



## Parent Manual

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LULLABOO NURSERY AND CHILDCARE CENTRE INC

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# Parent Manual

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## Parent Manual

### CENTRE INFORMATION

Lullaboo Nursery and Childcare Centres care for children 6 weeks to 12 years of age. Centres are open Monday to Friday 7:00AM to 6:30PM

*The Centre will be closed for all statutory holidays*

Family Day	Labour Day	New Year's Day – (January 1 <sup>st</sup> )
Good Friday	Thanksgiving Day	New Year's Eve – (early closing)
Victoria Day	Christmas Eve – (early closing)	Civic Holiday
Canada Day – (July 1 <sup>st</sup> )	Christmas Day – (December 25 <sup>th</sup> )	Boxing Day – (December 26 <sup>th</sup> )

### RATES

Centre specific fee charts and payment schedules are available in every centre or can be emailed to you upon request at any time as they do vary in every region.

### FINANCIAL FEES

Fee payments include statutory holidays and days your child may be absent due to illness or vacation days. No deduction will be made for any of these days in order to guarantee your spot upon return. There is no break in your child care fee at any time of the year. Fees are due in advance as per our fee biweekly schedule, any payment returned NSF or stop payments will be subject to a \$50.00 charge.

If you choose to change the program of your child, i.e. moving from full-time to part-time enrolment, no guarantee is made that the previous program will be available to you in the future. For example, a student that is reduced to 2 days per week for summer months is not guaranteed a full-time spot in the month of September.

A late fee of \$1.00 per minute per child will be charged to those arriving after 6:30 p.m. on the next billing period.

There is a \$150 registration fee for the first child and \$100 registration fee per each additional child that is non-refundable to be paid upon registration. All forms, including registration package, void cheque and immunization forms must be completed at least 30 days prior to your child's start date. Failure to do so may result in loss of the start date you've requested.

Lullaboo requires a void cheque for auto-withdrawal; payments are on bi-weekly schedule. NSF is subject to \$50.00 fee. Failure to provide payment prior to start date does not guarantee your spot. No other forms of payment will be accepted.

You will be charged bi-weekly once enrolment commences at the rate of the program in which your child begins the cycle in. Mid-week transitions to another classroom will not be prorated for fee credits.

Each registration fee includes one key fob allowing you access to the Lullaboo centre that your child is enrolled in. If families would like an additional key, the cost is \$50.00 per additional key which is non-refundable. There is a \$50.00 replacement fee should you lose your key and require a replacement. These keys must also be returned if you decide to leave or withdraw from Lullaboo to avoid the replacement fee charge.

In the case of a missed payment, the following payment and NSF fee (\$50.00) will be applied to the next billing cycle, amounting in a double payment plus all applicable NSF fees. If an NSF fee is incurred in the following billing cycle, all outstanding fees (regular bi-weekly payments plus NSF fees) must be paid via certified cheque within 3 business days of billing date. If a certified cheque is not submitted immediate termination will follow and a letter informing parents of the last day of care will be sent. If payments are continuously missed it is at the discretion of Lullaboo to determine whether or not to terminate service.

In case of an outstanding balance with Lullaboo, your tax receipt may be withheld until the account is paid to date.

At any time if a tax recipient is to be reissued a \$45 administration fee will be charged for a second copy.

For information on Fee Subsidy and eligibility in Peel Region visit: <http://peelregion.ca/hsapply>, in York Region visit: <http://www.york.ca/wps/portal/yorkhome/support/yr/childrenservices/>.



## ARRIVAL, DEPARTURE PROCEDURES AND ABSENT DAYS

When bringing your child to the centre, you are responsible to deliver your child to his/her teacher. Please ensure their belongings are in the proper designated place. Children must also be signed in and out of their classroom. Persons not listed on your child's registration package as authorized pickup will not be able to pick up your child unless we get approval from you via email or in extreme situations, the supervisor or supervisor's designee will call you to confirm identity and then release child upon your request. If the pickup person appears intoxicated or unable to assume responsibility for the child, the centre will offer to call a taxi or help find an alternate pick up person. Authorized pick-ups listed on your child's registration form are given the authority to acknowledge reports provided by Lullaboo at end of day. For example, if an illness/accident/incident report is to be signed at pickup, the authorized pick up will be required to provide their acknowledgement of this report. It is the parent's responsibility to retrieve this information from the authorized pick up as they see necessary.

Any time your child will be absent or late from the Centre, we ask that you notify us by 9:00 a.m.

Since the focus of our program is active involvement, we recommend that children be dressed comfortably in casual, durable and seasonally appropriate clothing. Children who are not appropriately dressed will not be able to participate in our routine program. We ask that parents bring indoor and outdoor shoes, especially in the rainy/winter months to avoid slips and falls in the classroom. During the summer months, we ask that NO flip flops/open backed footwear is to be worn and advise that all parents provide children with a pair of shoes with a closed backing for the children's safety.

The children will be playing in the sand, gluing or finger painting and their clothing may accidentally become soiled. We provide smocks, roll up the children's sleeves and try our best to avoid messes, but sometimes the children are so caught up in the "fun" that their clothes do become soiled. Lullaboo will not be held responsible for soiled clothing.

Please label all your child's clothing including boots, tops, underwear, mitts, hats, coats, and bags. Laundry markers on the tags work best.

## WITHDRAWAL AND DISCHARGE POLICY

30 days written notice must be given to Lullaboo Nursery and Childcare Centre before withdrawing your child. The child must attend during this notice period. If 30 days' notice is not provided fees will continue to be charged for the 30 day period after the day notice is received and all outstanding balances must be paid before the child leaves. Movement from full time to part time programs is considered to be a withdrawal and requires 30 day notice.

You may be asked to withdraw your child from Lullaboo if he/she continually shows signs of aggression, for recurring late payment of fees, for non-payment of fees, for failure to comply with the Parent Code of Conduct or if it is felt that the Centre is not meeting the needs of your child. Lullaboo Nursery & Childcare Centre Inc. reserves the right to terminate its services upon 30 days written notice to parents. If a situation no longer benefits the safety or well-being of the child, other children, staff or the centre, this may lead us to terminate our service.

## STAFF INFORMATION

The staff at Lullaboo Nursery and Childcare Centre is a team of professional, caring and loving individuals. Each one of our rooms will have a number of staff according to the Child Care and Early Years Act.

CLASSROOMS	STAFF TO CHILD RATIOS
INFANT 3 WKS-18 MONTHS	1 Staff for every 3 Children
TODDLER 18-30 MONTHS	1 Staff for every 5 Children
PRESCHOOL 30-44 MONTHS	1 Staff for every 8 Children
KINDERGARTEN 44 MONTHS-7YRS	1 Staff for every 13 Children



SCHOOL AGE 68 MONTHS-13YRS	1 Staff for every 15 Children
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## REDUCED RATIOS

Reduced ratios apply between the hours of 7:00AM to 8:30AM, nap time (depending on the classroom) and between 5:30PM to 6:30PM. Reduced ratios NEVER apply for infant classrooms.

NAME OF AGE CATEGORY	NUMBER OF CHILDREN IN ROOM	NUMBER OF STAFF REQUIRED
TODDLER	1-8	1
	9-15	2
PRESCHOOL	1-12	1
	13-24	2
KINDERGARTEN	1-20	1
	21-26	2
PRIMARY/JUNIOR SCHOOL AGE	1-23	1
	24-30	2

## ACTIVITIES OFF THE PREMISES/VISITOR POLICY

From time to time with parent consent children will leave the premises of the Lullaboo Nursery and Child Care Centre to participate in excursions to places of interest, planned as part of the children’s program. This includes walks through the neighbourhood and playground. Parents will be notified of field trips in advance (i.e. zoo, farm, etc.). It is understood that supervision will be provided by members of the staff of the child care centre and every precaution will be taken for the safety of the children. In the event of accident or injury, Lullaboo Nursery and Child Care Centre and all staff members are hereby released from any liability.

At Lullaboo we often have special events at the centre:

- Picture Day: once a year. Parents have the option of purchasing a variety of well priced packages.
- Community Helpers: Police, doctors, firefighters, nurses, etc.
- Specialized Children’s Programs: i.e. Reptilia, The Humane Society, Children’s Entertainment, etc.

The following is the visitor policy during the hours of operation at Lullaboo Nursery and Childcare Centre. Parents and guardians of children enrolled in our programs are not considered visitors, and do not need to sign the visitor log.

1. All visitors who are to be interacting with children must sign an Offence Declaration form and have identity verified via government issued identification.
2. Supervisor/designate must ensure that all persons attending a premise for longer than 10 minutes must sign in and out on the visitor log located in the Supervisor Log Book.
3. Supervisor/designate can sign visitors in and out.
4. Visitors attending for a tour of the facility do not need to sign in; however they must remain with the supervisor/designate at all times.
5. Visitors are not to be left alone when in the company of a child who is in Lullaboo’s care.
6. Inappropriate behavior or language will NOT be tolerated.
7. Visitors should try and schedule their appointments in advance with the supervisor/designate in order to avoid interruption of scheduled classroom activities.

Failure to abide by these may rules may result in the visitor being escorted off the premises.



## SUPERVISION OF CHILDREN AND VOLUNTEERS AND PLACEMENT STUDENTS POLICY

### Supervision of Children

It is the responsibility of each staff member to ensure the safety and well-being of each child in attendance at Lullaboo Nursery and Childcare Centre. Children must be supervised during all routines such as indoors and outdoors, washroom routines, and any time the children leave or enter the classroom. No child is to be supervised by a person under 18 years of age. Children are not to be left alone under any circumstance at any point in time.

Upon arrival and departure, each child's attendance must be recorded on the classroom attendance log on i-Care with the accurate times and head counts are done during all transitions. Attendance is to be done immediately upon arrival when the child is released into the care of staff, and when children are released to the parent/guardian/authorized pick-up at departure. Any absences including vacation and illness must be noted in the classroom communication log. The attendance must accompany the staff and children at all times including outdoor time.

- It is the responsibility of each staff to ensure that they have an emergency card for each child on their attendance, and in their care. Emergency cards should be reviewed the child's parent/guardian.
- Upon reporting for the start of their shift, each staff must confirm with the staff-on-duty the number of children currently in attendance, and then verify it with the attendance.
- Head counts must be done regularly throughout the day, especially when transitioning to/from outdoor play, washroom breaks, emergency procedures (e.g. fire drill), etc.

### Roles and Responsibilities of The Licensee and Supervising Volunteers and Placement Students

Volunteers and placement students will be supervised by the centre staff in the room in which they are volunteering or conducting their placement at all times. The centre supervisor will ensure that at no point will a student be left alone with children by monitoring the staffing and scheduling of the room and making necessary changes.

For students, the Registered Early Childhood Educator in each classroom will be responsible for overseeing and orienting the student with their role and responsibilities. Volunteers and placement students are never counted in staffing ratios in the centre. Classroom Early Childhood Educators who are the students Host Teacher are to take the responsibility of grading the student fairly on the college requirements. The supervisor must be made aware of any break in these policies and procedures. Volunteers and students are subject to all Lullaboo policies.

### Roles and Responsibilities of Volunteers and Students

Placement students from a recognized college obtaining their ECE are to be completing their placement as per their College outline. All students are required to adhere to all policies and procedures and act in a professional manner while at Lullaboo Nursery and Childcare Centre. Students are gaining important work experience and should participate fully in the day to day tasks.

Volunteers are in the classroom as a support for classroom teachers to help with transitions, interacting with children and participating throughout the day.

The relationship between Lullaboo nursery and childcare centre and the volunteer/placement student is governed by the same principles that govern employment of centre employees. An acknowledgement of the company's employment handbook and a Placement Offer Letter is to be completed before start of placement.

## SLEEP SUPERVISION POLICY

Part of the registration package is completed prior to the child's start as the parent consent for rest time and parent authorization /signature for sleeping practices.

1. Children younger than 12 months must be placed for sleep in a manner consistent with the recommendations set out in the document "[Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada](#)" published by Public Health Agency of Canada unless the child's physician recommends in writing otherwise. Lullaboo is obligated to ensure all children are placed for sleep in a manner consistent with these guidelines:
  - Parents will indicate their agreement in the Registration Package for children younger than 12 months to be placed on their backs in the crib and this must be followed.



- It is recommended that children younger than 12 months be placed on their backs to sleep to lower the chance of Sudden Infant Death Syndrome (SIDS), however; parents may request otherwise with a doctor's written recommendation and this MUST be documented on the Registration Package prior to the start of care and an Individual Support Plan must also be completed.
  - Parents will indicate in the Registration Package what (if anything) the child is to use during nap (i.e. light blanket, swaddle blanket, sleeping sack, soother) or if the child is to have a reduced, extended or no nap.
  - Parents will be consulted respecting their child's sleeping arrangements at the time the child is enrolled at Lullaboo, upon transition to another classroom or upon a parent's request.
  - Should a child who is to be placed to sleep on their back roll onto their side or stomach it is NOT necessary to place them on their back again. It is important to always place children to sleep in the manner in which is outlined in their registration package. Children under 12 months of age who are able to roll from their back to their side or stomach are at a lower risk for SIDS.
2. Children older than 12 months must be placed for sleep in a manner that is consistent with the Registration Package provided by parents at the start of care or any documented updates regarding a child's sleep. Lullaboo is obligated to ensure all children are placed for sleep in a manner consistent with these guidelines:
    - Parents will indicate in the Registration Package or any documented updates regarding a child's sleep, how children are to be placed on their cot or crib (i.e. back, stomach, or side) and what they are to use during nap (ie. blanket, stuffed toy, pillow, or soother) and if nap is to be reduced or no nap required.
    - Parents will be consulted respecting their child's sleeping arrangements at the time the child is enrolled at Lullaboo, reaches over 12 months, upon transition to another classroom or upon a parent's request.
  3. Infants must sleep in their assigned cribs and at no point in time are infants to be left sleeping in the bouncy chairs, swings or any other place other than the crib. Under no circumstances are pillows, heavy blankets, bottles/sippy cups, stuffed toys and/or crib bumpers to be used in an infant sleep room.
  4. When three (3) or more infants are in the sleep room, a staff is physically present in the sleep room to supervise the children and conduct physical checks.
  5. The iCare system is in place to identify who is in the sleep room.
  6. Direct visual and physical sleep checks (checking for breathing, increased/decreased breathing sounds, tossing and turning, etc.) for ANY child sleeping will be completed for ALL age groups and recorded on iCare as per the following timelines:
    - Infants/Toddlers – direct visual and physical sleep checks approximately every 20 minutes.
    - Preschool/Kindergarten/School age – direct visual and physical sleep checks approximately every 30 minutes.
  7. All direct visual and physical sleep checks must be documented on our iCare system with any observance of significant changes in a child's sleep pattern or behaviours while sleeping (i.e. increased breathing sounds, tossing and turning, change of skin colour, etc.) being documented in the comment section of iCare. Any change in a child's sleep pattern, including not sleeping, must be documented in the child's daily report to inform parent(s) of this change. Staff should monitor children with significant changes in their sleeping pattern or behaviours more frequently during sleep.
  8. Lighting in the sleep room must allow for direct visual monitoring. Lights can be dimmed, but staff must be able to see children clearly.
  9. Each child in care will have a crib or a cot labelled with their name with a crib/cot sheet. This label is to be applied to the actual crib in a manner that allows staff and parents to be made aware of whom each crib belongs to. No child is to be put in a crib or on a cot without a clean bedsheet.
  10. Sleep time will not exceed two (2) hours in our toddler, preschool, kindergarten or school age classrooms. Children in these age groups may choose to sleep, rest or engage in quiet activities during sleep time based on their individual needs.
  11. Infants may sleep for longer during the day as per the parent(s) request as some children in our care are young and require more than one (1) nap throughout the day. The total nap time for infants may exceed two (2) hours if there is documented consent given by the parent(s).
  12. Children's cots are arranged in a head to foot formation with the crib/cot 46 cm (1.5 feet) apart with an aisle of at least 92 cm (3 feet) to ensure children and staff can safely evacuate in case of an emergency.
  13. Staff make sure they can always see the child's face while sleeping; blankets and sleep toys must never cover a child's face.
  14. Staff, students and volunteers will review the Sleep Supervision Policy before the start of their employment/placement/volunteer position.





## PARENT ISSUES AND CONCERNS POLICIES AND PROCEDURES

At Lullaboo, we strive to give children the best possible care and encourage parents to take an active role in their child's care. We value the feedback we get from our families and welcome any questions, comments or concerns. Our classroom teachers, supervisors and directors are always available to speak with families regarding any concerns and can be reached by phone, email or in person. Parents may also wish to submit a concern or comments through our website (further details on this process is provided below).

Any concerns regarding your child's care or the operations of Lullaboo should be brought to the attention of their classroom teacher first. If you are unable to discuss the issue directly with your child's classroom teacher for any reason the issue may be directed to the supervisor. Every effort will be made to come to a mutually agreeable resolution of an issue or concern as soon as possible. An initial response to the issue or concern will be provided within 2 business days; however, some issues may warrant further investigation and take more time to address fully. In this case, the person who raised the concern will be informed of the resolution status throughout the process. Please note that issues and concerns will be treated confidentially to protect the privacy of all parties involved within the parameters allowed by law.

When an issue is brought to the attention of a teacher it is the responsibility of the teacher to:

1. Document the concern in the communication log
2. Report the concern to the centre supervisor
3. In consultation with the supervisor develop a plan to address or resolve the issue
4. Provide a response to the parent within 2 business days
5. Document the outcome and steps taken to resolve the issue in the communication log
6. In the event the teacher cannot resolve the concern they will escalate the matter to the supervisor and inform the parent

When an issue is escalated to the centre supervisor the supervisor will:

1. Document the concern in the supervisor log
2. Construct and implement a resolution plan
3. Provide a response to the parent within 2 business days
4. Document the outcome and steps taken to resolve the issue in the supervisor log
5. In the event that the centre supervisor cannot resolve the issue it is to be brought to the attention of the district supervisor or director and parent informed of the status

### Submitting a Complaint Online

Families can also voice their questions, comments or concerns anytime by completing an online form found on our website at [www.lullaboo.ca](http://www.lullaboo.ca):

1. Go to "Parents" tab
2. Select "Contact Us"
3. You have the option to voice your comments or concerns anonymously or leave your contact information to receive a response

The person who has the reasonable grounds to suspect that a child is, or may be, in need of protection must make the report directly to a children's aid society. The person must not rely on anyone else to report on his or her behalf.

## PROGRAM STATEMENT POLICY AND PROCEDURES

### Lullaboo Program Statement

At Lullaboo we view children as competent and curious individuals who are rich in potential and capable of complex thinking. Lullaboo teachers and management team provide a variety of classroom materials and learning opportunities with the children's interests in mind to help guide the children reach their full potential and make educated choices.

We believe that all children have the right to quality care and education in a safe and healthy environment with an emphasis on nutrition for overall wellbeing. As well as children's safety, we value a healthy environment by ensuring that our centre and classrooms are clean and free of hazardous materials or equipment which may pose a risk to children. Lullaboo also is proactive in our attempt to eliminate to the best of our ability illnesses and diseases by practicing and promoting proper hygiene procedures for both our staff and children. Finally, our emphasis on nutrition is designed with kids at heart following Health Canada's food guide.



Overall, this promotes our core belief that Lullaboo must promote a healthy, safe, and nutritionally enriched program that oversees the well-being of children in our care.

At Lullaboo we see families as experts who understand their children and must play an active role in their development. Positive ongoing communication and positive open dialogue between parents, teachers and children is crucial for a child's continuous learning. Lullaboo engages with families through an open-door policy allowing parents to join us anytime during the day and be part of our daily program. At the end of a child's day, parents receive an electronic daily report detailing their child's day such as meals, sleep time, and activities participated in. To keep parents in the loop about what is going on from time to time a newsletter is sent out.

Our program statement is based on child development principles centring on the concept of interaction and exploration during play as a natural way of learning. As children interact with materials and communicate with their peers, they clarify and expand their understanding of the world. This also encourages children to become responsible, productive, problem solving individuals, capable of independence and self-regulation. We provide child-initiated and adult supported experiences by observing and documenting the children's interests and expanding their knowledge surrounding what is important to them. Teachers set goals for children that will be met by various developmentally appropriate lesson plans in the classroom. As well as child directed learning, other aspects of the day are also included in the child's schedule such as indoor and outdoor active play, rest and quiet time with consideration to the individual needs of the children in care.

Lullaboo's learning environment creates positive experiences and supports children's development. Each classroom is set up in such a way that areas such as dramatic, blocks, reading, science and art are defined to create an opportunity for small group learning experiences. These areas are available to children at all times throughout the day to allow for choices and to promote children's interests. Small grouping allows for more one-on-one support from classroom teachers and allows for children to feel confident in what they are doing.

We welcome local community partners and allow these partners to support the children, their families and staff. Some of the local community partners that Lullaboo works with are: Community Living, PIRS, Early Interventionists, Speech Pathologists, Physiotherapists and Raising The Bar, etc. These community partners are to support the children in their environment giving teachers strategies to improve a child's skills; whether it be speech, physical, social or cognitive skills as well as providing positive feedback regarding the classroom as a third teacher. Throughout the year, we invite local community helpers into the centre to speak with the children about their profession.

Overall, Lullaboo prides itself on helping children reach their full potential and strive to achieve this by supporting the four foundations; belonging, engagement, expression and well-being, to ensure children can grow and flourish in their environment. As a licensed childcare facility, we review our program statement with all staff, volunteers, and placement students prior to interacting with children, annually and any time the program statement is modified to ensure that everyone understands the expectations of Lullaboo as well as "How Does Learning Happen?"

Children participate in outdoor activities for at least two hours daily, weather permitting. Seasonally appropriate clothing is mandatory including a hat, gloves, snow pants, jacket, and boots in winter; a hat with a brim during summer and rain boots during wet seasons. While we do not go outside while it is raining, children will go outside after it has rained thus the ground may be wet. As well, Lullaboo asks that a supply of extra clothing and swimming diapers during the summer time is provided for water play at the centre, unless a parent of the child advises otherwise in writing.

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## Implementation Policy

Ensuring that Lullaboo's Program Statement is adhered to is paramount in the success of quality that Lullaboo strives for. All supervisors, staff, students and volunteers will read Lullaboo's Program Statement prior to the first day of work.

The classroom is seen as a third teacher at Lullaboo and staff will ensure that classrooms are set up in a way that is visually appealing to children as well as providing materials that are open ended, interesting and promote choice. Children are competent and curious individuals who are rich in potential and capable of complex thinking and will choose materials within the classroom that are thought provoking and interesting to them. These materials will be available at all times for children and will not be limiting in nature.

Pedagogical documentation will be gathered to showcase to others the interests and projects that children participate in on a day-to-day basis. This documentation will be available for parents, supervisors, staff, students, volunteers, outside agencies and anyone who tours Lullaboo to view on boards outside of the classroom. Additionally, documentation will be placed around the classroom to allow the children to feel a sense of pride of the work that they have participated in or completed. This documentation will be placed at the child's eye level or placed in photo albums that children can manipulate when they see fit to show others the work they have done and to feel a sense of pride and belonging. At the end of a child's day, parents receive an electronic daily report detailing their child's day such as meals, sleep time, and activities participated in.

Staff may also use this documentation to review and reflect on the work and interests that the children have participated in. Open communication between all co-workers is important in implementing Four Foundations as well as ensuring that all children feel a sense of engagement within the classroom.



Lullaboo believes that children deserve to be surrounded by knowledgeable and qualified educators. Adults, like children, deserve to have the opportunities to further their knowledge, understanding and expand on their career aspirations. Lullaboo promotes and supports each staff's professional development by encouraging staff to attend workshops, seminars or take courses through a recognized training agency such as a college or university. Each staff has up to \$1000.00 per year to spend on their education and upgrading their skills. Another way Lullaboo supports Educational Assistants is encouraging our staff to enroll in the ECE apprenticeship program to achieve their ECE diploma. Throughout the year, there are many training workshops offered by Lullaboo that staff are encouraged to attend.

Ensuring that all children, parents and staff feel a sense of belonging within the centre is important for overall well-being and ensuring that all members of Lullaboo are engaged within the program is done by expressing Lullaboo's Program Statement fully.

## Positive Child Guidance Practices

Throughout the day, there will be times when children have difficulty coping with a situation. Discipline should be:

- a. Related to the nature of the troublesome behaviour;
- b. Appropriate to the developmental level of the child;
- c. Used in a positive and consistent manner and;
- d. Designed to assist the child to learn an appropriate behaviour.

The following is a list of positive child guidance practices permitted at Lullaboo Nursery and Childcare Centre:

1. Direct the child's attention to the activity or area that is appropriate at that time through clear communication. Staff must foster communication and see children as capable communicators. Under no circumstances should physical measures be used to direct the child.
2. Speak with the child at eye level. Give the child a chance to try again now or later. Be clear, specific, and follow through with consequences set down. Staff will speak with the child in a calm voice giving the child the opportunity to explain his/her motives
3. The staff will be clear to the child in regards to specific natural and logical consequences that are developmentally appropriate
4. Separate the child from the situation by redirecting them and refocusing his/her energy on a quiet activity. The child remains in the classroom as a part of the group at all times
5. When the child has been removed from the activity, give them the opportunity to re-enter the play they were involved in
6. An Incident Report will be filled out by the staff on iCare, notifying the parents about the behaviour modification
7. Inform the centre supervisor/designate if all other techniques have been unsuccessful. The centre supervisor will help assist the situation in the room. If necessary, a meeting with parents will take place to discuss alternate behaviour modification
8. With parental consent, external resources may be contacted (i.e. Region of Peel support, SNAP, CMH etc.)
9. Staff is expected to handle all situations in a consistent and professional manner. Providing children with warm, nurturing and supportive care towards children creates a less anxious child who is more motivated to learn and elicit desired behaviours.
10. Staff must interact completely throughout the day with children including meal time, arts and crafts, circle time and outdoor time. Interaction is a key responsibility in a teacher's job
11. Children should be encouraged to try all food on their plate. A small portion should be served to start so it isn't overwhelming for them, they can always have more. Staff members will not force a child to eat at any time nor will they refuse children food.
12. Children will be allowed to practice self-care skills such as feeding themselves and helping with food preparation and distribution.
13. Staff must be good role models for children (i.e. staff shouldn't sit on furniture such as tables, shelves, etc.)

Note: if all these alternate measures do not succeed, Lullaboo's supervisor will write up a letter asking the child's parents to withdraw him/her from the program.

## Prohibited Child Guidance Practices

The following is a list of child guidance practices prohibited by Lullaboo Nursery and Childcare Centre:



1. The corporal punishment of a child;
2. 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;
3. Locking the exits of the child care centre 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;
4. 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;
5. Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
6. Inflicting any bodily harm on children including making children eat or drink against their will.

Contravention of Lullaboo Program Statement or Implementation Policy Will End Up In:

1. Discussion with the supervisor;
2. A verbal warning;
3. A written warning that will be retained in the employee file;
4. Suspension without pay pending on investigation; and/or
5. Termination of Employment.

In 2015, changes to the Early Childhood Educators Act, 2007 (ECEA) came into effect. Included in these changes are new requirements for employers to submit mandatory reports to the College of Early Childhood Educators.

## Duty to Report

In accordance with Lullaboo's Positive Child Guidance Practices, it is the responsibility of every person working or volunteering, including a person who performs professional or official duties with respect to children, to immediately report to the centre supervisor any infractions or noncompliance to this policy. It is the responsibility of every person working or volunteering, including a person who performs professional or official duties with respect to children, to immediately report to the local Children Aid Society Authority any knowledge of or suspicion of abuse or neglect of children.

Failure to report to your supervisor may result in immediate termination of your employment or volunteer placement within the centre. Child's safety must take precedence over all other concerns.

In the event that a staff, student, or volunteer suspects infraction on this policy, a write up will be completed as soon as possible in the individual's handwriting, using pen only. Document only the facts - do not include how you are feeling about the incident, or personal thought about what might have happened.

- Include the name(s) of the individuals, and centre supervisor.
- Do not make a rough copy and then rewrite in good - the original recording of the facts is your documentation. If you make a mistake, do not use white out - cross out and initial any errors, and then, continue on.
- Sign and date the form and get the person you reported to also sign and date they have received it.
- This is to be done every time a staff/student/volunteer has reason to suspect that policy infractions or non-compliance has occurred.
- All documentation is to be forwarded to the supervisor to be kept in a secure and fireproof cabinet, separate from the child's general file.

## EMERGENCY MANAGEMENT POLICIES AND PROCEDURES

An emergency is any unforeseen and urgent situation in which an immediate response and action is required to ensure the safety of all individuals in the child care centre. Lullaboo Nursery and Childcare Centre will take steps needed to ensure the safety of all children, employees and any other person present during an emergency by following this policy as well as procedures outlined in other relevant documents (i.e. fire plan). In an emergency situation staff must make every effort to ensure that all children are accounted for and supervised at all times.



Each centre at Lullaboo has a telephone service as a means of obtaining emergency assistance. These telephones are used to communicate with each classroom, the office, parents and in case of an emergency, emergency services will be contacted. In the case of an emergency, staff are permitted to have their cell phones on them to aid in communication with parents and ensure that all parents of children onsite have been contacted. An up-to-date emergency contact list is available with the numbers to all emergency personnel including police, fire and ambulance as well as the nearest poison control centre, and a taxi service.

## Emergency Evacuation

For emergencies that require evacuation of the child care centre such as fire, detection of carbon monoxide, gas leak, etc., staff and children will proceed to the designated safe meeting place outside of the building as performed during regular fire drills. The staff member who becomes aware of the need to evacuate must inform the supervisor and all other staff of the event as quickly and safely as possible. In the case of fire, the staff will pull the fire alarm.

### Staff Responsibilities During an Evacuation

- Assemble children in a line along the wall, and leave the building through the nearest emergency exit and proceed to the meeting place.
- Check the entire classroom including bathrooms and sleeping area to ensure no one is left behind and close doors when leaving
- The staff in each classroom must take:
  - Emergency medications and IAP/ISP/IMP lists
  - Attendance records
  - Emergency cards
- Designated staff must help individuals with medical and/or special needs who require special assistance (*see further details below*).
- Once at the meeting place, staff will take attendance to ensure all children are present, and inform the supervisor of any staff or children missing.
- Remain calm and follow instructions provided by supervisor and/or emergency personnel.

### Supervisor Responsibilities During an Evacuation

- Alert staff of the evacuation and guide individuals to the emergency exits when it is safe to do so
- Take first aid kits and key to emergency file box when possible.
- Call 911 for medical aid/assistance as needed, or other appropriate local emergency response agencies.
- Inform emergency personnel of any individuals whose whereabouts are unknown.
- At the meeting place, perform a head count and compare with attendance.
- Confirm driveways are clear for emergency personnel to access the building and wait for their arrival.
- Ensure no one re-enters the building until it is safe to do so.
- If permitted by emergency personnel, conduct a walk-through of the child care centre to verify that everyone has left the building.
- Call Directors and head office to inform them of the emergency.

If it is deemed unsafe to return to the centre and resume normal operations by emergency personnel, a health authority, or the supervisor, all staff and children will proceed to the off-site evacuation site. The location for the evacuation site is known by the supervisor and posted on the information board near the main entrance of the building. This information is also available on the campus website for each location. Upon arriving at the evacuation site, staff must take attendance to ensure all children are accounted for. Staff should encourage children to keep calm and engage them in activities where possible. On an ongoing basis, staff will conduct visual checks and head counts to ensure constant supervision. Staff must also keep attendance as children are picked-up by parents and remain present until all children have been picked-up.

TABLE 1 – Emergency Evacuation Sites

LULLABOO CAMPUS	EVACUATION LOCATION
CHURCHILL (FINANCIAL DR., BRAMPTON)	5329 Ninth Line, Mississauga, L5M 5X5



QUEEN (QUEEN ST. WEST, BRAMPTON)	5329 Ninth Line, Mississauga, L5M 5X5
MISSISSAUGA (NINTH LINE, MISSISSAUGA)	1450 Queen St. West, Brampton, L6X 0B2
ELGIN (ELGIN MILLS RD. WEST, RICHMOND HILL)	1410 Major Mackenzie Dr., Maple, L6A 4H6
MAPLE (MAJOR MACKENZIE DR., MAPLE)	180 Elgin Mills Rd. West, Richmond Hill, L4C 4M2
BEACHES (QUEEN ST. EAST, TORONTO)	2308 Queen Street East, Toronto, M4E 1G8
HEARTLAND (MAVIS RD., MISSISSAUGA)	5329 Ninth Line, Mississauga, L5M 5X5
CAMBRIDGE (65 PINEBUSH ROAD)	To Be Determined Once Opened

### Procedures for Persons Requiring Assistance

In addition to the above, the supervisor must be aware of and keep a log of any staff or child requiring special assistance in the child care centre in the event of an emergency. For each individual who requires assistance, a designated staff member must be assigned to assist them in the event of an emergency, as of their first day in the centre. The designated staff will have training on any additional requirements in case of evacuation i.e. handicap exits.

During an emergency evacuation the staff member will assist the person with special needs to exit the building in a timely manner. Whenever possible special needs persons should be moved to the exit with their assistant devices for example, wheelchairs, or crutches as they will require these devices once outside the building.

### Lock Down and Related Events

All staff in our centre on a regular basis need to know how to protect themselves and how to protect children in the event of a major incident or threat of school violence. In the event of a serious situation local police will notify Lullaboo via telephone of the situation. In the event of a lockdown no parents, staff or children will be allowed in or out of the building and all key cards and key fobs will be disabled by the office immediately.

“Lockdown” should only be used when there is a major incident or threat of violence within the centre or in relation to the child care centre. In the case of a lockdown all doors that are able to be locked should be and all blinds should be lowered. Plans should emphasize the importance of locking down as quickly as possible.

At the first indication of a major incident of school violence, notification must go to the office and the lockdown commenced immediately. Staff and children outdoors will be instructed to return to their classrooms. Parents will be made aware of the lockdown via email or phone.

“Hold and Secure” should be used when it is necessary to secure the child care centre due to an ongoing situation outside and not related to the child care centre (i.e. a bank robbery occurs near the centre but not on property). In this situation, the child care continues to function normally with the exterior doors being monitored closely and all children will remain inside the centre until such time as the situation is resolved.

“Shelter in Place” should be used for an environmental or weather-related situation where it is necessary to keep all occupants within the school to protect them from an external situation. Examples may include chemical spills, blackouts, explosions or extreme weather conditions.

### Effective Practices

All staff (especially those working in the main office) should be aware that when information is received in the office of a situation requiring a lockdown, whoever receives that information, will immediately notify all classrooms announcing the lockdown. There should be no hesitation in announcing the lockdown and the decision to call the lockdown should be made immediately by whoever receives the call to the office and should not be delayed for the purpose of checking with administration before announcing a lockdown.

### Classroom/Other Secure Area-Procedures During Lockdown

In the case of a lockdown, all doors should be immediately locked and staff should gather everyone in the immediate vicinity into their classroom or other secure area, but only if it is safe to do so. Once inside a secure area, staff and students should;



- stay away from doors and windows;
- turn off lights;
- close blinds;
- beware of sight lines;
- if there is a window in the classroom door, consider covering window;
- take cover if available (get behind something solid);
- remain absolutely quiet;
- staff to take attendance;
- No cell phone use unless necessary to communicate regarding the incident. Cell phones should be shut off or put on vibrate.

As washrooms can be locked students need to get inside the washroom with the staff member and turn off the lights and lock the doors and keep quiet.

#### Procedures to end a lockdown

Plans to conclude a lockdown will vary by location. It may be a room to room visit from police/school administration with some sort of an identification process, so that the occupants of a locked room know in fact that whoever is giving them the all-clear, is in fact authentic. Local plans should include procedures for ending lockdowns at off-site evacuation locations. In all cases where police have responded, plans should clearly indicate that the decision to end a lockdown shall only be made after approval of the on-scene police.

There is a need to include the same level of authenticity to ending a lockdown as to initiating one.

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### Communication with Parents/Guardians

As soon as reasonably possible during an emergency the supervisor will send a group email to all parents informing them of the situation, any applicable instructions, and the known next steps. In the event the centre has been evacuated to the off-site location, staff will also contact parents by phone to alert them of the need to pick-up their child(ren) and provide the address of the evacuation site. In addition, the supervisor will forward incoming phone calls to head office (905-884-1501) or the nearest operating centre if the evacuation occurs at head office.

If normal operations do not resume on the same day an emergency situation has taken place, the supervisor must send all parents and guardians an email with details on when and how normal operations will resume as soon as this is determined.

On an ongoing basis parents will be encouraged to ensure contact information is kept up to date so they can be reached easily by staff in the event of an emergency.

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### Procedures After an Emergency

The Directors and supervisor will work with applicable authorities, i.e. health, building, education, to rectify an emergency situation and resume normal operations as soon as possible. The supervisor is responsible for reporting unplanned disruptions in the normal operations of the child care centre to the ministry of education via a Serious Occurrence report within 24 hours. All requests for information from media should be directed to the Director of Operations. Staff should not respond to media inquiries directly.

Families and staff will be debriefed on the details of an emergency event by email correspondence within 7 days. In some cases, signage may be posted throughout the centre. In an effort to support staff and families who have experienced distress from an emergency situation a psychiatrist, social worker or counselor may visit the child care centre to meet with individuals after regular operations commence. Children will continue to be monitored for signs and symptoms of distress in the weeks after the emergency and the appropriate intervention sought when needed.

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### Contingency Plan

In the event of power outage, fire, flood, water main break or sewage leak, Lullaboo Nursery and Childcare Centre will likely close the centre for the day. Depending on the circumstances, the supervisor will contact the Director of Operations to inform her of the situation. The supervisor will also contact head office at 905-884-1501 x3000 to inform them of the situation.

The supervisor will call the local regional health line to inform them of the current situation. Depending on the recommendations from the region, Lullaboo will either stay open or will close.

In the event of a flood where the amount of water is not too much, classes will be cleaned up and children will be allowed to stay and return to school. If the school is completely flooded and there are structural issues that require attention, the school will be closed and will remain closed until the building is pronounced safe. Staff and children will be taken to the evacuation site and picked up by their parents/guardian.



In the event of water shortage at the centre, where water is no longer available, water jugs and water bottles will be purchased by Lullaboo for the children to consume and for children and staff to wash their hands.

In the event of a power shortage where the building remains open due to natural light, fridges and freezers are NOT to be opened. Tape will be placed over the fridge and freezer doors to ensure no one opens either the fridge or freezer to reduce the risk of food spoilage. Additionally, in the event a power outage happens before lunch is served, alternative measures will be taken to provide children lunch i.e. lunch will be provided from an outside company, ensuring food restrictions and allergies are met.

If the problem is not corrected by the start of next school day, parents will be contacted and will need to make other arrangements for their children for the day. Lullaboo will remain closed until the school building is dry and/or safe to resume normal operations.

It is the supervisor's responsibility to notify their ministry of education program advisor to seek guidance and report the Serious Occurrence with 24 hours. All staff, students and volunteers will review the Emergency Management Policy & Contingency Plan before beginning employment/placement.

## WAIT LIST POLICY

Upon completing a walk-through tour of Lullaboo Nursery and Childcare Centre, the supervisor or tour designate will inform you of the next available date of care or whether the start date you have requested is available. Should the start date you requested not be available due to full registrations and you are looking for full-time care, you may choose to be placed on a wait list, with no deposit required. Lullaboo's wait list does NOT secure a spot for your child(ren). By filling out a wait list form, you understand and acknowledge that you are being placed on a wait list with no secure or guaranteed start date. Lullaboo will contact you in the order in which your wait list form was submitted to the office and present to you the first date of care that becomes available. In the case an in-house family or staff is in need of a spot they may receive priority over new families. Humanitarian and compassionate grounds apply to people with exceptional cases based on supervisor discretion.

When an opening becomes available, parents will be contacted in the order in which their wait list form was submitted and the first available date of care will be offered. Should Lullaboo not be able to reach you within 24 hours, your spot will be forfeited and you will be placed at the end of the wait list. A completed registration form will secure the childcare spot offered to you. The registration form and registration fee are required within 24 hours of contact to secure the available spot. Failure to bring registration form and registration fee within this timeframe will result in the forfeit of the available childcare spot and you will be placed at the end of the wait list.

Should you decide that you do not want the next available date of care that is offered to you, Lullaboo will contact the next family on the wait list, thereby forfeiting your spot on the wait list.

A record of the wait list will be kept in the office. Parents who wish to know their position on the wait list are to call the office where the supervisor or designate will inform the family verbally of their number in line. Additionally, families who wish to visit the centre to know their current position on the wait list will be informed verbally by the supervisor or designate what their current position is.

## PARENT CODE OF CONDUCT

We all have the right to be safe and feel safe in our school community. Lullaboo's Code of Conduct sets clear standards of behaviour that apply to all individuals involved in our centre community including parents or guardians, volunteers, teachers, and/or board members.

These standards apply whether they are on Lullaboo property or at centre-sponsored events and activities.

All members of the Lullaboo community are to be treated with respect and dignity regardless of race, creed, sexual orientation, disability or any other ground protected by Ontario's Human Rights Code.

All adult members have the responsibility to act as models of good behaviour. Foul language (swearing, name-calling, shouting, etc.) is not appropriate. Individuals engaging in such behaviour will be asked to leave the premises immediately.

Behaviour that interferes with or is disruptive of the daily operations of the centre or harassing, intimidating or of an abusive nature of any kind towards a child, student, parent, staff or teacher will result in immediate intervention up to and including the family's expulsion from the centre and/or police intervention. This type of behaviour includes but is not limited to harassment or intimidation by written note, email, words, gestures and/or body language.

No weapons are allowed on centre property or at centre functions. Alcohol and illicit drugs are not allowed on centre property or at centre sponsored events. The consequences for failure to comply will include but is not limited to the family's expulsion from the centre.





The privacy and confidentiality of our parents, guardians, teachers, volunteers and students is important to us. All concerns and comments should be addressed with the teachers. Should this discussion not address your concerns, the next step is to review the situation with the Supervisor.

Gossip and public criticism are unacceptable. There should be no discussion of concerns with other parents in the centre hallways, the parking lot or via electronic mediums such as Facebook, Instagram, personal blog sites or other forms of electronic information sharing.

Any pictures taken at the centre or during centre events are for the private use of Lullaboo families only. These pictures cannot be posted in on-line photo albums or social media (i.e. Photobucket, Facebook, Instagram, etc.)

School cubbies are to be used solely for the purpose of communicating between parents and centre staff. They are not to be used for business promotion.

At the time of enrolment, Lullaboo will collect personal information such telephone numbers and emails with the intention of communicating with parents about upcoming events, centres news or important reminders. Additionally, telephone numbers will be used for emergency contact use. Under the Personal Information Protection and Electronic Documents Act (PIPEDA), by signing the Child Registration Package you consent the collection, use, or disclosure of personal information. Lullaboo will never distribute any personal information to outside agencies and will only send communication via email for centre updates.

Every child's birthday is special and is celebrated at the centre. Due to many food allergies and restrictions, we ask that you speak to the centre supervisor prior to bringing any food to the centre. Any food brought into the centre without knowledge of the teachers or supervisor will be discarded immediately.

## SMOKE FREE POLICY

Lullaboo Nursery and Childcare Centre is a smoke free building, including the playgrounds whether the children are present or not, according to the Smoke Free Ontario Act. Smoking will not be permitted on Lullaboo Nursery and Childcare Centre property or within 65 feet of the playground.

## PARKING

Each centre has designated parking at its location. Please ensure that children are closely monitored at all times while in the parking lots to ensure their safety. We ask that parents do not park in-front of the centres doors as this may pose a safety concern for emergency personnel who may need access to the centre in an emergency. Lullaboo asks all parents to park in the marked parking spots.

## YOUR ELECTRONIC SIGNATURE

An Electronic Signature Authorization form must be completed with an original signature and filed with the centre supervisor before a person may use their electronic signature at Lullaboo. This form does not need to be submitted again unless the parent, guardian, or authorized pick-up has legally changed his or her name.

Parents, guardians, and/or authorized pick-ups shall use electronic signatures to authorize applicable forms, designated records and release consent. Examples include but are not limited to children registration package, financial commitments, bank withdrawal authorization, medication forms, illness reports, accident reports, emergency cards, etc.

In no event shall Lullaboo, or any author of the content entered, be responsible or liable for errors, omissions or damages of any kind resulting from use of the content.

## PHOTOS

A part of our daily programming with the children are involved in several adventures throughout the day. We love to share these moments with our parents, as they are essential building blocks for our children's growth. For us to share these moments with you, signing this form you are consenting Lullaboo teachers to take pictures of your child with other children in the picture and giving permission to send it home. Giving permission, your child may be in a picture that goes home with another child. I would just like to remind everybody, any pictures taken at the centre or during centre events are for the private use of Lullaboo families only. These pictures cannot be posted in on-line photo albums or social media.



## CONFIDENTIALITY POLICY

All information about your child and family members provided to Lullaboo staff is kept confidential. Information collected is the minimum needed to serve the purpose of the service provided and the right of every child and family's privacy is recognized to the greatest extent possible. Parents have access to their child's records and will be informed of who may have access to the records on an internal basis (i.e. staff, bookkeeper etc.). At that time, an appropriate written consent of a parent will be required prior to the release of personally identifiable information to third parties.

## CHANGE OF INFORMATION

If you have a change of address or telephone number, it is essential that we have that information in your child's file. All emergency information must be kept up to date, including your work or school number, numbers of emergency contact people and who may or may not pick up your child from the centre. Please remember to keep us informed of any changes to any of this information so that you can be easily reached if necessary. If your child is involved in a custody dispute you need to inform the centre in writing and provide any documents requested.

## CHILDREN BEING BUSSED TO SCHOOL

If your child is being picked up and or dropped off at the centre by a third-party bus company, we will ensure that drivers are aware of which door to come to pick up children and drop them off. We will ensure that the bus drivers know that children cannot be released from the bus until a staff member goes outside to escort them from the bus. Children getting on buses from the centre will be escorted out by a staff member and put on to the bus. It is the responsibility of the parents to arrange a bus for the child, not the centre. Children who are scheduled to come with the bus and are not going to attend the daycare on a specific day, it is the parents' responsibility to contact the daycare 1 hour before arrival time. If children do not arrive on bus at their scheduled time the centre will contact the transportation company and parent within 10 minutes of scheduled drop off.

Lullaboo provides transportation services within some of the offered programs. In this case, bus services are provided by Lullaboo's own fleet of vehicles. CSA approved child seats are provided by Lullaboo when required and the driver will ensure that children have their seat belt and approved seats prior to driving. Parents are required to provide the centre supervisor with child weight and height to ensure appropriate CSA seats are provided. When necessary, private taxi services may be required. Staff members will accompany children at all times. Parents wishing to participate in this service are required to sign a release form.

Lullaboo provides school transportation to area schools depending on the demand at each Lullaboo location. Communication will be sent out prior to the school year surveying parents on which school their child(ren) will be attending and transportation will be decided upon. Enrollment in the before and after school program is restricted to children with younger siblings enrolled full-time, in Lullaboo's Infant through Preschool programs. Once the final communication is sent out to parents it will be based on a first come first serve basis.

## IMMUNIZATION POLICY

Parents must provide updated immunization records before starting with Lullaboo and once enrolled records must be updated within a reasonable timeframe. All records must be from a medical officer of health. Any immunizations that are not updated to Lullaboo may cause termination of care.

If parent's object to Immunize their child, they must fill out the "Statement of Conscience or Religious Beliefs" or "Statement of Medical Exemption" form and sign and date the Immunizations Records section in the Child Registration Package.

## NUTRITION AND FOOD POLICY

We are a peanut free/nut free facility and Lullaboo will be strictly adhering to this policy at all times.

Our menus are planned to meet children's nutritional needs based on Canada's Food Guide, the Child Care and Early Years Act and Canada's guidelines for healthy foods. We respect and try our best to accommodate special diets and food restrictions. The four weekly menus are posted and available online on our website. Any substitutions will be kept for the thirty days.

The centre provides a healthy morning breakfast, a healthy hot meal at noon and 2 healthy afternoon snacks served after naptime. Children do not need to bring food from home and any diet restrictions are to be discussed with the Centre Supervisor.

For Infants, parents are to provide formula and/or breast milk and any specialty items. Once a child begins to eat solid food, the Centre will provide blended, pureed, chopped or solid foods, and milk.



Many children suffer from allergies and parents are asked to inform us if your child has any allergies upon discovery.

No foods are allowed to be brought into the centre at any time unless arrangements have been made with the Centre Supervisor.

Parents must bring in the item purchased only from a known food source and not home-made. All ingredients must accompany the product in writing. The Supervisor will approve the item once determining that it has been purchased at a known food source and the product is a peanut/nut free item.

Children who bring food from home in the morning or who keep food in their bags must remove these items before entering the centre unless approved by supervisor and a Lullaboo label will be applied to identify the food if it is enclosed in the original packaging with the ingredients listed. The centre does daily checks of all of the children's bags and discards all items regardless if the product is opened or closed. This strict policy will prevent any children from accidentally consuming any food products that they may be allergic to. Safety is the utmost importance at all times. We ask that all families adhere to this policy.

Each child under one year old is fed in accordance with written instructions from a parent of the child. Bottles will not be given to infants while they are lying down. Children under one year should be held at a 45-degree angle or greater when feeding and an adult should always hold the bottle until the child is able to do so independently, and bottles should never be propped against something or left in a child's mouth when they are falling asleep or asleep.

## WEATHER AND TEMPERATURE POLICY

### Indoor Temperature

Lullaboo will ensure that the indoor temperature will be maintained at a level of at least 20 degrees Celsius (68 degrees Fahrenheit). All thermostats are adjustable as needed throughout the year.

### Outdoor Temperature

#### Winter Cut-Off (temperatures include wind chill)

##### Infants

Colder than -10°C. Supervisor will use their discretion to assess the conditions of sidewalks and roadways if children are going for a walk and assess the playground condition if they are staying within the playground confines. Wind gusts should not exceed 40 km/hour.

##### Toddlers

Colder than -15°C. Temperatures between -15°C and -20°C and the supervisor will use their discretion regarding the length of time outside, wind gusts, sunshine and how the children are coping.

##### Preschool, Kindergarten and School Age

Colder than -18°C. Temperatures between -18 and -20°C and the supervisor will use their discretion regarding the length of time outside, wind gusts, sunshine and how the children are coping.

#### Summer Cut-Off (including humidex)

##### Infants

Hotter than +25°C when on a walk. However, if the temperature readings are between +25°C and +28°C the supervisor will use their discretion when using the playground (seek shade, offer water, water play and limit time outdoors). All children are to wear sunscreen unless parents have permitted otherwise with written consent.

##### Toddlers, Preschool, Kindergarten and School Age

Hotter than +32°C. During the hotter months teachers are to ensure their child has water ready to go outside with them. However, if the temperature readings are between +32°C and +35°C the supervisor will use their discretion (limit time outdoors, seek shade, offer water and water play, squirt bottles, etc.). All children are to wear sunscreen unless parents have permitted otherwise with written consent.

We also exercise caution when the air quality is poor. All children will remain indoors when the air quality index is 50.



The use of sunscreen is encouraged throughout the year as the weather dictates. Parents are asked to apply sunscreen to their child in the morning and the teachers will reapply it in the afternoon (as long as the parent has signed emergency card indicating the use of the sunblock). A bottle of sunscreen is labeled and kept at the centre. Please check the expiry dates on the sunscreen. Lullaboo does not accept sunblock with Arachidyl alcohol (peanut oil). Aveeno sunscreens other than Aveeno BABY brand have been known to include this ingredient therefore we are unable to accept them.

## Inclement Weather

Childcare centres across Ontario implement an Inclement Weather Policy to ensure safety measures are followed when weather conditions become dangerous. Lullaboo's foremost concern is to ensure the safety of our students, families and staff and to ensure that every possible measure has been taken to prevent injury and to maintain a safe environment, inside and outside our centres.

In the event of serious inclement weather, every effort will be made to keep the centre operational during regular hours, however, we may be forced to cancel some of our services.

Lullaboo will try to take direction from local school boards thus if your local school board cancels transportation; we too shall cancel our transportation. If your local school board is closed due to the severe weather, we too shall not operate. However, Lullaboo reserves the right to deem conditions unsafe to operate if we feel necessary.

On severe weather days we ask all our families to please call the centre before leaving home.

### Closure prior to the opening of the centre

Closures will be posted on 680 news local media reports, and the centre voice mail will be changed. The responsibility lies with parents to check your email, call the centre for updates, or listen to the local radio station.

### Closure of the centre during normal operating hours

If the centre is open and weather conditions quickly deteriorate, the staff and management will ask parents to wait at the centre until we can ensure that proper ratios are in effect prior to the parents leaving. Management will continue to monitor and assess the conditions and take into account the safety of staff and families in returning home. In the event that management determines that the centre must close during normal hours of operation, parents will be called and required to pick up their children as soon as possible.

Parents/guardians need to be aware that families will not be reimbursed for days missed due to severe weather conditions.

## ILLNESS POLICY

Lullaboo Nursery and Childcare Centre completes a health check on a daily basis of all children upon arrival to the centre to identify any possible contagious symptoms and a documented record is kept in iCare system. In the case of a failed health check due to a bruise, cut or scrape, etc. staff must ask parents what happened and document this on the failed health check on iCare. Additionally, staff should encourage parents to share any information regarding their child's restless night, lack of appetite, or other atypical behavior. This information is also recorded in the health check on iCare. Staff members will not admit any children showing signs of illness upon arrival at the centre and who have failed the health check based on the symptoms listed below. The staff member will inform the centre supervisor immediately of any children who are asked not to be admitted.

Children who develop an illness while at the centre are to have an Illness Report filled out for them documenting the symptoms, temperatures and times taken as well as parent follow up documentation. The child is then to be separated from other children to avoid the spread of illness.

If a child develops a serious illness and appears to require immediate medical attention or the child's parent cannot take the child immediately, arrangements will be made to have the child examined by a legally qualified medical practitioner or registered nurse. For the benefit of all it is ultimately the Supervisor's discretion as to whether a child should or should not remain in the centre.

## SYMPTOMS TO LOOK FOR AND CHANGE IN BEHAVIOUR

- Vomiting or diarrhea (three (3) or more episodes of diarrhea/vomiting)
- Elevated temperatures of 101°F or 38.5°C or more (temperature must be taken 3 times 15 min apart to ensure accuracy)
- Unusual irritability, fussiness and restlessness and unable to participate in the daily program



- Flushing, pallor or listlessness
- Difficult or rapid breathing - this is especially important in infants under six months old
- Severe coughing
- An acute cold, nasal discharge or coughing
- Undiagnosed skin rashes or infections
- Sore throat or trouble swallowing
- Grey or white stools
- Headache and stiff neck
- Red eyes or ears with noticeable yellow or green discharge

Please refer to guidelines for common communicable disease chart or refer to reportable diseases chart for further information from your applicable regional health authority.

Lullaboo will obtain and post information on the symptoms, incubation periods and isolation periods of various diseases in the main hallway of the centre.

## ACTIONS TO BE TAKEN WITH AN ILL CHILD/STAFF

1. The child's parent or guardian will be notified immediately and asked to pick the child up from the centre as soon as possible. Supervisor or designee MUST approve prior to calling parents for pick up.
2. An Illness report is to be completed and signed by parents, staff and supervisor. Reports are available to be printed or emailed to parents when requested.
3. If the parent or guardian notifies the staff that he/she will be a certain length time before coming to pick up the child, staff are required to make the child feel comfortable in a quiet separate place within the classroom by offering food, water, a cot to sleep/rest, a teddy bear etc. Staff will do their best to separate children due to illness however; at no point in time does a teacher segregate or restrain a child for being ill.
4. The child will be asked to stay home for the period of communicability (this is the time frame when a person with an infectious disease is contagious or capable of spreading the disease to others).
5. Supervisor or designee may at any time require a doctor's note for a child to return to the centre
6. If a staff is ill, they must contact their supervisor and they will arrange for someone to come cover their class (if staffing allows) so they can go home.
7. Should the supervisor suspect something contagious, a doctor's note or an increased symptoms free time period may be implemented.
8. In case of lice Lullaboo requires the staff or children to either;
  - a) Provide a proof of treatment note from a lice clinic
  - b) Stay home for a period of 72 hours and get treatment

**\*\*Note:** At the supervisor or supervisor designates discretion, we may seek medical attention, in which case the parent must arrange to meet us at local hospital immediately.

## WHAT TO DO DURING AN OUTBREAK

### What Is an Outbreak?

- When there is 10% of the entire centre with the same illness or
- Occurring within 48 hours in the centre or
- When there are two or more laboratory- confirmed cases or
- The number of ill staff/children exceeds what is normal in the child care centre or school within short period of time.



## Typical Symptoms to Look For In an Outbreak of Enteric Illness Are:

- Diarrhea (more than two (2) episodes of diarrhea/vomiting)
- Bloody diarrhea
- Vomiting
- Nausea
- Stomach cramps
- Undiagnosed skin rashes or infections
- Elevated temperatures of 101°F or 38.5°C or more (temperature must be taken 3 times 15 min apart to ensure accuracy)
- General irritability, fussiness and restlessness
- Malaise
- Headache

**\*\*Note:** Symptoms such as cough, runny nose, sneezing, nasal congestion, sore throat, and hoarseness are not usually associated with enteric illness and may be due to respiratory illness. Lullaboo Nursery and Childcare centre will keep a daily record of children and staff illness and their symptoms on the health check section.

Centre supervisor is responsible to review all illness reports and if there is an outbreak to follow these steps:

- a. Notify Public Health and Create Line list outbreak. Follow their recommendations and requirements to manage the outbreak.
- b. Provide public health with the necessary information regarding children and staff.
- c. Facilitate the collection of stool specimens from ill children after obtaining consent form from parents.
- d. Report changes associated with the outbreak and provide updates information about outbreak daily using the line list (regional reporting system).
- e. Communicate the necessary information to families of children attending the centre.

## Establish Control Measures During Outbreak

1. Exclusion: If a child is ill, contact the parent to take the child home and advise them to see a physician. Exclude ill children and staff from the childcare centre until they have been symptoms free for 24 hours (for most situations).
2. Encourage good personal hygiene practices for parents, staff, and children. Practice proper and frequent hand washing.
3. Increase the concentration level of disinfectant used in the centre for the duration of the outbreak.
4. Increase the frequency of cleaning and disinfecting of common areas and high touch surfaces with high level of disinfectant (door handles, handrails, sink and toilets).
5. Clean and disinfect toys on daily basis. Toys that are mouthed should be immediately removed from use, cleaned and disinfected prior to reuse.
6. Stop group sensory play activities such as water play, playdough, etc.
7. During an outbreak all sleeping equipment (cots and mattresses) must be cleaned and disinfected minimum of twice a week or when visibly soiled. Once an outbreak is declared, all cots must be cleaned and disinfected immediately.
8. Staff should be assigned to their dedicated room and not move between rooms.
9. Stop any internal children transitions between classrooms.
10. Personal protective equipment is worn when there is a potential for exposure to pathogens (i.e. diapering, toileting, cleaning up vomit etc.)
11. Soiled clothing must not be rinsed or washed at the centre. Place them in securely tied bag and send it home.

## Declaring an Outbreak Over

The outbreak will be declared over by the outbreak investigator of public health.

## MEDICATION POLICY

Intake of Medication: parents who intend for their child to have any medication must first bring it to the office for intake. Medication must come in its original container/package. Upon intake, the parent will be asked to fill out an electronic Medication Authorization Form in full and sign it. This form will then be signed by the supervisor as well as the classroom staff. This form will explain the



details of the medication including the name of the medication, the dosage to be given, the time(s) to be administered and/or a description of when it is to be given (i.e. "when temperature reaches 38°C"). If medication is used on an "as needed basis" the instructions on the Medication Authorization Form must clearly indicate which symptoms must be present in order to administer medication. This form **MUST** be filled out prior to the administration of ANY medication. Failure to provide the office with the required form will result in the medication not being administered. No staff can administer medication without the Medication Authorization Form being filled out and signed. Once Medication Authorization Form is complete, the medication will be placed in a zip lock bag and a Lullaboo Medication Label detailing all information will be attached.

**Over the Counter Medication:** will only be permitted to stay on Lullaboo Nursery and Childcare premises for five (5) days upon which it will be sent home. In the case of an emergency allergy medication such as Benadryl being needed for a child with an anaphylactic allergy or Tylenol for a child with febrile seizures, this medication may be on Lullaboo premises longer than 5 days IF the child's IAP or IMP has been signed by a parent and supervisor requiring the Benadryl to be administered before the epinephrine or Tylenol at the sign of a high fever.

**Prescription Medication:** will be permitted to stay on Lullaboo Nursery and Childcare premises for the duration of the prescription as outlined on the pharmacist label.

**Emergency Medication:** children who require emergency medication due to a severe allergy or medical condition will be posted in our allergy list and an Individual Allergy Plan (IAP) or Individual Medical Plan (IMP) detailing information of the allergy/medical condition such as type of allergy/medical condition, symptoms, emergency procedures and medications needed will be filled out and signed by a parent, and the centre supervisor. This IAP/IMP will be posted in each cooking and serving area, in each play room or play area and in any other area which children may be present. As well, IAP/IMP's will be printed and placed in the emergency classroom backpacks that accompany staff and children when they are in the hallway or outside on the playground and a copy will be placed in the child's file.

**Storage of Medication:** will be in accordance to the medication label.

- Emergency Medication is to be kept with children at all times. During small groupings, if the child is on the playground, emergency medication must be kept in the emergency backpack out of reach of the children. If the child is inside, the emergency medication must be kept in the Emergency Medication bin out of reach of the children.
- Non-Emergency Medication is to be kept in accordance to the medication label. Medications must be kept out of reach of children and placed in the Medication Lockbox in the cupboard or in the fridge.

## ADMINISTRATION OF DRUGS AND MEDICATION

1. Proper hand washing practices should take place prior to administering medication and gloves must be worn
2. Ensure that the medication being administered is for the correct child by checking the name and dosage and ensuring it matches the Medication Authorization form and pharmacist label.
3. Read the instructions provided by parents and ensure that all information matches the pharmacist label and check the expiry date
4. The centre's supervisor or designate is to administer medication to the children in the centre. To reduce the chance of error administration must be supervised by a second staff.
5. Medication should be dispensed in a well-lit area and, where possible, it is preferable to remove a child from the activity area to administer medication in a quiet environment with the least possible interruption.
6. After administering medication, document on the Medication Authorization Form on iCare the time, by whom the medication was administered, the dosage amount and observations after administration (i.e. "I administered and no reaction observed").
7. Unused portions are to be returned in the original container to the parent of the child or discarded safely with parental permission.
8. Active Medication Authorization Forms will be kept on iCare and for medications that are finished, forms will be filed in child's file.

### Diaper Creams, Creams and Sunscreen

For the daily use of non-prescription creams and topical ointments such as diaper creams, sunscreen, lip balms, and hand sanitizers, a general authorization form must be completed in the child's registration package outlining the type of cream to use and signed by a parent. These creams and/or ointments must be included in the child's emergency card. Should a parent provide staff with a different



cream or ointment than what is listed on the emergency card, this cream and/or ointment must be brought to the office to update in the child's file and iCare.

All creams and ointments must be labeled with a Lullaboo Cream/Sunblock Label with all information filled out and placed on the bottle, tube, etc.

Diaper creams must be applied according to the instructions given by parents in the child's registration package and outlined in the child's emergency card. Please refer to the *Diapering Procedures* in the Sanitary Policy on how to properly diaper a child. When recording diaper changes in iCare staff must add a comment to indicate if diaper cream was applied.

Sunscreen must be applied to all areas of child's exposed skin 20 minutes prior to children going outside. A new pair of gloves must be worn for the application of sunscreen to each child.

### If Medication, Creams or Sunscreen is Administered Incorrectly

Medication administered at incorrect time: staff are to call parents immediately to inform them of this to determine what the next steps will be.

Medication administered to wrong child: staff must document this on the Medication Authorization Form, create an incident report for the child who was given the medication and must notify the supervisor. The supervisor must inform the parents as soon as possible. If adverse symptoms are evident upon accidental administration of medication, staff should call local Emergency Medical Services.

Medication dosage administered incorrectly: staff must document this on the Medication Authorization Form and notify the supervisor. The supervisor must inform the parents as soon as possible. If adverse symptoms are evident upon accidental administration of medication, staff should call local Emergency Medical Services.

Creams or Sunscreen administered incorrectly: staff are to call parents immediately to inform them of this to determine what the next steps will be.

Creams or Sunscreen administered to wrong child: staff must create an incident report and notify the supervisor. The supervisor must inform the parents as soon as possible. If adverse symptoms are evident upon accidental administration of cream or sunscreen, staff should call local Emergency Medical Services.

## CHILDREN WITH INDIVIDUAL ALLERGY PLAN, MEDICAL PLAN AND SUPPORT PLAN AND INCLUSIVE POLICY

Should a child require additional support or accommodations to participate in the daily activities at the centre, parents must provide staff training, cooperate with the Supervisor and assist in arranging for further support when needed. In most cases this will result in the creation of an individualized plan i.e. IAP, IMP or ISP for the child which will be shared with all staff and posted in various parts of the centre. Parents are responsible for notifying the Supervisor about, consenting to, and sharing information regarding any allergy or medical condition their child has as well as any information that is necessary for the child to safely attend the child care program. Parents must bring to the centre any special equipment such as hearing aids, glasses, prescribed medication, braces, walkers, etc. which are necessary to permit the child to participate in activities. Should the safety of any child or staff be in jeopardy because of the medical needs of your child are not being met, you may be asked to withdraw your child from care.

We believe that all children deserve to attend a child care centre that is inclusive to all individuals with special needs and that they participate in a program that is individualized to their specific learning requirement. An Individualized Support Plan (ISP) will accompany any and all children who require additional support or accommodations. This ISP will meet the needs of the child in care and outline any support that they may need while at Lullaboo. The ISP will be kept in the child's file to reference as needed.

Lullaboo will make every effort required to assist children with special needs to function fully in our program and participate in a meaningful and purposeful manner by working with the families and outside agencies as necessary (i.e. Peel Inclusion Resource Services, Early Intervention Services, etc.). Should extra support be needed, Lullaboo will attempt to contact the correct bodies and provide as much information to parents as required. Should any supports, aids, adaptations or other modifications to the physical, social and learning environment be necessary, Lullaboo will make any and all attempts to complete these modifications, within possible reason. These supports, aids, adaptations or modifications will be used in a safe and knowledgeable manner, getting training for staff, students and volunteers when necessary. Each child's ISP will include instructions related to the use of all supports, aids or medical devices.

Individualized Support Plans will be developed in consultation with a parent of the child, the child (if appropriate for the child's age) and any regulated health professional or any other person who works with the child in a capacity that would allow the person to help inform the plan. These individuals include speech and language pathologists, early interventionists, physiotherapists, physicians, etc.





## SERIOUS OCCURRENCE POLICY

### Identification of a Serious Occurrence:

1. The death of a child
2. Allegation of abuse or neglect
3. Life-threatening injury /illness
  - a. Injury
  - b. Illness
4. Missing or unsupervised child (ren)
  - a. Child was found
  - b. Child is still missing
5. Unplanned Disruption of Normal Operations
  - a. Fire
  - b. Flood
  - c. Gas leak
  - d. Detection of Carbon Monoxide
  - e. Out break
  - f. Lock down
  - g. Other Emergency Relocation or Temporary Closure

## SERIOUS OCCURRENCE PROCEDURES

### 1. Immediate Action

- a) Health and safety of children and staff are addressed immediately.
- b) If needed, obtain help by dialing 9-1-1
- c) Parents are contacted immediately after.
- d) Ensure that staff members with knowledge of incident are interviewed and Incident Report is completed.
- e) Ensure notification of any death to police, CAS (as applicable) and family or others as appropriate.
- f) Inform centre Director.
- g) Serious occurrence is reported on CCLS Website for reporting serious occurrence with in 24 hrs.
- h) Print and post the Serious Occurrence Notification Form for 10 business days from CCLS.

### 2. Steps in Reporting a Serious Occurrence

- a) File a Serious Occurrence Report using the Child Care Licensing System (CCLS).
- b) Serious Occurrence Reporting Submission: Supervisor or designee will report the serious occurrence on the CCLS website under (Serious Occurrence tab. Report A Serious Occurrence) using their unique user name and password, website <https://www.earlyyears.edu.gov.on.ca/ChildCareWeb/public/login.xhtml>. Complete all required fields on CCLS, and when uploading supporting documentation to ensure its accuracy and completion, do not block out or white out any information.
- c) Generate and complete the Serious Occurrence Notification form in CCLS. To help support the protection of privacy and personal information, no full child or staff name(s) should be used, instead use initials and age or birthdate of child, and no age group identifier to be used (i.e. Infant, toddler, preschool etc.) are to be used on the serious occurrence notification form.
- d) Print and post the Serious Occurrence Notification form in a conspicuous place highly visible to parents for at least 10 business days from the date of the final update.

\*\*NOTE: Supervisors may wish to save a copy of the Serious Occurrence Notification form as an MS Word document should any updates be required at a later date.



- e) If necessary, update the Serious Occurrence Report online (i.e. when new information is available, or Program Advisor requests an update) and post the updated notification form. Within seven business days of submitting the Initial Serious Occurrence Report, go to Serious Occurrence and click on Update A Serious Occurrence Report(s), this must be completed and using the CCLS website.
- f) Complete and submit Update Serious Occurrence on CCLS. Submit the Serious Occurrence update report even if information and/or actions have yet to be completed. Include an explanation that a further follow-up report will be provided.
- g) Retain Serious Occurrence Notification form on file for at least three years.  
If for any reason supervisors cannot access CCLS they MUST still notify their program advisor via telephone or email within 24 hours of becoming aware of the occurrence and complete a Serious Occurrence report in the CCLS as soon as the system becomes available.
- h) A report is to be provided to a program advisor of any serious occurrence in any child care centre operated by the licensee within 24 hours of the supervisor becoming aware of the occurrence.

### 3. Serious Occurrence Annual Summary and Analysis

- a. Supervisors are required to complete the annual summary report but are not required to submit to their regional office. Rather, supervisors should complete the report as a method of identifying issues, trends and actions taken, and retain it on file at Lullaboo. In addition to ongoing reviews and follow-up to serious occurrences, licensing staff will review the annual reports during licensing inspections. Lullaboo supervisor will review the incident and take and document appropriate action if needed as requested by Ministry/corporate office.
- b. Ongoing: Supervisor and management will regularly monitor Serious Occurrence related issue trends.

### 4. Record Retention

Reports and summary of the report are each kept for three years.

#### Duty to Report

Some serious occurrences, most notably an allegation of abuse or neglect, will give rise to a duty of report that a child may be in need of protection. If a licensee or staff member has reasonable grounds to suspect that a child is, or may be, in need of protection, they must report this to the local children's aid society in accordance with section 72 of the Child and Family Services Act.

The person who has the reasonable grounds to suspect that a child is, or may be, in need of protection must make the report directly to a children's aid society. The person must not rely on anyone else to report on his or her behalf.

In 2015 changes to the Early Childhood Educators Act, 2007 (ECEA) came into effect. Included in these changes are new requirements for employers to submit mandatory reports to the College of Early Childhood Educators.

There are seven categories applicable to child care that should be reflected in supervisor policies.

## CRIMINAL REFERENCE CHECK/ VULNERABLE SECTOR CHECK POLICY

### Who and when a Vulnerable Sector Check or offence declaration is required

1. Each employee, volunteer and student will be required to undergo a Vulnerable Sector criminal reference check (VSC) carried out by the police department of their home jurisdiction.
2. Persons who regularly visit the centre such as parent volunteers are also subject to a VSC.
3. The VSC must be current to the position the candidate is applying for at Lullaboo Nursery and Childcare Centre no earlier than six (6) months before the date of hire.
4. If a person has previously obtained a VSC and has been terminated for more than six (6) months and then employment subsequently resumes, a new VSC is required prior to resuming employment.
5. If a person has previously obtained a VSC and has been terminated for less than six (6) months and then employment subsequently resumes, an "Offence Declaration" form must be signed prior to resuming employment.
6. If it has been more than one (1) year since a completed offence declaration has been provided by the staff.



7. Leaves and absences (e.g., sick leave, parental leave, summer closures, etc.) are not considered breaks in employment. Staff who are on parental leave or approved medical leave are not always required to submit a new VSC. The supervisors will use their discretion and review the current VSC to advise if a new VSC is required. However, in case the annual time for submitting a new Offence declaration has arrived these staff are also required to submit a new offence declaration.
8. A staff directly employed by a multi-site licensee may work at several sites. If this staff stops working at one of these sites for a period of time, but remains employed by the licensee for the other sites, there is no break in employment and a new VSC not required.
9. Where an individual previously completed an educational placement with the licensee and is then hired by the licensee as a staff, this is considered a break in employment and a new VSC is required.

A staff, student or volunteer may begin employment, educational placement or volunteer position who has not provided a VSC if:

1. A VSC is applied for as soon as reasonably possible, whereby Lullaboo will accept a receipt.
2. The length of time required to obtain a VSC justifies it;
3. A declaration form is completed; and
4. In both (1) and (2) Lullaboo will put additional measures in place to protect children who interact with the person until the VSC is obtained such as not being left alone with ANY child, not changing diapers or changing children and being placed on a middle shift where one staff will always be with that person.

Failure to provide the VSC within 3 months of employment will result in immediate dismissal.

A new VSC is required to be submitted to the supervisor on or before every fifth (5<sup>th</sup>) anniversary after the date of the most recent VSC.

Each employee is required to sign a new "Offence Declaration" every calendar year by January 31st except in a year in which a VSC is obtained. Each offence declaration shall address the period since the most recent offence declaration or VSC and must be obtained by a supervisor no later than fifteen (15) days after the anniversary date of the most recent offence declaration or VSC. Additionally, staff will declare on their General Performance Review an offence declaration.

Any staff, student or volunteer is to provide Lullaboo with an offence declaration as soon as reasonably possible any time he or she is convicted of an offence under the Criminal Code of Canada.

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## Other Individuals at Lullaboo

Any person who provides child care or any other service to a child who receives care at Lullaboo will be asked for:

- An offence declaration from the person; or
- An attestation from the person's employer or from the person or entity who retained the person's services that,
  1. The employer, person or entity has obtained and reviewed a VSC from that person,
  2. The VSC was performed within the last 5 years, and
  3. The VSC did not list any conviction for any offences under the Criminal Code of Canada.

An offence declaration or attestation is done no later than 15 days after the anniversary date of the most recent offence declaration or attestation if the person continues to provide such child care or other services.

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## Vulnerable Sector Check Retention and Accessibility

Lullaboo will only accept an original copy of the VSC. The director or supervisor may take a photocopy from the original and record on the front of the VSC "true copy of the original" including the current date along with the signature of the supervisor or director and a witness' signature BUT ORIGINAL MUST BE PRESENTED TO LULLABOO.

VSC's will be kept confidential and original copy of the VSC will be kept in the individual's staff file in a locked cabinet for the duration of the applicant's employment and only accessible by the administration staff and Program Advisor. Information from this check will only be used in the process of determining if an applicant is suitable for a specific position and to meet requirements of the Child Care and Early Year Act.

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## What to Do with a Positive Vulnerable Sector Check



Lullaboo understands its obligation to Section 5, paragraph (1) of the Ontario Human Rights Code, which prohibits discrimination against an individual for purposes of employment by reason of a pardoned Criminal Code conviction or a standing conviction for a provincial offence. Lullaboo will not discriminate against an individual in this situation unless there is a bona fide reason relating explicitly to the position being applied for and with due consideration given to the need to accommodate applicants where possible.

Individuals with outstanding Criminal Code convictions for certain offences will not be accepted by Lullaboo for a direct service position with vulnerable sector. These offenses include, but are not necessarily limited to, the following:

1. Section 151 (sexual interference)
2. Section 163.1 (child pornography)
3. Section 215 (duty of persons to provide necessities)
4. Section 229 (murder)
5. Section 233 (infanticide)
6. Physical assault
7. Current probations or probation orders forbidding the individual from having contact with children under the age of fourteen (14)
8. Offences under the Child and Family Services Act relating to abuse of children
9. Outstanding convictions or charges pending for any offense deemed violent, whether or not it involved weapons

Individuals may be excluded from positions within Lullaboo as a result of other information gained during the police records check and/or through the screening process as a whole, or as a consequence of other factors identified through the screening process. The applicant has the right to know why he or she is being refused and may appeal to the Board of Directors for a review of the matter.

Positive VSC with offences other than what is listed above shall not automatically disqualify a potentially successful candidate; however, Lullaboo will require these candidates to obtain a new VSC yearly within fifteen (15) days of the anniversary date.

The following are examples of circumstances which may affect our decision to hire:

- The nature & number of convictions
- The length of time since the conviction(s)
- Any efforts for rehabilitation
- References and work record
- Relevance of the conviction to the position
- The risk posed by the candidate to the children