



EARLY LEARNING CENTRES HANDBOOK FOR PARENTS

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Table of Contents

Welcome to CDI's Early Learning Centres!	3
Our Early Learning Centres	4
Background	4
Hours of Operation	4
Program Statement	5
Staffing	8
Inclusion	8
Child Abuse Policy	9
Serious Occurrence Reporting (SOR)	9
Parents' Custody Rights	10
What you need to know about	11
Admission, Attendance, and Withdrawal	11
Admission to the Centre	11
Attendance	11
Withdrawal from the Centre	12
Fees	12
Payment of Fees	12
Late Pick-Up	13
Income Tax Receipts	13
Health and Wellness	13
General Signs of illness	13
Administration of Medication	14
Life Support Medication	14
Fever Relievers	14
Special Medical Conditions	14
Other Important Information	15
Breastfeeding	15
Emergency Accommodation	16
Threats to Centre Safety	16
Smoke-Free Environment	17
Contact Us	18

Welcome to CDI's Early Learning Centres!

We are pleased that you have selected one of our Centres as your child care provider and your partner in early learning, care, and development. We look forward to your child's participation in a safe, nurturing learning environment, with qualified, experienced Registered Early Childhood Educators and Early Childhood Assistants.

The Early Learning Centres welcome parent participation in our programs. You may wish to join our Parent Advisory Committee (PAC). The PAC encourages parent input for program development, topics for guest speakers, fundraising/social events for children and parents, and community events planning. Meetings are held quarterly.

Parents are also encouraged to share any special talents or skills that will enhance the learning experiences for the children. Further involvement would be to share with your child's teacher any at-home activities and special interests your child engages in that can be incorporated into the classroom activities.

You are welcome to visit your child's classroom!

If you have any questions, please contact the Centre's Director/Designate.

Carolee Crooks
Director, Healthy Child Development
Child Development Institute



Our Early Learning Centres

Background

This Handbook is intended to provide you with basic information about our Early Learning Centres. It is available to parents of children enrolled in our Centres, as well as anyone interested in obtaining care. It is also available on our website at childdevelop.ca. Our Program Statement is reflected in the policies under which we operate our Early Learning Centres.

Our Centres are licensed by the Ontario Ministry of Education and meet the provincial standards of *the Child Care and Early Years Act (CCEYA)*, 2014.

We have a purchase of service agreement with the City of Toronto for the provision of subsidized child care and meet the Toronto Assessment for Quality Improvement.

Our Early Learning Centres are operated by Child Development Institute (CDI), an accredited multi-service non-profit organization. CDI has been serving the families of young children in Toronto since 1909.

Hours of Operation

Care is provided 10½ hours daily, Monday to Friday, from 7:30 a.m. to 6:00 p.m., except for the following days of closure or statutory holidays:

- New Year's Day
- Family Day (3rd Monday in February)
- Good Friday
- Easter Monday
- Victoria Day (3rd Monday in May)
- Canada Day
- August Civic Holiday (1st Monday in August)
- Labour Day (1st Monday in September)
- Thanksgiving Day (2nd Monday in October)
- Christmas Day
- Boxing Day

Early Closing on Christmas Eve and New Year's Eve

In accordance with our collective agreement, our Centres are required to close at noon on December 24th and 31st whenever these dates occur on a weekday (Monday to Friday). Fees are payable for the full day. Your Centre Director will provide you with advance notice of the early closings.

The Centres are not open for business on days assigned in lieu of statutory holidays.

LEGEND:

Parents/You/Your = Parents and/or Legal Guardians

Director = Centre Director or Designate

Staff/Employee = Full-time, Part-time and Contract staff

Teacher = Registered Early Childhood Educator (RECE) or Early Childhood Assistant (ECA)

Program Statement

Child Development Institute is committed to promoting and providing an inclusive and safe environment that uses *How Does Learning Happen? Ontario's Pedagogy for the Early Years* framework as a guide to govern our programs in each Centre's daily practices.

Indicator- {(O. Reg. 137/15, s.46(3))}	Goal	Approach
(a) Promote the health, safety, nutrition and well-being of the children	We promote an inclusive and safe environment that promotes race, ethnicity, physical, mental, and emotional well-being of the children.	<ul style="list-style-type: none"> ● Children's diversity is respected in choices and materials used throughout the program. ● Staff monitor the environment (inside and outside) daily for any immediate or potential hazards. ● Children's nutrition is valued through menu choices that reflect the Canada Food Guide and monitored by a registered dietician. Food choices are respectful of family beliefs and practices. ● Staff adhere to all food restrictions and allergies and document the children's health. Concerns are brought forward to families immediately.
(b) Support positive and responsible interactions among the children, parents, child care providers and staff	All children, families, and staff entering into the Centre shall be treated equally and with respect. They will be given the support and opportunities needed within our environment.	<ul style="list-style-type: none"> ● Opportunities are given for staff and families to connect daily and for families to discuss their child's development and program. ● Staff will facilitate a play-based curriculum that encourages children to be curious, take risks, and lead their own learning.
(c) Encourage the children to interact and communicate in a positive way and support their ability to self-regulate	Staff will support a child by providing a developmentally appropriate framework for children to communicate in a positive manner and promote self-regulation.	<ul style="list-style-type: none"> ● Staff will model positive interactions and communication by respecting each child's individuality and being engaged in children's play. ● Staff will model and encourage children to recognize feelings in others. ● Staff will provide opportunities and teach how to use self-soothing techniques with children to resolve issues. Specifically, this includes planning activities that allow for turn-taking, extended focus, conflict resolution, and positive interactions with peers.
(d) Foster the children's exploration, play and inquiry	We recognize each child's natural desire and ability to learn. Staff will foster children's natural curiosity to explore and be leaders in their learning.	<ul style="list-style-type: none"> ● Through observations and documentation; staff will expand children's interests and inquiries through curriculum planning. ● Staff will provide materials and experiences (both indoor and outdoor) that encourage children to explore through open-ended activities, build-on experiences and learning opportunities.

(e) Provide child-initiated and adult supported experiences	We recognize each child's natural desire and ability to learn. Staff will foster children's natural curiosity to explore and be leaders in their learning.	<ul style="list-style-type: none"> ● Staff will provide materials and experiences (both indoor and outdoor) that encourage children to explore. ● Staff will act as facilitators in the environment through observations and documentation. This allows teachers to plan group and individual experiences. ● Staff will be active listeners (observers) with children and plan according to children's interests, abilities, and experiences using documentation.
(f) Plan for and create positive learning environments and experiences in which each child's learning and development will be supported	Staff will engage children by planning experiences that are based on their interests and developmental needs.	<ul style="list-style-type: none"> ● Staff will provide materials and experiences (both indoor and outdoor) that encourage children to explore. ● Staff will be active listeners (observers), using observations and developmental assessments to plan according to children's interests and experiences.
(g) 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 child care	A variety of experiences will be planned and facilitated for the children that incorporate all times of the day (indoor, outdoor, active, and quiet) while ensuring the individual needs of the children are being met.	<ul style="list-style-type: none"> ● Staff will meet the individual needs of the children by following individual plans, observations, family-instructed needs, and regulations set forward for the Centre. ● Staff will plan adaptations for experiences/activities so that all children are successful and engaged. ● There are learning centres in the environment to foster children's varying needs. There are opportunities for children to have quiet and reflective time, and areas that allow for play that is more active (both indoor and outdoor).
(h) Foster ongoing communication with parents about the program and their children	We promote a culture of family involvement by engaging families in partnerships with our teachers that support their children's development and learning.	<ul style="list-style-type: none"> ● There are opportunities for staff and families to connect daily and for families to discuss their child's development and program. ● We have an active Parent Advisory Committee and parents are encouraged to join and participate. ● The parents are encouraged to provide input into experiences that are planned for their children. ● Parents are encouraged to participate in the program through various measures (i.e., read a book to a group, take part in cooking activities, etc.).

(i) Involve the local community partners and allow those partners to support the children, their families, and staff	We will engage various stakeholders in the community to support our children, families, and staff.	<ul style="list-style-type: none"> ● We support families and community members by having up-to-date community boards in our Centre. ● Each Centre has a Family Support Worker that can assist families needing support and provide resources for families and teachers when needed. ● We liaise with community members and facilitate programs, workshops, and training that supports our families, children, and staff.
(j) Support staff or others who interact with the children at a child care centre in relation to continuous professional learning	We will support staff to attend professional learning opportunities and encourage ongoing training as related to the child care field.	<ul style="list-style-type: none"> ● Staff attend workshops provided throughout the year through various avenues (i.e., internal training, external workshops, and performance goal development). ● Financial support is available for staff training. ● The Centres have access to additional professional development pertaining to special needs from our clinical services division. ● Opportunities are given for staff to attend TDSB professional development sessions for our school-based Centre.
(k) Document and review the impact of the strategies set out in clauses (a) to (j) on the children and their families	To ensure that the strategies set out in (a) to (j) are meeting the needs of our children and families and that opportunities are provided to make changes if needed.	<ul style="list-style-type: none"> ● Through documentation of feedback from families, children, and staff, we assess and explore opportunities for improvements in our approaches. ● Families are surveyed throughout the year using an online formal survey or hard copies (depending on need). ● Monitoring of the program through a developed checklist that reflects the strategies set out in the program statement.

Staffing

As provincially licensed Centres, our teacher to child ratios and groupings of children are based on the *Child Care and Early Years Act* requirements. The ratios and groupings are as follows:

GROUP	APPROXIMATE AGE	TEACHER/CHILD RATIO
Infants	Newborn – 18 months	3 - 10
Toddlers	18 - 30 months	1 - 5
Preschool	2 ½ - 5 years	1 - 8
Before & After, Kindergarten	4 – 5 years (only at Fraser Mustard)	1 - 10
School-Age	6 - 12 years (available ONLY at the Annex ELC)	1 - 15

Note: CCEYA allows for alternate ratios during various times of day.

Our teachers are Registered Early Childhood Educators (RECEs) and Early Childhood Assistants (ECAs). RECEs are registered with the College of Early Childhood Educators, while Early Childhood Assistants are required to have an ECA certificate and are experienced in working with children.

As a condition of employment, teachers are required to undergo a Vulnerable Sector Police Record Check every five years. In addition, all teachers are required to have current Standard First Aid and Infant/Child CPR certificates, as well as be trained in Anaphylaxis and the use of an Auto-Injector.

Policies

Our policies are posted in a public location at our Early Learning Centres. We cannot include all of the policies that apply to you, so please ask the Centre Director/Designate for a copy. Some of our key policies are listed below:

- Accessible Customer Service
- Inclusion
- Child Abuse Reporting
- Client Complaints
- Confidentiality/Privacy
- Serious Occurrence Reporting
- Behaviour Guidance
- Anti-Oppression
- Code of Conduct
- Parents' Non-Compliance with Policies
- Parents' Custody Rights
- Student and Volunteer Policy

Inclusion

Our Early Learning Centres adhere to the Ontario Human Rights Code. No child shall be denied child care accommodation because of his/her race, ethnicity, sexual orientation, physical, mental, or emotional condition. All children requiring space at our Early Learning Centres will be placed solely on the basis of their parent(s) ability to pay the full fee or obtain the necessary subsidy from the City of Toronto Children's Services Department.

All children in our care shall be treated equally and with respect. They will be given the support and opportunities they need to help them grow and develop emotionally, mentally, and physically.

Child Abuse Policy

It is a legal requirement that any allegation or suspicion of abuse must be reported to a child welfare agency, without first informing the individual against whom the allegation was made. For more information, please refer to the full version of the **Child Abuse Reporting Policy** posted in the Centre.

Child Welfare Agencies - Contact Information:

Toronto Catholic Children's Aid Society: **416-395-1500**

Toronto Children's Aid Society: **416-924-4646**

Jewish Children's Aid Society: **416-961-9351**

Native Child and Family Aid Society: **416-363-8510**

Client Complaints

All concerns and issues raised by clients are taken seriously and addressed in a fair and timely manner. Parents with a concern or complaint are encouraged to speak directly to the employee(s) involved, stating the nature of the concern. If this does not lead to a satisfactory resolution, the employee must inform the parent of his/her right to contact the Centre Director.

Serious Occurrence Reporting (SOR)

Our Early Learning Centres have a process for documenting and reporting incidents according to the CCEYA or other legislation. For more information, please refer to the Serious Occurrence Reporting Policy posted in the Centre.

All licensed child care centres are required to post a Serious Occurrence Notification form in a public area (e.g., beside the SOR policy and centre's licence) for at least 10 days, plus an additional 10 days for updates.

In the case of an alleged abuse or unverified complaint, the form will be posted at the completion of the follow-up and/or investigation of the allegation or complaint. The notification form will be kept on-file at the Centre for three years from the date of the report.

Prohibited Practices

In accordance with the CCEYA, the following practices are **prohibited** in the Early Learning Centres:

- a) Corporal punishment of a child;
- b) Physical restraint of a 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;
- c) Locking the exits of the child care centre 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 centre's emergency policies and procedures;
- d) Use of harsh or degrading measures, threats or 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;

- e) Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding, or
- f) Inflicting any bodily harm on children including making children eat or drink against their will.

Parents' Custody Rights

To better protect and safeguard the children in our care, the Centre Director will require a copy of any legal documentation that establishes the legal custodian of a child. The document must be issued by the courts or be a private agreement signed by both parents, witnessed and dated. The copy will be placed in the child's file. Any changes must be promptly reported to the Centre Director.

Code of Conduct

Our Centre staff are required to treat all parents, employees, students, volunteers and children with respect, fairness, and equality. Any parent who exhibits discriminatory behaviour or physical or verbal abuse directed at children, staff or other adults while at the Centre will receive a written warning which may include the individual being banned from the Centre.

Parents/Guardians' Non-Compliance with Policies

Non-compliance with your obligations under the Early Learning Centres Parent Contract or policies may result in a report being filed with the Director of Healthy Child Development who may take additional action.

Student and Volunteer Supervision

Our goal for encouraging volunteer and student participation in our child care programs is to provide participants with an opportunity to work with experienced staff in a team-based environment so that they may obtain professional skills and training through interaction with children and families.

Volunteers and students must be at least 18 years of age and are required to undergo a Vulnerable Sector Police Record Check. Generally, students are placed through colleges and universities. Parents/caregivers may volunteer for trips or outings with the Centre and are also required to undergo a Vulnerable Sector Police Record Check.

To ensure the safety and protection of our children, volunteers, and students must:

- Provide a recent (six months) Vulnerable Sector Police Record Check
- Adhere to the Centre's policies and procedures

Students and volunteers are not:

- Included in the staff complement, and cannot be counted as part of the staff to child ratios
- Permitted to administer medication

At no time, and under no circumstance, shall a student or volunteer be left unsupervised with children.

What you need to know about...

Admission, Attendance, and Withdrawal

Admission to the Centre

Prior to your child's admission, you must complete and return a Registration Package to the Centre Director and pay a one-time non-refundable registration fee of \$100 (per family). To help your child adjust to the new program, you are encouraged to spend some time with him/her in the program during the first week.

Required Immunization (Immunization must be up-to-date at time of enrollment)

An Ontario Ministry of Health Immunization Card or a note (on letterhead) from a medical professional listing all of your child's immunizations received to-date are acceptable as proof of immunization.

Enrollment

Preference is given to families seeking full-time enrollment when there is a demand for these spaces. Parents of children enrolled part-time in a program will be given first right of refusal.

Annual Update of Information

Your child's file at the Centre is updated annually. It is important that you inform the Centre of any changes during the year, especially for emergency purposes.

Attendance

Arrival

It is important that you take your child to the classroom to be signed-in and acknowledged by a teacher.

Sleep (Infants)

All infants under 12 months of age will be placed on their back to sleep in accordance with Public Health Agency of Canada recommendations. Please speak to the Director if you have any concerns.

Departure/Pick-Up

Advanced notice (written or by phone) is required whenever another authorized person (who is at least 16 years old) is picking up your child. A government-issued photo identification, such as a valid driver's license, is required.

Your child will not be released to an individual who is suspected of being under the influence of drugs or alcohol.

Reporting Absences

Any absence should be reported to the classroom teacher by **9:00 a.m.**, along with the reason for the absence and how long your child may be away.

Attendance When Child is Ill

Please refer to the Health and Wellness section in this handbook for information relating to attendance at the Centre when your child is sick.

Age Group Transitions

You will receive advance notice when your child is moved from one age group to the next. Fee changes for the next age group will commence on your child's first full day in the new classroom.

School Attendance

Consent forms for each child must be completed and signed to permit teachers to pick up and drop off children at school or the school bus.

Withdrawal from the Centre

Withdrawal from the Centre may happen because:

- The parent(s) is voluntarily withdrawing the child from the program;
- A child has reached the maximum age he/she can be at the Centre;
- The program is unable to meet the child's needs;
- There is an accommodation shortage; or
- The required child care fees have not been paid.

For all withdrawals, whether the request is made by the Centre Director or the parent, four weeks' notice in writing is required.

Withdrawal by Parent/Guardian

If adequate notice is not received, payment of the full fees for the four-week period will be required.

Withdrawal Due to Maximum Age Requirements

When a child reaches the maximum age that he/she can be in the program, the Centre Director will notify the parent, in writing, of the date by which the child will be withdrawn. The Centre Director will assist the parent by making referrals to other age-appropriate child care programs or services.

Withdrawal - Program Unable to Meet Child's Needs

Sometimes, the Centre is unable to meet the child's needs. The Centre Director, the Resource Consultant and the child's teacher shall make every effort to assist the child. If the decision is made to withdraw the child from the Centre, the parent(s) will be referred to another child care centre or specialized program.

The following steps will be taken:

- Documentation of meeting with parents outlining the steps taken, resolution made and any referrals to another child care centre or relevant service;
- Notification of Toronto Children's Services Consultant (if receiving subsidy), and Child Development Institute's Senior Management Team and Board of Directors.

Withdrawal Due to Accommodation Shortage

Each age group at the Centre is licensed by the Ministry of Education. Based on the availability of space at the time a child is moving into the next age group, there is no guarantee that the Centre will be able to accommodate him/her.

In such instances, the Director may request that children be withdrawn from the program. A reasonable timeframe will be allowed for the withdrawal, and assistance will be provided in finding alternate care at another centre.

The Centre will make every effort to ensure all children are accommodated and moved from one age group to the next.

Withdrawal Due to Unpaid Child Care Fees

When the required child care fees are not paid by the due date, the parent/guardian must meet with the Director of Healthy Child Development.

Fees

Payment of Fees

Fees are due and payable on the first business day of every month for every weekday (Monday to Friday) including statutory holidays, Easter Monday, Civic Holiday, temporary absences, vacation days, sick days or other days a child is away from the Centre.

Fees are due and payable regardless of any closure that is beyond the Centre's control, such as severe weather conditions, natural disaster, loss of heat, electricity or water, flooding, etc.

Acceptable Methods of Payment: Credit card or pre-authorized debit. Cheques and cash are not accepted.

Fees in Arrears: Non-payment by the due date will result in the issuance of a written past-due notice requiring immediate payment. If outstanding fees are not received by the date indicated in the notice, the child will be withdrawn from the program.

Notice of Fee Increase: Notice of fee increases are distributed at least 30 days before the increase comes into effect.

Late Pick-Up

The late fee is **\$1.00 for each minute after 6:00 p.m.** This fee is to be paid directly to the staff, in cash, within 24 hours. Continuous late pick-up of a child may result in a request to withdraw the child.

Exceeding Subsidy Entitlement

Subsidized Fees – Payment of the Centre's daily full-fee rate is required for any additional days taken in excess of the entitlement set by Toronto Children's Services.

Income Tax Receipts

A receipt will be issued annually, no later than by the last business day in February of each year for fees paid (excluding NSF and child care service charges) during the previous calendar year. Your receipt will be mailed to the address on-file if you have already withdrawn your child from the Centre.

Health and Wellness

Our health and wellness policies are based on information received from Toronto Public Health.

Children cannot attend the Centre if illness prevents them from participating in regular daily routines. If a child shows signs of illness while at the Centre, the teacher must notify the Director.

Note: *In the case of an outbreak, Toronto Public Health will determine the period of time that must pass before a child can return to the Centre.*

General Signs of illness

Parents will be required to pick up their child in the following instances:

- Fever: A temperature of over 38°C or 100.4°F accompanied by general symptoms such as lethargy, vomiting or diarrhea. Child to be kept at home at least 24 hours fever-free without the use of a fever reliever.
- Diarrhea: Two or more episodes of (a) diarrhea in one day, or (b) diarrhea with a fever, vomiting, dehydration, blood or mucus in stool, or abdominal cramps. Exclude for 24 hours until diarrhea is gone or a medical practitioner determines the child is not infectious.
- Vomiting: Vomiting accompanied by fever or lethargy. Child will be excluded for 24 hours until vomiting stops or a medical practitioner determines the child can return to the Centre.
- Cold: with fever, runny nose and eyes, coughing and sore throat.
- Ear Infection: a child will not be excluded unless he/she is too ill to participate in activities (e.g., irritable, clingy, inconsolable crying).

Attendance Protocols for Contagious Conditions and Diseases

- Chicken Pox; Strep Throat; Hand, Foot and Mouth Disease – no exclusion, inform Centre Director if child is infected.
- Ringworm - exclude until treatment has started.
- Impetigo - exclude until 24 hours after treatment has started; lesions on exposed skin should be covered.
- Conjunctivitis (Pinkeye) - (if the discharge is pus and eyes are red) – child cannot attend the Centre until the appropriate treatment or antibiotic has been taken for at least 24 hours.
- Head Lice – child must remain at home until the appropriate treatment is completed and he/she is nit free.
- Measles – child must remain at home until at least four days have passed since the onset of rash.
- Mumps – child must remain at home for at least five days after the first sign of swelling.
- Rubella – child must remain at home for at least seven days after the onset of rash.
- Whooping Cough – child must remain at home for at least five days after the appropriate treatment begins or for three weeks from the onset of the cough if untreated.

Administration of Medication

A signed consent form is required for all medication.

Prescription Medication

- Must be in the original container of the package.
- Must be clearly labeled by a pharmacist with child's name, the medical practitioner's name, name of the medication, dosage to be taken and how often, and the date of purchase and instructions for storage.
- Must be current (not past expiry date).

Over-the-Counter Medication

- Must be accompanied by a note from a qualified medical professional (i.e., medical doctor, nurse, naturopath, pharmacist) stating the name of the child, dosage, time to be administered and duration.
- Must be in original container with child's name and pharmacy label or letter.
- Must be current (not past expiry date).

Where necessary, parents must train teachers (RECE) in the proper technique, use and the appropriate times to administer medication.

Emergency Requiring Medical Attention: If a child is ill and may require medical attention, staff will take the child to the nearest hospital by taxi or ambulance and the parents will be notified.

Life Support Medication

It is mandatory that the parents of every child with a life-threatening condition (e.g., asthma or anaphylaxis) provide the child with his/her own life support medication provided that all employees are made aware. An extra dosage should be kept at the Centre.

Fever Relievers

Fever relievers (see over-the-counter medication) may be administered to a child with the understanding that the parent will be immediately contacted and required to pick-up the child from the Centre within two hours of being notified of the child's condition.

Special Medical Conditions

An individual plan of care must be completed for the child, outlining the following:

- Name of the condition, information that may be required by a hospital or ambulance attendant (i.e., Patient History), and a contact list for any medical specialists involved in the treatment (i.e., phone numbers and hospital affiliations).
- Current medications being taken (whether administered at the Centre or not) and any side effects/warnings.
- Administration of First Aid “Do’s and Don’ts.”
- Activities that the child cannot participate in.
- Food the child cannot eat.
- Things that would be likely to irritate the child’s condition or cause an attack.
- Symptoms to watch for before and after an attack.
- How to calm or settle the child.
- It is imperative that parents keep staff informed about recent attacks or new developments.

A meeting with parents, the Registered Early Childhood Educator (RECE) and Centre Director will be arranged for parents to inform staff about their child’s condition. The Director will inform/train all staff.

Other Important Information...

Breastfeeding

Breastfeeding is encouraged even after a child has entered the Centre. However, it is important for a child to accept a bottle from the teacher should the need arise. We encourage parents to introduce their child to the bottle before he/she is enrolled at the Centre.

Meals and Snacks

Meals and snacks are provided for all children over the age of one. Children up to one year of age must be provided with meals and snacks from home.

Kindergarten and school-age children are permitted to bring food to the Centre, which may only be eaten at school. Food must be properly stored in leak and/or spill-proof packages or containers and is to remain in the child’s bag or backpack at all times while at the Centre.

Food Allergies

Our Centres promote a “nut-free” environment, and as such, nuts and nut products are not permitted. Meals are catered and menus are carefully planned in accordance with Canada Food Guide requirements.

Parents must inform the Director/Designate in writing if their child has allergies or is on a special diet so that appropriate arrangements can be made for meals and snacks. Parents must provide written instructions for special diets for their child’s file.

The caterer requires 72 hours (three business days) advance notice to provide a meal substitution.

Birthday/Event Celebrations

Each child’s birthday is acknowledged at the Centre. Cakes and/or loot bags are not permitted.

Activities off the Premises

Planned Community Walks: Occasionally, groups of children may be taken on walks through the community, provided there are sufficient staff and volunteers.

Planned Trips: During summer months, day trips may be planned for pre-school, kindergarten, and school-age children, provided there are sufficient staff and volunteers.

Valuable Items

Do not send valuable items to the Centre. The Centre is not responsible for lost or misplaced items.

Children's Cubbies

Check your child's cubby each night and take home soiled clothing, written information, artwork, etc.

Diapers

You must provide a supply of diapers and wipes for children who require them. At least five to seven diapers are required daily to keep your child's supply current. Your child's name should be clearly written on the package/container.

Clothing

It is important to keep one or two changes of clothing at the Centre at all times. Replace soiled clothing with fresh items. All clothing must be labeled with the child's full name.

Photographs

Your written consent is required for your child's picture to be taken for educational, agency, or other use.

Sun Safety

All appropriate sun safety requirements must be followed, including the application of sunscreen and wearing of hats. Your signed consent is needed for the application of sunscreen to your child. Sunscreen will be provided by either parents or the Centre. If your child is allergic to sunscreen, you must provide a written note for their file.

Teachers will monitor, record, and post weather bulletins, smog warnings and/or heat alerts. Children will not participate in outdoor activities or field trips on days when a smog warning or extreme heat alert is issued. The Director will inform teachers of decisions regarding outdoor activities based on weather information.

Cold Weather Safety

Children should be dressed appropriately for winter weather. Infants will not be taken outdoors if the temperature (according to The Weather Channel or Environment Canada) is at -10°C including wind-chill.

Toddlers, pre-school, and school age children will be taken outdoors at temperatures of up to -15°C, including wind-chill. The length of time children will remain outdoors will be at the discretion of the Centre's Director/Designate.

Emergency Accommodation

In the event of an emergency that makes the Centre premises temporarily unavailable, the children will be taken to a pre-determined neighbourhood evacuation site, and parents/guardians will be contacted to pick up their children. The name, address, and contact information of the evacuation site is posted in the Centre.

Threats to Centre Safety

In the event of a situation that affects the child care centre, parents will be contacted at the earliest opportunity to be informed of the situation. Parents will be required to follow directions from any emergency personnel at the scene.

Parent Advisory Committee (PAC)

Each Centre has a PAC which holds meetings throughout the year. The purpose of this committee is to

enable parents to meet and discuss Centre-focused events or information. It is not a forum for family-specific issues or conflict resolution. These issues are to be addressed directly with the Centre Director. The agenda is created by the parents and Family Support Worker who organizes and facilitates the meeting.

Smoke-Free Environment

The Smoke-Free Act prohibits the smoking of tobacco in any enclosed public place or enclosed workplace, as well as in a child care setting or area of a child care centre. In accordance with this Act, smoking or handling of tobacco by staff, parents/guardians or any other individual is banned in all internal and external areas of all our child care centres, including stairwells, washrooms, playgrounds, parking lots, and sidewalks adjacent to our centres.

Access codes to the Centre

Where access codes are issued to parents to the Early Learning Centre, it is for the safety and security of all that parents do not share their access code with other parents, or keep doors open for other individuals.

Contact Us

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CDI Fraser Mustard Early Learning Centre

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CDI Parkdale Early Learning Centre

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