



Family Handbook

Service à l'enfance ALADIN Childcare Services Inc.
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Dear Guardians:

The Board and staff have prepared this Family Handbook to provide you with information that will help make your family's experience a positive one. It will help you familiarize yourself with the policies and procedures of the agency. Please keep this Handbook for future reference. We will provide any changes or additions. Please note the final page requires your signature and return.

We extend a warm welcome to your family.

Sincerely,

The Board of Directors (in conjunction with)

Diane O'Neill
Executive Director

Jennifer Adam
Director

Angela Jones
Supervisor (Pleasant Park)

Tracy Lamoureux
Supervisor (Hawthorne)

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1. Organization

- 1.1 Service à l'enfance Aladin Child Care Centre Inc. is a corporation operated by a maximum of twelve (12) member Board of Directors. The twelve (12) positions are distributed as follows:
 - 1.1.1_Five (5) to eight (8)) of the Directors are appointed by Guardians having children in the care of the Corporation,
 - 1.1.2_One (1) of the Directors shall be the Executive Director of the centre (sits as Secretary to the Board),
 - 1.1.3_Two (2) to three (3) of the Directors shall represent the community in which the Corporation is based.

2. Philosophy

- 2.1 "Play is child's work." The philosophy of *Aladin* is to provide an accepting and nurturing atmosphere for a child to explore his environment. It is through exploring his environment a child learns to relate to the world around him. The agency allows the child to explore by providing age-appropriate activities and many opportunities to "play".

3. Objectives

- 3.1 Our main objective is to assist the child in developing a healthy self-image and independence by offering activities which are challenging and safe. Our program promotes the development of the child in the following areas:
- 3.2 Physical: through safe and challenging gross motor activities as well as a noontime meal, two snacks and washroom routines (Preschool and Toddler Programs).
- 3.3 Cognitive: through the implementation of hands on activities which will enable the child to integrate concepts more effectively.
- 3.4 Language: through good role models and the encouragement of attempts at language both expressive and receptive.
- 3.5 Creative:, by providing the child with opportunities to express himself confidently through dramatic and creative arts.
- 3.6 Social: by providing social situations where the child learns through guidance from the teacher to interact competently with others while retaining a strong sense of self.
- 3.7 Emotional: by promoting the expression of all emotions in the child and providing guidance as to appropriate expression of those feeling and emotions.
- 3.8 In order to meet our objectives, the Centre will offer:

3.8.1_ A warm and safe environment.

3.8.2_ A program which will include:

3.8.2.1 a hot nutritious lunch (Toddler and Preschool)

3.8.2.2 two snacks (Toddler and Preschool)-afternoon snack for Kindergarten/ School Age (Professional Development Days and holidays-two snacks)

3.8.2.3 outdoor play

3.8.2.4 indoor free play

3.8.2.5 structured programs

3.8.2.6 gross motor activities

3.8.2.7 outings

3.8.2.8 group and individual activities

3.8.2.9 washroom routines

3.9 Educators are trained in Early Childhood Education or are otherwise approved by the Ministry of Children and Youth and are members of the College of Early Childhood Education. Staff members act as facilitators by programming activities that are appropriate to the age and size of the group and by interjecting and giving support at appropriate times.

3.10 The Educators and staff work with the Guardians to foster the growth and development of the child. An effective communication system between staff and Guardians is essential in attaining this goal.

4. **Language**

4.1 The main language of service and care is English. The Educators will attempt to address each child in the Guardian's choice of official language (English or French).

5. **Licensing**

5.1 The centre is licensed under The Day Nurseries Act (D.N.A.) of the Provincial Ministry of Children and Youth. It is required to meet all regulation of this act as well as Health and Fire Regulations of the City of Ottawa.

6. **Admission Policy**

6.1 The child care centre is licensed to accommodate 211 children in three locations and four different programs: Toddler-15; Preschool-24; Kindergarten-52; and School Age-120.

6.2 The programs run on a 12 month basis.

6.3 When registering a child, the Guardian(s) must complete an information sheet, registration and consent form.

6.4 Proof of immunization must be produced prior to the child's first day of attendance.

6.5 A three-month probationary period is required for all children attending the agency. This period is used to assess the child's adjustment to the agency.

- 6.6 Given the fact that the agency is a non-profit corporation, Guardians (guardians) must become members of the corporation at the time of registration and pay a \$25.00 non-refundable fee. A copy of the general by-laws will be made available upon request.
- 6.7 The Toddler program is licensed to accept 20% of the children from the younger age group - therefore, there can be a maximum of two children under the age of 18 months in this program (all Toddlers must be walkers).
- 6.8 The Preschool program is licensed to accept 20% of the children from the younger age group – therefore, there can be a maximum of three children under the age of 30 months.
- 6.9 The School Age programs, also, have a 20% clause. Each location can accept six Senior Kindergarten children (space must be available).
- 6.10 The agency, with help from Children’s Integration Support Services, will make every effort to include special needs children in all programs. The agency will assess the health and safety issues of all the children before making the decision to accept a special needs child.

7. **Dismissal Policy**

- 7.1 A child who becomes too old for the Toddler, Preschool, or Kindergarten programs he/she occupies will be allowed to remain in that program for two months. It is strongly suggested that the Guardian make tentative alternate arrangements. If no room becomes available in the next program during the two-month extension, the child will be discharged and put on a priority list to return.
 - 7.1.1 A kindergarten child who has no space in the School Age program will be discharged the Friday before school starts for the new school year.
- 7.2 Children will age out of the centre on the Friday after the last day of school in June if they reach their 12th birthday in that calendar year. Guardians will be informed by March 1st that their child will no longer have the space as of the above date.
- 7.3 Two weeks written notice from the Guardians is required at the time any child is withdrawn from the program. If notice is not received, full program fees will be charged.
- 7.4 It is recognized that the child care program may not meet the needs of all children. If an individual child's behaviour becomes detrimental to his child care experience or disruptive for the other children, The Executive Director will take the following action:
 - 7.4.1 Meet with the Guardian(s) to discuss concerns.
 - 7.4.2 Notify the Board of Directors.
 - 7.4.3 Develop a plan which may include use of outside services and/or volunteer assistance.
 - 7.4.4 Maintain ongoing contact with Guardian(s) to monitor the situation.

- 7.4.5 If in the opinion of the Executive Director and the Board, the child care needs have not been met, the Guardian(s) will be given two (2) weeks' notice to withdraw the child.
- 7.4.6 If the family were required to make alternate child care arrangements, the child would be eligible for re-admission when the circumstances involving the demission were resolved and a space became available.
- 7.5 The Board reserves the right to immediately dismiss a family in the event of a serious contravention of the Code of Behaviour. No notice may be required.

8 Space Sharing Policy

- 8.1 Space sharing is an option for Guardians who are interested in part-time care. One full-time space may be purchased by two families, and shared. The Director will assist in matching up part-time Guardians when possible, but the purchase of the space is the Guardian's responsibility.
- 8.2 Part-time children will be permitted to attend without sharing a space, at times when the program is not full.
- 8.3 The child must attend a minimum of two consecutive days per week.
- 8.4 A part-time child will be given first refusal if there is a full-time child to occupy the space.

9. Waiting List Policy

- 9.1 When a space becomes available in the next program children in the younger program will be given priority over the children on the waiting list.
 - 9.1.3 The children will be moved into the available space of the older program according to their start date. If more than one child was enrolled on the same day the date of initial request for care will be used to determine priority.
- 9.2 The agency will hold a private priority list for siblings of children already enrolled in any of our programs.
- 9.3 If there is a space available and there are no children on either of the two priority lists, the agency will use the Ottawa Centralized Wait List to fill the space.
- 9.4 A child who is occupying a full fee space and requires a subsidized space will be put on a priority list.
- 9.5 Priority Subsidy List
 - 9.2.1 Subsidized child moving from one program to another
 - 9.2.2 Child occupying a full fee space requiring subsidy

- 9.5.3 Sibling of child already in the agency
- 9.6 When offering spaces staff shall contact Guardians by telephone at the number(s) provided, noting time and date of the call on the contact sheet. If the Guardian(s) cannot be reached or calls are not returned the space will be offered to the next name on the waiting list.
- 9.7 Guardian(s) with whom staff is not able to make contact with on the second occasion will have their name moved to the last position on the list.
- 9.8 Guardians shall have a two week period with the right of protest for re-in statement to the waiting list.
- 9.9 *Children are not guaranteed a space in the older program.* Every effort will be made to move the child into the appropriate program, however due to limited vacancies this is not always possible.
- 9.10 Guardians of children in the five-year-old kindergarten program will be notified in early March of the status of available school age spaces for the upcoming fall. Children in the younger programs will be given a two-month period in which we will try to find a space. If this is not possible, the Guardian will be given a month's notice to withdraw the child. The child's name will then go on to the priority list for a re-in statement into the program.

10 Hours in Care

- 10.1 The Board of Director and staff of Aladin believe that the centre is in partnership with Guardians to provide an environment to promote the optimum development of each child. The staff strives to provide the best programming for the growth of all children in our care.
- 10.2 While the children are well cared for while in our charge, we believe it is important that children limit the hours spent in non-custodial care. Therefore, children may only remain in care for a maximum of nine (9) hours per day.
- 10.3 If Guardians cannot abide by this policy there may be a surcharge placed on their fees. This would allow for extra staffing for the benefit of their child.

11 Child's Record

- 11.1 The child's record is confidential and kept with the agency for a five year period after the child leaves. This file includes: registration form, consent form, medical form, observation sheet and child's appraisal, accidents reports and other pertinent information. The Guardian may have access to this file at any time.
- 11.2 When the child has left the agency, the file is put in dead storage. The fee to retrieve a file from storage will be at the going rate of a supply staff. A minimum charge of \$25.00 must be paid in advance.
- 11.3 *The centre must be notified of any change in status or information, ESPECIALLY TELEPHONE NUMBERS, immediately so that the records can be update.*

12 Fees

- 12.1 A non-refundable membership fee of \$25.00 is required at the enrolment interview. The first two weeks must be paid at the time of registration.
- 12.2 ***Fees must be paid in advance of the service.***
- 12.3 Post-dated cheques are required twice a year (December for January through June and May for July through December). The dates will be provided at the interview.
- 12.4 To reserve a full or part time space, the fees must be paid whether the space is occupied or not i.e. illness or vacation.
- 12.5 An administration fee will be charged to Guardians in case of non-sufficient funds.
- 12.6 Guardians are required to give at least two (2) weeks' notice when withdrawing a child from the centre. Two (2) weeks fees are due in lieu of notice.
- 12.7 The Board of Directors reserves the right to deny child care services to any member of the corporation who is two (2) weeks behind in the payment of fees. Administrative fees of \$5.00/week will be added to the fees for each week of delay.

13 Hours of Operation

- 13.1 General business hours are from 7:15 AM to 5:45 PM, Monday through Friday.
 - 13.1.3 Pleasant Park site – 3:00PM – 5:45 PM during the school year (PD days, & school vacations – 7:15 – 5:45)
 - 13.1.4 Hawthorne site – 10:30 AM – 5:45 PM during the school year (PD days, school vacations – 7:15 AM – 5:45 PM)

13.2 Toddler and Preschool Programs

- 13.2.3 Your child must be in the program before 11:30 AM. Please notify the office in the event of a change in plans.
- 13.2.4 Children will not be accepted to these two programs between 11:30 AM and 2:00 PM unless prior arrangements have been made.
- 13.2.5 If this policy is not adhered to the program reserves the right to refuse your child for the day.

13.3 Kindergarten and School Age Programs

- 13.3.3 These programs are also open for the balance of the day when the children are not in school.
- 13.3.4 On PD days, March Break, Christmas holidays, summer holidays, etc. the programs are open during regular business hours, except when special hours are posted at the main entrance.
- 13.3.5 Kindergarten children will not be admitted between 12:30 and 2:00 PM.

14 Statutory Holidays

14.1 The centre is closed for the following statutory holidays:

- | | |
|------------------------|--|
| 14.1.3 New Year's Day | Family Day |
| Good Friday | Easter Monday |
| Victoria Day | Canada Day |
| Civic Holiday (August) | Labour Day |
| Thanksgiving Day | Christmas Day |
| Boxing Day | One other day in lieu of November 11 and |

Any other day proclaimed by the governor in council as a National or Provincial Holiday

14.2 The Board of Directors reserves the right to approve closure for non-statutory days during the year. The Board will attempt to give as much notice to Guardians as possible in advance of the "closed" days. Guardians may not be required to pay for the non-statutory "closed" days.

14.3 Notwithstanding, the Board reserves the right to "emergency" closure days in the event of problems with the building or due to situations beyond the Board's control. Guardians may be required to pay for the "emergency" closure days.

15 Behaviour Management

15.1 In accordance with the Day Nurseries Act, no child shall be disciplined by physical means. Ridicule, sarcasm, and threats, as well as other such techniques, are not acceptable methods of discipline.

15.2 Discipline is approached as a means of re-directing destructive or negative behaviour and assisting the child in expressing his feelings in a socially acceptable way. All children's feelings are respected and can be expressed verbally. The role of the early childhood educator is to censor and discourage negative and aggressive behaviour, while recognizing the child's rights to express himself.

15.3 When disciplining a child, the emphasis is placed on the behaviour itself and is not a reflection of the individual.

15.4 Redirection is done in a positive manner such as "Please walk" rather than "Don't run". The age of the child is considered when discipline, i.e. a five-year-old might be given one warning regarding the consequences of his actions while a three-year-old might need two or three.)

15.5 Discipline occurs as soon as possible after an unacceptable behaviour and is related to the behaviour. The staff's expectations of the children must be made clear to them as are the consequences of not following the agreed upon rules.

16 Code of Behaviour

16.1 A Code of Behaviour has been developed to ensure that the Centre provides a physically and emotionally safe environment for children, families, and staff.

- 16.2 The Board believes that children develop a capacity to understand which behaviour is acceptable in both the centre and the community.
- 16.3 The Board believes that children should be encouraged to learn to accept both responsibility for their actions and appropriate consequences.
- 16.4 The Board believes that children should be encouraged to have confidence in their ability to handle potentially aggressive situations.
- 16.5 The Board believes that the policies of Aladin should ensure that a non-violent theme is reflected in all aspects of programming.
- 16.6 Finally, the Board believes that children should be assured that while they are developing concepts, skills and confidence, Aladin will act on their behalf in situations that are out of their control.
- 16.7 Therefore, The Board of Directors of Service à l'enfance Aladin Childcare Services have adopted a Code of Behaviour which states: *Children and Families will respect the personal rights of each other. Any form of physical, emotional or verbal aggression is unacceptable. No behaviour of this nature whether it be child to child, child to adult, adult to child or adult to adult will be tolerated. Children and Families will respect the property of other people and the Centre. Any damage done to the Centre itself or its contents, including the property of other children and teachers, is unacceptable and appropriate consequences will be implemented.*
- 16.7.3 Established consequences as outlined in the Guardian Handbook: Demission Policy Section will follow any aggressive, abusive, and / or violent acts.

17 Privacy Policy

- 17.1 Aladin is committed to the protection of all personal and health information pertaining to its clients, staff, partners and stakeholders. Personal information includes any factual or subjective information, in either oral or written form, recorded or not, about an identifiable individual. This includes but is not limited to pictures taken by staff, volunteers and guardians.
- 17.2 Therefore, Aladin will not permit pictures to be posted on social web sites for any purpose without the written permission of management and all persons (or their guardians) depicted in the photograph.
- 17.3 Guardians must agree not to post pictures on social websites before they will be permitted to take photos of activities under Aladin's direction or receive pictures from staff / volunteers that include children outside of their guardianship.

18 Child Pick up and Release

- 18.1 Only individuals whose names appear on the pickup list (emergency form) will be permitted to pick up the child, unless a written note is received specifying otherwise.
- 18.2 Children are permitted to walk unaccompanied to the program.
- 18.3 The agency is NOT responsible for the child until the child reaches the program.
- 18.4 Persons ages thirteen and older will be permitted to pick up children in our care with verbal Guardian's consent and written confirmation.
- 18.5 It is the Guardian's responsibility to inform the program by phone if another person (other than the usual person) will be picking up the child.
- 18.6 It is the Guardian's responsibility to inform the teacher that the child is in attendance.

19 Late Pick up Policy

- 19.1 The centre closes at 5:45 PM. The Guardian must inform the centre in advance of any delay. A late fee of \$10.00 for the first five (5) minutes or part thereof and \$5.00 for every subsequent five minutes thereafter.
- 19.2 All charges are to be paid in cash or by cheque within 48 hours. Any charges not paid will be considered delinquent and may result in termination of service.

20 Arrival and Departure

- 20.1 It is the Guardian's responsibility to dress and undress the child upon arrival or departure.
- 9.1 Guardians are requested to take their child to the washroom before bringing him to the program. Guardians of toddlers being toilet trained must make certain their child is in training pants before leaving him in the program.

21 Parking Lot Policy

- 21.1 In keeping with the Mission Statement and for the safety of all children and adults who use our services, Aladin has implemented a parking lot policy. The parking area is deemed a public area for traffic violations. Due to the high volume of traffic in the parking lot, the pedestrians including our children are at risk of injury. Therefore: During all drop off's and a pickups, all cars **MUST**:
 - 21.1.3 Park in designated parking spaces and
 - 21.1.4 Have the engines **TURNED OFF** - (the carbon monoxide fumes enter the building and may cause breathing problems for the children & staff - cars have been seen to "jump" out of park & move - a child may enter the running car).

21.2 **Children MUST be transported in approved car restraints at all times and never left unattended in a vehicle.**

21.3 Parking in the designated disabled parking space may only be done if the vehicle has a valid parking pass.

21.4 Failure to adhere to the policy will result in:

21.4.3 The driver will be given a verbal warning to follow the policy. A note will go on the child's file.

21.4.4 The second warning will be a written warning that will state that there may be a loss of child care services. Aladin reserves the right to issue a traffic ticket.

21.4.5 Aladin may accompany the third warning with a written notice of loss of services. The loss of child care services will be immediate.

21.4.6 In the event of a child not in the proper restraint, an employee or designate will phone the police to report the incident.

22 Transportation

22.1 Transportation to and from the centre is the responsibility of the Guardian(s).

22.2 Kindergarten and School Age children: If school busses are used it is the Guardian's responsibility to make the arrangements. When arranging for pick up and / or drop off the address is 2486 Dwight.

23 Toys, Food, and Jewellery

23.1 **Absolutely no toys, food, bottles, soothers, or jewellery are permitted in the centre.**

24 Birthday Celebrations

24.1 The staff encourages the "remembrance" of your child's birthday with a cake or other "goodies". The "celebration" is for the children in your child's program. The only exception will be for a sibling enrolled in another program in the agency. The staff will NOT permit children who are not enrolled in Aladin to enter the program during the "birthday party". We, also, reserve the right to limit the adults to the Guardians only.

25 Clothing and Other Requirements

25.1 All clothing must be labelled with your child's name.

25.2 The following chart lists the specific requirements for clothing in each program:

Program	Clothing Requirements
Toddler	<ul style="list-style-type: none"> ➤ Diapers ➤ 3 or more changes of clothing (please check supply daily) - including socks and underwear ➤ blanket ➤ extra mittens in winter ➤ hat without ties ➤ neck warmer or “tube” - no scarves on the outside ➤ indoor shoes
Preschool	<ul style="list-style-type: none"> ➤ 2 changes of clothing - including socks and underwear ➤ blanket ➤ extra mittens in winter ➤ hat without ties ➤ neck warmer or “tube” - no scarves on the outside ➤ indoor shoes
Kindergarten	<ul style="list-style-type: none"> ➤ 1 change of clothing - including socks and underwear ➤ blanket ➤ extra mittens in winter ➤ hat without ties ➤ neck warmer or “tube” - no scarves on the outside ➤ indoor shoes
School Age Program	<ul style="list-style-type: none"> ➤ 1 change of clothing - including socks and underwear ➤ extra mittens in winter ➤ hat without ties ➤ neck warmer or “tube” - no scarves on the outside ➤ indoor shoe

*****THE AGENCY IS NOT RESPONSIBLE FOR LOST ARTICLES.*****

25.3 Clothing Safety Standards

25.3.3 As of October 1, 1999, there is a new Playground Safety Policy. The Ministry of Community and Social Services has mandated the policy using the Canadian Safety Standard 1998. The emphasis is on outdoor safety while in the care of the centre.

25.3.3.1 All strings or cords must be removed from your child’s clothing. Aladin reserves the right to remove or cut off strings and cords before allowing your child on the play structures or any of the outdoor equipment.

25.3.3.2 Scarves cannot be tied around the outside of the snowsuit. We highly recommend neck warmers.

25.3.3.3 No tie-on hats may be worn.

25.3.4 FOR GREATER SAFETY AND MOBILITY WE WILL NOT PERMIT CROCS, PLATFORM SHOES, SLIP ONS, PLASTIC, FLIP FLOPS, NOR "DRESS" SHOES WITH UNSAFE SOLES TO BE WORN.

25.3.5 The preferred shoe is a running shoe, or closed toe sandal.

25.3.6 If the child insists on sandals, they must have a back strap or be the sport-sandal type. Please ensure non-slip soles.

25.4 Aladin reserves the right to refuse a child if the shoes are not appropriate for outdoor play.

26 School Closures

26.1 In the event of school bus cancellation prior to 7:15 AM, the Kindergarten and School Age programs will be closed before school to the children who take the bus. Children who walk to school will be allowed to attend and will walk to school at their regular time.

26.2 The programs will be opened to all children after the school day is finished (i.e. 11:00 for kindergarten and 3:00 for school age).

26.3 In the event of bus cancellation after 7:15, the programs will make every effort to accommodate your child. The agency reserves the right to refuse your child should we know we would not be able to maintain our adult/child ratios according to the Day Nurseries Act.

27 Evacuation Plan

27.1 All children in the agency will evacuate the premises when required. Children will exit through emergency exit doors and meet at a predetermined area. In the event that the children cannot return to the building, they will be accommodated in an emergency shelter. Guardians will be notified and arrangements will be made for the pickup of the children.

28 Fire Drill

28.1 The agency conducts a fire drill monthly to familiarize the children with the proper escape procedures. All drills are documented.

29 Lunches and Snacks

29.1 The Toddler and Preschool programs have two snacks and a nutritious lunch provided by the centre.

29.2 The Kindergarten and School Age programs must provide their own lunches. An afternoon snack is provided by the centre. **Lunches at Pleasant Park and Hawthorne MUST be peanut free.**

- 29.3 All Guardians of Kindergarten and School Age children must sign agreeing to follow the Lunch Bag Policy.
- 29.4 Milk and water is provided to all the programs at lunch, as well as juice and water for snacks. The Canada Food Guide is followed.
- 29.5 In the event of a child providing his own food, all containers must be labelled with the child's name.
- 29.6 A refrigerator and microwave are available during the school year (except School Age). Any food to be heated must be packed in a separate microwavable container.

30 Allergies

- 30.1 If your child suffers from any kind of food allergy or other life threatening allergy, the agency must be notified with a Doctor's note.
- 30.2 Children who have multiple allergies to food products must provide their own food.
- 30.3 If for any reason, your child's allergies change, a doctor's note confirming this change must be provided and kept with our files.
- 30.4 If your child has an allergy that produces an anaphylactic shock, or other life threatening reaction, your child must carry an Epi-pen™ or equivalent. A doctor's letter must confirm the use, dosage, and reason for this medication.
- 30.5 Children attending Pleasant Park or Hawthorne sites are NOT permitted to bring peanut or peanut products to either site for lunches. Staff will confiscate all products made with peanut or with any chance of peanut products.**

31 Health

- 31.1 As per the City of Ottawa Health Department a child cannot attend the program if he has any of the following symptoms:
- 31.1.3 A fever of 101F. or higher. (Must be fever free for 24 hour before re-admittance to centre.) If the child has a lower temperature but cannot function in the program the Guardian must make arrangements to have the child picked up.
 - 31.1.4 Continual vomiting
 - 31.1.5 Two or more liquid bowel movements
 - 31.1.6 Any unexplained rash or skin irritation (must be seen by physician prior to re-admittance to the centre).
 - 31.1.7 Eyes/ears that are oozing any form of discharge (must be seen by a physician prior to re-admittance to the centre).
- 31.2 If any of the above symptoms develop while the child is at home it is requested that you keep your child at home and notify the agency of your child's symptoms.

- 31.3 If any of the above symptoms develop while your child is in the program you will be notified and it is expected that someone will pick up your child as soon as possible.
- 31.4 Children with severe cough, runny nose, and congestion should be closely monitored. Staff may suggest a few days at home to rest or that the child should be seen by a physician.
- 31.5 We would request scheduling immunizations on Friday afternoon as to give your child 48 hours to recover from the side effects.
- 31.6 There is no appropriate area for a sick child to rest during program times. Please make alternate arrangements for your child if he/she cannot function. The centre's policy is if your child is too ill to go outdoors, he/she should not be at the centre.
- 31.7 *We reserve the right to refuse a child we feel is too sick to function in the program.*
- 31.8 If your child will not be attending, notify the program as soon as possible.

32 Children's Diseases

- 32.1 In the event that your child contracts a communicable disease (i.e., measles, impetigo, etc) he/she must stay home. Please inform the centre of the nature of the illness.
- 32.2 Your child will be allowed to return to the centre once he/she is no longer contagious.
- 32.3 The staff will inform you of any incidents of communicable diseases that are in the centre and ask you to watch for symptoms in your child.

33 Administration of Drugs

- 33.1 **NO CHILD IS PERMITTED TO CARRY ANY DRUGS IN THEIR BACK PACK OR ON THEIR PERSON. The only exception is an Epi-Pen for Kgt. & S.A**
- 33.1.3 Twin-jet epi-pen's will not be used a second time (the agency will provide a "spare" epi-pen for each site)
- 33.1.4 If another child's epi-pen is used – that child will go to the hospital with the child in distress
- 33.2 All medication must be prescribed by a physician or accompanied by a written note (written on the doctor's prescription pad) from the physician with specific instructions before being administered. This includes Tylenol, cough syrup and other non-prescription drugs.
- 33.3 A drug or medication will be administered to a child only from the original container as supplied by a pharmacist and the container or package must be clearly labelled with the child's name, the name of the drug or medication, the date of purchase and instructions for storage and administration.
- 33.4 Guardians must complete a Medication Authorization form indicating the times the medication is to be given as well as the dosage, storage, and side effects.

33.5 Prescribed medication will be administered by the program when it is required during program hours. The Educator will sign off the medication form.

34 Accidents

34.1 When an accident involving a child in the program occurs, the staff will administer first aid if required. An accident report will be completed by the staff for all accidents within 24 hours of the occurrence. Guardians will be asked to read and sign these reports.

34.2 If an injury is more serious in nature, the Guardians will be contacted immediately and informed of the situation. If emergency treatment at the hospital is necessary, Guardians will be told to meet the staff at the hospital. In addition to an accident report, a serious occurrence report may be completed. All reports will be kept in the child's individual file.

35 Child Abuse Policy

35.1 The four areas covered under the term child abuse are physical abuse, sexual abuse, emotional abuse or child neglect. In an individual case there could be only one form of abuse or a combination of types of abuse.

35.2 Child abuse is a serious occurrence by definition of the Day Nurseries Act. It is the legal responsibility of every person including volunteers, students, or support staff who has contact with a child in a child care centre to report the suspicion of abuse to the Children's Aid Society of Ottawa. Persons failing to report the suspicion of child abuse are subject to legal action and a fine if convicted.

35.3 The Executive Director may contact the Guardian to discuss the centre's concerns before CAS is called.

(Child and Family Services Act, 1984, section 68(2)(3)(4), and section 81(1b).

36 Field Trips

36.1 Occasionally the children will go on special outings. Guardians will be notified of any planned outings and are welcome to join the fun. A Guardian's signature will be required on a Field Trip Authorization form prior to your child attending the excursion.

36.1.3 It is the guardian's responsibility to make alternate arrangements if they do not wish their child to attend the excursion.

36.2 Any Guardian/volunteer who wishes to accompany their child on a field trip will be required to have an up to date Police Criminal Check done. (A copy must be given to the office BEFORE the day of the trip.) The Guardian/volunteer will be required to read the Policy regarding Field Trips and agree to abide by the regulations. Aladin reserves the right to refuse a volunteer on a field trip.

36.3 At the time of enrolment and monthly thereafter Guardians will be asked to grant permission for their child to participate in some common activities outside the centre. These might include a

walk to the park or a local store etc. Guardians will be informed of these activities as they occur.

37 Child Vacations

37.1 We all look forward to a change of pace in our lives and so does your child. No matter how much fun your child has it does become routine. Just as you look forward to your vacation from work or school your child needs a break. Please keep this in mind when planning vacation time for the family. We recommend a minimum of two weeks plus a few unscheduled long weekends during the year. Your child's Educator will advise you if she feels your child needs time away from the program.

Signature Page

Please sign this page and return the bottom portion to the office.

Signed by: _____

Dated: _____

Received by: _____

Tear off here

I HAVE READ THE HANDBOOK AND HAVE BEEN GIVEN THE OPPORTUNITY TO UNDERSTAND ITS CONTENTS. I FURTHER, AGREE TO ABIDE BY THE POLICIES AS SET OUT IN THIS HANDBOOK.

Child's Name: _____

Print Name: _____

Guardian's Signature: _____

Print name: _____

Date: _____