by working in partnership, the opportunities to build on successful outcomes will be strengthened.

Service Providers guide children in a positive manner, at a level that is appropriate to a child's developmental age and actions, in order to promote a sense of belonging, well-being, engagement and expression, part of the How Does Learning Happen?

Service Providers should refer to their Inclusion Policy and it should be supported by procedures that are consistent with guiding principles and congruent with the program's policy.

To effectively increase inclusive practices there must be a consistent and accountable approach to the process of addressing each child's individual needs, i.e. medical/physical, social/emotional, behavioural, etc.

When concerns arise and any child's placement is at risk, Service Providers, families and PIRS Resource Consultants (when consent is granted), along with any other professionals, must ensure that every effort has been made to continue the placement and that child care provider documentation is on file with a record of actions.

Please keep in mind that there is always a need for flexibility. This process may vary and will reflect the individual child and/or unique situation. When the process has been implemented in a timely and effective manner, it is a successful way to increase inclusion, support children and families and build on the Service Provider's strengths.

To ensure this process is effective and collaborative, the Service Provider will identify who from the program will take the lead, to make certain the following are implemented e.g., Supervisor, Lead ECE in the classroom, etc. Once this is decided we will ask parents and staff to sign and acknowledge.

- Assess the environment, schedule and program. Have there been any changes for the child or the Service Provider/Educators? Could there be any changes to the environment?
- Begin to make some informal observations and record data that will support their concerns.
- Discuss observations/concerns with the child's parent/guardian(s), including both positive comments and constructive feedback related to issues of concern. Be supportive of the parent/guardian(s) to build a good working relationship on an ongoing basis.
- Consider the following related to the child: medical, physical, emotional and cognitive factors.
- Record the child's strengths, needs and interests.
- Discuss general classroom strategies, seek resources from the PIRS Resource Consultant
- Explore services currently being accessed by the child and family (e.g. speech, social worker etc.).
- Additional strategies may need to be put in place by the Service Provider/Educator. Some examples of these could include but are not limited to:

- A Safety Plan
 - A Communication Book between home and Service Provider
 - Connecting with community partners.
-
- A PIRS referral may be initiated to support the child, family and Service Provider if concerns persist.
 - Continue to implement all agreed upon strategies and suggestions.
 - The relevant people of the licensed child care program, PIRS Partners, Quality Initiative Mentor, Early Years Specialist and family, will have ongoing meetings to review and evaluate progress.

Once all of these capacity building steps and actions have been taken, and it is found that the child's needs cannot be met within the program, the Service Provider may recommend withdrawal of care. It is expected that the Service Provider will provide a reasonable period of notice to the family and during this time, in consultation with the PIRS Resource Consultant, will explore options regarding other child care and community resources to support the child and family.

All staff will be required to read, review and sign our Policy inclusion.

Working together as a team from school to home is extremely important to SCC and our goal is to support not only the child but family and classroom.

Our inclusion policy at Streetsville Children's Centre and Streetsville Academy follows the Code of Ethics and Standards presented by the College of Early Childhood Educators as well as the Child Care and Early Years Act (CCEYA). We encourage you to visit their website at <http://www.college-ece.ca/en/Members/Pages/professionalstandards.aspx>

Streetsville Children's Centre's Directors, teachers and outside agencies play the most single important role in achieving inclusion success. Our inclusion policy is reviewed by SCC staff every year.

The Provision of Goods and Services to Persons with Disabilities

Streetsville Children's Centre and Streetsville Academy will make every reasonable effort to ensure that its policies, practices and procedures are consistent with the principles of dignity, independence, integration and equal opportunity by:

- * ensuring that all customers receive the same value and quality;
- * allowing customers with disabilities to do things in their own ways, at their own pace when accessing goods and services as long as this does not present a safety risk;
- * using alternative methods when possible to ensure that customers with disabilities have access to the same services, in the same place and in a similar manner;
- * taking into account individual needs when providing goods and services; and
- * communicating in a manner that takes into account the customer's disability.

Persons with disabilities may use their own **assistive devices** as required when accessing goods or services provided Streetsville Children's Centre. In cases where the assistive device presents a safety concern or where accessibility might be an issue, other reasonable measures will be used to ensure the access of goods and services. A customer with a disability that is accompanied by a **guide dog, service animal or service dog** will be allowed access to premises that are open to the public unless otherwise excluded by law. "No pet" policies do not apply to guide dogs, service animals and/or service dogs. The customer that is accompanied by a guide dog, service dog and/or service animal is responsible for maintaining care and control of the animal at all time. If a health and safety concern presents itself for example in the form of a severe allergy to the animal, Streetsville Children's Centre will make all reasonable efforts to meet the needs of all individuals. If a customer with a disability is accompanied by a **support person**, Streetsville Children's Centre will ensure that both persons are allowed to enter the premises together and that the customer is not prevented from having access to the support person. There may be times where seating and availability prevent the customer and support person from sitting beside each other. In these situations, Streetsville Children's Centre will make every reasonable attempt to resolve the issue. In situations where confidential information might be discussed, consent will be obtained from the customer, prior to any conversation where confidential information might be discussed.

Student Health and Well Being

1. All children must have current immunizations and a complete health statement or a Doctor's exemption note before entering the school.
2. Communicable diseases and prolonged illnesses must be reported to the Supervisor or Director.
3. Parents are asked to keep any child showing signs of ill health, at home.
4. A child who becomes ill during school will be given a place to rest until the parent/emergency person can collect the child.
5. Contagious diseases present in the school will be posted for your information.

Emergency Care and Procedures

1. Before the beginning of school, a Parent must sign an emergency medical release form and transportation consent.
2. Should the need arise for us to take emergency measures, your child will be transported to Credit Valley Hospital, either by car or by ambulance.
3. All staff are trained in the administration of First Aid and CPR and will take appropriate action as necessary.
4. In the event of prolonged power failure or evacuation, parents will be contacted by telephone to collect their children.
5. If the school has to evacuate, we go to Buddhist Temple in the same complex. Fire drills are done on a monthly basis.
6. Fire drills are conducted on a monthly basis and a log sheet completed. Our school does have an Emergency Management Policy. If for some reason we do have to evacuate the school parents will be notified by Email, SeeSaw or Phone Call.
 7. Staff are required by law to report suspected child abuse or neglect to the Children's Aid Society.
 8. Streetsville Children's Centre and Academy has Emergency Management policies and procedures that are followed by all staff and if an emergency should occur parents will be notified by Email, Phone Call, Webpage, SeeSaw Communication Tool and School Answering Machine

Safety and Accidents

1. SCC and Academy management will inspect the school facility regularly and any deficiencies will be corrected as soon as possible.
2. Rooms, Hallways and exits will be kept free from obstacles and debris.
3. Hallways and rooms will be adequately illuminated and Exit signs will remain lit at all times.
4. We request that you bring your child to the supervised recess area back or front door where a teacher will meet you. Children must NOT enter the parking lot without an adult.
5. Staff will record accidents in the log provided. Parents will be asked to sign an accident report if an accident occurs during school hours.

Emergency Telephone Numbers

We have an emergency telephone number that will be answered during school hours. It should be used for the following only:

- * In the case of an emergency
- * If you have been held up and will be late
- * If a different person will pick up your child
- * If a serious situation has occurred

SCC Millcreek Main Number: 905 813-7318
Emergency Line: 905 813-7323

Covid-19 Service Agreement

Under Provincial direction, child care centres may operate following strict health and safety protocols to prevent the spread of COVID-19 and to ensure the safety of child care staff, children and their families.

What is COVID-19?

COVID-19 is a new strain of coronavirus that has not been previously seen in humans. The virus can cause symptoms like the common cold but can advance, in some cases, to severe respiratory illness or even death. COVID-19 can be spread from person to person, usually after close contact with someone infected with the virus.

Health and Illness Protocol for COVID-19

Children who are ill should not attend the child care Centre.

Children should not attend child care if any member of their household is ill with COVID-19 symptoms.

To manage the risk of spreading illness within the child care Centre, Peel Public Health has provided direction on cleaning/sanitation protocols and personal health care practices including frequent hand washing. Peel Public Health also requires daily active screening of all individuals arriving at the child care Centre.

ALL CHILDREN AND PARENTS/GUARDIANS must be screened **DAILY UPON ARRIVAL** at the child care Centre, which includes temperature checks. In addition to daily active screening, all children will be monitored throughout the day for emerging signs or symptoms of illness.

As a Parent/Guardian, you can prevent the spread of illness by keeping your child(ren) home from the program if you or your child(ren) experience **any** of the following signs or symptoms:

- | | | |
|--|---|--------------------------|
| ○ Sore throat | ○ Headache | ○ Diarrhea |
| ○ Difficulty swallowing | ○ Feeling unwell, muscle aches or tiredness | ○ Nausea/vomiting |
| ○ Shortness of breath | ○ Cough | ○ Loss of taste or smell |
| ○ Fever (37.8 degrees C or higher) or chills | ○ Stuffy or runny nose | |

If your child(ren) experiences **any** of the signs or symptoms listed above while at the child care Centre, staff will contact you or one of your emergency contacts to pick up your child(ren) **immediately**. While your child(ren) waits for you or your designate to arrive, s/he will be separated from the other children.

Any family member experiencing symptoms should be tested for COVID-19 before the family can return to child care. The Supervisor will provide the parent/guardian with contact information for Peel Public Health. Children with symptoms must be excluded from child care and self-isolate for 14 days after the onset of symptoms. This exclusion will also apply to children exposed to a confirmed case of COVID-19 or to symptomatic person(s).

To protect the health of all individuals at the child care Centre, staff will support the arrival and pick-up routine for families. Upon arrival, once a child(ren) has completed active screening and been deemed able to enter the Centre, staff will escort the child(ren) to the appropriate program room. Parents/guardians are discouraged from entering the Centre. Pick-up and drop-off of child(ren) will occur outside the child care setting unless it is determined that there is a need for a parent/guardian to enter the setting.

As a Parent/Guardian responsible for my child(ren)'s child care placement, I agree to and checkmark the following:

- ☐ I have read and understood the above information;
- ☐ I agree to provide a small bottle of water daily for each child;
- ☐ I understand the risk of illness associated with placing my child(ren) in child care services;
- ☐ I agree to all screening requirements and to accurately respond to all screening questions, including the reporting of temperatures daily for all persons screened. Misrepresentation on any screening questions, including temperatures or masking fevers with medication could result in the termination of my child care placement;
- ☐ I will not administer any medication to my child that may mask the symptoms of illness, such as Tylenol or Advil, prior dropping my child off at the home child care program

- ☐ I agree to exclude **all** of my children from child care **immediately** upon observing **any** of the above signs or symptoms of illness in any family member until medically deemed able to return to care; and
- ☐ I consent to providing copies of any of my child(ren)'s COVID-19 test results to the child care Centre;
- ☐ I agree to remain accessible to pick up my child immediately if notified by SCC to do so.
- ☐ All documents are current and up to date
- ☐ All health documents and immunization are current and up to date

Guidelines to follow for parents:

1. Snacks/Meals

If there is a food that your child has an allergy to, or if there is a food you would prefer your child not have, please inform your teacher or Supervisor and the office. Before school and after school snack will be served as well as an AM and PM snack. Snack menus are posted at the front office. Our Hot Lunch Program is catered and is brought into the school every day. The purpose is to provide children with a nutritious meal and to help ensure that the children will be well nourished and read to learn. Primary Students who are bringing in snacks from home, must provide an ingredient list if the item is not in its label container or package.

***PLEASE NOTE: Every attempt is made to maintain a peanut/nut free site!**

2. Parking

Please park in our designated parking area. Please drop off and pick up your child as quickly as possible.

DO NOT USE THE HANDICAPPED PARKING SPACE UNLESS YOU HOLD A VALID HANDICAPPED PARKING PASS. DO NOT PARK IN THE DESIGNATED FIRE ROUTES.

3. Teacher Communication

If you need to discuss issues with your child's teacher, please set up an interview or request a phone call for a time convenient for both parties after regular school hours.

4. Changes

Please let us know of any changes in the home i.e., Dad out of town, budgie dies, etc. We will be sensitive to your child's extra sensitive feelings. Some of these described above can seriously affect your child's time spent with us and could adversely affect their day. We have many resources and are able to guide you through the appropriate channels at your request. See Emma, Jacky or any of our Supervisors, information will be held in confidence.

5. E- Transfer

For monthly payments, parents will receive an email from our School Administration and parents will be required to send payment by email. Late fee charges will be applied once 5 days after the 1st of the month. Special Event Days can also be paid by Etransfer. Parents are required to pay Registration Fee and 1st month payment to secure spot upon enrolling. Email will be given .

6. Toileting

Please send a change of clothes in your child's bag. The classroom teachers will work alongside you to help with toileting training for students when they are displaying signs that they are ready. We have a Fancy Pants program which we will work with you at home and at school with to make toilet training successful. This program would start in NS3.

7. Sickness

If your child isn't well please keep him/her at home. Infections spread very easily amongst the children and can also be very difficult on our staff. If your child becomes ill at school, we will call you to come and pick him/her up. If your family doctor feels that the preceeding periods of exclusion is not necessary this it will require a doctors note.

Type of Illness	Period of Exclusion
Chicken Pox	Contagious from 1-2 days before onset of rash and up to 5 days after. Should

	return when child feels well enough to participate normally in all activities
Fifth Disease	Contagious before onset of rash and not after.
Hand Foot and Mouth	Blisters may occur for 7-10 days on palms, fingers, feet and inside mouth. Medication can be given
Head Lice	Children are excluded until treated and nits are removed from hair
Influenza	Contagious for 3 to 5 days from onset
German Measles	Contagious for 1 week before and 4 days after onset
Measles	Exclude child and re-admit after 5 days when child can participate in program
Mumps	Once swollen glands have return to normal size and child can participate in program
Pink Eye	Exclude child until pus like discharge is gone from eye for 24 hours
Strep Throat	May return after 24 hours of antibiotics
Vomiting and Diarrhea	48 hour exclusion
Whooping Cough	Re-admit after 5 days being on antibiotic and when child can participate

8. Makeup Days

There are NO makeup days for sick days, vacation days, snow days or school closures.

9. Sharing

If you have a skill, expertise, or own your own business and are willing to offer a donation for special events please let us know. e.g., scrap paper, trip ideas or musician.

10. Medication

If your child needs to be given medication during school hours, a permission form must be signed and left with the office. Parents must give written instruction and verify times and dosage to the teacher. All medication must be prescribed by a medical doctor and must be given to the office to be kept available for use. Sunscreen and Diaper Cream must be accompanied by a FORM. Just a reminder that we do not accept Spray Sunscreen or Neutrogena, Banana Boat or Aveeno.

11. Trips

When the school has a special event off the premises, the school will be open. Parents may be invited to accompany their children on some of our trips during the year. Specific arrangements must be made in advance if a parent plans to meet the school bus at a destination or if an arrangement is made for alternate transportation home after the event. Additional fees may be required to offset entrance and transportation costs. All efforts are made to keep costs to a minimum. Trip fees are non-refundable.

Effective September, 2002 all parent volunteers must have a police record check completed by the Peel Regional Police. This record check must be presented to the School, and a copy will be kept on file. There is no charge for this search and it takes approximately 6-8 weeks for the results to be mailed to you.

12. Pick up and Drop Off

Please advise the office with any change of arrangement for picking up your child after school. *Please note that identification will be required for others picking up your child for the first time. Parents are to drop off at the classroom door. We ask that parents do not enter the classroom. We do this for the safety and confidentiality of the other students

within the classroom. This policy is inclusive for all areas of the school and we appreciate your assistance in this.

13. Before and After School Program:

The before and after school program provides supervised care for the children before/after regular program times. Arrangements for these programs must be made in advance with the supervisor of the Academy to accommodate teacher/child ratios. Our before school is 7:30-9:00AM and our after school program is 5:00-6:00pm.

14. Testing:

Periodically throughout the year we book a speech pathologist, occupational therapist and hearing and vision screening for the children. The teachers will let you know in advance of these visits. If you have any concerns, an early checkup could put your mind at ease and early detection could be extremely beneficial to your child's healthy development and learning skills.

15. **Shoes:** We ask that students do not wear any open toe shoes to school or crocs. These are dangerous for the students as they can stick to the playground floor material.

16. **Winter Gear:** Students are asked to leave winter gear at the school for the week. Please bring Snow pants, and extra hat, gloves, neck warmer on Monday's. Items will be sent home with the child on Friday to be laundered.

17. Outside Food Policy and Contingency Plan:

It is the policy of this center if you are providing food from home due to Allergy Restrictions or the recommendations of a Registered Dietician it must be supported by a letter on company letter head. Along with this, ALL ingredients and Child's Name must be written on top of the sealed original container along with written instructions provided by the parents everyday food is brought into school. Also as stated in our school Anaphylactic policy: To discourage outside allergens, a letter to all families attending Streetsville Children's Centre will be given/sent out. To the parents who are bringing in food in our Nursery School One classroom Only as a supplement, these parents have been informed that all food items must come in original container and contain NO NUT PRODUCTS.

This regulation follows the Ministry Regulation under Nutrition.

18. **Services:** We offer programs for children 12 months of age to Grade 5. Our programs in our infant to JK program are to assist with academic studies and skills. In out JK and higher programs it is to prepare students for Kindergarten and Grade entry. Fees are included on separate page.
19. **Times:** Our school opens at 7:30am and closes at 6:00pm, Monday to Friday. COVID times are 7:30-5:30pm. Part time programs run 2.5 hrs (9:00-11:30/2:30-5:00 and Full Time Programs from 7:30-5:30pm. We have options for extended times to include 7:30-9:00am / 11:30-12:30/5:00-5:30 this must be pre-arranged and includes before school snack/afterschool snack /lunch
20. **Sleep Policy:** Teachers within the Nursery School One/Two and Three classrooms perform a direct physical or visual check on each sleeping child and look for indicators of distress or unusual behavior. This will be logged on the Daily Log within the classroom. Our Sleep Consultant on staff will advise staff of any conversations with parents in regards to sleeping arrangements and will monitor this. All students under the age of 2 will have sleep times communicated and logged on Parent Log forms which are posted on Seesaw or in art file.
21. **No Smoking:** In accordance with the Ministry of Health and the Smoke-Free Ontario Act, Streetsville Children's Centre and its surrounding grounds are smoke free; this includes the parking lot and vehicles parked on the premises. Persons seen smoking on the school grounds and repeat offenders will be reported.
22. **Seesaw Parent App:** Our parent app is directly linked to the parent's email and the App can be downloaded. This app provides each child with a Portfolio. It is used for Parent Communication, Upcoming School Events, School and child pics as well as school closures.

23. Volunteer and Student Policy:

The operator will establish a policy about the supervision of volunteers and students which should contain the following.

- No child is supervised by a person under the age of 18 years of age.
- Child Care Centers: in child care centers, only employees will have direct unsupervised access to the children, except in co-operative nursery schools where, by policy, two participating parents may take the place of an unqualified staff when Ministry Director Approval has been given.
- Volunteers and students may not be counted in the staffing ratios in child care centers. This policy will be reviewed annually with staff. It shall ensure that the policy is reviewed with employees before they begin their employment and at least annually afterwards; and with volunteers or students who will be providing care or guidance at the day nursery before they begin providing care or guidance.
- Volunteers and students will be supervised by the Lead Teacher in the direction of Director/ Assistant Director
- Volunteers and Students are required to fill out an SCC Package while on site and sign all Policies and Procedures before entering the classroom.

Additional Points

- Volunteers and Students will be supervised within the setting by the classroom Lead teacher and Director
- Orientation will be done by the Lead teacher within the classroom setting
- Clear responsibilities and expectations are to be presented to the Volunteer/Student by the Lead Classroom Teacher/Director
- The Volunteer/Student will be made aware of the policies of the school and will be given the policy binder to read over and sign off before entering the classroom.

24. **School Closures:** Our school is closed for 1 week at Christmas Break. Our program is not operated on the days and during the times when school is typically operated by a school board. The first day of school is after the Labor Day weekend.

Effective March 13, 2014

Policy for Early School Closings:

When the school is closed due to extreme weather conditions or power difficulties, flood or other catastrophic reasons and our contingency plan is put into place, we ask that you keep your child home OR be available to pick up your child when notified. The safety of our students, parents and staff continues to be of our utmost concern and we ask that you make every effort to arrive on time so that we can get home safely.

Likewise, if we have to evacuate our building for any reasons (Large Temple) it will be reflected in the following ways:

1. Parents will be notified by SeeSaw
2. Parents will be notified by Email
3. Parents will be called by School Marshalls

25. **Covid-19 Policies and Procedures:** All parents are required to follow all school Covid-19 Policies. New policies will be posted on our school website and parents will be notified through SeeSaw. Policies and Procedures are updated and communication through the Region Of Peel, Peel Public Health and the Ministry of Education. Policies will include things such as:

- Masking for students
- Screening
- Medication
- Sanitizer Policy
- Food Contingency
- Sickness
- Covid-19 Test Results

* Subject to change at any time

26. **CWELCC:** Streetsville Children's Centre has signed in with the Government to provide the Canada Wide Early Learning and Child Care plan to parents who enroll at our center. Direction from Region of Peel in regards to this program will be followed by Streetsville Children's Centre. Please see chart

CWELCC FEE Schedule 2023

ENROLLMENT OPTIONS	ORIGINAL FEES	Less 25% FEES	LESS 52.75% FEES
Registration Fee	\$200.00	\$150.00	\$94.50
Baby Room Full Time			
5 DAYS	\$1,576.08	\$1,182.06	\$744.70
4 DAYS	\$1,306.00	\$979.50	\$617.09
3 DAYS	\$1,060.00	\$795.00	\$500.85
2 DAYS	\$770.00	\$577.50	\$363.83
Toddler/Preschool/KG			
5 FULL DAYS	\$1,291.96	\$968.97	\$610.45
4 FULL DAYS	\$1,093.61	\$820.21	\$516.73
3 FULL DAYS	\$894.19	\$670.64	\$422.50
2 FULL DAYS	\$663.68	\$497.76	\$313.59
Half Day option untill 12:15pm			
5 HALF DAYS plus lunch	\$786.97	\$590.23	\$371.84
4 HALF DAYS plus lunch	\$663.68	\$497.76	\$313.59
3 HALF DAYS plus lunch	\$521.07	\$390.80	\$246.21
2 HALF DAYS plus lunch	\$377.39	\$283.04	\$178.32

What is a base fee?

The base fee is what we collect from a parent on a monthly basis to pay for tuition. The table above shows Streetsville Children's Centre's original fees prior to CWELCC and shows the 2 reductions of fees as directed under the Ministry of Education CWELCC Program.

What is not included in the Base fees are the following:

- Late Fee as per school policy
- School Trips as agreed upon and booked with parents
- Special School Events (any in house events)
- School Photography (Fall and Spring pictures)