

# Parent Handbook



**Military Family Resource  
Childcare Centre  
c/o LFCA TC  
RR 1  
Meaford -- Ontario -- N4L 1W5**

**(519) 538-1371 ext. 6509**

**Revised January 2005**



## **MILITARY FAMILY RESOURCE CHILDCARE CENTRE AND CHILDREN'S SERVICES PARENT HANDBOOK**

Dear Parent(s)/Guardians,

I would like to take this opportunity to welcome you and your family to the Military Family Resource Childcare Centre (MFRCC). We have prepared this handbook as a quick reference to the operating policies and procedures of the MFRCC's Programs. The complete MFRCC's Policies and Procedures Manual is available at the Centre for your perusal.

Professional, qualified Early Childhood Educated Staff provide quality programs that consists of creative art, inside and outside play, songs, stories, quiet time, snacks and so much more!

The MFRC has a variety of programs and information for children from birth to eighteen years old. We also have information regarding alternative Childcare Arrangements such as Licensed Home Childcare, Licensed Childcare Centres, Emergency Childcare Service, Informal Childcare Registry and Information on Special needs. ( Please see the Child and Youth Coordinator for more information on these services).

Please take some time to read through this handbook and familiarize yourself with our guidelines. If you have any questions or concerns about any of the Children and Youth Services, please feel free to contact the MFRCC Supervisor. I will be happy to answer any question you may have about the operation of any program or the care of your children. I look forward to working with you and your family.

Nikki Gibbons  
Childcare Supervisor

## TABLE OF CONTENTS

Mission Statement & Philosophies .....	5
Fees & Operations, Ages of Children, Days & Hours.....	6
Fee Schedule, Fee Payment.....	7
Late Fees, Program Fees, Income Tax Receipts	
Waiting List.....	8
Arrival and Departure, Parking.....	9
Sick days, Holidays, Snow days.....	10
Enrollment and Discharge, Nutrition.....	11
Health and Medications, Allergies and Dietary .....	12
Over the Counter Creams, Administration of Oral Medication	
The Sun, You and Your Child.....	13
The West Nile Virus .....	14
Emergencies, Incident Reports, Emergency Situations .....	15
Accidents /First Aid, Child Abuse .....	16
Child Safety/ Substance Abuse, Smoke Free Facility, HIV/ AIDS	
Policy .....	17
Sanitary Practices, Sick Room .....	18
Behavior Management, Parental Involvement	
Daily Program Plans .....	19
Free Play, Lunch Room, Sleeping Routine .....	20
Outside Program Plans, Choosing Apparatus, Play Safety .....	21
Playground Rules, Playground Injury Reports,	
Daily Inspections, Monthly Inspection Reports .....	22
Seasonal & Annual Inspections, Special Activities .....	23
Clothing and Personal Effects, School-age & Youth Activities....	24
Special Needs Support, Kids Zone, Casual Care, Playgroups ...	25
Emergencies Childcare Services, Alternative Childcare Information.	26
Registration Forms.....	27
Future Goals .....	28
Participation Agreement.....	29

## **MISSION STATEMENT**

The Military Family Resource Centre Meaford (MFRC) is committed to providing preventative and educational resources to the Land Force Central Area Training Centre Defence team and their families. Mandated universal and site specific services address the unique challenges of the lifestyle in a supportive, caring and confidential environment.

Through the provision of flexible and responsive programming, the MFRC Meaford enhances the quality of community life and increases operational readiness of Canadian Forces personnel.

## **PHILOSOPHY**

The MFRC is an organization committed to providing a wide range of programs that foster the health and general well-being of families, and to address the unique needs facing the military community in a supportive, caring and confidential environment. The MFRC is based on philosophical beliefs about our community. These basic values provide the framework, and are the guiding principles of the organization.

We believe that:

- The people of our community are our most valuable resource and will be assured involvement in all aspects of the organization;
- All members of our community have the right to be treated with respect and dignity and receive services in a manner that is courteous, effective and confidential;
- The MFRC has a responsibility to be accountable and responsive to its funders, partners and foremost, to the military family community.

In addition the MFRCC believes that:

- Programming will offer the opportunity to further enhance growth and development of the whole child's physical, intellectual, emotional, social and creative needs, through a variety of age appropriate activities.
- We will strive to provide quality, universally accessible, affordable, flexible and responsive childcare programs.

## **FEES AND OPERATIONS**

### **PROGRAM DEVELOPMENT**

Programs are evaluated regularly to reflect changes within the Day Nurseries Act Ontario and ideologies on early childhood education. Workshops are offered for both staff and parents to review program content. Every month a newsletter will be sent informing you of workshops, as well as topics of interest, events and nursery news. You are invited to contribute to these newsletters.

### **AGES OF CHILDREN**

The MFRCC has facilities to accommodate the following ratio of children:

- 3 Infants – Birth to 18 months
- 5 Toddlers – 18 months to 2 ½ years
- 8 Pre-schoolers – 2 ½ years to 5 years
- 8 Pre-schoolers – 2 ½ years to 5 years for MFRC Programs

The MFRCC is licensed with the Ministry of Community and Social Services, Province of Ontario. It is licensed to accommodate a total of 16 children based on the above ratios and an additional 8 children within the MFRC Programs.

### **DAYS AND HOURS OF OPERATION**

Both full and part-time care is provided 50 weeks each year.

1. Full-time care is offered between 0700 hours and 1630 hours, five days a week.
2. Part-time care is offered:
  - a) Full day care a couple of days a week
  - b) Half Day for less than 5 hours a day
  - c) Hourly

The MFRCC is closed during LFCA TC Christmas Block Leave.

## **FEE SCHEDULE**

**Infants:** Full Day \$27.00  
Half Day (less than 5 hours) \$17.00  
Hourly Rate \$5.00

**Toddlers/Pre-Schoolers:**  
Full Day \$22.00  
Half Day (less than 5 hours) \$14.00  
Hourly Rate \$5.00

**Family Rate:** The maximum daily rate for families is \$66.00 a day.

## **ATTENDANCE**

- 1) Parents requiring regular full week, full time childcare can have on-going registration arranged by the staff at the MFRCC. Parents are required to give two weeks notice to the MFRCC staff for cancellation of childcare and/or changes in regular schedule.
- 2) Parents requiring part-time or occasional childcare are required to book their children into the MFRCC 2 weeks ahead of time to guarantee a spot . If a parent fails to pre-book care for the upcoming week the MFRCC cannot guarantee space within the childcare program.

## **FEE PAYMENT**

Fee payment is expected on a regular basis by cash or cheque. Cheques must be made payable to Military Family Resource Centre Meaford. Invoices are issued monthly for immediate payment. If no payment occurs after a fifteen-day period a second invoice is issued with a reminder that services will be withdrawn in fifteen days if payment is not received. If a parent fails to provide payment towards their childcare fees for a thirty-day period, services will be withdrawn. If payment is received with a cheque but there is insufficient funds then there will be an additional fee of \$5.00. If services are withdrawn, a child may lose his/her space in the program if a waiting list exists. Parents have the option of paying weekly, bi-weekly or monthly. Invoices are issued monthly.

### **LATE FEES**

Late fees will be charged at MFRCC programs if you arrive after that program's designated closing time. A late fee will be added on to the invoice at the end of the month if the parent arrived to pick up their child after the program is closed, program closes at 1700 hours the additional fee will apply at 1715 hours of \$5.00 per 15 min per child. Parents who are repeatedly late such as once a week will be requested to have a meeting with the Childcare Supervisor to discuss alternatives for childcare.

### **PROGRAM FEES**

Program fees will be accepted upon registration and up to and no later than the date of the intended program. Payments can be made by cash or cheques addressed to the Military Family Resource Centre Meaford. Program subsidies may be granted in order to make the program accessible and/or affordable. If you require information on how fees are allocated, please see the Childcare Supervisor or the Executive Director. Refunds may be granted according to the MFRC Refund Policy and at the discretion of the Childcare Supervisor or the Executive Director.

### **INCOME TAX RECEIPTS**

Income tax receipts will be issued by mid February of each year. Each family will receive one receipt, which will include all Childcare payments for the previous year.

### **WAITING LIST**

Childcare enrollment inquiries are received year-round which sometimes result in a waiting list. Every month people on the childcare waiting list are contacted to see if they wish to continue to wait and are given an approximate length of time before they will be enrolled into the program.

## **INFANT EMERGENCY KITS**

Due to the fact that the base can experience extreme weather conditions which can force the closure of roads suddenly, the MFRCC requires parents of Infants to provide an Emergency Kit. These kits will be used in case of an emergency situation where extreme weather conditions makes it impossible for parents to pick-up their child(ren) from the MFRCC. The Emergency Kit will include extra baby food supplies (formula, food etc.), diapers, wipes, etc.

There will be additional food supplies available at the MFRCC for older children in case of emergency road closures and extreme weather conditions. Two childcare staff will remain at the MFRCC as an extra precaution and added support until the weather subsides and the parent is able to pick up their child(ren).

## **ARRIVAL AND DEPARTURE**

Parents are required to make contact with a Childcare staff upon arrival and departure to allow for accurate supervision and attendance.

Please let us know if someone other than yourself or emergency contact is picking up your child after a program. Your child will NOT be released to anyone without parental written permission. Proof of identification maybe required in situations where the staff does not know the person picking up your child.

If a staff member suspects or notices that the parent/caregiver is intoxicated, the staff is required to intervene. The staff will encourage the parent/caregiver to arrange for an alternative means of transportation. If the parent refuses this offer, the police will be called, and informed of a suspected impaired driver and necessary information will be given.

## **PARKING**

A drop-off area is provided for vehicles. However, if you anticipate staying at the MFRCC or MFRC for any length of time, kindly park at the facilities located within easy walking distance of the Childcare Centre. The MFRC is wheel-chair accessible. All vehicles on the base are required to back into parking spots.

### **SICK DAYS**

Sick days are allotted to each child within the program. A child attending a childcare program full time is entitled to 6 sick days per year. A child attending part time 3 days a week is entitled to 3 sick days per year. Sick days can be used at any time and in fact can be used for snow days or unforeseen changes in your pre-booked care arrangements. When a child's allotted sick days are used it is a parent's responsibility to pay for a child's care on days of illness. If a child is away with a contagious disease the Supervisor is entitled to request a doctor's note before the child returns to the program.

### **HOLIDAYS**

Holidays for your family should be booked as far in advance as possible with the program to help with planning of staff schedules. The MFRCC programs are closed on Statutory Holidays: New Year's Day, Good Friday, Easter Monday, Victoria Day, Canada Day Civic Holiday, Labour Day, Thanksgiving, Christmas Day and Boxing Day and for a two-week period that coincides with the base shutdown, during Christmas and New Year's. This shutdown will be posted in the Coyote Chronicle Newsletter. The Childcare Supervisor can assist parents with alternative childcare options.

### **SNOW DAYS**

The MFRCC will remain open, at the discretion of the Executive Director and/or the Childcare Supervisor, using the cancellation of roads and buses as a guide. Should the Centre close during programs, parents will be notified and staff will remain on site until all children are picked up. Cancellation of the Childcare Centre will be announced on the Owen Sound Radio Stations: Fm106.5, FM 93.7 and AM 560.

## ENROLLMENT AND DISCHARGE

Enrolling a child in a childcare program is an important stepping stone. Parent and child should visit as often as possible before that all-important first day. To help a family become familiar with the surroundings, program and staff, the following policies are in place.

You are welcome to visit with your child often, this will encourage healthy beginnings. Parents are encouraged to stay for a short while with their child on the first day and then gradually lessen that time over the next few days, to help the child adjust to childcare. Enrollment in the MFRCC shall be granted without discrimination with regard to sex, race, colour, creed or political belief.

When withdrawing/canceling a child from the program a two-week written notice is required to be given to the MFRCC in advance. If a two week notice is not given in writing to the childcare supervisor then the family will get billed for the two weeks that care was supposed to fall on. A permanent space cannot be guaranteed if a child is temporarily withdrawn. In case of an immediate lay-off with no notice given to the parent, the childcare supervisor will discuss the situation on a case by case basis with the Executive Director.

The Supervisor may terminate childcare services if policies are not followed, fees are not paid, or if the program is not suitable for that child.

## HEALTH AND SAFETY/ RISK MANAGEMENT

### NUTRITION

During Military Family Resource Childcare Program the children are provided with nutritious snacks and lunches based on the Canadian Food Guide (see Annex for Food Guide) for daily nutritional value and variety and promote good dental health. Children are encouraged to try whatever is being served to broaden their tastes and experiences. Any Allergies or special dietary needs will be posted where food is served and accommodated to the best of the childcare staff's ability and in accordance with the written instructions of a parent of the child. The children's playrooms are **Peanut Free Zones**.

The MFRCC menu plan for lunches and snacks will be posted on the bulletin board in the Infant and Toddler area. Lunches will be catered to the MFRCC by Canada Catering Ltd.

### **HEALTH AND MEDICATION**

Children with general signs and symptoms of infectious communicable illness are not accepted. The MFRC follows the Bruce-Grey Health Unit's guidelines for Communicable Disease Control.

Children with Chicken Pox may not necessarily be excluded if the child is well enough to participate normally in all activities (1999 Bruce-Grey Health Unit Guidelines).

Children with the following symptoms will not be accepted:

- a. Elevated temperature (100 degrees or up)
- b. Acute cold
- c. Vomiting
- d. Diarrhea (after three bowel movements)
- e. Undiagnosed skin rash
- f. Infections

Staff will make daily observations of each child in attendance before he/she begins to associate with other children in order to detect possible symptoms of ill health.

Children who become ill during a program will be isolated from the other children and parents will be notified, if possible parents may be required to pick-up their child who is ill.

In the event that it is not possible for the parent to pick-up the child and the child requires immediate medical attention, a Medical Doctor or registered nurse will examine the child, immediately at the Health Care Centre located on base.

### **ALLERGIES AND DIETARY RESTRICTIONS**

When the allergy is to an essential food such as milk, the parents or caregivers should supply what the child needs instead. Children with Seliac's Disease are required to bring their own breads, etc...

### **OVER THE COUNTER CREAMS, LOTIONS & GELS**

During an infant's development, they undergo some stress and changes. Some of this stress includes diaper rashes and teething.

In order to prevent and relieve some of these stressful situations, we recognize diapering creams and teething gels may be necessary. When a child has a rash that causes itching, a lotion may be applied to relieve the itching.

MFRCC will apply these products if necessary, providing written instructions is received from parent/caregiver and the product is in the original container and clearly labeled.

### **ADMINISTRATION OF ORAL MEDICATION**

If the condition is life threatening, or serious and the child is required to have non-prescription medication administered to ease the condition, parents are required to provide a doctor's note before the non-prescription medication can be given to the child. The staff will follow administration of oral medication procedures.

Prescription drugs must be in the original container, clearly labeled with the child's name, name of medication, dosage, date of purchase and expiry, instructions for storage and administration. If medication does not have a prescription label, then a doctor's note is required. Staff are unable to administer prescription medication or medication with a doctor's note if this criteria is not met.

A medication form must be filled out and signed by the parent before any medication is given to the child.

### **THE SUN, YOU AND YOUR CHILD**

The sun's UV (ultraviolet) rays can cause sunburn and skin cancer.

The earth's ozone layer (a thin layer of gas high in the atmosphere) acts as the earth's sunscreen. Over the past few years the ozone layer has become thinner. This means more UV rays are filtering through.

Sunburns caused by UV rays can cause long term damage, i.e. skin cancer, premature aging of skin, eye cataracts and weakening of the immune system. Most exposure of the sun; 60-80% happens before the age of 18. Children spend more time in the sun than most adults do, especially in the summer. Therefore, protection is the best prevention.

MFRCC suggests using sunscreen as well as a hat and appropriate clothing. Sunscreen offers excellent protection from the sun. Choose a milky lotion or cream for the children. Choose a sunscreen with SPF (Sun Protection Factor) of at least 15. Also check for Canadian Dermatology Association logo on the product.

Test a small area of the skin on your child to see if there may be an allergic reaction. If there is, try another brand.

Parents are responsible for providing sunscreen with an SPF of at least 15 or purchase from the MFRC No-Ad Sunscreen SPF 45. If parents do not provide sunscreen, their child should be protected with long sleeves and pants as well as a hat. Parents must fill out a form, giving the Centre permission to apply sunscreen. The container of sunscreen will be left at the Centre in a basket out of reach of children.

Mosquito repellent will be used during the times when children attending the MFRCC and the SDC programs are exposed to mosquito prone areas and biting times ie) early morning, evening and around ponds, water etc. Repellent will be applied after the sunscreen is applied prior to heading outdoors.

### **The West Nile Virus**

The West Nile Virus is spread by mosquitoes so the best way to prevent children from becoming infected with WNV is by protecting them from mosquito bites. Parents are responsible for providing either a insect repellent containing less than 10% DEET, provide an alternative insect repellent or purchase from the MFRC NO-AD SPF 45 Sunscreen and OFF! Botanical Insect Repellent for \$5.00 per child.

## EMERGENCIES

Staff will advise a child's parents of any accident, regardless of how insignificant it may seem.

All accidents or injuries which require medical attention are to be reported to the Childcare Program Advisor at the Ministry of Community and Social Services within twenty-four hours.

## EMERGENCIES/INCIDENT REPORTS

- In the event of an injury, necessary first aid will be administered.
- Staff will monitor the injury for subsequent signs or symptoms, which would indicate a more serious injury than first appeared.
- Information about the injury and treatment will be recorded on an Incident Report Form.
- The Report Form will be shown to and signed by parents at the end of a program.
- The Childcare Supervisor must sign the report form.
- The Report Form will then be filed for future reference.

## EMERGENCY SITUATION

The MFRCC adheres to all fire, health and safety regulations and requires all visitors to do the same. Parent's will be notified immediately if an emergency situation affecting their children arises.

In the event of a fire, please exit the building following the posted safety escape route. The designated place to assemble is:

- a) the grass area **next** to the south dorm M-207
- b) **inside** the south dorm

In the event of a Tornado Warning, immediately gather in the Quality of Life room (Room 135) in the MFRC.

Emergency drills will be practiced once a month during the MFRCC's

## **ACCIDENTS/FIRST AID**

The MFRCC has staff qualified in First Aid training and a First Aid Kit is available for each program. After any incident, staff are required to fill out an Incident Report Form. If an incident is serious i.e. broken bones requiring outside medical assistance, death of a child, missing child, alleged Child Abuse or disasters such as fires. Staff are required to report the serious occurrence to the Ministry of Community and Social Services. A form will be required to be filled out during the inquiry.

In the event of an accident causing serious bodily harm to a child, the MFRC staff member will take immediate action to have the child attended to by a professional health care individual and must be treated as a Serious Occurrence.

## **CHILD ABUSE**

**It is policy of the MFRC MFRCC to follow the *Child and Family Services Act (CFSA) s.72 on reporting any suspected child abuse or neglect to the Children's Aid Society (CAS).***

Procedures for Reporting Suspected Child Abuse:

- If a person or staff has reasonable grounds to suspect that a child is or may be in need of protection, the person must promptly report the suspicion and the information upon which it is based to a Children's Aid Society.
- Staff is encouraged to consult with the Childcare Supervisor or the Executive Director if they have a concern about a particular child and/or family. However, it is the ultimate responsibility of the person who has reasonable grounds to suspect that a child is or may be in need of protection to directly report to a Children's Aid Society.
- The duty to report is an ongoing obligation. If a person has made a previous report about a child, and has additional reasonable grounds to suspect that a child is or may be in need of protection, that person must make a further report to The Children's Aid Society.

- The person who has the reasonable grounds to suspect that a child is or may be in need of protection must make the reported directly to the Children's Aid Society.
- A person must report any additional information, even if that person has reported previous information about the same child and/or family.
- Reported situations must be documented and kept in a locked filing cabinet.

### **CHILD SAFETY / SUBSTANCE ABUSE**

If in the opinion of the staff member they suspect or notice that the parent/caregiver is intoxicated, the staff member is required to intervene. Staff may notice signs that the parent/caregiver is intoxicated if the individual is off balanced, has slurred speech, is stumbling, has a noticeable change of behavior/character, has an inability to hold thoughts, has a disregard for safety, etc... Staff are required to inform Military Police and Children's Aid Society if a parent who is suspected to be intoxicated and takes the child.

### **SMOKE-FREE FACILITY**

The MFRC promotes a healthy and safe environment for children. Subsequently, the MFRC is a smoke free environment. Staff, parents, volunteers and community members must smoke out of the view of children and in designated smoking areas only.

### **HIV / AIDS POLICY**

Children who are infected with HIV/Aids virus shall be enrolled in the MFRCC program. They will be entitled to all rights, privileges and services accorded to other children.

The MFRCC shall provide a sanitary environment and, at all times, follow the most current universal precautions as established by Centres for Disease Control.

If a parent or other caregiver discloses the HIV diagnosis of a child to a staff member, the staff member has a responsibility to maintain this confidence.

### **SANITARY PRACTICES**

- Guidelines regarding proper diapering, toileting and hand washing techniques are posted in the change areas of the Toddler/Pre-school washroom, and Infant change area.
- Diapers are disposed of in the diaper pail. They then are discarded into the dumpsters at the end of the day.
- Children are encouraged and assisted with proper toileting and hand washing methods.
- Disposable paper towels and soap dispensers are available to children.
- All toys and play equipment are disinfected on a weekly basis. Toys that have been put into children's mouths will be placed away from children, then washed and disinfected as soon as possible.
- There is a public washroom (room 137) located in the MFRC for public use.

### **SICK ROOM**

The MFRCC is licensed to provide care to children who are mildly ill, who may not be able to attend a childcare program, school, or where a parent is unable to take the day off to be with their child(ren).

The sick room is available to children who are mildly ill and show no signs or symptom of a communicable illness, please see Childcare Supervisor for more information on communicable illnesses.

## **PROGRAM DEVELOPMENT**

### **BEHAVIOUR MANAGEMENT**

The MFRC Children's Service staff implements only positive behaviour management techniques that help the child grow in self-control and feel good about who they are. Positive Behaviour Management is guided by natural consequences that are appropriate to the child's age and the type of behaviour. The MFRCC uses a graduated approach to discipline by reminding, redirecting, role modeling and offering appropriate choices. Children are encouraged to use verbal skills rather than physical actions. Please feel free to discuss behaviour issues with the Child-care Supervisor or Childcare Staff.

***No form of corporal punishment is permitted at any time.***

### **PARENTAL INVOLVEMENT**

Parents are always welcome! Parents are invited to participate and visit the program at any time. Ongoing and open communication between parents and staff is an important part of our Children and Youth Services. If you have a special talent, skill or job that you would like to share with children, we can arrange for you to be a special guest during the children's programs. Parents who are interested in volunteering will be referred to the Volunteer Coordinator and go through a formal screening process.

### **DAILY PROGRAM PLANS**

Program Plans are posted in a public place with the current week's program.

Any variation in a daily program plan is to be noted in the daily written log.

Each child in the childcare program for six hours or more in a day must play outside for at least two hours each day, weather permitting, unless a physician or parent of the child advises otherwise in writing.

Each child over 18 months of age up to and including 5 years that is in attendance for six hours or more in a day has a rest period not exceed-

ing two hours in length following the mid-day meal.

Each child under 30 months of age that is in attendance for six hours or more in a day is outdoors for play or sleep or both up to two hours each day, weather permitting, unless a physician or parent of the child advises otherwise in writing.

### **FREE PLAY ROUTINE**

Free play happens usually twice in a daily schedule.

Children are required to put toys back on their shelf when they are finished playing with it.

Free play is a time to let the children explore and grow in a child-centered environment. This time should be fun for children and staff.

### **LUNCH ROOM ROUTINE**

There is no area in our social life that has as many restrictions and regulations attached to it as eating. It is necessary to realize that some are more important than others, so that meal times can be a positive experience for both the children and staff.

During the childcare program, children are provided with snacks based on the Canadian Food Guide for daily nutritional value and variety.

Food allergies are posted where food is prepared and served.

Current and the following weeks menu plans are posted on the bulletin board in the Infant-toddler area. Any variations in the menu plan is to be posted on the menu plan and in the daily written log.

The lunch table is a fine place for conversation and socialization and it should be a pleasurable and satisfying time for everyone.

### **SLEEPING ROUTINE**

Sometimes children need to build trust in people before feeling comfortable going to sleep. Therefore it is important to try and make sleeping/resting time a pleasurable experience

All children in attendance at childcare for longer than six hours a day

need to have a sleep or rest period.

Sleep time is a routine that takes place after the children have eaten lunch, used the washroom and washed up. One by one children will be sent to their beds or mats to quietly look at a book or have story time until everyone is ready to begin resting. The rest time is for at least 45 minutes. If the child is then not sleeping then they may come off their beds for something quiet to do.

When all children are snuggled in their blankets, quiet music will be played.

### **OUTSIDE PROGRAM PLAN**

Staff will plan age appropriate activities for outdoor playtime. The outdoor program plan must provide games and activities that will enhance gross motor play, the daily routine or weekly theme and provide creative stimulation.

The following will be posted for parents to see:

1. An outdoor program plan
2. Any changes made in the plans will be noted on the program plan.
3. Comments will also be noted on how the activities went.

### **CHOOSING AND MAINTAINING APPARATUS**

If children require help (a boost) to get onto a piece of equipment like a climber or a slide, they are not ready to use this equipment. It is not safe for them, regardless of what the suggested age range is.

### **PLAYGROUND SAFETY**

In order to keep the Playground as safe as possible, staff will ensure the following:

- The daily check has been completed prior to playground use
- Children are dressed safely; i.e. cords on clothing and scarves are to be removed so that children cannot become caught
- Proper adult: child ratio

- Staff are in a position to supervise all children at all times while in the playground
- That the playground rules are followed in the playground
- Depending on the season check for any problems; i.e. check for ice in areas that could cause accidents

### **PLAYGROUND RULES**

- a) Bike helmets will be worn when on the bicycles.
- b) Bikes will be rode on the bike path.
- c) Sand toys will be kept in the sand play area.
- d) Children are not allowed to climb on the fence or gate.
- e) All toys will be tidied and put away at the end of the day.
- f) Gates will be kept closed at all times.

### **PLAYGROUND INJURY REPORTS**

A playground injury report is to be filled out immediately after any accident regardless of how minor. The injury report will be kept in the child's file upon completion. An injury log will be filled out for all injuries on the Playground.

### **DAILY INSPECTION REPORT**

A designated program staff member will complete a daily check every morning. The daily playground inspection form will be completed to note any problems that may be happening i.e.... garbage from children playing in it after Centre has closed; damage to fence; condition of toys, if they need to be replaced; etc.

### **MONTHLY INSPECTION REPORT**

A Monthly Inspection will be completed on the first Monday of every month. The monthly report is more extensive than the daily check. It will check to make sure that everything is in good repair. The Supervisor of the childcare Centre will carry out the Monthly Inspection Report.

### **SEASONAL INSPECTION REPORT**

Seasonal Inspections will be carried out on the first Monday of the following months: January, April, July, and October. This check will help ensure that the playground is safe in the different seasons. It will also help to determine if any changes need to be made for a particular season. The supervisor will complete this inspection.

### **ANNUAL INSPECTION REPORT**

Annual Inspections will be completed on all equipment including swings, slides and climbers. A licensed inspector who will provide a comprehensive report will complete the inspection. The report will ensure that equipment meets CSA Standards.

### **SPECIAL ACTIVITIES**

- Activities like swimming, skating and sliding require careful planning and special arrangements for supervision. Beforehand, clear rules and guidelines should be developed and discussed with staff and parents. These rules should include:
  - Where the activity will take place
  - What equipment will be used
  - Whether all children require safety equipment such as helmets
  - What supervision will be provided including the roles of each staff and;
  - Whether specific parental permission is needed.
  - For ice skating, children's broomball/bike helmets are lightweight and cost less than hockey helmets.

For all excursions and field trips, children's medical information, medication (i.e. for severe allergies) and a portable first aid kit will be taken along.

## **CLOTHING AND PERSONAL EFFECTS**

Our programs involve active play and use of a variety of manipulative and creative materials. We encourage you to dress your child in functional, washable clothing. A second set of clothing is recommended for emergencies. (A third set is recommended for infants and toddlers).

Please ensure that your child is dressed appropriately for each day's weather. This includes rubber boots in the spring/fall, snow boots, snowsuits, hats and mittens in the winter and sun hats and lotion in the summer. Please label all indoor and outdoor clothing. Staff will assist in trying to locate lost items, however they are not responsible for any lost clothing or other articles.

Due to safety concerns on the playground, please ensure children are dressed safely. No scarves and cords will be allowed on the outside playground.

Parents are required to provide diapers and necessary items for their infants and toddlers.

## **OTHER MFRC PROGRAMS** **(CIVILIAN & MILITARY)**

### **SCHOOL-AGE ACTIVITIES**

Special Activities, P.A. Day, March Break Programs and Summer Day Camp are available for school-age children throughout the year. The Summer Day Camp operates as a recreation program and is sponsored by the Municipality of Meaford.

### **YOUTH ACTIVITIES**

For more information on Youth Activities, please see the Youth Coordinator and/or consult the Youth Policies and Procedures manual. Watch for articles in the monthly Coyote Chronicle newsletter.

### SPECIAL NEEDS SUPPORT

The Children & Youth Coordinator is available to provide information and assistance in accessing resources for children with special needs and provides a support network for parents of children with special needs.

### KID'S ZONE

Kids' Zone is available Tuesday mornings from 0930 hours to 1145 hours. Parents are required to remain on the MFRC premises during this program. The Kids' Zone Program is designed for children ages Birth -5 years. This program is available at no cost.

## MFRC PROGRAMS (MILITARY ONLY)

### CASUAL CARE

Casual Care is designed to provide respite childcare, giving parents the opportunity to have a break, go to an appointment, exercise or go shopping while their child is being cared for in an environment which enhances child growth, development and social interaction.

Casual Care is available Monday to Friday from 0700 to 1700 for a maximum of ten hours a week per child. **Parents are asked to register 24 hours in advance to maintain staff/child ratios. Spaces are limited.** Casual Care is designed for children ages Birth -5 years of age. If care is required over a lunch period fees will be \$5.00 for infants, \$8.00 for toddlers and \$10.00 for per-schoolers. If care is needed on an hourly bases then the fee is \$2.00 an hour. If a program is being offered by another F.R.C staff member ex: Kids Zone or Thursday afternoon craft then there will be no charge to the families.

### PLAYGROUPS/PARENT AND TOT PROGRAMS

Playgroups and Parent & Tot programs give parents, caregivers and children the opportunity to participate in child development activities

in a supervised environment. These programs are designed to further enhance parenting skills through workshops and speakers. Also giving parents an opportunity to make a connection with other parents.

The Children & Youth Coordinator is available to link parents with Playgroups and Parent & Tot programs in your local community. If you are interested in joining a community playgroup or parent and tot program please see the Children & Youth Coordinator. A Playgroup and Parent & Tot program may be held at the MFRC if there is sufficient interest.

### **EMERGENCY CHILDCARE SERVICE**

The Emergency Childcare Service is designed to assist and support parents in Emergency Childcare Situations. It also addresses financial hardships to CF members and their families by providing financial assistance **under established guidelines which must be pre-approved by the Emergency Childcare Coordinator**, in emergency situations and when their childcare plan has fallen through.

The Emergency Childcare Service provides a resource list of regulated childcare providers for parents who require short and longer-term care for deployments. The Children and Youth Coordinator can also assist parents in developing a childcare plan.

Parents can access the MFRC Emergency Childcare Service 24 hours by calling 519-538-1371 ext. 6509.

### **ALTERNATIVE CHILDCARE INFORMATION**

The Children and Youth Program has a variety of information regarding alternative childcare arrangements such as Licensed Childcare Centers, Licensed Home Childcare and an Informal Childcare Registry.

If you need any information or have any questions regarding childcare alternatives in the community or would like to know more about any of these programs please contact the Children & Youth Coordinator at the MFRC.

## **REGISTRATION FORMS**

Upon initial enrolment in the MFRCC, parents/guardians are required to fill out the following forms (see Childcare Supervisor for copies of these forms) these forms will be kept on file in the supervisor's office:

- Ministry of Community and Social Services Application for Day Nurseries Form,
- Day Nurseries Children's Immunization Information form Bruce Grey Public Health Unit,
- Routine Walk Consent Form,
- General Photographs and Video Taping Form,
- Sunscreen Form,
- and if applicable:
- an Infant Information Form/Over the Counter Creams and Lotions (for Infants)

Parents will receive a copy of the Parent Handbook during registration.

Parents/guardians are responsible to ensure that information forms are accurate and up to date.

Parents/guardians are responsible to keep this information up to date and to inform the Childcare staff of any changes in information concerning work and home phone #'s and addresses, allergies and emergency contacts, or of anything that may affect your child.

Day Nurseries Children's Immunization Information form from Bruce Grey Public Health Unit must be filled out before the child attends the MFRCC for the first time. This form helps to ensure that each child attending the MFRCC is properly immunized and provides the Bruce Grey Health Unit with a record of children's immunizations. According to the Ontario Day Nurseries Act children attending daycare/childcare facilities must be immunized or in the process of being immunized, unless they have legal exemptions. The MFRC follows the Grey Bruce Health Unit's guidelines for Communicable diseases. There are certain diseases that we are required to report to the Health Unit.

With respect to MFRCC programs, parents/guardians are required to

leave a contact phone number at which they can be reached during their child(ren)'s stay.

Parents are required to let the childcare staff know when a different person will be picking up their child(ren) from the program. Parents must fill in a Child Release Form with written permission to allow the staff to release their children to someone else. Parents are required to provide staff with a detailed description of the designated person who will be picking up the child(ren). Upon arrival of the designated person the staff must ask the person for I.D. before releasing the child to someone they do not know.

Parents/guardians are required to assist their children with their outerwear, before and after programs.

## **FUTURE GOALS**

### **FIELD TRIPS**

Planned field trips occur throughout the year. All of The MFRCC policies, procedures and practices as well as Ministry Staff/child ratio guidelines are maintained while staff and children are away from the Centre.

Parents will be informed prior to each outing, and will be required to sign an excursion consent form, which will remain on file at the Centre.

Certain activities such as bus trips and outings may require more staff to the ratio. These activities/outings may use school buses or the MFRC van. Parental involvement may be required

**Cut along line**

**Participant Agreement**

I have received a copy of the Military Family Resource Childcare Centre Parent's Handbook and hereby agree to comply with the policies therein, as well as any additional inserts and amendments provided.

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Childcare Supervisor

\_\_\_\_\_  
Date