



Parent Handbook and Program Statement:

Philosophy: Arpi Nursery School Inc.

Arpi Nursery School was started in 1974 By Arpi Meras with the simple philosophy that “Every Child Is an Individual”. Children develop to their optimum if their uniqueness is respected. We meet each child where they are and respect their individuality.

A child who feels good about themselves is a happy child. To help create self-acceptance in a child, the child’s feelings, whatever they may be, are recognized and accepted without blame. We acknowledge that they have the right to feel as they do.

Although our basic philosophy has not changed over the years, the number of children and the community that we serve has.

Arpi started her daycare with the goal of providing a special family environment for all. The center has grown from 25 children to 173 children, providing a service for parents in our diverse community.

We provide a safe and caring environment for children 0 months- 12 years old.

Method:

Arpi Nursey School’s programs use a play-based learning program model to support children’s optimal learning and development. Research confirms that play is the primary way that all children learn. We believe children learn when they are engaged, active, interested, challenged and having fun. *The experiences that help children learn depend on materials and approaches that are provided.*

We provide a variety of material for children to explore and manipulate through-out their day:

- Art/exploration
- Sensory
- Science/Nature/cooking
- Language and Literacy (group/Circle)-singing/story telling
- Cognitive/manipulation
- Drama (pretend play)
- Construction: small and large materials
- Music and movement
- Outdoor activities

Learning takes place spontaneously and through planned activities which are provided by exposure to a variety of media. As the child experiences these things, they adapt to them in a way relevant to their own developmental stage. Our program supports learning and development in all areas: physical, social/emotional, cognitive, language and literacy development.

Through observations and exploration of the child’s interest, teachers will provide both active and quiet activities that will create a positive environment that will stimulate all areas of the child’s development while meeting the needs of everyone.

Arpi Nursery School has set out goals for the children that are consistent with the Ministry of Education pedagogy that reflects the view of children as competent, capable, curious and rich in potential.

- Every child has a sense of belonging when he or she is connected to others and contributes to their world.
- Every child is developing a sense of self, health and well-being.
- Every child is an active and engaged learner who explores the world with body, mind, and senses.

- Every child is a capable communicator who expresses themselves in many ways.

Through the encouragement of both teachers, peers and family members, the child is always in situations where they can learn as far as their curiosity takes them.

Our program will strive to support optimum development by ensuring that these four conditions are considered in all aspects of the child day. We must always remember that we are in partnership with parents thus providing as many positive role models as possible.

Through the many activities in which the children may participate, the child develops physically, emotionally and intellectually... We will follow the 6 guiding principles of Early Learning for Every Child Today (ELECT) and the four Foundations of Learning and Development from How Does Learning Happen.

Program Statement:

Arpi Nursery School is licensed by the Ministry of Education under the Child Care and Early Years Act (CCEYA). It follows a Play Based Learning Program Model that reflects the Early Learning Framework (ELF) and How Does Learning Happen? Ontario's Pedagogy for the Early. The four foundations of this document (as stated above) which Arpi Nursery School agrees with and practice in our program is:

- Belonging
- Well-being,
- Engagement
- Expression

Arpi Nursery School works to foster a positive relationship with our parents to build a bridge between home and daycare. Through phone calls, notes, documentation and meetings, teachers try to keep parent abreast of the child's activities and development.

Implementation of our Goals to meet our Program Statement:

- **Promote the health, safety, nutrition and well-being of the children.**

Arpi Nursery School has a Supervisor and Assistant supervisor who is responsible for overseeing the daily operations of the centre and leading the childcare staff team. The Supervisors are Registered Early Childhood Educator (RECEs) who are approved by the Ministry of Education.

Our centre staffs are either RECEs, or child care assistance teachers. All staff will be trained in health and safety protocols.

- Our staffs welcome families and children with a greeting, seeking information about the child's health or mood..... Supporting the child's transition for the day.
- Staff track attendance noting the time each child arrived and again when each child is picked up.
- At the end of the day staff make eye contact with parents picking up child, if it is an unfamiliar face staff check with supervisor where they would ask for photo ID to double check authorization for pick up.
- Staff discusses safety with the children helping them to identify safety rules for various activities and support the children to make good choices.
- We follow the Ministry of Health and Safety guidelines and hold evacuation and fire dills on a monthly basis. (Our safe shelter is across the street at 40 Carl Hall rd.) .
- All staff are trained in standard first aid, including Infant and Child CPR (upon hire and then as directed), and the use of Epi-Pens.

Medication/ Illness;

The following factors have been considered when developing Arpi Nursery schools' health policy:

- The inability of a child who is too ill to cope with the day's program
- The need to protect our children from contagious disease.
- The need by parents for a guideline to assist them in deciding whether to bring a child that is "not well" to daycare.
- The responsibility and commitment of parent who work full time.

If your child has any of the following, they should be excluded from daycare until the appropriate time:

- **A temperature: of 100F or over:** If a child has been away from the centre or is sent home with fever, they may not return until his/her temperature has been normal for at least 24 hours.
 - **Serious Diarrhea.** If a child has serious, unexplained diarrhea, the child should not be in the centre. If the child has two or more such bowel movement during the day, the parent will be asked to take child home. **They must be free of unexplained diarrhea for 48 hours.**
 - **Contagious Disease:** If a child is suspected of having contagious disease, the child must not be in the centre. If symptoms develop during the day, the parent will be notified and asked to take the child home immediately. The child will not be accepted back into the centre until there's a note from the doctor stating that the child's conditions are no longer contagious.
 - Some signs and symptoms are obvious and indicate that the child is ill.
 - Unfortunately, there are other times when it is difficult to determine the child should be at school. In such an instance, please use **reasonable judgment.**
 - The supervisor or acting supervisor has the right to refuse admittance, request a medical certificate and immediate pick-up of a child who is ill or is not capable of fully participating in the program for any other reason.
- Children/staff are closely monitored with health and hygiene routines. We follow all hand washing routines regularly as required by Public Health regulations. If a child develops a fever or other symptoms during the day and requires early pick up, a phone call is made to the parent and information is recorded. Proper follow-up procedures are then followed. (Must be free of symptoms for 24 hours before returning to daycare).
 - If medication is needed our policy states that it must be kept in a locked medication box located in the fridge out of reach of children. The appropriate forms must be completed, and then administered appropriately.
 - All medication administered in the childcare setting must be prescribed. This can take the form of:
 1. Prescribed medication in a bottle with the original label.
 2. An over-the-counter medication accompanied by directions from parent with name, time and dosage.
 3. A medication that is needed on a regular basis, e.g. Ventolin for asthma, etc. (letter on file is required) (accompanied with parent note as to dosage, time and amount.)
 4. The appropriate consent forms must be signed by parents. Medication must be handed over to a staff member for the safety of all children.

Allergies and Anaphylactic Allergies:

If your child has an allergy that requires the administration of an EpiPen, please inform the supervisor immediately to ensure that the necessary forms and actions are taken to ensure we provide a safe space for your child. You will be required to provide completed forms from the doctor as to your child's allergy, symptoms and reactions. All allergy lists will be posted in all areas that children are present in and food preparation locations.

Due to the severity of allergies that require an EpiPen, children **must** have a current Epi Pen at the centre or they will not be allowed to stay in care until it is provided.

Nutrition:

- We provide 2 snacks and a hot lunch daily. Our meals are well balanced and are prepared by our cook who has her Food Handlers Certificate. We make sure that our menus take into consideration all allergies, food restrictions and diverse cultural backgrounds. (Menus are posted on the information board as well as menu substitutions). Mealtimes for all children are viewed as an opportunity for positive and social interaction. This time is also a learning experience and supports the development of self-help skill such as feeding, self-serving and clean up. (Developmentally appropriate expectations.)
- We will provide a clean and safe environment. Our staff follows the Toronto Public Health Protocols for Disinfecting and Sanitizing. We have a professional cleaning company that comes in every evening.
- Our staff and students are current with public health expectations for immunizations and health policies. (Reviewed annually).
- **Support positive and responsive interactions among the children, parents, childcare providers and staff.**
 - We do provide seasonal newsletters for parents with pertinent information of the upcoming events.
 - Parents are invited regularly to our program and various activities. (A few examples are annual international buffet. children's graduations, musical concerts).
 - Staff tries to get to know parents and children, respecting their role and their individual cultural background.
 - We strive to provide as much information for parents upon pick up as possible.
 - Parent feedback and interaction is important, we also do not want it to be disruptive to the program and the children in care. If parents have any concerns, they are encouraged to call and make an appointment to speak to teachers or supervisors at a convenient time for all.
 - Infants and toddlers do have information sheets available daily.
- **Encourage the children to interact and communicate in a positive way and support their ability to self- regulate.**
 - By providing ample opportunity for the children to engage in various activities throughout the day they will learn to manage their time, emotions, and interactions.
 - Children will learn how to follow cues from other peers and staff.
 - They will learn time management through a variety of activities that have space restrictions.
 - We work to teach the children to recognise their emotions and to discover ways in which to deal with the emotions effectively and calmly.
- **Foster the children's exploration, play and inquiry.**
 - Play is the groundwork for a child's experiences. Through play and inquiry, a child will experience, explore, and grow.
 - Through weekly observation our staff can appropriately plan according to children's developmental levels and interest.

- We provide weekly programs (through weekly observation) that are adjusted according to the interests of the group and individual children.
- **Provide child –initiated and adult-supported experiences.**
 - Through regular observations and documentation staff is able to program according to the interest of the children, thus following their leads.
 - We will set up an environment for learning and follow through with the children's cues.
 - Staffs interact appropriately while considering the needs of the group.
- **Plan for and create positive learning environments and experiences in which each child's learning and development will be supported.**
 - The program plans are developed from observations that then are incorporated into the program trying to take into consideration individual experiences. These program plans will try and stimulate the interests and development of the children. We provide a variety of activities both active and quiet always changing with the children's interests and developmental needs.
- **Incorporate indoor and outdoor play, as well as active play, rest and quiet time, into the day and give consideration to the individual needs of the children receiving childcare.**
 - We strive to program for the whole child in all areas of learning, social-emotional cognitive and physical. Programming is designated to foster meaningful participation for all.
 - Children go outside for two hours daily as per the guidelines of the Child Care and Early Years Act.
 - Outdoors is seen as a continuation of the indoor. Outdoor play time is used as an opportunity to expand on children's learning and encourages physical activity. It is important that all children are dressed according to the weather with suitable outdoor clothing.
 - We will monitor the children's comfort level, due to weather conditions and adjust the outdoor time accordingly.
 - We provide a daily routine that takes into consideration individual needs. All children are taken out daily (weather permitting) or with written restriction from parent.
 - We follow our sun safety policy which asks that parents provide sunscreen and protective clothing and sunscreen for the children (i.e. hats, appropriate footwear).
 - Along with outdoor time, **rest and quiet time** is also an important part a child's day. **Infants** are provided with their own cribs and follow their own individual schedules. Infants are closely monitored while sleeping and are checked on regularly. For their safety and well-being infants under one years of age are put to sleep on their back. Our Sleep time Safety Policy is posted in the Infant room for review.
 - **Toddlers, Preschoolers, and Kindergarten** children follow the CCEYA guidelines. (No more than two hours is scheduled for nap time). Consistent with our philosophy that all children are individuals, we will take into consideration the need of individual children needs.
 - Children's sleep/rest time is monitored by our staff through regular visual check that is documented to ensure that every child is comfortable. Quiet learning experiences are provided for children not sleeping after one hour of resting on their cot.

- **Foster the encouragement of and ongoing communication with parents about the program and their children.**
 - Parents are welcome to visit their child's classroom provided it does not become disruptive to the program and other children.
 - Supervisors are available daily to address any questions or concerns of parents.
 - Teachers are available to discuss children's progress or concerns with teachers although we ask that parents set up appropriate times convenient for both staff and parent.

- **Involve local community partners and allow those partners to support the children, their families, and staff.**
 - We work in partnership with the City of Toronto Children's Services and Toronto Public Health to provide resources for our staff and our families. We also mentor students from various community colleges.
 - Our staff tries to involve community partners. We will arrange for fire fighter, dentists, and librarians etc. to come and give updated information to our children.
 - If you as a parent have any suggestions, we are more than willing to consider them.

- **Support staff, or others who interact with the children at a childcare centre in relation to continuous professional learning.**
 - We provide and accommodate student placement from various community colleges. This will help children to engage with a variety of different individuals. This exposure provides children with new learning experiences and enthusiastic interaction with the students.
 - Staffs (including non-RECE staff) are encouraged to engage in both group and individual opportunities for professional development that is relevant to early childhood pedagogy.
 - We try to address many different topics at our monthly staff meetings, encouraging group discussions and self-evaluation.

- **Document and review the impact of the strategies set out.**
 - We will review our program statement annually to see if we are serving our community appropriately and respectfully while working through the document "How Does Learning Happen".
 - Our RECE staffs participate in mandatory training as required by the Child Care and Early Years act, 2014
 - Staff at Arpi Nursery School holds monthly meetings when various topics are discussed, and a review and our Policy and procedures are addressed.
 - We review our Quality Assessment review annually.

Resources /References:

1. Child Care and Early Years Act. 2014 (CCEYA)
2. How Does Learning Happen?
3. City of Toronto Assessment for Quality Improvement (AQI)

Copies of the Program statement are provided to all families at time of admission and when any significant changes are made. This document is also on our website. www.arpinursery.com

Days and Hours of Operation:

Both full and part-time care is provided 52 weeks each year. We are closed all statutory holidays.

- Full-time care is offered between 7:00 a.m. and 6:00 p.m., five days a week.
- Part-time care is also offered.

Fees: 2023 CWELCC

Infant Program		\$ 40.16per day
Toddler Program		\$ 30.71per day
Preschool Program		\$22.21 per day
Nursery Program		\$ 14.18 per day

- Fees are charged for all service days and for statutory holidays.
- All fees are due on the first of every month.
- All fee payments can be made by cheque or debit machine (credit cards accepted)
- NSF cheques will be returned to the client immediately. Client is responsible for all bank charges as well as their fee balance.
- Any client whose cheque is processed as NSF a second time may be asked to make future payments by cash, certified cheque or money order.
- Continuous non-payment of fees may result in childcare services being withdrawn. (A two notice would be given in this circumstance).

Our days of closure are: Statutory Holidays.

- New Year's Day:
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Simcoe Day
- Labour Day
- Thanksgiving
- Christmas Day: We will close early on the 24th. and 31st. if necessary
- Boxing Day

Waitlist/Registration Policy:

Arpi Nursery School does have a waitlist so we ask that you visit our center first then we would be happy to put your name on our waitlist.

It is important to note:

- If we are a suitable fit for your needs (hours of operation, fees, policies).
- For families that need help with the cost of childcare, you may find out about eligibility for fee subsidy by entering your family income into the fee calculator on the Toronto Children's Services website.
- When you have put your name on our waitlist, we will contact you when space becomes available.

Waitlist Policy: We at Arpi Nursery School have never charged or collected a fee or deposit for the placement of a child on our waiting list for admission into our center. However, we do ask that all parents considering sending their child to our center and wish to be placed on our waitlist first come and visit the center as we believe no parent would want to put their child where they had not yet visited.

This will allow parents to see if we are a good fit for them.

Their child's name is then placed on our waitlist in the month that they require care

When a space is going to become available in a particular age group, we start calling our waitlist.

If a family has stated that they require care even if it is earlier a note is made next to their name.

The waiting list book is kept in the office in a secure location.

Waitlist information will only be given out to the parent, and only about their child.

Admission Policy/ Discharge Policy:

Once your child's admission date has been confirmed, the Supervisor will schedule a meeting with the parents (guardians) prior to admission to the center. At this time, we will review the admission package (Student Application) ensuring that all pertinent information is verified.

This will allow us the opportunity to share information about the family and for you to ask any question about our policies.

Having your child get acquainted with the staff and the center gradually will help to ensure a smoother and more positive transition for all.

If possible, the first week children should start with shorter days and gradually increase the time at daycare. This will help your child's adjustment. Working together will ensure a more successful and positive experience for all. Parents should feel free to telephone during the day to enquire about their child's day.

We require two weeks written notice if you plan to withdraw your child from our center.

Please note that if you are currently receiving a fee subsidy and are transferring your child to another center approval is needed from Children's Services prior to transferring.

Withdrawal of your Child from Care:

Our policy is based on providing positive redirection to the children in our care. This offers an excellent framework that children can rely upon to meet the challenges they encounter throughout the day. Alternatives promote a child's self-esteem and give a feeling of self-direction. At times, a child will need to be directed away from a challenging situation. Discussion then can occur so that the child can gain some understanding about what has happened. Behavior Management policies state intervention strategies and establish clear limits to children's behavior to ensure the health and safety of all children and staff. We at Arpi Nursery School provide care for all children and we recognize that children come to the center with varying needs.

As a result, in some extreme situations (wherein a child is endangering his/herself or others) staff may find themselves having to respond to a crisis situation using physical guidance as a method to diffuse and/or de-escalate a volatile situation.

Although we are committed in providing care for children and families with diverse needs,

we will try our best to provide an understanding and accommodation environment for your child. At times we may feel that we are not a good fit for your child's needs, or if a child's behavior is endangering the safety or wellbeing of themselves, the other children or the staff.

Under extreme situation we may not be able accommodate a particular family's needs and may have to ask you to withdraw your child from our center. This would only be done after other options had been explored, assistance would be given in trying to find alternative care. If children are asked to leave or denied admission due to the center's inability to accommodate the child's needs or family circumstances, the procedure will follow:

1. Documentation of meeting with parents and use of support services.
2. Notification of Children's Services Consultant
3. Referral to other services.

Verbal and written documentation will be provided.

Prohibited Practices:

All Arpi Nursery School employees are to use appropriate behavior guidance strategies that support children to develop appropriate social and emotional skills and comply with Arpi Nursery Schools Program Statement. Arpi Nursery School and The Child Care and Early Years Act (2014) prohibit the following practices:

1. Corporal punishment of the child.
2. Physical restraint of the child, such as confining the child to a highchair, car seat, stroller, or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself, or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent.
3. Locking the exits of the childcare centre or home childcare premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;
4. Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame, or frighten the child or undermine his or her self-respect, dignity, or self-worth.
5. Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing, or bedding; or
6. Inflicting any bodily harm on children including making children eat or during against their will.

If, at any time a staff member or placement student were to implement any of these practices the appropriate children's protection agency would be notified and disciplinary actions would be taken, including notification of the College of Early Childhood Educators as required. Incidents of this nature would be reported to the Ministry of Education as a Serious Occurrence.

Community walks and off-Site Excursions:

We feel that it is important to take the children out into the community to explore all it has to offer. We will visit the community and surrounding park land, the fire hall, police station etc. We strive to provide a variety of experiences for the children to explore and participate in.

Thereafter, we will ask you to sign specific trip consent forms for any trip that includes the TTC or daycare vans.

Once you have given permission for your child to go on a specific trip, you must ensure that your child is at the daycare at the stated time, or they will miss the trip.

Arrival and Pick-Up

Young children depend on regular routines for their own sense of security. We Recommend that you try to establish fixed hours to drop off and pick up your child. When you bring your child to school, we require you to accompany him/her into the building and into the child's group. Please make sure that staff is informed at drop off and pick of your child's attendance.

Daily communication with your child's teacher (about your child) is encouraged and welcomed. Parent interviews can be requested to provide an opportunity for both parents and staff to review your child's progress. Interviews can be arranged according to the parents' schedule and the child's needs.

Children will be allowed to leave our care only with an authorized person... If someone other than the parent is to pick up your child, the staff must be notified (in writing or by a phone call) in advance.

If a child is not picked up by 6:00 p.m. and contact is not established by 6:30 p.m. We will contact the emergency person.

Accidents and Injury While in Care:

While your children are well supervised while in our care, accidents do happen. Your child explores, develops new skills and abilities and is just learning about self-regulation. If an accident happens in our center, the staff will provide immediate first aid, as need. If it is a more serious injury and requires more attention than basic first aid, we will call 911 and call you.

In all situations the staff will provide you with an accident report documenting the injury. A parent /or guardian's signature is required at the bottom of the form to verify that you have been informed. A copy of the signed report will be provided to you.

If you child has an accident or injury at home, please inform the staff when you drop your child off the following morning, so we are aware of the incident.

Change of Information

We must be told immediately, (in writing), of any changes in your address, telephone Numbers at home, at work, or at school, emergency contact person (their work or home Telephone number) or your doctor (their telephone number). Please make sure that your Emergency person is made aware of the fact that they have that responsibility.

Absence or Illness

Primary caregivers are requested to contact the center whenever a child will be absent, please inform us for the reason of your child's absence. This will help us to provide a safe environment for all children.

Parent Issues and Concerns Policy and Procedure:

Parents/guardians are encouraged to take an active role in our childcare center and regularly discuss what their child (ren) is experiencing with our program. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, childcare providers, and staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Our staff are available to engage parents/guardians in conversations and support a positive experience during every interaction.

All issues and concerns raised by parents/guardians are taken seriously by Arpi Nursery School and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents/guardians within 2 business days. The person who raised the issue/concern will be kept informed throughout the resolution process.

Investigations of issues and concerns will be fair, impartial, and respectful to the parties involved.

Confidentiality: Every issue and concern will be treated confidentially, and every effort will be made to protect the privacy of parent/guardians, children, staff, student and volunteers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

Conduct: Our center maintains high standards for positive interaction, communication, and role-modeling for children. Harassment and discrimination will therefore not be tolerated by any party. (Please report to supervisor and/or licensee).

Concerns about the Suspected Abuse or Neglect of a child: Everyone including members of the public and professionals, who work closely with children, is required by law to report suspected cases of child abuse or neglect. If a parent/guardian express concerns that a child is being abused or neglected, the parent will be advised to contact the local Children's Aid Society (CAS) directly.

Escalation of Issues or Concerns: Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to Rozet Madian (supervisor) or Saro Meras (Owner).

Issue/concerns related to compliance with requirements set out in the Childcare and Early Years Act., 2014 and Ontario Regulation 137/15 should be reported to the Ministry of Education's Child Care Quality Assurance and Licensing Branch.

Issues/concerns may also be reported to other relevant regulatory bodies (e.g. local public health department, police department, Ministry of environment, Ministry of Labor, fire department, College of Early Childhood Educators, Ontario College of Teacher, College of Social Workers etc.,) where Appropriate. (See chart that follows).

Procedures: Parent/Staff/Licensee to follow (Arpi Nursery School)

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
Program Room-Related E.g.: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.	Raise the issue or concern to - the classroom staff directly or - The supervisor or licensee.	- Address the issue/concern at the time it is raised or - Arrange for a meeting with the parent/guardian within 2/3 business days. Document the issues/concerns in detail. Documentation should include: <ul style="list-style-type: none"> - the date and time the issue/concern was received. - the name of the person who received the issue/concern. - the name of the person reporting the issue/concern. - the details of the issue/concern; and - Any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.
General, Centre- or Operations-Related E.g.: childcare fees, hours of operation, staffing, waiting lists, menus, etc.	Raise the issue or concern to - The supervisor or licensee.	- the name of the person who received the issue/concern. - the name of the person reporting the issue/concern. - the details of the issue/concern; and - Any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.
Staff-, Duty parent-, Supervisor-, and/or Licensee-Related	Raise the issue or concern to - the individual directly or - The supervisor or licensee. All issues or concerns about the conduct of staff, duty parents, etc. that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.	Provide contact information for the appropriate person if the person being notified is unable to address the matter. Ensure the investigation of the issue/concern is initiated by the appropriate party within 2/3 business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.
Student- / Volunteer-Related	Raise the issue or concern to - the staff responsible for supervising the volunteer or student or - The supervisor and/or licensee. - All issues or concerns about the conduct of students and/or volunteers that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.	Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.

Emergency Management Policy: We at Arpi Nursery School have an emergency Management policy. If we are required to follow our policy next steps: They will fine a note on the door stating we have evacuated to the site (40 Carl Hall Rd.), the reason and not to enter until further notice. Parents will be given additional information upon picking their child up from the evacuation site.

If the evacuation is of a serious nature, then a more detailed information sheet will be provided for parents ASAP.

As soon as possible Rozet or Maria will notify parents/guardians of emergency.

Police Reference Check Policy/Vulnerable sector Screening:

As per our license agreement with the Ministry of Education and Arpi Nursery School requires that all successful candidates for full-time and part-time positions, having direct contact with children at the Centre, have a police reference check and a vulnerable check through the Metropolitan Police Services before beginning their new job. It is the responsibility of the candidate who wishes to apply to Arpi Nursery school to provide this police check. These checks are reviewed annually and renewed every 5 years.

Supervision of Volunteers and students:

No child is supervised by a person under the age of 18 years of age.

Only employees of Arpi Nursery School will have direct unsupervised access to children.

Volunteers and student do not count in the ratio for our groups.

Volunteers and students will **not** be left alone with children and will always be supervised by an employee of Arpi Nursery School.

Birthday/Event Celebrations:

Children's Birthdays will be celebrated in a simple yet joyful manner. Parents may

Provide a nut free cake or snack for this occasion. A small celebration will be held on the day of or close to the birthday.

Smoke Free:

This is a smoke free environment; no adult will be allowed to smoke in or around the daycare or the children even if there are no children present. No one will be permitted to smoke in the playground as well.

Smog and Heat Alert Policy.

During the very hot summer months, the daycare's policy on outside time is as follows: The Supervisor informs the daycare staff if there is smog alert in effect. If there is smog alert, the children outside time is shortened or cancelled. The same policy applies to extreme weather (cold or hot).

We ask that you apply sunscreen before coming to daycare and we will re-apply (sunscreen that you have provided) before going outside during the warm weather and outside time is limited to before 11:00 a.m. and after 3:00 p.m. (when the sun is less intense). All-day trips are scheduled, however, and on those days, staff ensures the children are not under the direct sun during these peak hours.

Cold/Wind-Chill

All outdoor play will be suspended when the temperature or wind-chill factor reach -10 degrees Celsius.

Clothing

Please provide the following: Labelled

- a. In the summer – sun hat, bathing suit, sunscreen, towel, light cover-up, closed toed-shoes.
- b. In the winter- mittens (no strings, no gloves), scarf, neck warmers, snow pants, hat (no strings), boots, coat (no string), extra socks, extra pants, and indoor shoes.

Movement to the Next Age Group.

Movement to the next age group is available only if a space is open in that group.

Movement is based on the child's age as well as the child's developmental readiness, and

Is determined by the supervisor and staff, in conjunction with parents.

We would like to remind parents that movement from preschool to school age is also not a guarantee spot we will make every effort to accommodate all children. We would like to remind everyone that once your child turns 10yrs old, you would need special permission from the daycare to continue in our program. In the event space is not available we will try our best in assisting you find alternative care.

Items from Home:

Please do not send your child to day care with anything of value. Such items may get lost very easily and we cannot take responsibility for them.

Serious Occurrences:

Any accident that is deemed serious occurrences is reported to the Ministry of Education. If there has been a serious occurrence it will be posted for parents to view for 10 working days.

Custody Agreement:

The daycare does not have the authority to deny a parent access to his or her child without a court order. The daycare must have a copy of the court order on file. The staff always put the best interest of the child first; please do not place the staff in a difficult situation by not giving us the right information on files.

Legal Requirements: Duty to Report: The child and Family Services Act

Duty to Report

In accordance with the Child and Family Services Act, it is the responsibility of every person in Ontario, to immediately report to Children's Aid Society if s/he believes that child abuse has occurred or if there is a risk of abuse, (C.F.S.A. 72(2)).

The legislation places additional responsibility on individuals who perform professional or official duties with respect to children, to report his/her suspicions of child abuse to a Children's Aid Society. This includes any operator or employee of a day nursery (C.F.S.A. 72 (3) (4) (b)).

Failure to Report

It is an offence under the Child and Family Services Act, to contravene one's reporting responsibilities. The penalty imposed (a fine of \$1, 000) emphasizes that a child's safety must take precedence over all other concerns (C.F.S.A. 85 (1)).

Confidentiality

The professional's duty to report suspicious of child abuse overrides the provisions of any other provisional statute, specifically those provisions that would otherwise prohibit disclosure by professional official (C.F.S.A. 72(7)). The only exception to this is solicitor/client privilege (C.F.S.A. 72(8)).

Contacts: Saro Meras (Owner/Operator) (416) 781-1620

Rozet Madian (Supervisor) (416) 781-1620

**Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or
childcare ontario@ontario.ca**



I understand that each staff is responsible for all the children in his or her care at any given time. In the case of day-to-day concerns, I will direct my questions to the staff member responsible for my child.

If I have serious concerns related to staffing, policies, or programming. I will communicate with the Supervisor or the Director.

I have read, understand, and agree to be bound by the policies and procedures of Arpi Nursery School.

Signature: _____
(Parent / Guardian)

Date: _____

(Parent / Guardian)

Date: _____

Name of Child: _____



ARPI NURSERY SCHOOL

PARC DOWNSVIEW PARK INC. - ARPI NURSERY SCHOOL INC.
39 Carl Hall Road, Downsview, ON, M3K 2B6, Tel: 416-781-1620

INFORMATION SHARING CONSENT FORM

During the school year, student progress is often discussed formally by members of the school staff and consultants who provide resources which may include staff from Student Support Services, the Special Education Department and Curriculum. It is often of benefit to the child who is participating in both programs to allow the childcare staffing to participate in these discussions.

Note that this may also apply for parent teacher discussions within Arpi Nursery School

Your consent will give permission to include the childcare staff in these formal discussions.

I/we _____ give permission to Arpi Nursery School and the staff of my child's public/catholic school for the reciprocal exchange of information during meetings scheduled to discuss my child.

Name of child

Date of birth

I UNDERSTAND THAT THIS FORM WILL BE KEPT ON FILE IN THE CHILD CARE CENTRE

Signature of Parent/Guardian

Date

The Municipal Freedom of Information and Protection of Privacy Act, 1989, Subsection 32(b) states: "An institution shall not disclose personal information in its custody or under its control except, if the person to whom the information relates has identified that information in particular and consented to its disclosure".
AD15 (FOIPPA.forms) vs.978



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20/09/2023

Authorization and consent for Sanitizer/diaper cream and sunscreen use of children.

- ☐ I agree that hand sanitizer will be used at times during the day.
- ☐ I agree staff can apply sunscreen_____ (name of sunscreen)
- ☐ Diaper cream_____ can be applied by staff
- ☐ I do not want hand sanitizer to be used on my child

Parent's Signature

date

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