

# MACAULAY TREE HOUSE SCHOOL AGE PROGRAMS



## **Parent Handbook**

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## Program Statement

Communication  
Collaboration  
Reflection Relationships  
Exploration Documentation  
Value WellBeing  
Creativity  
Health Competent  
Caring Child Expression  
Friendship Play Belonging  
Curious  
Guardian Engagement  
Family  
Parent Community  
Educator

*“When educators engage in continuous learning and questioning, exploring new ideas and adjusting practices, they achieve the best outcomes for children, families, and themselves.”*

– How Does Learning Happen?

This Program Statement, together with the Reg. 137/15 is intended to strengthen the quality of programs and ensure high quality experiences that lead to positive outcomes in relation to children's learning, development, health and well-being.

The Macaulay Tree House Day Nursery views children as competent and capable of complex thinking, curious individuals who are rich in potential. We are committed to providing children under our care with a positive learning environment and experiences in which each child's learning and development will be supported while using the How does Learning Happen (HDLH) Ontario's Pedagogy for the Early Years – 2014 as a document to guide our programming and pedagogy.

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

- We provide nutritious snacks following the Canada Food Guide.
- All classrooms are equipped with age appropriate equipment.
- We develop and provide programming that is individualized to each child's needs and interests.
- Children will have outdoor time daily (weather permitting). In such cases that children cannot get outdoors due to weather there will be an alternative active play time offered to the children
- We take each child's allergies and dietary restrictions seriously and post restrictions in high visibility areas including play and food preparation areas.
- We uphold high health and safety standards through strict adherence to policies relating to personal health and safety of children and staff.
- All of our staff are trained in Standard First Aid with CPR level C to ensure the children's safety.

**B. Support positive and responsive interactions among the children, parents, child care providers and staff.**

- We connect with each child and recognize their individual uniqueness.
- We enable children to develop strong relationships, learn together, and care about one another to create a sense of belonging.
- We integrate into our daily programming the unique perspectives, languages and cultures of the families in our care.
- We promote open communication between the staff and families both verbally and written on an ongoing basis (emails, daily reports, etc.).

**C. Encourage the children to interact and communicate in a positive way and support their ability to self-regulate.**

- We model and encourage positive interactions by:
  - guiding through problem solving;
  - using positive reinforcement;
  - providing the children with the resources required to enable self-regulation;
  - actively asking, listening, and understanding, to teach empathy and respect;
  - providing an environment in which children feel free to express their independence, opinions, feelings and differences, all in a collaborative community setting that encourages belonging.

**D. Foster the children's exploration, play and inquiry.**

- We encourage creativity through the programming we develop and facilitate, the physical environment we maintain, the resources we purchase, and the interactions we have with the children.

- We encourage the children's learning through hands-on experiences, asking questions, maintaining a positive attitude, and encouraging participation and challenging them through new activities and ideas.
- We facilitate and provide supplies for open-ended art projects with a focus on process and not product.
- We encourage the children to ask questions and use their imaginations.
- We will provide flexibility in our daily routine, while building on children's natural curiosity about the world around them.
- Programming plans.
- Staff observations and documentation.

**E. Provide child-initiated and adult-supported experiences.**

- We ensure programming is linked to the children's daily observations and staff documentation.
- Staff view every child as an active and engaged learner who explores the world with body, mind and senses.
- We play with the children at their level and support learning experiences.
- Staff engage as co-learners and use the environment as a third teacher.
- We encourage creativity while allowing for open ended experiences.
- We follow the child's lead.

**F. Plan for and create positive learning environments and experiences in which each child's learning and development will be supported.**

- We plan for and develop positive learning environments and experiences through our age- and developmentally-appropriate programming and materials.
- We encourage individual diversity and celebrate differences and uniqueness with the children.
- We provide diversity of experience (activities that are creative, active, indoor/outdoor, quiet/loud, social/individual) so that each child can feel both comfortable and challenged throughout the day.
- We encourage learning through play that allows for customized development within each child
- Individual support plans will be created for children with special needs to ensure inclusion within our programs.

**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.**

- Children will have an outdoor time daily (weather permitting). In such cases that children cannot get outdoors due to weather there will be an alternative active play time offered to the children.
- We ask families what works for them (feedback through surveys).
- We offer a variety of choices that meet the needs and interests of the children.
- We provide a variety of experiences.
- We follow the child's lead with programming based off of their interests.
- We provide children with opportunities for physical activity.

**H. Foster the engagement of and ongoing communication with parents about the program and their children.**

- We e-mail newsletters of upcoming events to families.
- Staff communicate with families during drop off and pick up times.
- Getting to know the families.

- I. Involve local community partners and allow those partners to support the children, their families and staff.**
  - Inclusion and adaptation to meet the needs of individual children in partnership with Community Living, One Kids Place and/or any other relevant organization.
  - Teaching children about our community and responsibility through partnerships with the local library, The Pines, Ambulance, Fire department etc.
  
- J. Support staff, in relation to continuous professional learning.**
  - We post upcoming opportunities for professional development.
  - Financial Assistance available.
  
- K. Document and review the impact of the strategies set out in clauses (a) to (j) on the children and their families.**
  - We review the Program Statement annually.
  - We provide opportunities for feedback from families through surveys.

***We are pleased to be active participants in the District of Muskoka Assessment for Quality Improvement (AQI).***

### **Important Contact Information**

**School Age Program Supervisor**

Office: (705) 645-1953

Cell: (705) 641-9688

**Macaulay Public School**

School Office: (705) 645-5410

SAP Emergency Cell: (705) 641-9687

**Monck Public School**

School Office: (705) 645-9986

SAP Emergency Cells:

Group A/A2 and Before School Program – (705) 641-9684

Group B and C – (705) 641-9685

**VK Greer Memorial Public School**

School Office: (705) 385-2200

SAP Emergency Cell: 705-641-8182

**EVACUATION LOCATIONS**

Monck P.S. to Your Independent Grocer – (705) 646-1412

Macaulay P.S. to Macaulay Tree House – (705) 645-1956

V.K. Greer Memorial to Rapid Nail – (705) 385-2344

**PLEASE NOTE: All children must be picked up by an adult who is 18 years of age or older. Children will only be released to those on your pick up list.**

## **Board Information**

Macaulay Tree House is governed by a volunteer Board of Directors, primarily consisting of, but not restricted to, parents whose children attend our programs. Each year in September the Board holds its Annual General Meeting. At this meeting all persons interested in joining the Board are asked to attend and put their name forward to be nominated. Board members are elected for a two year term. This meeting is open to the public.

The Board of Directors meets once a month. All meetings are considered administrative and are open to members only. A parent interested in attending a Board meeting to observe can do so upon approval by the President. A parent may request an opportunity to appear before the Board as a delegation. Delegations shall submit their presentation in writing to the President of the Board.

### **List of Current Board Members:**

<b>President:</b>	Vidya Ledsham
<b>Vice-President:</b>	
<b>Treasurer:</b>	Leesa Horsfield
<b>Secretary:</b>	Meagan Rasmussen
<b>Executive Member:</b>	Brea Lajambe Andrea Sibbick
<b>Other Members:</b>	Laura Barber Ian Greig Vicki Nicholson

## **School Age Programs**

Macaulay Tree House offers Before and After School Programs at Macaulay Public School, Monck Public School and VK Greer Memorial Public School, for children from Junior Kindergarten to Grade 6. Before school programs operate from 7:00am until school starts. After school programs operate from 3:10-6:00pm. Full day programs operate from 7:30am-6:00pm on P.A. Days, Christmas Break and March Break, as per the TLDSB school calendar.

### **Macaulay Tree House School Age Programs do not operate on the following 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	

\*Please note: as per Macaulay Tree House policy, parents will be required to pay for the holidays listed above, should they fall on a day when your child attends program

In the event that we operate a program on Christmas Eve or New Year's Eve, the program will close at 3:00pm. Programs may be closed between Christmas and New Year's.

## **Summer Camp**

Macaulay Tree House School Age Program offers a Summer Camp for children ages 4 to 12 during the months of July and August. Summer Camp hours are 7:30am-6:00pm. We pack our summer months full of educational field trips, beach days, arts, games, sports and making new friends!

## **Fees and Payment**

Before School – \$6.50 per child per day  
After School – \$11.00 per child per day  
Full Day Programs – \$30.00 per child per day  
Registration fee – \$5.00

*\*Please see enrolment procedure re: absent days.*

***Pre-authorized payment forms are due before a child can enroll. Failure to keep fees current may prevent your child from being admitted to the programs. Accounts in arrears may result in legal action. Please ensure your account is current to ensure the future success of the School Age Programs. Thank you.***

## **Late Fees**

There is a \$1 per minute late fee imposed for pick up after 6:00 pm. This is not connected to your regular fees, and must be paid in cash directly to the Program Providers in recognition of their time.

## **School Age Program Enrolment Procedure**

To enroll your child in the Programs, a registration form must be completed along with a \$5 registration fee and a completed Pre-authorized payment form. Forms can be obtained through the programs or from the Macaulay Tree House Day Nursery. You are required to pre-book the days your child will attend the program. By doing so, you will be guaranteed a space. All spaces will require that children attend the program on the same day each week.

***Parents are required to pay for statutory holidays, and any other absent days. The Programs do not credit any absent or vacation days.***

## **Full Day Program Enrolment Procedure**

The School Age Programs offer full day programs for P.A. days, winter holidays, March break and summer break. The hours of operation are 7:30 am – 6:00 pm. Fees are \$30.00 per day per child.

To register for the full day programs, a notice will be circulated to parents requesting their need for care. Parents who wish to have their child attend the full day programs will be asked to pre-register so that staffing and programming can be arranged (For summer program, please see the following heading). ***We require notice five business days in advance for cancellation of care for all full day programs.***

Children attending are asked to bring a **NUT-FREE** snack and lunch. The program will also provide one nutritious snack.



## **Summer Camp Enrolment Procedure**

We offer a licensed summer camp program for the months of July and August. Summer camp programs include fun and educational field trips, beach days, science activities, creative art and lots of physical activity!

A registration night is held in May for summer camp. A completed registration package and a \$5 registration fee are required.

***It is essential to keep our records current. Please notify the program Supervisor at (705) 645-1953 whenever there is a change in your information.***

### **Field Trips**

Macaulay Tree House recognizes the importance of field trips to its program. We ask however that you remember we are a non-profit organization and excursions that require transportation cost money. Parents will be advised as early as possible of planned excursions and permission will be required from parents in order for children to attend the trip.

### **Termination of Care Policy**

**Two weeks' notice is required** if you intend to cancel your child's care. This includes cancelling care for some or all days. Macaulay Tree House reserves the right to give one week's notice to parents should it become necessary to terminate your contract.

**Receipts for Income Tax purposes are issued in February of each year.**

### **Wait List Policy**

Macaulay Tree House Day Nursery and the School Age Programs will ensure that families will not be charged a fee when placing their child on a wait list at any of their programs. The wait list will be administered in a transparent manner, and the information will be available to prospective parents while ensuring the privacy and confidentiality of the other families on the list.

#### **Procedure:**

1. Prospective families will contact the Executive Director/Manager or Supervisor of the School Age Program to place their child on a list.
2. Families will provide their name, contact information, child's name, child's date of birth, prospective days that their child requires care and the proposed start date.
3. Families will be placed on this list with priority of the date that they were added to the list.
4. As spaces come available families will be contacted by the Executive Director/Manager or the School Age Program Supervisor in the order they were added to the list and in the age appropriate category.
5. The Executive Director and the School Age Program Supervisor will keep notes indicating when they have contacted the families.
6. Internal families waiting for more days will supersede any families on the external wait list.
7. Families will be able to receive verbal confirmation of their space and position on the waitlist by contacting the Executive Director/Manager or School Age Program Supervisor.

8. If a family has been contacted and we do not receive a response within two business days, we will move to the next person on the list. If a family has been contacted 3 times without a response they will be removed from the waitlist.

## **Prohibited Practices**

**The following practices *shall not* be permitted by anyone including staff, student volunteers, and parents during operation of the program:**

- Corporal punishment of a child;
- 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;
- Locking the exits of the child care centre for the purpose of confining a child, or confining a child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;
- 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;
- Depriving a child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
- Inflicting any bodily harm on children including making children eat or drink against their will.

Macaulay Tree House supports the use of positive reinforcement and redirection/diversion in situations that become escalated. Parents will be notified of any unusual behaviours or any ongoing difficulties with their children.

## **Unacceptable Behaviour Policy**

We strive for programs that are safe, fun and age-appropriate. In doing so, we must have rules in place that are agreed upon by all parties. A certain level of behaviour is expected from participants in order to make the program a safe and rewarding experience for the children and staff in attendance.

### **We expect from the children:**

1. Safe behaviour at all times.
2. Respect for others and equipment.
3. Interaction that is courteous and positive.

**If a child has difficulty working cooperatively in the program, the following will be the course of action:**

1. The child will be asked to work on problem solving the issue.
2. The parents will be notified concerning the incident and will work together with the child and the program to discontinue the unacceptable behaviour.
3. If inappropriate or unacceptable behaviour continues, or is severe, a child may be suspended or asked to leave the program.

**The following behaviours will be deemed unacceptable and may result in immediate suspension or expulsion from the programs if thought to be in the best interest of the**

**program. The Provider, Program Supervisor, and the Executive Director, will review each case before implemented:**

1. The child chooses not to respect appropriate expectations while attending the program, therefore placing the child, his/her peers, and/or the program staff at risk.
2. A child leaves the premises without parental or staff permission.

### **Illness Policy**

If a child becomes ill while attending the programs, the program Provider will call the parents to make arrangements for the child to be taken home. We are unable to keep children inside due to illness. We strongly suggest that parents have a backup provider for days when children will not be able to attend the program due to illness. If your child is pre-registered on a specific day and they are unable to attend due to illness, we ask that you call (705) 645-1953. ***Fees will still be charged for sick or absent days.***

### **Administration of Medication**

The Macaulay Tree House Day Nursery will administer prescription medication in accordance with the Child Care and Early Years Act.

Only prescription medications clearly labeled with the child's name and in their original pharmacy container will be administered. If medication labels on prescription medications have been altered in any way we cannot administer these medications to your child. The Macaulay Tree House Day Nursery agrees to the administration of non-prescription drugs under special circumstances only. The Executive Director and/or School Age Program Supervisor will define special circumstances and written authorization from the family physician must accompany the drug.

### **Anaphylactic Policy**

It is the responsibility of the child's parents to inform the management of their anaphylactic/potentially anaphylactic allergy. A photograph and description of each child's allergy will be posted in the classroom with an Emergency Plan signed by the child's physician. Macaulay Tree House requires that there are two (2) available EpiPens in the classroom (children may carry their own). An additional EpiPen will be requested for any field trips (a total of 3). Families that fail to provide the proper amount of EpiPens and/or the signed Emergency Plan will not be allowed to attend the Programs.

### **Inclement Weather**

All programs will operate at each of the schools provided the schools remain open. In the event that the Trillium Lakelands District School Board closes the school for any reason, the programs will NOT operate. ***If the programs must be closed, it will be announced on MOOSE 99.5 FM.*** Children attending the program are kept indoors only in extreme temperatures or rain. Children are involved in outdoor activities, when possible throughout all seasons of the year. Please dress your child appropriately for weather conditions.

### **Fire Procedure Policy**

Fire drills are conducted once each month and are recorded in a log book. At the sound of the fire alarm; children leave activities and line up at the nearest exit. The program provider will proceed with

the group and lead the children to a designated area. The provider then checks attendance to confirm all children are accounted for. Children remain outside until the end of the drill and until it is safe to return to the building. In the event of evacuation, designated locations have been arranged (see “Important Contact Information” pg. 5)

## **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. 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 the Executive Director/School Age Program Supervisor 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 one 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.

### **Confidentiality:**

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

### **Conduct:**

Harassment and discrimination will not be tolerated from any party. If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or licensee.

### **Concerns about the Suspected Abuse or Neglect of a Child:**

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect. If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the Simcoe Muskoka Family Connexions directly.

Persons who become aware of such concerns are also responsible for reporting this information to Simcoe Muskoka Family Connexions as per the “Duty to Report” requirement under the *Child and Family Services Act*.

For more information, visit:

<http://www.children.gov.on.ca/htdocs/English/childrensaidthereportingabuse/index.aspx>

### **Escalation of Issues or Concerns:**

Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to the Executive Director/School Age Program Supervisor. If they are still not satisfied with the response or outcome they may put their concerns in writing to the Board of Directors.

Issues/concerns may also be reported to other relevant regulatory bodies (e.g. local public health department, police department, Ministry of Environment, Ministry of Labour, fire department, College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers etc.) where appropriate.

### **Accident Procedure**

**All accidents must be documented** and the parent will be notified either in person or by telephone. If a child has been seriously injured, the provider will apply first aid and will take appropriate measures to obtain help. Parents will be informed of the situation involving their child as soon as possible. If a child has been taken to the hospital, parents will be contacted to meet them there. The Supervisor will accompany the child to the hospital and will remain with the child until the parent or guardian arrives.

In the event of a serious injury requiring medical attention, a Serious Occurrence form must be completed and reported to the Ministry of Children and Youth Services. In addition, a Serious Occurrence notification form will be posted for a minimum of 10 days to communicate information to guardians about serious occurrences in the program.

### **Emergency Management**

School Age Programs have emergency management policies and procedures in place should an emergency occur. Parents will be notified by phone if an emergency occurs.

### **Snack Procedure**

The before and after school programs will provide a nutritious **NUT FREE** snack each day. For those children with food allergies or diet restrictions, every effort will be made in snack planning for them so that they are able to eat with the group. If a parent feels more comfortable providing their child's own **NUT FREE** afternoon snack, they are asked to provide only nutritious snacks as suggested by Canada's Food Guide.

### **Lunch Procedure**

Children are required to bring their own **NUT FREE** lunches on full day programs. As the program is regulated by the Child Care and Early Years Act, parents are asked to make every effort to include specific food groups in their child's lunch: Milk or Milk Products, Meat/Protein, Breads and Cereals, and Fruits and Vegetables. **Please label your child's lunch bag.**

- Tables are set aside from the play area specifically for the purpose of eating.
- Providers will sit with children during lunch and model appropriate table manners.
- All food and diet restrictions will be posted in the food service area.
- All lunch garbage/recycling is collected and disposed of immediately following lunch.
- All tables are disinfected before and after lunch.

***We are not able to refrigerate lunches during full day programs; therefore we suggest you use an ice pack in your child's lunch bag.***

### **Sanitary Practices Policy**

The program Providers will ensure cleanliness of the premises, toys, and equipment at all times.

- All providers will wash their hands before preparing any foods and use utensils for removal of food from containers.
- All foods are prepared on a designated surface. Toys and activity supplies will not be placed anywhere near the food preparation surface. Surfaces are disinfected before use.
- All staff are aware of diet restrictions.
- Toys and equipment are disinfected regularly.

### **Participant Dress Policy**

Macaulay Tree House strives to maintain a positive, respectful, and safe environment. With this in mind, we have the following expectations regarding participant dress at the programs:

- Practice good personal hygiene.
- MTH logo shirts are to be worn on all field trips.
- Wear clothing items that reflect appropriate messages. For example, NO images or pictures on clothing that reflect beer or liquor, drugs, racism, profanity, sexism or sexually suggestive material.
- No sexually suggestive clothing. For example, NO spaghetti straps, exposed undergarments and midriffs.
- Wear SAFE and weather appropriate clothing. For example, no entanglement hazards including long scarves, drawstrings or chains.
- ***Appropriate footwear is to be worn at all times.*** Sneakers or shoes with soles for active play in the gym, sandals with ankle straps are appropriate during warm weather activities.

### **Program Requirements for Outdoor Play**

Being active can help young children stay healthy, improve movement skills, develop self-confidence and improve learning and attention. It can also help children have fun and feel happy. Macaulay Tree House School Age Programs, where operating before and after school programs, will arrange the program so that it includes at least 30 minutes of outdoor time every day.

When operating full-day programs, Macaulay Tree House will arrange the program so that it includes at least two hours of outdoor time every day.

Exceptions will only be made:

- In inclement weather (i.e., extreme heat, extreme cold, rain)
- Where there is written instruction from a physician or a parent on file

## **School Age Program Safe Arrival Procedure**

A safe arrival program is a system of procedures which are performed together with daily attendance taking. The safe-arrival procedure is a mechanism that the program, parents/guardians, and schools can use to account for any child's unexplained absence at the after school program. All staff involved in delivering the safe arrival program must receive appropriate training according to this policy. The safe arrival procedure should be reviewed periodically to confirm its effectiveness.

The safe arrival procedure specifies the steps that are to be taken when a follow-up contact cannot reasonably be made.

### **Parents or guardians are responsible for:**

- Informing their child's school and classroom teacher of days enrolled in the After School Program.
- Keeping emergency contact information current and complete.
- Calling the child's school and Macaulay Tree House School Age Program when the child will be absent from the program for any reason (this includes "snow days" when the programs are running).

## **Child Care Supervision Policy**

The Supervision of Volunteers and Placement Students Policy requirements are as follows:

- No child is supervised by a person less than 18 years of age.
- All adult volunteers and students will require a negative criminal reference check with vulnerable sector screening.
- All volunteers and students will be supervised by an employee at all times.
- Volunteers and students may not be counted in the staffing ratios.
- Volunteers and students will not be permitted to be alone with any child.

Volunteer and Student orientation shall include:

- Education about the setting's policies, philosophy and needs of the children.
- A copy of the Parent Handbook.
- Copies of relevant Child Care and Early Years Act sections for reference.
- Review of Program Statement and Prohibited Practice Policy.

## **Informative Links for Families**

Child Care and Early Years Act: <http://www.ontario.ca/laws/statute/14c11>

District of Muskoka: <http://www.muskoka.on.ca/content/fee-subsidy-program>

College of ECE: <https://www.college-ece.ca/Pages/default.aspx>

Ministry of Education: <http://www.edu.gov.on.ca/childcare/>

How Does Learning Happen? (HDLH): [www.edu.gov.on.ca/childcare/howlearninghappens.pdf](http://www.edu.gov.on.ca/childcare/howlearninghappens.pdf)