

# **WELCOME TO HUCKLEBUG SCHOOL AGE PROGRAM**

Hucklebug Preschool Inc. (Norwood Child Care Centre, Stepping Stone Preschool in Havelock and 2 School Age Programs at the elementary schools in Norwood) is a non-profit corporation with charity status administered by a Board of Directors.

The centre and its facilities are owned by the families that patronize it. Our 4 licensed programs are inspected annually by the Ministry of Education, the Peterborough County Health Unit, and the local Fire Departments.

We are financed by parent's fees, proceeds from fund-raising activities and provincial funding through Children's Services, Peterborough.

The programs are overseen by a Director and managed by a Supervisor on-site who is trained in Early Childhood Education. The programs are designed to enrich the learning experiences of children from 6 weeks to 12 years of age in Norwood and 1.5 to 5 years of age in Havelock.

## **Waiting List Policy**

Hucklebug maintains an active record of families/guardians waiting for child care for their child/children. There is no cost associated with our waiting list, or visiting in the program with your child.

Applications may be taken at any time during the year for the current or subsequent year. Care will be taken to inform the applicant as to their standing on the waiting list.

Applications will be reviewed by the Supervisor. Considerations for the waiting list will depend upon the age of the child and the type of program requested. Full day child care and children of staff and board members take precedence over part-time applications.

Orientation by the Supervisor with parent and child will be held prior to the first day of attendance.

## **Agency Policies for Sign-off**

It is Hucklebug's policy to provide orientation for staff, Board Members, students and volunteers and all are required to submit a clear Criminal Reference Check with Vulnerable Sector Search and to sign off on many of our policies including confidentiality policy, program statement implementation, sleep supervision, serious occurrences including child abuse, playground safety policy, anaphylaxis policy, supervision of students and volunteers policy, medication policy and fire evacuation and safety, emergency management policy and parent issues and concerns policy.

Hucklebug's policy regarding "Supervision of Students and Volunteers" states that no child in our program is supervised by a person under the age of 18 years and students and volunteers will not be counted in our ratios of staff to children.

## BOARD OF DIRECTORS:

Hucklebug operates with a volunteer Board of Directors. The Board meets bi-monthly, and becoming a member is an annual position commencing with our Annual General Meeting in May or June.

The purpose of the Board of Directors is to maintain strong, viable, non-profit child care programs in the Norwood and Havelock area. They set policy for the operation of the agency.

All parent clients, staff, and elected Board members are considered approved members of this corporation and have voting privileges at all General Meetings. The nine elected Board members will have voting privileges at all Directors and General meetings.

The elected positions are: President, Vice-president, Treasurer, Secretary, Assistant Director, Fundraising Chairperson, General Director, Havelock Director and Norwood Director.

## PROGRAM STATEMENT

Hucklebug Preschool Inc. idealizes Ontario's pedagogy, How Does Learning Happen. This document and others (Ontario Early Years Framework, Ontario Early Learning Framework, Think Feel Act: Lessons from Research About Young Children, Early Learning for Every Child Today) guide us in our work with children and families.

Hucklebug's program statement is consistent with the Minister of Education's policy statement on programming and pedagogy issued under subsection 55 (3) of the OEYCC Act and we shall review the program statement at least annually for this purpose.

Hucklebug views children as being competent, capable, curious and rich in potential.

Our program statement describes the goals that guide our programs for children and the approaches that we use to:

- ◇ promote the **health, safety, nutrition** and well-being of the children;
  1. Following Canada's food guide for healthy meals and snacks, the children are involved in our "family" style meals by setting, clearing dishes, sitting and having conversations around the table. Self-served snacks are offered morning and afternoon. Educators model table manners and encourage healthy choices.
  2. Indoor and outdoor play environments are safe spaces for children and educators to explore and learn together.
- ◇ support **positive and responsive interactions** among the children, parents and educators;
  1. Interactions between and among child/educator, child/child, child/parent, and educator/parent are valuable and build important relationships where the quality of child care is improved.
  2. Parent communication boards are located in each program for families to see what is happening. Email, telephone, text messaging are important ways parents can communicate with their child's program.

3. Siblings that are registered in our programs have the opportunity to visit each other.
  4. Parents and families are invited to be involved in their children's program by; fundraising activities, bringing items/resources from home, sharing learning opportunities,
  5. Family involvement opportunities (tea party, BBQ, party) happen two times per year, spring and late fall where parents, educators and children celebrate together.
- ◇ encourage the children to **interact and communicate** in a positive way and **support their ability to self-regulate**;
1. Environments are created to be child-friendly with appropriate sized tools. We encourage children to help with many tasks, tidying, self-help, sweeping.
  2. Daily routines create a balance to our day so the children have ample time to play and learn.
  3. Communication skills for children begin early, our infants are using signs to communicate and support their language development. Educators use positive words to guide children. ("walking feet"-not "don't run")
  4. Educators observe children and encourage the child to use problem-solving skills. We wait and watch.
  5. Self-regulation is your child's ability to handle stress. When each child's physiological needs are met (rested, fed, comfortable), they are ready to practise regulation. Educators use calm breathing techniques.
- ◇ foster the **children's exploration, play and inquiry**;
1. Active and engaged exploring the world with body, mind and senses.
  2. Purposeful curious approaches to learning. The children are engaged in planning with educators.
  3. Risk-taking where appropriate is being explored and supervised in all our programs. Allowing the children some freedom within limits to explore their world.
- ◇ provide **child-initiated and adult-supported experiences**;
1. Programming is based on observations of children and building on the interests of the child. Educators are playing and interacting with the children, and play can be spontaneous.
  2. Opportunities for different types of activities, active and quiet play, small groups, large group and quiet alone time. Educator guided experiences throughout a free flowing day.
  3. Projects may last days and there is space to store creations for another time.

- ◇ plan for and create **positive learning environments and experiences** in which each child's learning and development will be supported;
  1. Learning environments within classrooms change based on children's interests.
  2. We look at the whole child to support learning. Cognitive, speech and language, physical, large and small muscle and senses.
  3. Children, families and educators are connected and all belong in our programs.
- ◇ 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;
  1. This is essential
  2. Outdoor play for two hours each day in a full day program. Often outdoor items are brought in and our indoor activities are outdoors as well.
  3. Rest time
- ◇ foster the **engagement of and ongoing communication with parents** about the program and their children;
  1. Relationship building with families is important for the quality of child care we provide children.
  2. Connecting with educators at drop off and pick up times is a great way to communicate daily. Parent information boards, email, telephone and text messaging are tools we use.
  3. Parents and guardians are invited to participate in our programs and share their resources.
- ◇ involve **local community partners** and allow those partners to support the children, their families and educators;
  1. Children and educators explore our communities in a variety of ways, Grandfriends, walks, visits, library, guests coming to centres.
  2. We are supported by other agencies that support children and families; Five Counties Children's Centre, PFRC, Kinark, Public Health.
  3. We often have student trainees from NDHS Co-op, Fleming and Loyalist Colleges, when students are practising their skills and learning for their future. These adults are not counted in our ratios and are not responsible for the children.
  4. Food boxes come to the centre twice monthly from YWCA, fresh affordable produce locally sourced.

- ◇ support educators, or others who interact with the children at a child care centre in relation to continuous professional learning;
  1. CECE, Ontario's College for ECEs encourages educators to be continually learning. Hucklebug's policy for staff training requires all educators to be involved in training, workshops or meetings. All staff are trained in Standard First Aid and Infant/Child CPR.
  2. Peterborough City County Quality Initiative has brought "Raising the bar" on quality child care to our programs. Many opportunities for professional development and network meetings are included.
  3. Parenting opportunities are offered with the partnership of PFRC's Norwood Hub at NDHS.
- ◇ **document and review the impact** of the strategies set out above on the children and their families;
  1. Photo documentation, making learning visible
  2. Observations and planning
  3. Parent survey, bi-annual
  4. Educator survey, bi-annual
  5. Annual review at staff meetings

Hucklebug ensures that all new educators, students and volunteers review the program statement prior to interacting with children and at any time when the program statement is modified.

Hucklebug shall ensure that the approaches set out in its program statement are implemented in the operation of its program at each child care centre it operates and each premises where it oversees the provision of child care.

### **GOALS OF HUCKLEBUG:**

- a) To manage, support, and maintain licenced early learning and child care sites.
- b) To provide licenced child care in the County of Peterborough.
- c) To involve parents, families and educators in the activities of the children and in all aspects of the services of Hucklebug.
- d) To provide through the effort of educators, an opportunity for each child to participate in a play based program aimed at promoting developmentally appropriate social, emotional, physical, and cognitive growth.

This is an abbreviated form of our policy, parents are welcome to ask for more details.

## GENERAL INFORMATION

The school age program is designed to provide child care for those who need it before and/or after school. The program runs during the regular school year, for PA Days, March Break and summer holidays.

### ***Payment***

A bill will be emailed or given the first of each month for that month's fees.

Prompt payment is requested within five days. A service charge of 2% will be added after 30 days of an unpaid account. Continuous nonpayment of fees or NSF cheques leave us no other choice but to request withdrawal from the centre. Any concerns should be directed toward the Supervisor or Director. Unpaid accounts past 61 days will go to Collections.

Annual receipts will be issued for income tax purposes.

### ***Subsidy***

For working families (including parents attending schools, etc.) to whom the fees would present a financial hardship, child care subsidies are available. **For further information please contact Children's Services in Peterborough 748-8830 ext. 4.**

## HOURS OF OPERATION

### ***Before and After School***

The program hours are Monday-Friday 7:15 to 8:45 AM and 3:00 to 5:30 PM throughout the school year.

### ***Full days (PA Days, March Break, Summer)***

The program hours are Monday-Friday 7:15 AM to 5:30 PM throughout the year. Fees will be charged for statutory holidays.

**Hucklebug School Age Programs will be closed for the following Statutory Holidays:** New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Christmas Day, Boxing Day. The programs are closed from Christmas Eve Day to New Year's Day inclusive.

### ***Attendance Policy***

Fees are payable every day your child is registered at Hucklebug. If absent due to illness or vacation, fees will be charged as of course we cannot give your child's space to someone else during this time.

If the program is closed for reasons beyond our control (e.g. inclement weather, power outages, etc.) fees will still be charged. Notice of closures will be announced on County 105.1 FM.

### ***Effective Communication***

The smooth operation of a child care program depends upon the cooperation and good will of all people involved. Please feel free to discuss any problems, suggestions or questions you may have with your child's RECE teacher or the Supervisor.

### ***Parent Involvement***

Hucklebug encourages parent involvement in the program in many ways.

- Open House evenings and parent meetings are planned occasionally. Becoming a member of the Board of Directors is a concrete way to become involved. Recruiting is done prior to our June
- Annual General Meeting.
- The programs produce a newsletter, specific to their program. Information bulletins are shared from the Board, and the Supervisor periodically.
- The Board hold fundraising ventures throughout the year, such as frozen dough sales, and silent auctions. Your participation keeps our fees as low as possible.
- Bi- annual family involvement opportunities is a special social time as well as sometimes being a fundraiser.

### ***Forms***

All required admission forms must be filled out and submitted to the Supervisor before the child can attend the child care program. It is the responsibility of the parent to immediately inform the Supervisor, **in writing**, of changes in important information. This would include new addresses, new job location, new telephone numbers, new child custody agreements, or changes in persons authorized to pick up your child from the program.

### ***Parental Separation/Access***

In the event of a parental separation, divorce, or foster children, the staff of Hucklebug cannot accept instructions from the parents regarding each other's access to and information about their child without a legal document which clearly sets out the arrangements.

### ***Withdrawal***

Two weeks notice must be given **in writing** to the Supervisor if a child is being withdrawn from the program.

**NO SMOKING on Hucklebug property or school property.**

### ***Security System***

The school sites have locked doors. When your child is enrolled at Hucklebug, you will be given the access plan. It can be shared with the regular pick up person only.

### ***Arrival***

Your child's arrival **must be acknowledged by a staff member** before you leave the playroom. If for any reason, your child is upset or not feeling at his/her best on a particular day, it is helpful to let the teacher know about the situation. This allows staff to understand and help the child regulate his/her feelings.

Also, please phone/text if your child will be absent for any reason. This is important for safety, staffing, and food preparation reasons.

### ***Departure***

It is a parent's responsibility to **alert a staff member to the departure of their child** from the program or playground.

The centre has a fee for "late pickup," that is picking up your child after 5:30 PM. While we understand emergency circumstances may prevent you from arriving before 5:30, we cannot allow for frequent late pickups. The penalty is \$10.00 for every 15 minutes or part there of AND it is also requested that a phone call be made by 5:15 if you will be late in picking up your child. It is extremely unfair to our staff. The late fee is meant as a penalty and not a provided service. These late fees are, of course, not covered by your subsidy agreement with Children's Services. **If we are unable to reach you by 7:00 PM, the Police and Children's Aid Society will be contacted.**

Children will not be released to any unauthorized person. Only the people listed on the child's registration form are allowed to pick up the child. If someone else is scheduled to pick up the child, the parents must send a signed note of consent. In case of emergency, a phone call to the Supervisor will be permitted. Identification will be requested if the pickup person is unfamiliar to staff. Children will not be released to anyone under the age of 12 years or unknown to the child.

### ***Emergency Management Policy***

This policy and procedure gives staff and Supervisors a plan of action in the case of emergency situations. Should an emergency occur where the children must be evacuated from the program such as in case of a fire, the Norwood Public Program will evacuate to Hucklebug or Aspodel-Norwood Community Centre and the St. Pauls Program will evacuate to St. Paul's Church or Norwood Town Hall.

Parents would be contacted by phone or text immediately in case of an evacuation, and be asked to come and pick up their child.

### ***Health Policy***

It is very difficult for your child to function in a group when they feel unwell. The following health policy is strictly enforced to prevent the spread of infection:

- 1) Parents should advise the teacher of any allergies, special health problems, or any communicable disease affecting their child.
- 2) If a child becomes ill at the centre every effort will be made to reach the parents or specified emergency delegate so that the child may be withdrawn for the length of the illness.
- 3) The child must remain out of the program for 24 hours after the symptoms have subsided.
- 4) Adequate clothing will be worn for the prevailing weather.



## **Hucklebug is a Peanut Safe Program**

If your child has eaten a “nut” product prior to coming in, please ensure washed hands and face. If children are bringing food with them, remember **NO NUTS**.

### ***Anaphylaxis Policy***

Hucklebug has a policy in place to address concerns around severe allergies. When parents share information regarding confirmed or potential allergies, the Supervisor or Designate will follow up on all the components of this policy which includes, data, postings, individual emergency plan, and epi-pen staff training.

### ***Medication Policy***

It is the responsibility of the Supervisor or Designated RECE staff member to ensure that medication is given. It is our policy that only prescription medication can be administered to a child. The medication must be in its original container, clearly labeled with the child's name, name of the drug, the dosage, date of purchase, and instructions for storage and administration. All medications must be given directly to a staff member and the medication permission form completed and **signed**.

**NO MEDICATION WILL BE LEFT IN A CHILD'S BAG. THIS INCLUDES OINTMENTS, ASTHMA PUFFERS, TYLENOL, SUN SCREEN, ETC....**

## **PROHIBITED PRACTISES**

The staff and volunteers at Hucklebug Preschool Inc. will serve as positive role models for the children, parents and their co-workers. They will encourage children to treat others with similar respect. Our goal is to provide a positive education experience, to encourage and enhance their growth and allow children to develop while in our care.

Staff verbally confirm that these practices are not allowed and do not occur in the program.

### **Section 48 of the Child Care and Early Years Act 2014**

#### **These practices are never permitted in a child care centre:**

- a. corporal punishment (which may include but is not limited to, hitting, spanking, slapping, pinching);
- b. physical restraint of children, including but not limited to confining to high chair, car seat etc. for discipline or in lieu of supervision unless for the purposes described in the regulation (to prevent self-harm, harm to others and only until risk of harm/injury is no longer imminent);
- c. locking the exits of the child care centre for the purpose of confining the child, or confining the area or room without adult supervision, unless such confinement occurs during an emergency;
- d. use of harsh, degrading, measures or threats or derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine their 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.

#### **Behavior Guidance Approach:**

At Hucklebug Preschool we focus on the needs of the individual child. Behaviour will be guided through encouragement and redirection to develop a positive self image and foster independence.

## **CHILD CARE PROGRAMS (approximate ages)**

JK/SK Before & After School 3.8 years - 5 years

School Age Program 6 - 12 years

### ***Accidents***

Bumps, grazes and bruises will be handled by staff and reported to the parents when they pick up their child. Accidents or illnesses that require medical attention will be reported to the parents at once. All staff have been certified in Standard First Aid and Infant/Child CPR.

Serious Occurrences sometimes happen and would be reported to parents, Board members and the Ministry. This would include an injury of a child which requires medical treatment, a fire, flood or disaster on premises etc. The Ministry of Education requires licenced programs to post a Serious Occurrence Notification Form in the centre if and when an occurrence has happened.

### ***Meals***

Children are offered two snacks during the day according to the Canada Food Guide. The menus are posted in the program. Please let us know if your child has any food allergies/sensitivities. Parents will be requested to provide food for their allergic child.

### ***Activities off Premises***

Periodically, the children and educators go for community walks in the neighbourhood. Your signature is required indicating permission for your child to participate.

Staff plan various field trips to a specific place (i.e. skating, zoo, museum). A permission form will be given to you for signature well in advance of the trip.

School age children may have bus trips planned. Parents may be asked to cover the cost of admission to field trip events.

### ***Staffing***

Hucklebug is staffed according to the Early Learning and Child Care Act. When you share your child care needs with the Supervisor, the staffing is arranged accordingly. Changes to your child's care **MUST** be arranged with the supervisor.

***Parent Issues and Concerns Policy***

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

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

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

An initial response to an issue or concern will be provided to parents/guardians within 1 business day. The person who raised the issue/concern will be kept informed throughout the resolution process.

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

***The Daily Schedule***

7:15 - 8:40 AM Arrival, snack and Free Play (before school)

3:10 - 5:30 PM Arrival, Snack, and Activities (after school) Indoor and Outdoor.

**FEE SCHEDULE**

	Full Day (+6 hrs)	Before School	After School	Both Before and After
Kindergarten	\$32.00	\$10.00	\$13.00	\$18.00
School Age	\$30.00	\$10.00	\$13.00	\$16.00