

# MACAULAY TREE HOUSE DAY NURSERY



## Parent Handbook

**Phone: 645-1956**

**Fax: 645-5846**

**[www.macaulaytreehouse.ca](http://www.macaulaytreehouse.ca)**

### **About Us:**

East Campus is licensed for 60 children.

West Campus is licensed for 73 children.

South Campus is licensed for 15 children or 24 children

Hours of Operation: 7:30 am to 5:00 pm, Monday to Friday

Revised Date: May 2023

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*“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?*

# Welcome

Welcome to Macaulay Tree House (MTH) Day Nursery. We are happy that you have entrusted us with caring for your child. We understand that this may be your first experience with childcare as well as leaving your child for an extended period of time. Returning to the workforce can be a challenge for many parents. We want to assure you that we are here to help make this transition as easy as possible for you and your child. You may have many questions during this process (i.e., how will my child adapt to a new routine? how will they get my child to nap with all those other children? what if I want to know about what they ate and how they slept?). As you will read further on in this handbook, MTH values open communication. We use an app called Sandbox to send daily information on sleep, nutrition, and programming activities. The teachers post pictures daily to help you feel involved and informed in your child's day. Parents can send messages direct to the classroom teachers through the app. We encourage new parents to message and check in with the teachers, especially during the first week of care.

## The Process:

Many parents wonder how this all works. Here is the process:

- 1) *Waitlist*: Make sure to get your name on the waitlist as soon as possible. There is a very high demand for childcare in Muskoka. Some parents complete a waitlist submission as soon as they find out they are expecting. You can add your name to our waitlist through our website: [www.macaulaytreehouse.ca](http://www.macaulaytreehouse.ca) and click on contact / waitlist.
- 2) *Enrollment and Registration*: We will contact you when a space is available for your child. You will have 48 hours to accept the invitation. Once confirmed, we will send you the registration documents via email. Once the registration documents are completed, we will schedule your visits and enroll your child in care.
- 3) *Visits*: You may be wondering how to transition your child into daycare. We schedule 2-3 visits for each child/family. On the first visit day, you are encouraged to stay with your child in the classroom for an hour. This allows you to get to know the teachers and other children as well as get a sense of what we have to offer at the Tree House. On the second visit day, you will be asked to drop your child off for up to 1.5 hours. On the third visit day, you are asked to drop your child off for a half day. You are not billed for the visits. Your enrollment date and first official day of care will follow these 3 visits.
- 4) *The First Day*: Every child is different, and every child will react differently on their first day of care. Some children wander into the classroom easily to play with the toys while others may cling to their parent. They will be looking to you as their parent for reassurance. No matter how your child behaves, it is important to say goodbye with a smile and tell them that their teacher will take good care of them. It is not encouraged to "sneak" out while your child is distracted. Goodbye's need to be quick, and you can tell them that you will be

back soon to pick them up. If your child is clinging tightly to you, the best thing for them is to hand them happily over to their teacher and say goodbye quickly. And then go!

For parents who are feeling unsure, here are some of the benefits of enrolling your child in a licenced daycare centre:

- **Early Childhood Educators:** The teachers at Tree House are trained in basic health, safety and behaviour as well as how to understand children's environments and early learning mechanisms. They understand that the brain is rapidly developing between the ages of 2 and 5, so it is important that children are provided with opportunities that facilitate their natural stages of development during this time. Preschool offers a structured setting focused on age-appropriate development in several areas: Emotional and Social Development, Cognitive Development, and Language Development.
- **Emotional and Social Development:** One of the most important benefits of preschool is that it teaches children how to socialize. Specifically, kids learn how to cooperate, share, take turns, problem-solve, compromise how to show respect – for adults, other children, and their environment.
- **Independence:** Preschool teaches children important lessons in independence. It helps them prepare for the separation from their parents during kindergarten, while offering a safe, fun, and exploratory environment for children to develop their self-confidence and sense of self.
- **Cognitive Development:** Between the ages of 2 and 5, children start developing thinking and reasoning skills. They progress from a simple to a more complex understanding of time, letters, counting, and colours and are able to follow increasingly more detailed commands. Preschool strengthens these natural developmental tasks by engaging the child in a variety of new activities and hands-on experiences. At Tree House, we strive to provide high quality programming that makes learning fun, fosters creativity, and promotes problem-solving opportunities for your child.
- **Language Development:** Language rapidly develops between ages 2 and 5. By age 3, children can speak at least 200 words and can follow two-part directions (i.e.. "Put your shoes on and wash your hands"). Playing and interacting with a diverse classroom of peers at preschool as well as participating in a variety of language-driven activities, such as singing and storytelling, can be immensely beneficial to language development.
- **Outdoor Experiences:** At Tree House we take advantage of our large outdoor playgrounds that incorporate the elements of the Muskoka landscape. Children in our care will play outdoors twice daily, ensuring plenty of fresh air as they engage in age-appropriate gross motor activities. Our teachers advocate that inquiry and organic learning happens outdoors.

The best thing you can do for your child is understand and believe in these benefits. Feel reassured that your child will be cared for, and that MTH is a safe place for them. This way, on your first day, you can hand them over confidently and tell them to go with their new teacher and that their teacher will take good care of them.

## Communication

Macaulay Tree House Day Nursery will use a program called “Sandbox” to communicate with you regarding your child’s day. Sandbox will be used in all our classrooms to record activities throughout the day to keep you informed on everything from nutritional information to fun moments and learning activities. We will also use this program to send out newsletters and updating emails. This program will provide you with real-time email updates and access to a complete history of your child’s experience in our program with photos stored safely and securely in a journal format that you can access from home or on the go through Sandbox mobile apps. If you would like to learn more please visit their website at <https://parentportal.runsandbox.com>.

Communication is key to the success of the relationship between parents and staff or management. Please feel free to discuss any issues, concerns, or compliments with the staff in the classroom. If an issue has not been resolved, please bring it to the attention of the supervisor of the campus.

The site supervisors are:

Andrea Townsend (acting ED designate in absence of ED)  
Karen Phillips School Age Program

All issues or concerns brought to a supervisor’s attention will be discussed with the executive director.

Macaulay Treehouse will be participating in the Canada Wide Early Learning & Child Care (CWELCC) in 2022. Parents will be informed if the status of enrolment changes.

## Board Information

Macaulay Tree House Day Nursery is governed by a ten 7-member, volunteer Board of Directors. The board primarily consists of, but is not restricted to, parents whose children are enrolled in our programs.

Each year in June the Board holds its Annual General Meeting and is open to the public. Parties interested in becoming a board member are asked to attend and put their name forward to be nominated. Board members are elected for a two (2) year term.

The Board of Directors meets once a month. All meetings are considered administrative and are open to Board members only. A parent interested in attending a Board meeting to observe may do so by obtaining advance approval from the President of the Board.

**Current Board Members:****President:** Madalyn Rebelo**Vice - President:** Brittany Corcoran**Secretary:** Megan Evans**Executive Member:****Other Members:** Megan Evans, Nicole Burke, Kim Hawkins, Rebeca Heffernan

## Fundraising

Macaulay Tree House is a non-profit Child Care Centre; it is appreciated greatly when parents can participate in fundraising events sponsored by the Tree House. All proceeds from Fundraising events go directly back into the centre to purchase toys and equipment for our high-quality programs for the children.

## Staff

There is a qualified Early Childhood Educator that works in each classroom. Our staff is made up of a variety of backgrounds, with many years of experience in the childcare field. All staff is required to hold a valid first aid/CPR level C certificate and is screened by the OPP before starting employment at the Centre.

We promote the ongoing professional development of our staff. All our Early Childhood Educators are registered with the College of Early Childhood Educators.

## Wait List

While following the regulation 137/15 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 complete the waitlist submission form on our website. This information will be entered into our software which is monitored by the Executive Director/Manager or Supervisor of the School Age Program.
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 or with another child in one of our programs 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 administrative assistant at ext 207.
8. If a family has been contacted and we do not receive a response within two (2) business days, we will move to the next person on the list. Their name will be removed from the waitlist.

## Enrollment

Registrations will be accepted on a first come basis. If designated spaces are full, your name will be placed on a waiting list. Registration forms must be accompanied with a non-refundable \$25.00 registration fee per family.

Macaulay Tree House is open Monday to Friday, 7:30am to 5:00pm, and is CLOSED on all Statutory Holidays:

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day
- Civic Holiday-designated

**PARENTS ARE REQUIRED TO PAY FOR STATUTORY AND DESIGNATED  
HOLIDAYS AS LISTED ABOVE.**

The Centre will close at 3:00pm on Christmas Eve and New Year's Eve.



**Licensed Spaces:**

**East Campus:**

Toddler – 25 spaces  
Preschoolers – 35 spaces

**West Campus:**

Infant – 10 spaces  
Toddler – 15 spaces  
Preschoolers – 48 spaces

**South Campus**

Toddler 15 spaces OR

Preschool 24 spaces

PLEASE ENSURE THAT YOU KEEP YOUR CHILD’S FILE UP TO DATE.

(Address, contact #s, immunization records, etc.)

## Maintenance Policy

Families will be charged a \$2.00 per week/per child maintenance fee. These fees will go towards major repairs such as tree removal, re-shingling, snow removal and interior painting etc.

## Child Care Fees

Programs at the Day Nursery include lunch and two snacks; children must attend the same days each week, and subsidized spaces are available.

Room	Part-Time	Full-Time
Toddler	\$42.25 / day	\$41.25 / day
Pre-School	\$40.75 / day	\$39.75 / day
Infant	\$50.00 / day	\$49.00 / day

Part-Time Enrollment is less than 5 days per week.  
(Scheduled: Mon/Wed. & Fri. OR Tues. & Thurs.) Full-Time Enrollment is 5 days per week.

Childcare fees include 9 hours of care. A \$3.00/day fee will be charged for extended care beyond 9 hours.

If you are unable to pick up your child by 5:00 pm, please arrange someone else for pick up. **A late fee of \$1.00 per minute will be imposed for late pickup.** These fees are in no way connected to childcare fees. Late fees must be paid in cash directly to the staff member. **Note: We ask for photo ID when picking up children. If the person is not listed as an authorized pick up your child will not be released to them.**

NSF charges will have a \$45.00 Service Charge levied on them. If we receive 2 NSF charges from a client within a 12-month period, childcare may be terminated. Childcare will be billed on a two (2) week billing cycle, preauthorized debit will be the form of payment required.

**Two (2) weeks 'written notice to the executive director or School Age Supervisor is required to terminate your child's care. There will be no refund given for early withdrawal from the program.**

**Macaulay Tree House reserves the right to give one (1) weeks' notice to parents should it become necessary to terminate your contract.**

## Sick Days

If your child is sick and unable to attend, you will still be required to pay for this day. We would ask that you please telephone the Centre or send a message in Sandbox by 9:00 am to let the staff know that he/she will not be attending that day.

## Termination of Care

Parents are required to advise Macaulay Tree House Day Nursery's Executive director at least two (2) weeks in advance of when they plan to remove their child(ren) from the Centre permanently. Parents who fail to advise the Centre of their intention to remove their child(ren) will result in two (2) weeks of fees being charged.

Failure to clear up your account prior to termination may result in legal action.

## Sleep Routine

1. Parents will fill out a child profile form that includes a child's sleeping arrangements at the time the child is enrolled and at any other appropriate time, such as at transitions between programs or rooms or upon a parent's request. The Child Profile forms will be kept in each classroom and the Teachers can refer to them when necessary.

2. All employees will periodically perform a direct visual check of each sleeping child a minimum of every 30 minutes. Staff will be physically present and go over to the children while they are sleeping. Staff will verbally confirm with their co-workers that they have performed a periodical direct visual check of each sleeping child by being physically present beside the child while the child is sleeping and look for indicators of distress or unusual behaviours. Staff will log in their daily logs, the time of day they did the check, how many children are sleeping, how many are awake, and record any indicators that they have observed.
3. Staff will ensure that there is sufficient light in the sleeping area or room to conduct direct visual checks.
4. Children will be assigned their own individual cots. Each cot is numbered and there will be a number assigned to each child. The list will be posted in the classrooms near the storage of the cots.
5. Parents/Guardians of children who regularly sleep at Macaulay Tree House will be provided with a copy of our parent handbook to advise them of our policies and procedures regarding children's sleep.
6. If Staff observe any significant changes in a child's sleeping patterns or behaviours during sleep this will be communicated to parents and will result in adjustments to the manner in which the child is supervised during sleep. Staff will also record in their daily logs any indicator of distress or unusual behaviour.
7. Staff will ensure that there are activities available to children who awaken early. All children are required to have a rest period while attending Macaulay Treehouse Day Nursery.

## Individual Plan for a Child with Medical Needs

Macaulay Tree House Day Nursery will ensure that an updated individualized plan for a child with medical needs is in place for each child who has one (1) or more acute (a condition that is severe and sudden in onset that, if left untreated, could lead to a chronic syndrome) or chronic (a long-developing syndrome that can develop or worsen over an extended period of time) medical conditions such that he or she requires additional supports, accommodations or assistance. Some examples of plans would be a child with asthma or an anaphylactic allergy.

Macaulay Tree House will take the necessary steps to support the child's medical needs and ensure his or her inclusion in the program.

## Parent Issues and Concerns

Parents/guardians are encouraged to take an active role in our childcare 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, childcare 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 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**

Our centre maintains high standards for positive interaction, communication, and role-modeling for children. Harassment and discrimination will therefore 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. Our behaviour management policy is available upon request however a suspension or termination in care may result in any of the above circumstances.

### **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. The Board of Directors will respond to written requests within one week's time.

<b>Contacts:</b>
Executive Director of Macaulay Tree House: Phone (705) 645-1956 ext. 200 E-mail: <a href="mailto:leesa@macaulaytreehouse.ca">leesa@macaulaytreehouse.ca</a>

## **Financial Assistance**

The District Municipality of Muskoka provides subsidy for families who are eligible. You may use the online tool to see if your family qualifies found here:<https://www.muskoka.on.ca/en/children-and-seniors/child-care-fee-subsidy.aspx>

## **Inclement Weather**

The executive director/supervisor will use his/her discretion as to when to close the day care due to inclement weather. In the event the Centre is closed, the Manager will contact the local radio station (The Moose, 99.5FM) to let them know that the Centre will be closed. There will also be a post on the Sandbox app and Facebook.

## **Emergency Management**

Macaulay Tree House has emergency management policies and procedures in place. In the event of an emergency, parents will be contacted via Sandbox and/or phone. Should an evacuation of Macaulay Tree House become necessary, our designated evacuation places are:

- The Pines Long Term Care Home: 645-4488
- Macaulay Public School: 645-5410

Should an evacuation be necessary, children would be moved to one (1) of the designated sites and the parents would then be contacted about the evacuation. Fire procedures are posted in the Centre for your information and Fire Drills are conducted once a month.

## Clothing

You are required to provide a complete change of clothing consisting of pants, underwear, socks, and tops (hat, mittens, scarf in the winter months) to be left in your child's cubby and a small blanket for rest period. Infants should be provided with a full day's supply of bottles, clothing, and diapers. Toddlers should also be provided with a full day's supply of diapers as well.

Your child should wear play clothes that are comfortable and easy for him/her to handle. Clothing should be **CLEARLY MARKED WITH HIS/HER NAME**. Please keep in mind that your child will be working with messy art materials and may be more comfortable knowing it doesn't matter if their clothing becomes soiled.

## Things from Home

Please do not bring toys or other treasures from home with your child. This way we avoid the disappointment of loss or breakage. Do, however, feel free to send a (one!) cuddly toy, teddy bear or doll for your child to accompany them during rest time. It is very reassuring for a young child to have something familiar with them at rest time. **Please be sure to label these items.**

## 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 those excursions that require transportation cost money. We will do our best to plan and have the children participate in excursions that are close in proximity to the Centre and involve little or no cost, whenever possible. Parents will be advised as early as possible of planned excursions.

## Illness Policy

If your child becomes ill during the day, we will telephone you to arrange for him/her to be taken home **IMMEDIATELY. Parents are expected to pick up within 30 minutes.**

Young children are susceptible to infections. When a child has been ill, we require that they not return to the childcare centre until they have completed the required isolation period or been **SYMPTOM-FREE** for 24 hours.

In the event of an outbreak (two children in the same class, with the same symptoms within 24 hours), children will be required to stay at home until they have been **symptom-free for 48 hours**. We appreciate your cooperation regarding our illness policy.

**We cannot honor requests to keep children inside due to a cough, cold or fever.**

Children play outdoors daily, except in wet or extremely cold weather. They are out in the playground for at least two (2) hours per day, all seasons of the year.

If a child is not well enough to participate in the **ENTIRE** daily program, including outdoor time, they should be kept at home.

In discussion with the parents regarding the child's condition, a decision will be made by the Executive Director or Designate as to whether the child will be able to attend the daily program.

We **STRONGLY** suggest that each parent have a back-up provider for those days when your child will not be able to attend due to illness.

The Executive Director or Designate reserves the right to request a doctor's note certifying your child is in good health.

## Medication Policy

Your child's health and safety are very important to us. **ALL** medication to be taken by your child during the Centre's hours of operation must be entered on a Medication Form. We must have written authorization from you to administer **ANY** medication. Only prescription medications **CLEARLY LABELED** in their **ORIGINAL, PHARMACY CONTAINER** will be administered by the executive director or designate. If medication labels on prescription medications have been altered in **ANY WAY**, we will **NOT** administer these medications to your child. Any medication not required during program time will not be accepted. **Please do not leave any medication in backpacks or cubbies.**

Please notify us immediately if your child has been exposed to a contagious disease (i.e. lice, pink eye).

## Anaphylactic Policy

Macaulay Tree House Day Nursery is committed to taking a pro-active position regarding the prevention of anaphylaxis. It is the responsibility of the child's parent or guardian to inform the management of the anaphylactic/potentially anaphylactic allergy. An Emergency Plan with a photograph and description of the child's allergy needs to be signed by a physician and will be posted in the child's classroom, play areas and in the office. Macaulay Tree House requires that there is an extra EpiPens provided by the family for all field trips. Families that fail to comply with providing the proper amount of Epi Pens and or the signed Emergency Plan will not be allowed to attend the Program.

## Arrival and Departures

It is the **RESPONSIBILITY OF THE PARENT** to ensure that your child is dressed and undressed upon arrival and departure. Each child will be provided with their own space for coats and belongings. If a child requires medication while in attendance at the Centre, you **MUST** fill in and sign a medication form upon arrival. Medication is to be given to the staff on duty and **NOT** left in cubbies or in diaper bags. If your child has had an early morning upset, it would be beneficial if you make us aware of this.

## 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.
  
- NOTE: Volunteers and students may not be counted in the staffing ratios.

Volunteer and student orientation shall include:

- Education about the settings policies, philosophy and needs of the children
- A copy of the parent handbook
- Copies of relevant CCEYA sections for reference
- Review of Policies and Procedures



## 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 Manager/Executive Director will accompany the child to the hospital and will remain with the child until the parent or guardian arrives.

## Fire Procedure Policy

Fire drills are conducted once each month and are recorded on a log sheet. 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)

## School Age Programs

Macaulay Tree House offers Before and After School Programs at Macaulay Public School, Monck Public School, Muskoka Falls and VK Greer Memorial Public School, for children from Junior Kindergarten to Grade 6. Before school programs operate from 7:00am until school starts. **Drop off** must not occur after **8:10 am** to ensure staff have the necessary time to check children in, perform health checks and ensure they are dressed appropriately for weather conditions.

After school programs operate from 3:10-6:00pm.

Full day programs operate from 8:30am-5:00pm on P.A. Days, Christmas Break and March Break, as per the TLDSB school calendar.

## Fees

Program	Cost per Day
Before School (JK & SK)*	\$7.50
Before School (Grades 1-6)	\$7.00
After School (JK & SK)	\$12.00
After School (Grades 1-6)	\$11.50
Full Day Program (JK & SK)	\$39.00
Full Days (Grades 1-6)	\$39.00

## Summer Camp

Macaulay Tree House School Age Program offers a Summer Camp for children ages 4\* to 8 during the months of July and August. Summer Camp hours are 8:30am-5:00pm. We pack our summer months full of educational field trips, beach days, arts, games, sports and making new friends! Look for camp calendar and registration in May!

\*The child must have already attended JK

## Enrolment Procedure

To enroll your child in the Programs, a registration form must be completed in full a completed Preauthorized payment form. A \$5.00 registration fee will be withdrawn with your first payment. Forms can be obtained through the programs or from the Macaulay Tree House website. You are required to pre-book the days your child will attend the program. All spaces will require that children attend the program on the same days 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 8:30 am – 5:00 pm.

To register for the full day programs, a notice will be circulated to parents through Sandbox 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).

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

***It is essential to keep our records current.***

Please notify the program Supervisor in writing at [schoolage@macaulaytreehouse.ca](mailto:schoolage@macaulaytreehouse.ca) whenever there is a change in your information.

## 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.**

## 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 always worn.*** 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

## 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 messaging in Sandbox to the program when the child will be absent from the program for any reason (this includes "snow days" when the programs are running).

### **Summer Camp Updates for 2023**

- Hours of operation are 8:30am-5:00pm
- Registration is open to children ages 4-8 years (child must be 8 years of age at the time of registration)
- Registration will be for a full week not per day
- No cancellations after June 1<sup>st</sup> when camp calendar is available (if you cancel you will be charged the full week fee)
- Holidays that we will be closed for are July 1<sup>st</sup> and August 7<sup>th</sup>
- Location is to be determined based on what the school boards decides but it will be either Monck Public School or Macaulay Public School
- We do recommend having at least 2 MTH red logo shirts as they are to be worn on all beach and trip days so this could be daily
- Departure times for trips cannot be delayed due to a late child. We recommend you have your child at program 30 minutes prior to departure
- We ask that all families download the Sandbox as this is how we communicate with parents to send communication and updates and how you can contact the program

## **Program Statement**

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 its 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. All staff, students and volunteers will promote the health, safety, nutrition, emotional and physical well-being of all children in their care.**

- We provide nutritious, homemade meals and 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 interest.
- Children will have an outdoor time twice daily (weather permitting). In such cases that children cannot get outdoors due to weather there will be an active play time offered to the children throughout the day.
- 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. Macaulay Tree House will support positive and responsive interactions among the children, parents, child care providers and staff.**

- Connecting with each child and recognizing their individual uniqueness.
- Enabling children to develop strong relationships, learn together, and care about one another to create a sense of belonging.
- Integrate in our daily programming the unique perspectives, languages and cultures of the families in our care.
- Promote open communication between the staff and families both verbally and written on an ongoing basis. (Sandbox, emails, daily reports, newsletters, etc.)

**C. Our Registered Early Childhood Educators; teaching assistants and support staff will 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; o using positive reinforcement;
  - providing the children with the resources required to enable self-regulation;
  - actively asking, listening, and understanding to teach empathy and respect; and
  - 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. Macaulay Tree House will support learning through 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. With reference to “How Does Learning Happen?” our staff will provide opportunities for child-initiated and adult-supported experiences.**

- Ensure programming is linked to the children’s daily observations and staff documentation.
- Staff will view every child as an active and engaged learner who explores the world with body, mind and senses.
- Playing with the children at their levels and supporting learning experiences.
- Staff will engage as co-learners and use the environment as a third teacher.
- Encourage creativity while allowing for open ended experiences.
- 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.
- We perform the Nippising developmental screen, which is conducted within 30 days of enrollment and at each milestone thereafter to ensure we understand each child’s developmental needs, preferences, and comfort zone.
- Individual support plans will be created for children with special needs to ensure inclusion within our programs.

**G. Macaulay Tree House will incorporate indoor and outdoor play, as well as active play, rest and quiet time, into the day, while giving consideration to the individual needs of all the children in care.**

- Children will have an outdoor time twice daily (weather permitting). In such cases that children cannot get outdoors due to weather there will be an active play time offered to the children throughout the day.
- Ask families what works for them (feedback through surveys).
- Offer a variety of choices that meet the needs and interests of the children.
- Provide a variety of experiences.
- Following the child's lead with programming based off of their interests.
- Provide children with opportunities for physical activity.
- Parents will provide an individual daily schedule for their child to ensure their needs are being met in reference to rest and quiet time (this applies to daycare only).

**H. Macaulay Tree House recognizes the importance of family, community, partnerships and communication. The staff will foster the engagement of ongoing communication with families about the program and their child's daily activities and development.**

- We will use Sandbox as a form of communication with our families. Families will receive daily logs on their children (daycare only).
- Newsletters and upcoming events will be distributed to families.
- Individual child portfolios will be kept and available to all families (daycare only).
- Staff will communicate with families during drop off and pick up times.
- Getting to know the families.
- The staff will use the "Nippissing Developmental Screening Tool" to assess the children's development and identify any needs or "red flags" for each milestone. This tool will be completed in partnership with the parents (daycare only).

**I. Involve local community partners and allow those partners to support the children, their families and staff.**

Macaulay Tree House Day Nursery fully embraces the spirit of inclusion and is dedicated to nurturing each child in its programs by recognizing his/her unique interests, talents and needs. Each child is entitled to programming that is developmentally appropriate and engaging. We recognize integration as one of its goals and will endeavor to access the resource services available in our community to support the staff, children and families in our care.

- 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, Pines, Ambulance, Fire department etc.

**J. Support staff, in relation to continuous professional learning.**



The Macaulay Tree House Day Nursery also understands the importance and quality in professional learning and supports all of the staff in this process.

- Posting 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 will document and review our program statement to ensure positives relationships and effective programming for the children and their families.

- Review the Program Statement annually.
- Providing opportunities for feedback from families through surveys

## Prohibited Practices

The following practices shall not be permitted:

- a) Corporal punishment of the child.
- b) Physical restraint of the child, such as confining the child to a highchair, 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 childcare 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 licensee's emergency management policies and procedures.
- d) 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.
- 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.

Macaulay Tree House supports the use of Positive reinforcements and Redirection/Diversion in situations that become escalated.

# Behaviour Policy

## **PURPOSE**

We strive for programs that are safe, inclusive, fun, and age appropriate. In doing so, Macaulay Tree House Day Nursey must have rules in place that are agreed upon by all parties. A certain level of behavior is expected from the participants to make the programs a safe and rewarding experience for the children and staff in attendance. The purpose of this policy is to define and outline the MTH plan for bully prevention and intervention.

## **DEFINITION OF BULLYING**

Bullying is defined as aggressive and typically repeated behaviors including use of any physical, verbal, electronic, written, or other means.

The behavior is intended by the child to have the effect causing harm or fear to an individual, including physical, psychological, social harm, harm to the reputation or property of an individual. It creates a negative environment for the individual.

The behavior occurs where there is a real or perceived power imbalance between the child and the individual based on numerous factors including but not limited to strength, size, age, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, intelligence, gender, race, or disability.

Children's responsibilities:

1. Safe behaviour at all times, every child has the right to feel safe in their classroom.
2. Respect for others and equipment.
3. Interaction that is courteous and positive.
4. Participation in all aspects of programming including outdoor activities and rest periods

Staff responsibilities:

If a child has difficulty in 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. The parent will be expected to work with the educators to come up with solutions.
2. The parents will be notified verbally and asked to sign a behaviour report concerning the incident and hopefully work together with the child and the program to solve the issue.

3. As a last resort, if inappropriate or unacceptable behaviour continues or is severe, your child may be sent home for the remainder of the day, asked to come at a reduced times, suspended or asked to leave the program.

Supervisor's expectation:

The following behaviours will be deemed unacceptable and followed by suspension or expulsion from the Programs if thought to be in the best interest of the Program. The Executive director, Program Supervisor and the Macaulay Tree House Manager will review each case before implemented:

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. Including any type of physical violence and or reoccurring behaviours beyond the capacity of the program.

Some examples of a behaviour that would be considered unacceptable and the need for a parent to pick up is: spitting, hitting or kicking teachers or other children, throwing or dumping toys, refusal of getting ready to participate in the next activity whether it is getting ready for outside or sitting for lunch and any other deemed behaviour which causes the children or educators to feel unsafe

1. A child leaves the premises (playground, school property, or classroom) without parental or staff permission.

Parent expectations:

Parents are expected to treat all staff, volunteers, parents and children of Macaulay Treehouse with respect

Everyone including staff, students, volunteers and parents, while at the daycare or attending daycare related activities, are expected to comply with Macaulay Tree House's program statement, policies and procedures and the requirements of the *Child Care and Early Years Act*.

For volunteers and parents who do not comply with Macaulay Tree House's program statement, policies and procedures, disciplinary measures can also be taken which range from a verbal warning, to being asked to leave the daycare and/or have their child's care terminated, if applicable.

As Early Childhood Educators, it is our responsibility to ensure the physical safety and total well being of all children within our care. The centre has adopted the following policy regarding aggression:

Aggression means, "any physical, emotional or verbal act which may result in placing him/herself, other children and/or staff members within the centre in an emotional, physical, harmful, hurtful or unsafe situation. "

In dealing with aggressive behavior, the following procedures will be followed:

The child will be removed from the group and the centre's BEHAVIOR MANAGEMENT POLICY will be implemented by staff, to redirect the child and to stop the aggressive behavior.

If the aggressive behavior continues throughout any part of the day, the parent/guardian or alternate pick up person (in that order) will be contacted to immediately pick up the child.

Documented report(s) of the incidents will be given to the child's parent. A copy will also be made to keep in child's file.

Once the parent has been called on more than two occasions relating to aggressive behavior, the Director will consult with the parents.

The Executive director has the right to

- a) offer a reduced number of hours the child may attend
- b) offer a part time space to the family while consulting a behaviour specialist or a community partner such as Community Living
- c) impose a suspension of daycare privileges
- d) terminate the space. In case of termination, the two-week notice period would be waived.

Please note: Any aggressive, violent or intentional aggressive behavior that endangers the child, other children, staff, equipment, or building cannot be tolerated. In these extreme cases, the child will be automatically suspended for three days or have their spot permanently revoked without prior warning.

Once again, we state that the number one priority is the welfare, safety, and security of all children and staff within our program."

## **Bullying Policy**

### **PURPOSE**

We strive for programs that are safe, inclusive, fun, and age appropriate. In doing so, Macaulay Tree House Day Nurse must have rules in place that are agreed upon by all parties. A certain level of behavior is expected from the participants to make the programs a safe and rewarding experience for the children and staff in attendance. The purpose of this policy is to define and outline the MTH plan for bully prevention and intervention.

## **DEFINITION OF BULLYING**

Bullying is defined as aggressive and typically repeated behaviors including use of any physical, verbal, electronic, written, or other means.

The behavior is intended by the child to have the effect causing harm or fear to an individual, including physical, psychological, social harm, harm to the reputation or property of an individual. It creates a negative environment for the individual.

The behavior occurs where there is a real or perceived power imbalance between the child and the individual based on numerous factors including but not limited to strength, size, age, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, intelligence, gender, race, or disability.

## **RESPONSIBILITIES:**

Children's responsibilities:

1. Safe behaviour at all times.
2. Respect for others and equipment.
3. Interaction that is courteous and positive.
4. Participation in all aspects of programming

Parent Responsibilities:

1. Parents are expected to treat all staff, volunteers, parents and children of Macaulay Tree House with respect.
2. Everyone including staff, students, volunteers and parents, while at the daycare or attending daycare related activities, are expected to comply with Macaulay Tree House's program statement, policies and procedures and the requirements of the *Child Care and Early Years Act*.
3. For volunteers and parents who do not comply with Macaulay Tree House's program statement, policies and procedures, disciplinary measures can also be taken which range from a verbal warning, to being asked to leave the daycare and/or have their child's care terminated, if applicable.

## **ACTIONS:**

Step 1: Incident Details

- Incident report is to be filled out by staff on any reports or sightings of bullying
- The parent of the child displaying bullying behaviors is contacted by telephone and a letter is sent home that indicates the following:
  - There has been a complaint against the child for bullying
  - There has been an investigation and it is confirmed that there have been behaviours of bullying
  - A request to speak with your child about the behaviours
  - Discussion about assisting in speaking with the child or supports available
- If there is another incident report or complaint of the child, move to step 2

Step 2:

- If there is another incident/complaint of bullying against the child then the consequences can escalate for the child based on the discretion of the executive director.
  - Contact with parents/guardians is made following step 1
  - Notice to child and parent that the next complaint may lead to suspension from the programs at the discretion of the executive director
  - Request to meet with the child and parent if needed

Step 3:

- Suspension of care for three days from program may be applied followed with but not limited to:
  - Meeting with parent/guardian and child
  - Involvement in outside support or support program with dealing with these behaviours
  - Notification that the next complaint may lead to longer suspension of care

Step 4:

- Depending on the severity of the behaviours, the next step will be a suspension of one week of care at the discretion of the executive director

Step 5:

- Depending on the severity of the behaviours, the next step may be termination of care at Macaulay Tree House Day Nursey at the discretion of the executive director.

The implementation of these steps are viewed on a case by case basis and is at the discretion of the executive director.

The Executive director has the right to:

- a) impose a suspension of daycare privileges
- b) consult a Behavior Management Specialist or other supportive services
- c) limit the child's hours of attendance or
- d) termination of care if thought to be in the best interest of the Program. In case of termination, the two-week notice period would be waived.

Please note: Any aggressive, violent, or intentional aggressive behavior that endangers the child, other children, staff, equipment, or building cannot be tolerated. In these extreme cases, the child will be automatically suspended for three days or have their spot permanently revoked without prior warning.

Once again, we state that the number one priority is the welfare, safety, and security of all children and staff within our program.

