



Central Hastings Early Education and Childcare

Madoc Nursery School and Daycare
Children's Nursery Centre
Madoc School Age Program
Marmora School Age Program

109 Elgin St.
P. O. Box 213
Madoc, ON
K0K 2K0

(613) 473-5261

mnsd69ns@bellnet.ca

mnsd69ns@bellnet.ca

Parent's Handbook

History, Philosophy and Program Statement

Welcome to the Central Hastings Early Education and Childcare! We share with parents the role of raising children to be responsible and creative people. Through a variety of fun activities both structured and unstructured we hope to help the child develop physically, socially, intellectually and emotionally. CHEEC is a place where a child can grow at his own level, in his own time.

Central Hastings Early Education and Childcare is a charitable non-profit co-operative organization, incorporated by Letters Patent January 26, 1989. The affairs of CHEEC are run by a volunteer Board of Directors. As a co-operative group, every member is required to participate in the various community and fund raising activities throughout the year.

Originally our part-time Nursery School program was housed in the basement of the Presbyterian Church and then the United Church. September 1997 we moved to 117 Durham St., and expanded our program to include full and part-time programs, for children 6 weeks to school age. July 2001 we purchased our home at 109 Elgin St., which was renovated by many volunteers and parents. We moved in November 2001.

By July of 2002 the school age component of our program had grown to the point that it needed a home of it's own. Madoc School Age Program is currently located in the Resource Room beside the Library at Madoc Public School.

September 2006 we opened a Best Start location in Earl Prentice Public School, Marmora to meet the needs of families in the Marmora area. Our program grew and in the fall of 2007 we opened an After School Program in Earl Prentice for the school aged children. September 2010 we closed the Best Start program when Earl Prentice Public School began the Early Learning Program. We continue to operate our School Age Program there.

March 2009, Children's Nursery Centre joined with us to further serve the children and families of the Marmora area.

Program Development

Programs are re-evaluated regularly to reflect changes within the Day Nurseries Act and ideologies on early childhood education.

Ages of Children

Madoc Nursery School and Daycare has facilities to accommodate 16 Preschoolers (2.5 to 5 years) and either 3 Infants and 5 Toddlers or 10 Toddlers. The Summer School Age Program in Madoc can accommodate 28 children between 4.6 and 9 years of age. Madoc School Age Program (September to June) can accommodate 24 children between 4.6 and 9 year of age. Either group may include up to three children between 3.8 and 5 years of age or 10 and 12 years of age.

Children's Nursery Centre can accommodate 5 toddlers and 16 preschool children. Marmora School Age Program in Earl Prentice has facilities to accommodate 24 school age children.

Days and Hours of Operation

Central Hastings Early Education and Childcare programs are open Monday to Friday, 7:00 am until 6:00 pm. We are closed for statutory holidays. **Open August Civic Holiday.**

The Nursery School program (2.5 to 5 year olds) operates mornings from 8:30 until 11:30 in Madoc and 9:00 until 12:00 in Marmora. Families may choose up to five mornings per week, according to their needs.

Families may choose half days, mornings or afternoons, or full days up to five days per week according to their needs. Children may be enrolled one day per week under special circumstances.

We require a schedule of attendance for children who attend on a fluctuating schedule at the beginning of each month. Children attending occasionally will be accommodated when there are sufficient spaces.

Admission and Orientation

An interview will be arranged to familiarize you and your child with the surroundings, answer questions, and complete admission forms prior to enrolment. A non-refundable registration fee is required, and can be paid at this time. The family will be given a tour of the building and staff will go through the Orientation Checklist to ensure all areas are discussed. Staff will also be available to answer any questions or concerns during Orientation.

Discharge/Termination

If for any reason you must withdraw your child, two weeks written notice of your intention to withdraw must be given.

In some extreme situations, CHEEC reserves the right to terminate childcare. When CHEEC feels that there is a situation that has been ongoing with no resolution, termination may take effect. Two weeks notice will be given to the family as we request them to do so for us.

Criminal Reference Check Policy

Effective April 1, 1995, criminal reference checks must be completed by all agency personnel having direct contact with children. This policy includes all staff, students, volunteers and participating parents.

Supervision Policy of Students of Volunteers

In compliance with the DNA O Reg. 262, our supervision policy states that volunteers and students do not have unsupervised access to children in childcare centres.

Summary of Registration Forms

1. Child's Application Form (Central Hastings Early Education and Childcare)
2. Immunization Assessment (green sheet - Hastings Health Unit)
3. Criminal Reference Check (participating parents - OPP)
4. Registration Fee \$5.00

Arrival and Pick-Up

Observe the hours of your schedule. Parents who leave children too early or arrive late for pick up, affect the operations of our programs. There is a late fee of \$10.00/half hour or part thereof per child.

If you sending someone else to pick up your child/ren, please ensure they are on the pick up list and that you have called ahead to notify the staff. The person who is picking up may be asked for ID if staff are unfamiliar with them or the child/ren may not be released.

Specialized Services

Central Hastings Early Education and Childcare is a program for all of the children in our community. Children with special needs may be supported in their integration into a program by the Resource Consultant Program, Family Space Quinte Inc., Belleville. Families may request support from Family Space Quinte Inc. at 613-966-9427.

Parent Information/Involvement

At regular intervals throughout the year a newsletter will be sent informing you of topics of interest, events and program news. You are invited to contribute to these newsletters.

Watch the Parent Information Board in the program for the menu, the program plan, interesting articles, announcements and Board Meeting minutes.

Parents are encouraged to participate with CHEEC in field trips, fund-raisers and community events such as parades, BBQ's, Mother's Day Tea etc.

As a parent you are entitled to express your concerns regarding the childcare being provided. If there is a situation you would like to discuss you can contact the Administrator by phone or email and a meeting can be arranged if needed. Any concern a parent has is an important concern and should be addressed immediately.

Field Trips

We go on several trips a year; the apple orchard, a farm, the post office, etc. For these

excursions away from school we need extra help. A note will be sent home notifying you of the trips and asking for your help. Please let the teacher know if you can assist on the trip day.

Health

We must have your child's Enrollment Form on file. Your child's immunization must be up to date and we must have the Immunization Assessment (green sheet from the Health Unit) before your child begins. This involves the parent/guardian submitting their child/s immunization records to the daycare for the administrator to submit it to the Health Unit. It takes up to two days to receive the green sheet back so please submit the records to us immediately. It is also the parent/guardian's responsibility to keep the daycare informed of all immunizations that are received after enrollment has began.

Please do not send your child to School if he has a fever, a constant cough, or infected nasal discharge. If your child has contracted a contagious illness, contact us at once. If your child/ren has experienced diarrhea or vomiting while at home or in our care, you will be asked to keep them home until they are symptom free for 24hours. We do not have a thermometer on site due to the legality of it therefore we do not take children's temperatures. If staff feel your child is running a fever, they will contact you for you to make the decision on whether to pick up or leave them in program.

Medication

Only medication prescribed by a physician will be administered. The administration of all medications must be authorized in writing by the parent/guardian on the Medication Information and Consent Form, Asthma Medication Information and Consent Form or Emergency Medication Information and Consent Form whichever is appropriate.

Medication can only be accepted from a parent/guardian if it is in the original container with the pharmacist's label. Parents must update this health information annually.

Clothing and Belongings

Please dress your child in comfortable, washable clothing. We will go outdoors every day, so please dress your child appropriately. Please supply a pair of shoes to wear during boot weather. **Label all clothing.**

Please discourage your child from bringing toys and food to the program. Your child will have an opportunity to bring in something he/she would like to show/share from time to time when they bring home the SHOW AND TELL bag.

Children attending full days are encouraged to bring a favourite stuffed toy or blanket to be used at nap time.

Nutrition

A nutritious snack including at least one food from two different food groups will be served each morning and afternoon. The children's lunches will include one food from each of the four food groups in Canada's Food Guide, plus an extra vegetable.

Children's special dietary needs and allergies will be posted in the cooking and food service areas. Menus are posted on the Parent Information Board.

There are (or may be) children in our programs who have a potentially life-threatening allergy (anaphylaxis) to foods, predominantly to peanuts and nuts. Our menus have been developed to avoid these allergens. We need everyone's cooperation to reduce the risk of accidental exposure. Please do not send any foods (even in backpacks) which contain peanuts, nuts, peanut oils, etc. Please be sure to thoroughly wash your child/ren's face and hands after breakfast, before coming into our programs. We can all work together to keep all of our children safe.

Behaviour Management

Corporal punishment of a child by staff, student, volunteer, parent or any other person or by another child or group of children is prohibited. This includes spanking, striking with an object, locking or confining a child in a room or separate area, use of physical restraints, forcing a child to repeat physical movements, abusive or belittling language, deliberate harsh or degrading measures that would humiliate a child or undermine a child's self-respect, deprivation of a child's basic needs including food, shelter, clothing or bedding, are not permitted. This includes a parent interacting with their own child/ren while at Central Hastings Early Education and Childcare or on a trip or event organized by Central Hastings Early Education and Childcare.

Children are to be "disciplined" in a positive manner at a level that is appropriate to their actions and ages. Positive behaviours should be rewarded and praised in an effort to encourage such behaviour. This approach does much to enhance the child's self-esteem and to improve general behaviour patterns. The goal of discipline is learning.

In a situation where staff feel the behaviour is extreme, parents/guardians may be contacted to come and pick up their child.

CHEEC has and follows Bill 168 - Workplace Violence Policy. CHEEC will not tolerate staff or parents/guardians being abusive or using belittling language, deliberate harsh or degrading measures that would humiliate a staff member or parent/guardian or undermine a staff member or parent/guardian self-respect. This program promotes positive interactions and inappropriate interactions will be addressed.

Child Care Fees - Effective January 1st, 2015

	Full Day	Part Day
Infants	\$ 66.30	N/A
Toddlers	47.00	\$ 28.30
Preschool	39.50	25.10
Nursery School		19.00
School Age	39.50	
(Before School Madoc)		6.75
(After School Madoc)		10.75
(Before School Marmora)		7.75
(After School Marmora)		9.75

Child Care Fee Policy

Registration: A \$5.00 registration fee is required.

Billing Procedures: Invoices are issued within the first seven days of each month for the current calendar month of care and include any other applicable fees such as previous month's late fees, refunds, etc.

Absent/Sick/Vacation Days: The daycare provides staff according to expected attendance. In order to maintain the appropriate ratio it is required that parents call in to inform staff of any absences. We require two weeks written notice or verbal notice of all planned absences. All parents are required to pay for absent days without two weeks notice.

Late Pick-up After Closing: A fee of \$10 per ½ hour will be charged to you for late pick-ups after regular business hours. Notifying the centre will not waive the fee but will give the staff the opportunity to help prepare your child for your late arrival.

To report an absence, planned absence or late pick-up, please call your centre:

For Madoc programs — 613-473-5261
For Marmora programs — 613-472-3407

Statutory Holidays: All parents will pay regular fee for statutory holidays.

Payment Schedule: Payments must be made by the 15th of the current month. Methods of payment include cash, cheque or postdated cheque. Make cheques payable to Central Hastings Early Education and Childcare (CHEEC). Returned cheques will be subject to an NSF charge of \$25.00. Frequently occurring NSF cheques will result in parent(s) being required to pay with cash, certified cheque or money order.

Late Payment/Failure to Pay: If monthly childcare fees are not received by the 15th of the current month, you will be given notice to arrange payment with our Executive Director. Available options are: agreed upon payment plan, postdated cheque(s), or prepay for future childcare services. If account remains outstanding at the end of the month, childcare services may be suspended beginning on the first Monday of the following month. Accounts outstanding longer than 60 days without an agreed upon payment arrangement may be sent to our organizations collection agency.

If late payment occurs on a regular basis the Executive Director reserves the right to require prepayment for service or may terminate care.

Accounts where no payment has been received may be subject to a 2% interest fee per month.

Subsidy: Fee subsidy may be available to families based upon income through Hastings County Children's Services (613-771-9630). Families who are partially subsidized are responsible for the parent portion of their fees under the requirements outlines in this policy.

The Ontario Child Care Supplement for Working Families is available to working families, families with one stay-at-home parent or families with one or both parents studying or in training. Information is available at www.rev.gov.on.ca/images/irrie_occs-guide.pdf or 1-800-263-7965.

Parents receiving any form of childcare subsidy are responsible for updating their account with the funding agency. Parents who lose their subsidy will be responsible for the full fee.

Receipts: Official tax receipts will be issued annually. Replacement of a lost receipt will be supplied at a cost of \$20.00.

Revised January 2015