

INFANT JESUS DAYCARE - WATERDOWN
Sisters of St. John the Baptist
717 Centre Road
Waterdown, Ontario L0R 2H0
905-690-9605

1. PHILOSOPHY

- 1.1 **Infant Jesus Daycare - Waterdown**, owned and operated by the **Sisters of St. John the Baptist** offers children a happy, warm and caring second home. Through the guidance and supervision of its qualified and trained staff, the day care strives to provide safe, healthy, play-oriented group learning opportunities in a value-oriented environment in which the child can grow spiritually and develop intellectual, social, physical, emotional and language skills.
- 1.2 The **Comprehensive Standard Program** is specifically designed:
- to help the children become more aware of God's love as it is revealed through creation, persons and events, and to educate them to respond with appreciation and gratitude;
 - to assist the child in developing his/her potential in a group setting;
 - to encourage children to take responsibility for their own actions and learn self-reliance;
 - to expose the children to situations and experiences that will stimulate their curiosity, initiative and independence;
 - to provide the child with varied activities that will lead to positive self-esteem, self-expression, and a sense of accomplishment and self-worth;
 - to encourage mutual respect among the children by creating a relaxed and co-operative atmosphere that supports sharing, communication and working together in play as well as in learning experiences;
 - to develop in the child a sense of respect and cooperation with adults.
- 1.3 **Infant Jesus Daycare- Waterdown** is a non-profit day care licensed under the Ministry of Community and Social Services. It provides child care for children from **18 months** to **4 years** of age. It does not discriminate with regard to race, creed, or sex.
- 1.4 **Infant Jesus Daycare - Waterdown** strives to respond to the special needs of single and working parents.

2. ENROLLMENT

- 2.1 Enrollment is for one **full school year** or for the balance if enrolled after the start

of the year. A calendar is distributed to parents indicating the beginning of the school year and the Statutory Holidays observed.

- 2.2 The day care is open from **MONDAY TO FRIDAY** except for Statutory Holidays. The day care is closed on Labour Day, Thanksgiving Day, Christmas Day, Boxing Day, New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day and Civic Day. The last two weeks of August is our shutdown period. The hours of operation are from **7:00 A.M.** to **5:30 P.M.**
- 2.3 Quality time spent with parents and families is basic to good parenting skills, therefore, we believe that a child's attendance in the day care **should not exceed nine hours a day.**
- 2.4 Enrollment is open to any child between the ages of **18 months to 4 years**, provided the day care can meet the needs of the child, and the parents/ guardians willing to accept the philosophy and the policies of the school.

3. ADMISSION POLICY

- 3.1 An **interview** with parents and/or guardians as well as the child(ren) is a requisite for enrollment. No child will be enrolled by phone.
- 3.2 An **Application Form** furnished by the day care must be properly filled in and signed before a child is accepted.
- 3.3 A **Birth and/or Baptismal Certificate** of the child must be presented to the day care for age verification.
- 3.4 A **Health History Information** form provided by the Ministry of Health is used by Infant Jesus. The completed form must be submitted to the office prior to the starting date.
- 3.5 The Registration fee and the postdated cheques to cover the tuition fees for the whole school year must accompany the Application Form.
(PLEASE SEE FEE SCHEDULE FOR DETAILS.)
- 3.6 The process of re-registration for the following September takes place each Spring for children returning to Infant Jesus, a re-registration form along with the \$75.00 re-registration fee is to be returned to the office. For children not returning

the form is also to be returned with the appropriate response.

4. ARRIVAL, PICK-UP AND PARKING

- 4.1 Every day upon arrival at Infant Jesus, parents or guardians must consign their child(ren) to a member of the Staff. Children must not be left in corridors, classrooms, gym, playground, etc. unless a member of the Staff is present.
- 4.2 To pick up the child(ren) please follow this schedule:
 - . BEFORE 5:00 P.M. the children will either be in their classrooms, the gym or in the playground
 - . AFTER 5:00 P.M. all the remaining children will be in the gym or in the playground until 5:30 P.M.
- 4.3 Parking is provided in front of the daycare.

5. ATTENDANCE

- 5.1 Every absence must be phoned in and the reason for the absence must be stated. In the event of a necessity a written note of the absence will be required.
- 5.2 The parents/guardians of subsidized children are required to provide the Office with a written explanation of the absence, including the cause and length of the absence.
- 5.3 A month's written notice is required in the case of a withdrawal.

6. LUNCH AND SNACKS

- 6.1 A hot lunch and 2 snacks (midmorning and mid-afternoon) are served daily.
- 6.2 A list of Children's Allergies are posted in the kitchen, the dining room, the classrooms and the Office.

- 6.3 Planned menus of the current and the following week are posted at the main entrance of the day care and in the kitchen to keep parents/guardians informed and at the same time assist them in planning the menu at home.
- 6.4 Birthdays are celebrated during lunch or snack time. The parents/guardians may bring a birthday cake to be shared with the other children. All food items brought from home must be labeled with ingredients as a precaution to other children.

7. CLOTHING, TOYS AND OTHER POSSESSIONS

- 7.1 A child should be dressed in clothing that is appropriate for physical activity, the weather and the season. A second set of clothing should be kept at Infant Jesus in case of "accidents"
- 7.2 The full name of the child must be on all articles of clothing, including but not limited to: coats, jackets, snowsuits, boots, shoes, hats, scarves, gloves, medicine, etc.
- 7.3 The safety of the children is the first concern of the staff. When at the day care all children's clothing should be free from potential hazards such as strings and ties. Parents shall see that long neck accessories not be brought to school as well as jewelry of an expensive or sentimental value.
- 7.4 We discourage the children from bringing toys, lunch boxes, etc. to the day care.
- 7.5 The day care will not be liable for any lost articles including clothing or toys.

8. HEALTH AND ADMINISTRATION OF DRUGS

- 8.1 The Day Nurseries Act stipulates that prior to admission, each child must be immunized according to the directives of the local medical officer of health.
- 8.2 The Day Nurseries Act requires daily outdoor play for each child. Therefore, it is our policy that a child who is too ill to play outside or with a communicable illness must remain at home. If a child becomes ill during the day, the parent/guardian is contacted, and temporary care will be provided until the child is taken home.
- 8.3 The day care will administer both prescription and over-the-counter drugs to children, in accordance with provincial legislation. This requires that parents/guardians provide:

- 8.3.1 written instruction, including the dosage and times the drug is to be given;
- 8.3.2 medication in the original container, clearly labeled with child's name, date, name of drug, instruction for storage and administration of the drug. Medication is not to be left in the cubby area. Kindly give it directly to a program staff member.
- 8.3.3 a written medication form provided by the class teacher must be filled out for each medication whether prescription or non-prescription.

9. ANAPHYLAXIS POLICY

- 9.1 An Information Sheet will be put in the child's file and posted in the parent's entrance, each classroom and the kitchen.
- 9.2 An individual plan will be developed with input from the child's parent or guardian and the child's physician for each child with an anaphylactic allergy. It will include emergency procedures and strategies to reduce the risk of exposure to allergens. Any medication to be administered must be prescribed by a doctor and be current. For example: Food items brought from home must be labeled with ingredients as a precaution to other children.
- 9.3 The parent will sign to show consent regarding training provided to all staff and persons giving care and guidance to children. For example: The supervisor is trained by the parent and the supervisor trains the staff.
- 9.4 All staff, volunteers and persons giving care or guidance are to review the policy annually or as needed, for individual plans as they arise for any given child. Staff, volunteers and students are to sign and date.
- 9.5 The individual plan and communication plan will be reviewed by the parent at least every six months to ensure it remains current with revisions done.

10. DISCIPLINE

- 10.1 Children are disciplined in a positive and consistent manner appropriate to the developmental level of the child.

- 10.2 The day care does not permit spanking or other forms of corporal punishment.
- 10.3 Methods of discipline are discussed at staff meetings, and consistent disciplinary measures are agreed upon.

11. PARENTAL INVOLVEMENT AND SCHOOL ACTIVITIES

- 11.1 Daily contact with parents/guardians and staff will be supplemented by individual interviews, group meetings and workshops.
- 11.2 Throughout the year, trips are made to special places of interest. A notice will be sent home in advance of the excursion informing parents/guardians of the destination, time and date. It will also include a permission slip to be signed and returned. Parents/guardians are always welcome to accompany us.

12. CHILD ABUSE POLICY

Every person in Ontario, especially those who in the course of professional or official duties, have reasonable grounds to suspect that a child is being abused, or may have been abused is required under the Child and Family Services Act to report his /her belief that a child may be or is in need of protection to the Children's Aid Society. The parents/guardians may or may not be notified by the day care.

Any person in the employ of Infant Jesus Daycare-Waterdown “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.” CFSA s72 (3). The professional must comply with reporting laws even though the reported information may be confidential or privileged. Any professional who fails to report his/her suspicion of a child's abuse is liable, upon conviction, for a fine

and/or imprisonment.

13. FEES AND RECEIPTS

- 13.1 **PLEASE SEE ATTACHED FEE SCHEDULE FOR DETAILS.)**
- 13.2 Receipts for payment made to the daycare during the year will be issued during the month of January of the following year to be personally picked up .
- 13.3 **LATE FEE:** There is a late fee of \$1.00 for every minute after 5:30 p.m.

14. SURVEILLANCE CAMERAS

- 14.1 The outdoor and indoor premises of Infant Jesus Daycare-Waterdown has designated areas with cameras. The day care office has a stand alone digital video recorder of the cameras and is monitored by Securtek monitoring station.

15. BEFORE AND AFTER SCHOOL PROGRAM

- 15.1 Enrollment is open for any child between the ages of 4-6 years.
- 15.2 There is a registration fee and payments are made on a monthly basis.
(PLEASE SEE FINANCIAL AGREEMENT FOR DETAILS.)
- 15.3 Children will be brought to Guardian Angels School at 8:30 a.m. and picked up at 3:00 p.m.
- 15.4 The hours of operation are from 7:00 a.m. – 5:30 p.m.
- 15.5 **LATE FEE:** There is a late fee of \$1.00 for every minute after 5:30 p.m.

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