



Funventure Policies and Procedures Manual

1) Philosophy

The goal of **Canadian Mothercraft of Ottawa-Carleton** (hereinafter called Mothercraft Ottawa) is to provide quality care for children in a daycare environment. This care is a shared responsibility between Parents and the Agency. The program should promote and enhance all components of the child's development. It is the right of all children to have the opportunity to develop in a safe, secure and nurturing environment.

Funventure Day Camp offers an exciting program for children aged 4½ to 8 years of age.

Goal of the Funventure Day Camp:

- (1) To offer a quality recreational program for children 4½ to 8 years of age.
- (2) To provide opportunities for children to explore athletic, creative and cultural experiences.
- (3) To provide a positive environment in which children can deal with competitive instincts.
- (4) To provide an active outdoor program.
- (5) To offer a fun program that offers relaxation and freedom from the rigors of school.

The idea of the program is to have fun; to be outside as much as possible and to try new things.

2) Registration

Wherever possible parents will complete all forms required by the Day Nurseries Act two (2) weeks prior to the child's first visit to the program. These forms will be kept in the child's file. It is important that parents keep the program informed of any changes to phone, address, emergency contacts, immunizations, and child's state of health. Here is a list of the forms you will be required to read and complete:

- a) Application Form
- b) Funventure Program Contract
- c) Funventure Policies and Procedures Manual
- d) Child Care Facility Immunization & Tuberculosis Assessment
- e) Sunscreen Authorization Form
- f) Diet and Sleep Information
- g) Client & Participant Privacy Policy

Registration Fee

A one-time, non-refundable registration fee of \$25.00/child is due upon registration. Your space cannot be reserved until the registration fee has been paid.

3) Reporting Child Abuse is the Law

From time to time we are faced with some very difficult situations in the child care centre. We may see a mark on a child in an unusual place, witness an abusive situation or observe a type of behaviour or play that is not consistent with a child's normal range of experience. In these circumstances, we are legally bound to report these situations to the Children's Aid Society (CAS). We cannot judge or decide what child abuse is, we must leave that to a CAS worker. We are not allowed to contact parents first.

We must emphasize that in our experience at Mothercraft, we have rarely had reason to call CAS. When we have, the worker has always been a warm, caring person able to deal with the child at his/her own level. They are very willing to spend time, give explanations and to reassure the child, parents and teachers. A paramount objective of Ontario's Child and Family Services Act "is to promote the best interest, protection and well-being of children".

In the unlikely event a CAS worker calls you; we can assure you that utmost confidentiality would be maintained by staff. Only those persons directly involved would know of the call and once CAS had investigated and closed the case, the matter would be ended as far as we are concerned. We would not refer to it again and we hope it would make no difference in the close, supportive relationship we have with all our parents.

4) Behaviour Management

Our expectations for the children are developmentally appropriate and respond to the needs of the child and of the program. Expectations are consistently enforced so that the children know what is or isn't acceptable. Children are encouraged in a positive manner to promote self-discipline, to respect the rights of others and property and to ensure health and safety. Whenever possible, the leaders use positive reinforcement, reinforcing the children's positive behaviour, thus eliminating the negative. Consistency is the key. If a child acts in an inappropriate manner, the leaders will discuss the problem with him/her. The child may be redirected back to play. Staffs have the right to call a parent for immediate pickup due to unsafe behaviour. Staffs are expected to comply with the Agency's stated policies and procedures and the requirements of the Day Nurseries Act with respect to Behaviour Management. Failure to comply could result in a verbal warning, or disassociation with the Agency. This policy applies to all staff, students, and volunteers. The following disciplinary measures are prohibited in accordance with the Day Nurseries Manual, Item DN-0802-06.

- a) Spanking and other forms of corporal punishment;
- b) Confinement of a child in a locked room;
- c) Harsh or degrading measures that would humiliate or undermine a child's self respect;
- d) Deprivation of food, shelter, clothing or bedding or any other basic need.

5) Fire Drills

Fire evacuation plans are posted in each room and at every exit. Fire drills are practised monthly. The children are only expected to leave the building for a fire drill if the weather is good. If you arrive with your child during a fire drill, please stay with your child until the drill is completed and the children return to their programs.

6) Fees: For the year 2009

Weekly: \$200.00

There is no discount for siblings enrolled in other programs at Mothercraft Ottawa.

7) Fee Payment

Fees may be paid by Automatic Debit, Visa, Mastercard, Cheque or Cash. When paying by cash please make sure you have the exact amount. Cheques should be made payable to Mothercraft Ottawa. Cash and cheque payments can be left with staff in the front office or the Accounting department. Visa, MasterCard and Automatic Debit payments can only be made in the Accounting department. We send out monthly statements. On each cheque please include the name of your child, the program in which your child is enrolled and the period covered by that cheque.

8) Late Policy

Mothercraft Ottawa childcare centre is open from 7:30 a.m. to 5:30 p.m. It is Mothercraft Ottawa's policy that lateness is not acceptable. The parent will:

- a) Prior to commencing care, provide Mothercraft Ottawa with the names and telephone numbers of three emergency contacts who may be called upon to pick up the child if the Parent is unable to pick up the child at the scheduled pickup time.
- b) Advise the Funventure Program Office immediately if this information should change.

9) End of Day Late Pick-up Policy

- a) It is expected that parents will be ready to leave the childcare centre building with their child(ren) by 5:30 p.m.
- b) Mothercraft Ottawa understands that sometimes emergencies arise and lateness is unavoidable.

- c) The first and second time that a Parent is late, the Teacher in the program will speak with the Parent, clarify the reason for the lateness and review the policy with the Parent. The Parent will sign a form to acknowledge the situation. The Teacher will notify the Coordinator.
- d) If the Parent is late a third time, the Teacher will again speak with the Parent. The Parent will sign a form to acknowledge the situation. The Manager will contact the Parent to discuss the difficulties and attempt to arrive at a solution.
- e) Should the lateness continue, the Parent will be charged a \$25 penalty fee after three (3) incidents per calendar year and for every late incident thereafter. The Parent will be invoiced and the invoice will be paid within a week.

10) No Show Policy

A Parent is considered a no-show when she/he does not appear on-site at Mothercraft Ottawa thirty (30) minutes after her/his scheduled pick-up time without contact with family or any of the emergency contact people

In the event of a No Show

- a) The Teacher and child(ren) will remain on the premises. The Teacher may not take the child(ren) home due to safety and liability concerns.
- b) The Teacher will contact, in order, one of the following:
 - i) The Manager
 - ii) The Executive Director
 - iii) The President of the Board of Directors or designated Board Member.
- c) In the event that this is necessary, the Manager, Executive Director or Board Member will make alternative arrangements for the child.

Parents who are consistently late will be considered to be in violation of their contract and termination of services may occur.

11) Immunization

We are required by the Day Nurseries Act to have up-to-date records of immunization on file for the children in our care. Parents are required to complete the green immunization form prior to the child's first visit in the program. The child will not be accepted into the program until this form is complete.

If you choose not to immunize your child due to religious belief or a medical condition there is a separate form for you to complete. Please notify the Funventure office of any new immunization your child may receive.

12) Children's Health

Health Conditions requiring Exclusion from the Funventure Program

When is a child too sick or contagious to attend the Funventure Program? This is a question which may present itself during your child's stay at the centre. In order to protect all of the children, the following procedures must be followed. Your Child cannot attend the Funventure Program if he/she:

- a) Has a temperature of 101^o F (38.4^o C) or over.
- b) Has not been fever free for 24 hours.
- c) Has vomited while at daycare or within the last 24 hours.
- d) Has diarrhoea (abnormally loose, watery bowel movements that are much more frequent than usual). Children will be sent home from the program upon the third incident of diarrhoea during the day.
- e) Has been on a prescribed medication for less than 24 hours for a condition requiring exclusion from the program according to the City of Ottawa Communicable Disease Program. Your child must be symptom free and able to cope with all aspects of the program.
- f) Has a rash that has not been identified by parent or physician or that seems to be worsening.
- g) Has a severe cold with fever, sneezing and heavy nasal drainage.
- h) Seems really sick without any obvious symptoms. In this case, the child may act and look different; may be unusually tired, listless or irritable.
- i) Is requiring one-to-one attention from a staff member in order to allow the child to cope and be reasonably comfortable.
- j) Has any disease/illness/condition listed in the Ottawa-Carleton Health Department's Communicable Disease Guidelines for Schools and Childcare Facilities requiring exclusion. These guidelines are posted in every program.
- k) Is unable to participate in all activities – indoor and outdoor. If a child is too sick to go outside, then he/she can not attend the program.
- l) Has chickenpox. Your child will be excluded from the onset of symptoms for 5 days until the majority of the pox are scabbed over. Your child must be able to fully participate in the program upon his/her return.

If at any time the staff feel that a child is too sick to be in the program, the child will not be allowed to attend. It is important to try to have alternate child care arrangements in case you can not stay at home with your child.

If your child is going to be absent from the program at his/her regularly scheduled time or is going to be late, please notify the staff as soon as possible.

13) Medication Policy

There are strict procedures in place concerning the administration of medication to children at the daycare. In order to ensure the health of your child, the steps listed below must be followed:

- a) Medications: prescription or over the counter must be in the original bottle and packaging. The child's name must be clearly labelled on the bottle and packaging.
- b) Medication will only be administered once the parent or guardian has completed a Medication Authorization Form. These forms must be filled out with specific instructions as to time and dosage. We cannot administer medication under instructions such as "if you feel it is necessary". Exception: Medications to ease asthma and /or allergic reactions will be administered, as necessary, once the parent or guardian has outlined clearly the conditions required to make the medicine necessary and has completed a Medication Authorization Form.
- c) Medication to control pain must be given at a specific time or temperature. If a low-grade fever persists for longer than 24 hours, your child will need to stay at home until they are fever free (without the use of fever reducing medications) or a note from your doctor is provided. At no time can the children stay in the program with a fever of 101^o F (38.4^o C) or over.
- d) Medications will be stored in a container in the refrigerator or designated cupboard in the playroom, as required. It is the parent's responsibility to take the medication home at night. Epi-pens and puffers will be kept close at hand, as required by the child's condition.
- e) Please do not leave any medication – Tylenol, decongestant, vitamins or any prescription medication in your child's personal bag in their cubby.
- f) We can not keep Tylenol, etc. on the premises in case your child develops a fever unless we have a note from the doctor stating that it is medically necessary.
- g) If your child becomes ill while in care, you will be notified immediately. If we cannot reach a parent within a reasonable amount of time we may call the emergency contacts. You will be required to pick up your child from care within 1 hour of notification of illness. The staff will keep sick children isolated from the other children when required until the parent arrives.

14) Nutrition

Our program will provide a afternoon snack. The snack is prepared by our daycare cook. Menus are posted in the rooms. Parents are required to provide a lunch and a morning snack for their

child. Lunches and snacks should be nutritious. The lunches will be stored in coolers or the fridge. Please make sure your child’s lunch bag/box is labelled and not too bulky or heavy as the children have to carry them in their knapsacks on field trips. Please note, nuts and products containing nuts or those products that have “may contain nuts” on the label are not allowed due to severe allergies (i.e. no peanut butter, chocolate bars with nuts, etc.)

15) Food Requirements for Children

The Ministry of Community, Family and Children’s Services (MCFCS) requires that all children attending a school or daycare for six or more hours a day must receive nourishment in accordance with the Ministry’s guidelines outlined in Schedules 1 and 2 (see below). These guidelines apply to the brown bag lunches and snacks supplied by parents in the Funventure Program at Mothercraft Ottawa . If these guidelines have not been met, the daycare will try to supplement the child’s lunch, at an additional cost of \$3.00 to the parent.

Schedule 1

Item	Column 1 Food Group	Column 2 Range of serving size children under six years of age but more than one year old.	Column 3 Range of serving size children six years of age and over.
1.	Milk and milk products	125 to 175 millilitres	175 to 250 millilitres
2.	Meat and alternates	30 to 60 grams	60 to 90 grams
3.	Bread and cereals	½ to 1 slice or 50 to 125 millilitres	1 slice or 125 to 175 millilitres
4.	Fruits and vegetables	¼ to 1 whole fruit or 80 to 125 millilitres	1 whole fruit or 125 millilitres

Schedule 2

Item	Column 1 Food group	Column 2 Amounts offered each child in attendance for six hours or more.
1.	Milk and milk products	250 to 375 millilitres
2.	Meat and alternates	60 to 90 grams
3.	Bread and cereals	1 ½ to 2 ½ slices or 175 to 450 millilitres
4.	Fruits and vegetables	2 to 2 ½ whole fruits or 250 to 300 millilitres

16) No Nut Policy

The Mothercraft Ottawa building and grounds have been designated as no nut zones due to children and staff having life threatening allergies to nuts. This means that no nuts and/or foods containing nuts are allowed on the premises at any time.

17) Outdoor Play

Outdoor play is very important for the children and is a big part of our program. There will be trips to special places of interest on a regular basis. Sometimes we will hire a school bus, sometimes we will use OC Transpo or we will walk. You will be notified in advance regarding the time, date and destination. Parents are required to ensure that their child is properly dressed for the weather. Children are allowed to play in puddles and dig in the sand and the mud. The Funventure program also enjoys attending wading pools and beaches that are staffed by lifeguards. All parents are required to sign a waiver form for the swimming activities.

We have put together a list of things that your child **MUST** have with them everyday (without them you may be asked to go back home to get these item(s) so your child can join the program).

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|---------------------------|----------------------|
| * Sun Hat | * Good Walking Shoes |
| * Sun Screen | * A Swim Suit |
| * Lunch | * A Towel |
| * Refillable Water Bottle | * A Swimming Shirt |
| * A Change of Clothes | * A Good Back Pack |

Your child's back pack should be double strapped and of an appropriate size. It would be wise not to pack glass bottles or heavy lunch boxes - remember your child will be responsible for carrying the pack all day. We will do our best to remind your child of their personal belongings; however, ultimately the responsibility is theirs. Please help by labelling **EVERYTHING!**

Due to health regulations sun screen cannot be shared. Please teach your child how to apply his/her own sun screen. We will remind your child to reapply sun screen around midday.

18) Clothing and Possessions

As the children will be outside on a daily basis, we advise that they come prepared with wash'n'wear clothing, sun hat and sunscreen, a jacket/sweater, bathing suit and towel and a spare change of clothes. Please label all clothing and miscellaneous items. The staff will notify you of any special needs required by the day's activities. Children will wear a t-shirt at all times. Please bring one to wear with their swimsuit.

19) Accident Reports

If your child has an accident while in our care, the teachers will fill out an accident report for you to read and sign when you arrive to pick up your child. These reports are kept in the child's file.

20) Medical Treatment

In case of emergency, every effort will be made to contact the parents or their alternates. Sometimes this is not possible, and immediate treatment is necessary. If your child is hurt or becomes seriously ill while in care at Mothercraft Ottawa, he/she may be treated at the emergency room of the hospital as required.

21) Photography

Photos and movies are sometimes taken for use within the child care centre and summer camp with the children. Occasionally these, or other pictures, may be used in the media or for educational purposes. Whenever possible, this will be cleared with parents, but this is sometimes difficult or impossible in cases where pictures contain large groups of children or are used several years after they are taken. Names of the children are never used with their photos. (If you do not wish your child's picture to be used for publications or newspaper/television stories about the child care centre or for educational purposes, please notify the office staff at the time of registration.) We will then ensure that your child's picture is not taken.

22) Staff

The staffs come well qualified, not only academically but with previous experience in programs for summer camps.

23) Students

In cooperation with high schools, community colleges and universities in the area, the summer camp is occasionally used as a source of practical experience for students in early childhood education, child care family daycare. These students enhance the staffing and permit individualized care and special activities which might otherwise not be possible. These students work under the direct supervision of the staff at all times.

24) Location

Home base is on the 3rd floor of the Mothercraft Ottawa building at 475 Evered Avenue.

25) Hours of Service/Holidays

The Funventure Day Camp will begin the Monday after the school year ends. It is not open the last week of August. The program is open between 7:30 am and 5:30 pm, Monday to Friday. We are closed on Canada Day and the Civic Holiday.

26) Supervision

Child staff ratios will be maintained according to the Day Nurseries' Act at all times. The children are never left unsupervised.

Summer Campers 1:10 between 9:00 am and 3:30 pm.

The ratio outside these hours can be 1:12.

27) Arrival and Departure

We recommend that the children are here no later than 9:00 am as they will leave for field trips around 9:30 am. If your child will not be in for the day (sick or otherwise), please contact the office by 9:00 am at 613-728-1839 Ext. 241.

When you arrive at the camp and before leaving in the afternoon, please ensure that you have signed your child in and out of the Attendance Book. Please remember we close at 5:30 pm.

28) Parental Involvement

You are welcome to visit us at any time and join on the field trips if you can.

29) Proof of Identity

The staff may not release the children in care to anyone other than the parent/legal guardian without the parent/legal guardian's written authorization. In the event that someone else is picking up the child then the staff must be notified by the parent prior to the child leaving the program. Anyone picking up the child may be asked to provide photographic identification if the staff is not familiar with the individual; this includes parents, please come prepared with identification.

Receipts for income tax purpose will be issued at the end of the year. Please indicate to whom

the receipt should be made out to: _____

This is to verify that I, _____ have read, and fully understand, and agree to comply with the attached Funventure Parent Policies and Procedure Manual.

Child's Name _____ Date of Birth _____

Parent's Name (please print) _____ Date _____

Parent's Signature _____ Date _____

Per Mothercraft Ottawa _____ Date _____

We are looking forward to a summer filled with fun things to do, places to see and people to meet. If you have any questions, please call us at 613-728-1839 Ext. 241.