

# Parent Handbook



Little Bright Stars

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LEARNING CENTRE

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## **WELCOME TO LITTLE BRIGHT STARS LEARNING CENTRE!**

Finding the perfect childcare for your family is of utmost importance. Little Bright Stars Learning Centre is pleased to meet your needs by offering quality, professional care in a safe and nurturing environment.

Our enriched educational programs, designed for Infants through to Kindergarten are planned and developed by dedicated and caring staff.

Previous to opening Little Bright Stars Learning Centre, I owned and operated The Ridgeway Educational Centre, also in Mississauga. This Centre catered only to Kindergarten and School Age children, and I was often approached by parents needing educational opportunities for younger children

For the past several years I have been working diligently with my design team to create a new, full service centre which will offer families a unique and innovative approach to early learning.

With having children of my own, I know how wonderful it feels to have true peace of mind when leaving your child. Little Bright Stars Learning Centre can offer you that security, by creating your child's new "home away from home"

Sincerely,

Debbie O'Neill  
Owner/Operator

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## **About Little Bright Stars Learning Centre**

Little Bright Stars Learning Center opened its doors in January 2014. We offer childcare for children aged 0 months to 5 years. We are also approved for subsidy with the Region of Peel and are licensed with the Ministry of Education. We offer programs for infants, toddlers and preschoolers. All our staff are thoroughly screened before they start working with children. Our staffing consists of Early Childhood Educators who are registered with the College of ECE as well as Early Childhood Assistant teachers. Our staff are required to have their up-to-date First Aid CPR training and are also sent frequently on professional development workshops to keep up with the current happenings in the field of early childhood education. Little Bright Stars Learning Centre also accepts students and volunteers who are completing their work placements or volunteer hours.

## **Contact Information**



<http://www.littlebrightstars.com>



<https://www.facebook.com/LittleBrightStarsLearningCentre>



@LBS\_Learning



[info@littlebrightstars.com](mailto:info@littlebrightstars.com)

# **Program Statement**

## **Belief about children**

Little Bright Stars Learning Centre believes that all children are unique individual beings who are competent, capable, curious and rich in potential.

## **Goal**

The goal of our program is to build upon our beliefs of children. Our programs are designed to foster creativity and investigation in children while helping the children develop their independence.

## **Goal accomplishment**

The goals stated above are accomplished with foundations of How Does Learning Happen? and are stated as follows

## **Belonging**

Little Bright Stars Learning Centre has families that are from different backgrounds and cultures. We place strong emphasis on including families in our programs. Strategies to support interactions includes:

- Respecting values and beliefs of different families and incorporating them in the program
- Having family pictures of children in the classroom
- Incorporating different cultural events in programming, such as Christmas, Eid, Diwali, and Easter etc
- Organizing classroom events to include families such as Christmas social and Graduation etc.
- Incorporating childcare centre's inclusion policy to ensure that all children and families have a sense of belonging in the childcare centre

Little Bright Stars Learning Centre believes that communication is the cornerstone of our environment. We encourage strong communication between staff and parents. Daily communication takes place between staff and parents in the following ways:

- Face to face communication at drop off and pickup times
- Communication through telephone
- Communication through e-mails
- Communication through newsletters

## Well - Being

Little Bright Stars Learning Centre is a nut sensitive place. Our food is catered by Princess Pea Catering and is delivered fresh every day. Children are provided with morning snack, lunch and afternoon snack. The food menu is rotated each week and consists of all food groups from Canada Food Guidelines. Children's allergies and food restrictions are accommodated and an up to date allergy list is posted in the centre.

Little Bright Stars Learning Centre places a strong emphasis on staff and children's health and safety. Safety of the environment is maintained through a monthly safety check. All maintenance issues are dealt with on a regular basis.

Both the Junior and senior playground are also maintained properly and are checked in the morning and afternoon for safety hazards. Playground is inspected monthly, seasonally and yearly to ensure that it is safe for children to use,

Little Bright Stars Learning Centre is overseen by the Region of Peel and our illness policy is designed in accordance with the Public Health Guidelines. A hand washing procedure, sanitizing procedure and diapering procedure is posted in each classroom and is followed by the staff members. Children are given a visual check upon arrival at the centre to ensure that they are in good wellbeing. Parents are provided with Accident Reports if their children get hurt at the daycare. Any symptoms of illness for children are documented and children are sent home if they display any communicable illness such as fever, vomiting diarrhea and eye infection. Any illnesses and outbreaks happening in the centre are posted outside the classroom. Public Health is called in case of an outbreak in order to get a clear guideline as to how to stop the illness.

Little Bright Stars Learning Centre believes in providing children with problem solving and self-help skills. We promote regulation through:

- Using small groups
- Using six steps of problem solving
- Having staff members do role modeling
- Providing children with problem solving opportunities

Little Bright Stars Learning Centre places a huge emphasis on outdoor play. Children are taken outside twice a day. Daily schedule of all classrooms provides the outdoor time. Children get their outdoor time by using the playground or by going out on neighbourhood walks. The outdoor time provides development of gross motor skills as well focuses on exploration, fine motor and cognitive skills. Children in the senior classroom also take part in field trips and special events that are planned by teachers.

Little Bright Stars Learning Centre is connected with various community partners. Our partners include:

- Ministry of Education - Our regulatory body who ensures that centre is following and meeting the requirements set out in Early Years Act.
- Region of Peel - Our local governing body.
- Peel Public Health - Local health inspection body.
- Peel Inclusion Resource Services (PIRS) - A combination of community services.
- Raising the Bar Program - A quality initiative program overseen provided by Childcare Development Resource Connection Peel.

## **Engagement**

Little Bright Stars Learning Centre has families in the centre that come different cultures and backgrounds. Staff members will provide an inclusive environment through:

- Activities that are age appropriate
- Activities and materials that are multicultural, and represents different families
- Providing programmed activities and free play
- Including behaviour management strategies provided by parents and PIRS consultant

Little Bright stars Learning Centre provides a play based environment for children which enables:

- Children to take part in free play activity
- Teachers to implement small groups during the day
- Teachers to observe children's and plan activities based on children's interests
- Teachers to setup classroom environment reflecting children's interests
- Teachers to reflect and document children's learning

Little Bright Stars Learning Centre provides an environment for children that:

- Has age appropriate activities reflecting children's interests
- Requires staff members to reflect and engage in children's play

Little Bright Stars Learning Centre keeps children and families engaged in the program by maintaining a Programming Board that consists of Weekly Observation Sheet, Indoor and Outdoor Program Plan, ELECT Document and Activity Documentation sheet

## **Expression**

Staff members are encouraged and provided professional learning opportunities where they can learn and further enhance their skills and knowledge in the field of education. Programs supporting staff child -child interactions include:

- Professional Development workshops provided by Childcare Development Resource Connection Peel
- Raising the Bar program
- College of Early Childhood Educators
- Monthly staff meetings
- Mentoring students

## **Little Bright Stars Learning Centre Privacy Statement**

At LBSLC we are committed to protecting your privacy. We only collect personal information to provide you and your child/children with the services for which you have asked. LBSLC does not give, rent or sell our client information to any organization or individual. Your personal information and that of your child is processed and is stored in a secure database with strict access control. Any forms which need to be signed by the parent are kept in locked files in the office. Should you feel at any time that there is information of a sensitive nature which you would like to protect further, please speak to the Owner/Operator and we will do our utmost to accommodate your concern.

## **Philosophy**

We at Little Bright Stars Learning Centre believe that each child is a unique individual who thrives in an environment that is safe, secure, and stimulating while allowing your child to explore and develop their social, communication, exploration, creative, fine motor and gross motor skills.

We offer children a play based curriculum, where children learn through play. Children are given plenty of opportunities to take part in free play throughout the day as well as take part in activities that are planned by the teachers. The children are observed and activities are planned for the following day based on their interests. Teachers also share daily messages with children to provoke curiosity and interest in other subjects. The planned activities are designed to further develop and enhance children's social, emotional, cognitive and gross motor skills.

Our curriculum is guided by Early Learning for Every Child Today (ELECT), an initiative by the Government of Ontario. ELECT is a framework for Ontario Early Childhood Settings that

describes how young children learn and develop, and provides a guide for curriculum in Ontario's early childhood settings. Teachers in our daycare ensure that their programs are meeting the requirements set out by the ELECT principles and the program plans for each room are addressing the ELECT domains and skills. The ELECT domain consists of Social, Emotional, Communication, Language and Literacy, Cognitive and Physical.

How Does Learning Happen?, is another initiative by the Government of Ontario. It is organized around four foundations: Belonging, Well-Being, Engagement and Expressing. The goals and expectations of the program integrate the six guiding principles of ELECT. Our teachers use these goals and expectations to provide the best experiences and outcomes for themselves, children, and families.

### **Goals for our Centre**

Our primary goal for all of the children is for them to enjoy being with us at Little Bright Stars and gain from their experiences. Everyone should feel "at home" in a happy stress-free environment.

Children learn to express their feelings in an acceptable manner and are encouraged to empathize with their friends and teachers.

We encourage friendliness and helpfulness between peers and with adults.

Children learn respect for themselves and for the rights and property of others.

We encourage independence whenever possible, especially with regard to self-help and life skills; however, teachers are always available for a friendly assist when necessary.

Personal creativity in thought and form is always encouraged.

At LBSLC we stress development in such areas as pre-math, pre-reading, printing, color recognition and language skills etc.

Both fine and gross motor skills improve as children grow older, and become more capable of greater scope.

Of course, listening skills and learning to take direction are of particular importance.

### **Your Child's Introduction to Little Bright Stars Learning Centre**

We suggest that parents bring their children for at least one or two brief visits before their actual start date. Meeting the teachers and new friends and learning where they will be spending their time, leads to a sense of security which aids in the overall adjustment process. Some children settle in quickly and easily, while others need a little more time. Your child's teacher can advise you as to the best approach – for example-

- ❖ One last hug or kiss
- ❖ A wave at the window

The teacher will then draw the child into the program through conversation and encouragement. We suggest that a parent telephone during the day to inquire about how the child is doing. It is quite typical that children settle into the daily routine once the parent leaves.

If an in depth conversation is required, we advise parents to make an appointment for an interview. Our ultimate goal is to ensure that the child and the parent achieve a smooth and pleasant introduction to Little Bright Stars.

### **Enrollment Procedure**

Before enrolling at LBSLC, we ask all parents to visit us with their child, to tour the Centre, and meet with our staff. This is an excellent time to ask any questions and to observe our programs in action. Parents will be given an enrollment package, and we will explain a little about our policies and procedures. When parents return the completed forms, they must also present a copy of the child's immunization records.

A non-refundable registration fee of \$100.00 is also required at this time. We will issue the family a copy of our Parent Handbook, and a copy of our Infant and Toddler Supplemental, if appropriate.

### **Waitlist Procedure**

If a spot is not available in any of our programs, child is placed on our wait list. There is no cost attached for putting a child on waitlist. Once a spot becomes available, parents are notified and the enrolment procedure stated above is followed. Parents can view the waitlist by asking the office for more information

## Hours of Operation

LBSLC operates from 7:00 am to 6:00pm, Monday to Friday, 52 weeks a year. We do observe the following holidays:

New Year's Day	January
Family Day	February
Good Friday	March
Victoria Day	May
Canada Day	July
Civic Holiday	August
Labour Day	September
Thanksgiving	October
Christmas	December
Boxing Day	December

The Centre may close early on

Christmas Eve	December 24
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New Year's Eve	December 31
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## Payment of Fees

Upon enrollment a deposit of two weeks fees is required. This amount will be applied to the child's account for his/her last two weeks in the Centre, provided that proper notice has been received.

- A one time, non-refundable registration fee of \$100.00 is also required.
- Payments are to be made by cash or cheque payable to **Little Bright Stars Learning Centre**.
- NSF payments will be charged with a \$40.00 administration fee.
- If payments continue to be returned as NSF, the child may lose his/her place in the Centre, as decided by the owner/operator.
- Receipts for income tax purposes will be issued by the office during the month of February, of the following year.

## **Late Pick Up Fees**

Late fees are \$2.00 per minute after 6:00 pm. If you think that you might be late, please notify the Centre as soon as possible. Late fees are payable to the staff members who have had to stay after hours with your child, and must be paid by the end of that week. Please be advised that habitual lateness will not be tolerated. In such an event the parent may be asked to withdraw the child from the centre.

## **Arrival and Departure**

Any parent arriving before 7:00 am must remain with the child until the Centre is open. When dropping off your child please take him/her to their classroom and ensure that they have been received by the teacher. Parents are responsible for removing the child's outer clothing and putting on his/her shoes. Parents must avail the opportunity to communicate with teachers at this time. Parents are requested to call the childcare centre if the child is going to be late or absent.

A child will only be allowed to leave the Centre with his or her parents unless it is stated otherwise on the enrollment form. If another person is to pick up your child, staff must be notified in advance. The designated names must be given and photo identification will be required. Your child will only be released to designated individuals who are 18 years of age and older. If there are special custody arrangements the Centre must have a copy of the legal papers on file.

## **Absence from the Program**

If your child is absent due to vacation, please inform the owner/operator in writing, as far in advance as possible. If your child is absent due to illness, we request that the Centre be notified about the nature of the illness.

## **Dismissal from the Program**

LBSLC reserves the right to dismiss a child from our program under the following circumstances:

- 1) If many attempts have been made by staff and parents to work with the child to resolve the unacceptable behavior.
- 2) If the safety of your child, or the safety of other children in our care is threatened.
- 3) If parents are unwilling to work with our staff and /or other professionals when advised to do so by the Supervisor, or Owner/Operator.
- 4) If a child continues to demonstrate racially inappropriate behavior and the parents and staff cannot agree to a mutually satisfactory agreement with regard to behavior modification
- 5) If fees are in arrears, and arrangements for payment cannot be agreed upon.
- 6) Habitual lateness in picking up your child.

Please be assured that every effort will be made to resolve any problems before dismissal becomes a possibility.

## **Withdrawal from the Program**

Should you need to withdraw your child from LBSLC, a minimum of two weeks written notice must be given to the Owner/Operator. Failure to do so will result in the loss of the enrollment deposit. (Two weeks fees)

## **Addressing complaints**

Little Bright Stars Learning Centre understands that parents may have concerns regarding the program or centre and places a huge importance on resolving these concerns. We believe that issues that are not resolved properly leads to further concerns, gossip and animosity between the parents and the childcare centre. This creates negativity and leads to an unhealthy environment.

We encourage parents to resolve issues related to their child with classroom teachers. If any issue are not resolved with teachers or is related to the centre, parents can bring it to the supervisor and owner/operator's attention.

Parents can get in touch with the office by calling the centre at (905) 569-2267 or sending an email at [info@littlebrightstars.com](mailto:info@littlebrightstars.com). It is strongly recommended that complaints brought to office's attention are submitted in writing in order to keep it on file. The office will try to resolve the issue as soon as possible. If a concern is brought to the office's attention during off hours or weekend, the office will try to contact the parents once the centre is opened.

Complaints are resolved in different ways, depending on the situation. They may be resolved through a quick e-mail. Classroom teachers will be involved in resolving the complaints if it involves a certain classroom. Complaint are also addressed by having a meeting between an office staff, parents, teachers and outside party, if required.

### **In Case of Emergency**

Should your child suffer a minor accident, an "incident form" will be completed by the staff in charge and made readily available for the parent's signature upon arrival. In case of a serious accident parents or a designate will be called immediately. If necessary, an ambulance will take the child to the hospital. Any fees incurred as a result of the medical emergency are the responsibility of the parent. A serious occurrence notification will be sent to the Ministry. A serious occurrence report will also be posted in the Centre as required by the Ministry.

### **Evacuation- Emergency Shelter**

Should it become necessary to leave the LBSLC building, or immediate area, our emergency shelter site is:

#### **Training Center**

2575 Dundas St. West

Parents will be called and informed as soon as possible. Children will remain supervised by Little Bright Stars staff the entire time.

### **Incllement Weather**

Little Bright Stars Learning Centre is closed on days that Peel Public School is closed on due to severe weather. A voicemail will be recorded for the parents on the childcare's phone number announcing snow day closure.

If poor weather conditions develop during the workday and Peel Public School announces closure, then Little Bright Stars Learning Centre will also be closed for the rest of the day. Parents will be given a call to make arrangements for picking up their child.

Parents are required to pay Little Bright Stars Learning Centre for snow days as they are not scheduled in advance.

## **About the Program**

### **Infant Program**

We offer two infant programs, Junior Infants and Senior Infants. Junior Infants program has infants as young as 4 months to 12 months. Infants are at a stage where their mind is absorbing whatever they see in their surroundings. They also discover themselves, and as they learn to crawl and walk, they explore more of their surroundings. Our Junior Infant program is designed to provide infants with a safe and secure environment with stimulating toys and activities that provoke their curiosity and encourage them to learn more about themselves. Learning areas in the junior infant program consist of group time, creative, sensory, language, music & movement, and gross motor activities. Infants are introduced to the outdoors by means of daily walks in the strollers around the neighborhood. With the age group so young, the program is flexible enough to accommodate individual needs of a child. A separate room with cribs and soft music is available for children during sleep time.

As the infants are able to walk, they are moved to the Senior Infant program where they get to further develop and explore their surroundings. The program is carefully designed to enhance children's skills and prepare them as they get ready to move to the toddler program. A strong emphasis is placed on the development of the gross motor skills through the means of push toys, outdoor environment and gross motor activities. Learning areas of the program include group time, creative, language, music & movement. A separate sensory area is available in the classroom for sensory play. A book center with age appropriate books is also available in the classroom. Another learning area that is introduced is the dramatic play where the children discover more about themselves by trying on different clothes.

### **Toddler Program**

Little Bright Stars Learning Centre offers two programs for toddler age group. Junior Toddler program is designed for children who are 18 months and up. The classroom is designed with well defined interest areas to help children further develop their cognitive, fine motor, social-

emotional and gross motor skills. Learning areas in the classroom includes creative, sensory, and book area. A complete dramatic area is setup with age appropriate toys and materials, giving it a home like look. A separate block area is set up to introduce children to the concept of building. Variety of blocks, cars and figurines are provided to further build up on children's imagination and skills. The materials and activities in the classroom also introduce children to the concept of sounds and numbers. Science activities are introduced in order to further develop children's discovery and investigation skills. Children are strongly encouraged to develop their self-help skills, whenever possible. Older children in the program are introduced to potty-training if they are ready. Children explore their outdoor environment by using the toddler playground or going out on neighborhood walks.

Our Senior Toddler program builds up on the Junior Toddler program and develops children's skills further in order to prepare them for the preschool program. A huge emphasis is placed on the children's language development and self-help skills. Older children in the program are introduced to activities that are done in the preschool program. Learning areas consist of creative, sensory, blocks, dramatic, cognitive, science and book area. Gross motor skills are developed further by means of music & movement and gross motor activities. Children continue to build their gross motor skills by means of using the playground and going on neighbourhood walks.

### **Preschool Program**

Preschool program is geared for children who are 2 1/2 to 5 years of age. The classroom is divided into areas such as creative, sensory, dramatic, blocks, cognitive, science and book area. Our Preschool program is designed to further refine children's language, social emotional, cognitive, and gross motor skills. Materials and activities in the classroom continue to help children develop the concept of patterning, sequencing, problem solving, and spatial development. Children are placed into small groups that helps teachers focus more on children's individual interests and provide them with materials to further develop their interest and skills. Our Preschool program also provides opportunities for children to develop their problem solving and self-help skills. Gross motor skills are further developed by use of the preschool playground as well as neighbourhood walks. Children in the Preschool program also take part in special events and field-trips which further helps children extend their learning.

### **Sleep Policy for Infants**

Little Bright Stars Learning Centre provides a separate sleep room for the infant program. These rooms are designed based on the size of the infant classroom. The rooms are used by infants when they are sleeping. All children going down for sleep time must be placed in a manner that is consistent with the recommendations set out in the Joint Statement of Safe Sleep. Joint Statement of Safe Sleep indicates that:

- Infants must be placed on their backs for sleep time
- Infants must be placed in a crib for sleep time
- An adult must be present in the same room where infants are sleeping

## **Diversity and Inclusion at LBSLC**

LBSLC appreciates diversity in all practices including all children and their families. We all come from many countries throughout the world, and speak a variety of languages. We practice different religions and hold individual beliefs. Our family dynamics and lifestyles may vary from those of others.

Keeping all of the above in mind; LBS staff, prepare program plans, which reflect our unique needs, strengths and abilities. We focus on fostering a child's respect for him/herself, and for others, as well as, participation and friendship. We enjoy learning about the various cultural celebrations, and often participate when we can. We believe that learning promotes understanding and respect.

If any of our families would like to share cultural or religious observances with us, please speak to your child's teacher, to make arrangements.

## **Racism and Anti-Bias**

Any form of racism is sure to demean a person and is a situation to be dealt with immediately and thoroughly. LBSLC will not tolerate racist behavior between children, staff, or parents. That being said, sometimes children do not understand that their comments or actions are racially inappropriate. At LBSLC we firmly believe that we need to draw attention to any racial incidents, supporting those involved, and using the situation as an opportunity to educate. Prevention through education has been shown to have the best results.

If a racial incident does occur, we take it very seriously. There is a process which must be followed, although each case will be different. The incident will be documented in detail and parents will be involved from the beginning.

If racially inappropriate behavior continues, the Owner/Operator will meet with the parents in an effort to resolve the situation. Dismissal is a possibility only if parents and staff cannot agree to a plan of behavior modification.

Throughout our daily program, staff of LBSLC will be emphasizing how we all need to embrace our differences and avoid any behavior which is hurtful to someone else.

### **Accessibility**

At LBS we believe that our Centre should be as accessible as our current physical plant allows it to be. The common areas and hallways are open and unobstructed, providing easy access to all of our classrooms, and the office. Our indoor classrooms are equipped with toys and activity centre's which are available to all of our children. Outdoors, our playground, with its bike pathways, sandbox, and climbing hill provides many opportunities where children of all abilities can play together.

### **Probationary Practices**

Little Bright Stars Learning Centre believes in guiding children's behaviour through positive reinforcement and providing them with problem solving skills so that the children can regulate themselves and have control of their emotions. Little Bright Stars Learning Centre does not allow the following practices and considers them prohibited. The prohibited practices are:

1. Corporal punishment of the child
2. Physical restraint of the child, such as confining the child to a high chair, 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 child care centre or home child care premises for the purpose of confining the child, or confining the child in a 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
6. Inflicting any bodily harm or children including making children eat or drink against their will.

## **Behavior Management**

Little Bright Stars Learning Centre understands that each child is unique and different, and portrays different behaviours due to a reason. When younger children exhibit behaviours such as biting, hitting, scratching and pushing, it is because:

- They want something another child has
- The other child is in their way
- They are looking for attention
- They are exploring their friend's reaction when they get hurt

Teachers try to understand the reason behind the behaviour before they take disciplinary actions. Once the reason is identified, the teachers discipline the behaviour by:

- Providing the children with words that they can use, for example, Can I play with you? It's my turn
- Redirecting children to another activity
- Giving children some quiet time / quiet activity to work with until they have calmed down before they can play with their friends.

The older children exhibit these behaviours for different reasons such as:

- Wanting to join other child's play
- Wanting to play with the same toy as their friends
- Seeking attention
- Trying to understand and explore different emotions

Disciplinary actions for older children are a little bit different compared to younger children. The teachers first try to determine the reason for the behaviour. They follow the six steps of problem solving, which are:

1. Staff comes down to the level of children
2. They ask the first child what happened and try to understand the problem
3. They then ask the second child what happened and try to understand the problem
4. The teacher reiterate the problem to the children and verifies it with them
5. The teacher then asks children to come up with different solutions to solve the problem
6. The teacher then helps children pick out the best solution and implement it.

The six steps for problem solving encourages children to be involved in solving the problem and helps in developing their problem solving skills. Children are also disciplined in other ways such as:

- Teachers sharing words with children that they can use, for example, "Can I play with the toy once you are done playing with it?"
- Redirecting children to another activity
- Giving children some quiet time / quiet activity to do so that they are away from the situation and have a chance to think about their behaviour before they join the play

## **Child Health Policy**

Little Bright Stars Learning Centre believes that all staff and children should be in good health when they are in the centre. Our illness policy lays out guidelines in situations when a child is sick. The sickness policy has been set out in accordance with the guidelines provided by Ministry of Education and The Region of Peel.

Our sickness policy states that children that are sick with fever (over 99.8°F), had vomiting, diarrhea, any eye infection or are not taking part in the program due to sickness will be sent home and they should remain at home for 24 hours, fever free, vomit free and diarrhoea free, before they can come back to the daycare. This is extremely important as fever, vomiting, diarrhoea, and eye infections are contagious and spread to the other children in the classroom. Children that are sick due to other communicable illnesses will need to stay at home, according to the guidelines laid out by Peel Public Health. They can come back to the daycare with a written note from the doctor.

We administer medications to children whenever needed. A medication form needs to be filled out properly and the teachers will administer the medication. We are NOT authorized to

administer Tylenol or any medications that are used for breaking fever. Tylenol is only given in rare conditions such as child having a seizure. If a child is not able to take part in the program due to illness (inside and outside), then we suggest that the child stays home until they are able to take part in the program. Parents are requested to bring in a doctors note if their child tends to get sick due to outdoor time. Little Bright Stars Learning Centre will try its best to accommodate such situations but cannot guarantee it all the time as staff/child ratios need to be maintained at all times.

## **Immunization Policy**

Immunization is a series of needles that protects your child from harmful diseases. Having up-to-date immunization is your best protection against any harmful diseases.

Little Bright Stars Learning Centre requires parents to provide the childcare centre with their child's immunization record. This is extremely important as we are working with several children and want to ensure their all children are protected against any harmful diseases. Children cannot be admitted in the childcare centre unless provided with the child's immunization record. Parents can bring in an exemption form if they don't want their child taking part in immunization due to personal beliefs. A doctor's note is required if the child is exempted from immunization due to medical reasons. .

If the child care centre doesn't receive your child's immunization information or an exemption form, your child will not be admitted to the child care centre.

## **Asthma**

Parents of a child, who has been diagnosed with asthma, must notify the Centre upon enrollment. It is required that parents must complete the "Asthma Information Form", a copy of which is available from the office. All staff will be made aware of the child's condition, including any necessary medication and/or restrictions and the emergency plan will be posted in our classrooms.

## **Allergy and Anaphylactic Policy**

It is the responsibility of the parent of an anaphylactic or potentially anaphylactic child to notify the Centre upon enrollment. Parents must complete an "Individual Anaphylactic Allergy Plan", a copy of which will be posted in each classroom. A list of children with allergies will also be posted in the kitchen and in each classroom. Parents of anaphylactic children or potentially anaphylactic children must provide two epi-pens, clearly labeled with the child's name and of current date, to be left at the Centre. All staff at LBSLC has been trained to administer the epi-pen as per instruction. It is posted outside each classroom that we are a nut free facility. This includes any type of spread such as "Nutella".

## **Administration of Medication**

LBSLC will administer prescription medication to your child only if the parent/guardian completes a medication authorization form available from your child's teacher. Non-prescription medication or over the-counter medication must be accompanied by a doctor's note. The medication must be handed to the teacher and must be in the original container, clearly labeled with the following:

1. Child's name
2. Name of medication
3. Name and telephone number of doctor
4. Times required
5. Dosage
6. Start and stop dates
7. Date of purchase
8. Expiry date
9. Prescription number
10. Instructions for storage (refrigerator or room lock box)

Vitamins, creams and ointments are also considered medication. Medication may not be left in cubbies or backpacks where it may be accessible to children.

Parents should talk to the teachers to explain why the medication was prescribed, and if any side effects have been noticed. Examples - drowsiness, upset stomach etc.

## **Be "Scent Aware"**

LBSLC is a "scent aware" facility. Infants and children, in particular, can have adverse reactions to perfumes, colognes, aftershaves, and other scented toiletries. These reactions can include; nausea, headaches, difficulty breathing, rashes, etc. At LBSLC we are very careful to use only unscented laundry detergent and fabric softener. We purchase "scent-free" cleaning products when possible, and use low scent air fresheners only when necessary.

Our staff are very aware of the effect that scents can have on our young children, and are therefore, very circumspect in their personal use.

LBSLC requests that parents join with us in keeping all of our children safe by limiting the amount of perfume, cologne, or aftershave worn while dropping off and picking up their children. Also, please be aware, that strong scents can be passed from parent to child when hugs and kisses are exchanged. The scent then remains on your child's skin and clothing. We thank you for your participation in being "scent aware".

## **Sunscreen**

Sunlight contains ultraviolet (UV) rays that can harm everyone's skin and eyes. Ultraviolet rays can reach through clouds, fog and haze.

At LBSLC, we are committed to keeping all of our children safe and well.

To ensure that your child is protected, please apply sunscreen generously, before dropping your child off in the morning. Our staff will re-apply it as needed throughout the day. Each child should have their own bottle of sunscreen, labeled with their first and last name, which is to be left at the Centre. The sunscreen product should have an SPF factor of at least 15, and be waterproof, if possible. Please complete the "Sunscreen Authorization" form at the beginning of each summer.

## **Insect Repellent**

LBSLC staff will only apply insect repellent if the child has a severe reaction to insect bites. If parents are concerned about viruses transmitted through mosquito bites (West Nile) we suggest that children be dressed in protective clothing. If insect repellent is to be used, the parent must present a doctor's note, and then complete a "medication authorization" form. Insect repellent cannot be used for Toddlers.

Eucalyptus based products should not be used for children under 3 years of age. Citronella or lavender oil cannot be used as they can cause severe allergic reactions in some children.

\*If there are other children enrolled who have reactions to insect repellent (respiratory), parents will be asked to use protective clothing as an alternative.

## **Serious Occurrence**

A serious occurrence is an event which takes place which involves either a child in our care, or a staff member on duty and a third party, other than family members or staff. If for instance, one of the following events took place, an outside party would need to be contacted:

1. Death
2. Fire
3. Child abduction
4. Missing Child
5. Serious accidents
6. Flood
7. Abuse/ Neglected child by parent or staff
8. Abandoned child
9. Evacuation

A third party could be from the following agencies:

1. Police
2. Fire Department
3. Children's Aid Society
4. EMT's
5. Ambulance
6. Hospital Emergency

In the event of a serious occurrence, all child care centres are required to post a Serious Occurrence Notification Norm in a common area within twenty four hours of the event. This form will remain posted for ten days and must be updated as new information becomes available. The privacy of each individual will be respected.

## **Meals**

Little Bright Stars Learning Centre believes in providing children with food that is healthy and nutritious for them. We follow the Canadian Food Guidelines for Children when providing food. Our food is provided by Princess Pea Catering company, and consists of morning snack, lunch and afternoon snack. The food menu for the catering company is designed by a registered dietician, keeping the Canadian Food Guidelines for Children in mind. The food menu is posted outside each classroom and is rotated on a weekly basis. Menu is also every season. We provide food for children who have allergies and food restrictions. Parents need to provide information regarding their child's food restrictions to supervisor at the time of enrollment.

Little Bright Stars Learning Centre is a nut sensitive place. Food containing any type of nuts, or food that has been prepared in a facility that processes nuts, is not allowed in the daycare. Food that is brought in for the infant program or on special occasions needs to be nut free, in the original container with ingredients listed on it.

## **Infant Meals**

All parents of infants under twelve months of age must provide detailed written instructions for feeding.

We request that you provide the food and formula for your infant who is not yet eating table food. Formula must be pre-mixed at home, and provided in bottles which are labeled with your child's name, the date and the date of discard

Please refer to the Infant and Toddler Supplementary Handbook for further information.

Breast-feeding mothers are very welcome at LBSLC.

We are pleased to offer you and your baby, a private area in our staff room, which you can use, at your own convenience.



## **Clothing and Personal Belongings**

For your child's comfort, an extra set of clothing should be kept at the Centre at all times. This should include a shirt, pants, underwear and socks. Please label all items with your child's first and last name. Children should be dressed appropriately taking into consideration, daily weather conditions, as outdoor play is an important part of our program. Also it is appreciated if children wear clothing which is easily handled by little fingers and comfortable for active (sometimes messy) play. All children, other than Infants, must wear rubber soled shoes inside the daycare, and sneakers, while outdoors.

Please check our **Lost and Found** Box on a regular basis. Any items left longer than one month will be donated to charity.

## **Toys from Home**

We advise that children do not bring toys from home, especially costly items which could get lost or broken.

Exemptions are:

1. When teachers request that children bring certain toys or items from home as part of the program
2. Small snuggle toys for those children who nap.

## **Supervision of Students and Volunteers**

At LBSLC we believe in supporting the community by providing colleges and high schools with placement opportunities for their students. Parents should be aware that students and volunteers are under the supervision of LBS staff at all times. They are subject to all of our policies and procedures and are included in any relevant staff meetings. Before starting the placement, students and volunteers are required to spend time in orientation. They are also

provided with a handbook and reference material to help them learn more about their role at LBSLC.

## **Parent Involvement**

Communication between staff and parents is very important at LBSLC. Parents are encouraged to take a few minutes to talk to our staff at drop off and/or pick up. Parents of Infants and Toddlers can use the message sheets in their child's "How Was My Day" journal to leave comments for the staff.

Watch for information on the classroom bulletin boards and on our web site.

We will be posting information about events happening in our community, as well as, general information concerning child development, health, nutrition, etc.

If parents wish to discuss a concern, an appointment should be made with the teacher, and/or the Supervisor at a mutually convenient time.

Parents are very welcome to share aspects of their culture which they feel might be of interest to our Little Bright Stars Family.

## **Field Trips and Excursions**

Field trips and community outings are included in our program and are eagerly anticipated. Parents will be notified in advance of any trips and advised if a fee is required. A consent form must be signed in order for children to participate.

At the time of enrollment the parent will be asked to sign a one time Excursion Permission Form, which will allow children to enjoy walks in our neighborhood.

## **Smoke Free Policy**

Smoking is strictly prohibited in all areas within the Centre, as well as, on LBSLC property. This includes the playground and entrance area. Staff and parents who wish to smoke must do so in the parking lot, at least 9 meters away, or off site entirely. We will not tolerate cigarette butt litter in our entrance area or around our outdoor playground.

Signs are posted in the daycare proper, and on the playground.



### **Use of Cell Phones**

We ask that parents refrain from using cell phones at pick up and drop off, as these are very busy times, and staff will often need to speak with you. Your child will also need your attention - that last big "I am going to miss you" hug, or the "I am so glad to see you" kiss. Children are often so excited to tell you about their day, that they cannot wait for a cell phone conversation to end. We thank you for understanding.

### **Parking**

LBSLC parking lot is an "idle free" zone. Parents must turn off their vehicles when dropping off or picking up their children

