



Parent Handbook

Macaulay Treehouse



www.macaulaytreehouse.ca
info@macaulaytreehouse.ca

A large, abstract yellow graphic consisting of several overlapping, rounded shapes, resembling a stylized tree or a splash of paint, located in the top left corner of the page.

Welcome to Macaulay Treehouse

Dear Parents,

We are delighted to welcome you and your child to Macaulay Treehouse. Our preschool is dedicated to providing a warm, nurturing, and stimulating environment where children can explore, learn, and grow. We believe that early childhood education lays the foundation for a lifetime of curiosity, creativity, and academic success.

At Macaulay Treehouse, we emphasize a play-based, child-centered approach that fosters both intellectual and emotional development. Our dedicated teachers and staff work closely with families to create a supportive learning community that nurtures each child's unique potential.

This Parent Handbook serves as a comprehensive guide to help you understand our school policies, daily routines, and expectations. We encourage you to read through this handbook carefully, as it will provide valuable information on how we can work together to ensure a positive and enriching experience for your child.

If you have any questions or need further clarification, please do not hesitate to reach out to us. We look forward to an exciting and joyful learning journey with you and your child!

Warm regards,

Leesa Horsfield
Executive Director



Vision, Mission, and Educational Philosophy



Our Vision

We envision a nurturing and inspiring learning environment where young children develop a lifelong love for learning. We aim to cultivate curiosity, creativity, and confidence in every child, preparing them for future academic and social success.

Our Mission

Our mission is to provide a safe, inclusive, and stimulating early childhood education that fosters the intellectual, emotional, and physical development of each child. We strive to:

- Encourage independent thinking and problem-solving skills.
- Support the social and emotional growth of children through meaningful interactions.
- Foster creativity and imagination through hands-on learning experiences.
- Partner with families to create a strong home-school connection.

Our Educational Philosophy

At Macaulay Treehouse, we believe that children learn best through play, exploration, and guided discovery. Our curriculum is designed to support whole-child development by integrating the following approaches:

01 Play-Based Learning

- Encourages active engagement and joyful learning.
- Builds foundational skills in literacy, numeracy, and social interaction.
- Develops problem-solving and critical thinking abilities.

02 Social-Emotional Development

- Teaches children how to express emotions and communicate effectively.
- Promotes empathy, cooperation, and self-regulation.
- Creates a warm, inclusive classroom environment.

03 Hands-On Exploration

- Provides sensory-rich experiences through arts, music, science, and nature activities.
- Encourages creativity and innovation through interactive projects.
- Develops fine and gross motor skills through active play.

04 Early Literacy & Language Development

- Teaches children how to express emotions and communicate effectively.
- Promotes empathy, cooperation, and self-regulation.
- Creates a warm, inclusive classroom environment.

05 Family Partnership

- Recognizes parents as a child's first and most important teachers.
- Provides opportunities for parent involvement in school activities.
- Encourages open communication and collaboration between families and teachers.



Communication
Collaboration
Reflection Relationships
Exploration Documentation
Value WellBeing
Creativity
Health Competent
Caring Child Expression
Friendship Curious Play Belonging
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?

Student Profile

At Macaulay Treehouse, we embrace the uniqueness of every child while nurturing essential developmental skills. Our ideal student profile includes:



Curious
learner



Confident
communicator



Creative
thinker



Growing
individual



Joyful
Learners



Kind
friend



We believe that every child is **capable, competent, and ready to learn in their own unique way.** Our goal is to guide them in building **confidence, curiosity, and compassion** as they take their first steps in their educational journey.



Curriculum & Teaching Methods

At Macaulay Treehouse, we believe that early childhood education should be engaging, hands-on, and developmentally appropriate. Our curriculum is carefully designed to nurture academic, social, emotional, and physical growth in young children while making learning fun and meaningful.

Our Curriculum

Our preschool program follows a play-based, child-centered approach with structured and unstructured learning activities. We incorporate elements from research-backed early childhood education frameworks, including:

The Creative Curriculum

Fostering exploration and discovery through hands-on experiences.

Encouraging independence and self-directed learning.

Promoting creativity, collaboration, and critical thinking.

Our curriculum focuses on the following key developmental areas:



Teaching Methods

At MTH, our educators use a combination of structured instruction and free play to create a well-balanced learning experience.



01 Hands-On Learning

Children engage in active exploration, using real-world materials to enhance understanding.



02 Teacher-Guided & Child-Led Learning

Encouraging curiosity and problem-solving through discovery-based experiences.



03 Outdoor Learning

Utilizing nature as a classroom to develop observation skills and appreciation for the environment.



04 Whole-Child Approach

Addressing cognitive, emotional, social, and physical development.



Class Structure & Classroom Setup

At Macaulay Treehouse, we provide a nurturing and structured environment that supports the unique needs of every child. Our class structure is designed to encourage socialization, exploration, and individualized attention, ensuring that each child receives the best possible start to their educational journey.

Class Categories & Age Groups

01 Toddler Class 18 months - 2.5 years old

- Focuses on early socialization, sensory exploration, and foundational motor skills.
- Activities include music, movement, hands-on exploration, and simple routines to build independence.

Daily Structure

- Circle time with songs and stories.
- Sensory play activities such as water tables, finger painting, and texture boxes.
- Gross motor development through soft play and movement exercises.
- Snack time and supervised free play.
- Outdoor play to develop physical coordination and teamwork.

02 JR Preschool Class 2.5 - 3 years old

02 JR Preschool Class 2.5 - 3 years old

- Encourages language development, cooperative play, and problem-solving.
- Introduces early literacy, numeracy, and creative arts through play-based learning.

Daily Structure

- Morning greetings and structured group activities.
- Learning centers that focus on letters, numbers, and fine motor skills.
- Outdoor play to develop physical coordination and teamwork.
- Thematic storytelling and hands-on science exploration.

03 SR Preschool Class 3 - 4 years old

- Prepares children for kindergarten readiness by enhancing cognitive, motor, and social skills.
- Engages students in structured activities, group discussions, and hands-on experiments to foster curiosity and academic growth.

Daily Structure

- Interactive literacy sessions (sight words, phonics, early writing practice).
- STEAM (Science, Technology, Engineering, Arts, Math) activities.
- Social-emotional learning through guided role-playing and problem-solving games.
- Outdoor nature exploration and physical fitness activities.

Classroom Setup & Learning Environment

Each classroom at Macaulay Treehouse School is designed to be a safe, engaging, and stimulating environment where children can thrive.

Learning Centers



Learning Centers



Art & Creativity Station



STEM Exploration Zone



Dramatic Play Area

Outdoor Learning Spaces



Nature Garden



Sensory Play Area



Physical Play Structures



Safety Measures in Classrooms



All classrooms are equipped with child-proof furniture and soft play materials.



Daily sanitization of toys and learning materials. Secure storage of medications and chemicals.



Emergency exits and safety protocols clearly outlined for all staff. Fire drills performed monthly.



Teacher- Student Ratio

Maintaining a low student-to-teacher ratio is crucial for personalized learning and quality interactions. At Macaulay Treehouse, we follow or exceed provincial guidelines to ensure an optimal learning environment:

Class Level	Age Group	Teacher-Student Ratio
Infant class	0- 18 months	1 teacher : 3 students
Toddler Class	18 months - 2.5 years	1 teacher : 5 students
Preschool Class	2.5 - 4 years	1 teacher : 8 students

Each class is led by a qualified early childhood educator with additional qualified classroom assistants.

Small class sizes allow for individualized attention and active engagement in all activities.

Role of Our Teachers

Our dedicated educators play a vital role in shaping the learning experiences of young children. Their responsibilities include:

01 Facilitating engaging, age-appropriate activities

that support cognitive, social, and emotional development.

02 Observing and assessing children's progress

to ensure they are meeting developmental milestones.

03 Encouraging independence and self-help skills

such as dressing, tidying up, and making choices.

04 Fostering a safe and inclusive classroom environment

where children feel valued and respected.



By providing a well-balanced structure that combines guidance and freedom, our classrooms allow children to explore, discover, and grow at their own pace.



Daily Schedule & Routine



At Macaulay Treehouse, we believe that consistency and structure are essential for young children's development. Our daily schedule provides a balance between structured learning, free play, rest, and exploration, ensuring that each child receives the best possible early learning experience.

School Hours & Drop-Off/Pick-Up Policy

01 Operating Hours East & West
Monday - Friday, 7:30 AM - 5:00 PM

02 Morning Drop-Off
7:30 - 9:00 AM

03 Afternoon Pick-Up
3:30 - 5:00 PM (Additional fees apply after 5:00)

04 Pick up authorization
Only listed guardians or authorized contacts may pick up a child. ID is required for proper authorization.

Drop-Off Policy

- Parents or guardians must ensure a staff member acknowledges drop off on arrival.
- Children must be escorted into the classroom by an adult with their indoor shoes on.
- If arriving after 9:30 AM, parents must notify the school in advance.

Pick-Up Policy

- Only authorized individuals listed on the child's emergency contact form may pick up the child.
- Late pick-up fees apply after 5:00 PM at \$1.00 per minute payable to the staff on duty.
- Anyone picking up must have prior written authorization from a guardian

Daily Schedule Overview

Time	Activity	Description
7:30 – 9:00 AM	Arrival & Free Play	Transition activities and social interaction.
9:00– 9:30 AM	Snack time	Healthy snacks and hydration break.
9:30 – 10:00 AM	Learning Centers	Welcome songs, calendar review, and theme discussion.
10:00 – 10:30 AM	Learning Centers	Rotating literacy, math, art, and science stations.
10:30 – 11:30 AM	Outdoor Play	Gross motor activities and team games.
11:30 AM – 12:00 PM	Lunch	Social mealtime and table manners practice.
12:00 – 12:30 PM	Storytime & Music	Story time with soft music.
12:30 – 2:30 PM	Nap/Rest	Quiet rest with soft music.
2:30–3:00	Wake up	Crafts, building opportunities, assorted activities..
3:00 – 3:30 PM	Afternoon Snack	Light snack before final activities.
3:30 – 4:00 PM	Creative Expression	Arts, crafts, and self-expression activities.
3:30 – 5:00 PM	Reflection & Dismissal	Outdoor time gross motor and exploring activities



**What you
should
know...**

At Macaulay Treehouse, we strive to make the enrollment process smooth and transparent for all families. Below, you will find the eligibility requirements, required documents, and important policies related to admissions.

Board Information

Macaulay Tree House Day Nursery is governed by up to ten-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 on the last Wednesday of June and is open to the public. Parties interested in becoming board members 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 Chair of the Board.

Current Board Members:

Chair: Megan Evans
Co-Chair: Mackenzie Mc Nair

Other Directors: Nicole Burke, Rebeca Heffernan, Amy Norris, , Megan Visser, Brianna Adamson, Britt Corcoran

Communication

Macaulay Tree House Day Nursery will use a program called "Brightwheel" to communicate with you regarding your child's day. Brightwheel 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 update 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 Brightwheel mobile app.

Communication is key to the success of the relationship between parents, staff and management. The importance of the educator's knowledge is a key factor in your child's day. If there are changes at home even if they seem small, please ensure you are communicating with your child's teacher. Sometimes the difference in a day is us knowing your child did not sleep well, dads away for a few days or there is a new baby in the family. Any of these instances can cause different behaviour in your child and if we are aware we can help them through it.

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.

Parent Issues and Concerns

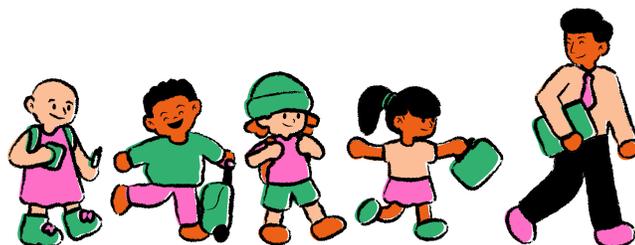
Parents/guardians are encouraged to take an active role in our childcare centre and regularly discuss what their child(ren) are experiencing with our program. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, childcare providers 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.

The site supervisors are:

Andrea Townsend East Campus (acting ED designate in absence of ED) Chelsey Schlichter West Campus
Suzanne Terry School Age Program Suzanne Terry South Campus

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

If your issue has not been resolved with the supervisor of the program please reach out to the executive director with your concerns at leesa@macaulaytreehouse.ca or 705-645-1956 ext 200



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.

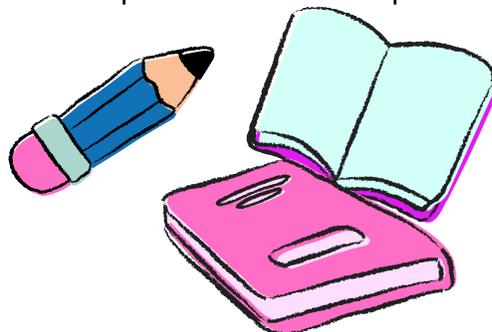
Concerns about the Suspected Abuse or Neglect of a Child

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 staff in the classroom 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.



Tuition & Fees Policy

Below are the current tuition fees for the school year:

Tuition Rates (Per Child)

Class Level	Part time with CWLECC	Full time with CWLECC
Infant Class	\$22.00	\$22.00
Toddler Class	\$20.62	\$20.15
Preschool Class	\$19.94	\$19.94
South campus	\$12.75	\$12.75

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

Tuition is due every other Friday by the preauthorized payment which is set up in the parent app. Invoices and tax receipts will be available on the app. NSF fees are \$45.00 per occurrence. If 2 or more nsf fees are assessed care may be terminated. If any refund or billing changes are required please reach out to leesa@macaulaytreehouse.ca.

Currently for full time enrolment both parents must be employed outside of the home. We will make every effort to accommodate a part time space if the parents employment status changes while their child is enrolled. Two weeks written notice is required to terminate your child's care.

All daycares are closed on statutory holidays as well as Easter Monday and Civic Day. The east and west campus close at 3:00 pm on Christmas Eve and New Years Eve. If there is an ece symposium in the fall the daycare will close for staff to attend.

Campus	Infant	Toddler	Preschool	Hours of operation
East campus	0	25	35	7:30 am-5:00 pm
West campus	10	15	48	7:30 am-5:00 pm
South campus	0	0	24	9:00 am -2:00 pm

Waitlist policy

While following 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 receive written confirmation of their placement on the list at the time of registration. If you would like an update on the waitlist, you may email info@macaulaytreehouse.ca.
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.
9. We do not replace a child on the waitlist with another child. For example, if your child ages out of the waitlist we will not add a younger child you have to their spot.





At Macaulay Treehouse, we prioritize student health and well-being. Our policies help create a safe, clean, and supportive environment for all children.

Immunization & Health Records

All children must have up-to-date immunizations before the first day.

A current vaccination record is required upon enrollment and updated annually.

Medical exemptions must be approved by a licensed physician.

Illness Policy

When to Keep Your Child at Home

Children must stay home if they have:

- Fever of 100.4°F (38°C) or higher (must be fever-free for 24 hours without medication to return).
- Vomiting or diarrhea in the past 24 hours.
- Unexplained rash, pink eye, or contagious illness.
- Persistent cough, difficulty breathing, or flu-like symptoms.
- Overall unwell and not able to participate in all aspects of programming

If your child is suspected of a contagious disease we may require a doctors note for return to school.



Medication Policy

Prescription medications require a Medication Authorization Form from a doctor or pharmacist.

All medication must be in its original packaging and handed directly to a staff member. Medication form to be completed.

No medication (including cough drops, lip balm or advil) should be left in a child's backpack

Allergy & Food Safety Policy

Macaulay Treehouse is a nut-free campus (no peanuts, tree nuts, or nut-based products).

Parents must disclose food allergies or dietary restrictions during enrollment.

EpiPens and inhalers must be provided by parents if needed.

All staff are trained in EpiPen administration and allergy response.

We promote healthy eating habits while ensuring the safety of all children with food allergies. Our meal and snack policies are designed to provide nutritious options while maintaining a nut-free and allergy-conscious environment.



School-Provided Meals & Snacks

- The school provides 2 nutritious snacks and lunch daily, prepared following Canada Food Guide child nutrition guidelines.
- All meals include balanced portions of proteins, grains, fruits, and vegetables.
- A weekly menu is shared with parents in advance.
- All dietary changes must be approved prior to enrolment or at a later date. Dietary changes must accompany a doctor's note.

Sample Snack & Meal Schedule

Time	Meal	Example
9:00 AM	Morning Snack	Fresh fruit, fruit smoothie and graham cracker
11:30 AM	Lunch	Olives, chicken penne pasta, tossed salad, fruit
3:00 PM	Afternoon Snack	Carrot loaf, fresh fruit



Nap & Rest Time Policy

We recognize the importance of rest in a child's development. Our Nap & Rest Time Policy ensures that children have a comfortable and relaxing break during the school day.

Nap Time Schedule

Nap/Rest Time: 12:30 PM - 2:30 PM (adjusted for younger groups as needed).

All children in Toddler and Preschool Classes participate in nap time.

All children are provided a cot to rest on. After 30 minutes if children are awake they will be provided quiet activities to do.

Rest time helps improve attention span, mood regulation, and cognitive function.

Nap Supplies & Comfort Items

Parents must provide the following labeled items for nap time:

Small blanket (required)

Soft comfort item (e.g., small stuffed toy) (optional)

A soother may be provided however we do not allow bottles unless it is the infant room

- All nap items will be put in our weekly washing schedule.
- Children are encouraged to rest quietly, even if they do not fall asleep.



Wake-Up & Transitioning from Nap Time

Lights will be gradually brightened, and soft music will be played to wake children gently.

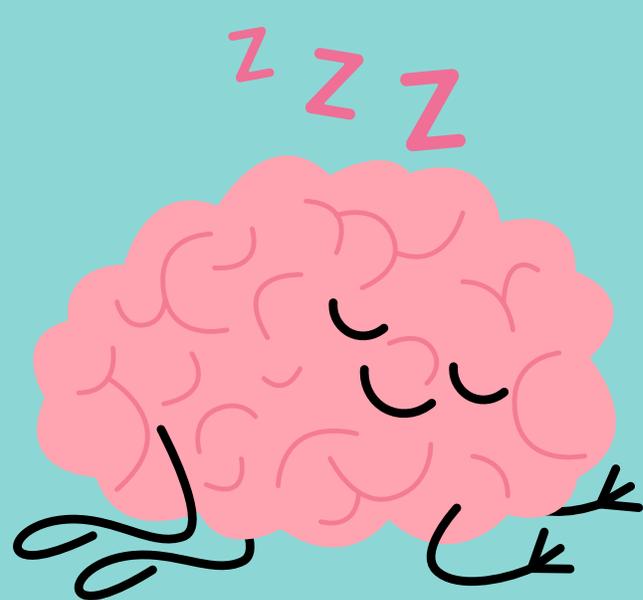
Teachers will assist younger students with putting away their nap items and transitioning to afternoon activities.

Children who wake up early will be given books, soft toys, or other quiet activities to keep them engaged.

If a child has difficulty napping, teachers will work with parents to create a smoother transition.

Rest time adjustments may be made for children with specific medical or developmental needs.

Parents should inform teachers if their child has unique sleep preferences or concerns.



Sleep Routine Policy

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.





Dress Code & Personal Belongings Policy

We encourage children to wear comfortable, weather-appropriate clothing that allows for safe movement, active play, and independent self-care. Our dress code promotes practicality, safety, and school identity while allowing children to express themselves.

Dress Code Guidelines

Comfortable, Play-Appropriate Clothing

- Children should wear loose, breathable clothing that allows free movement.
- Clothes should be easy for children to manage (e.g., elastic waistbands instead of buttons/zippers).

Weather-Appropriate Attire

- Cold Weather: Coats, gloves, hats, and closed-toe shoes.
- Warm Weather: Lightweight, sun-protective clothing and a wide-brimmed hat for outdoor play.

Shoes for Safety

- Closed-toe shoes with rubber soles are required.
- No sandals, flip-flops, or shoes with wheels (to prevent injuries).

Extra Clothing Requirement

- Parents must provide a labeled extra set of clothes (shirt, pants, socks, and underwear) in case of spills or accidents.

All clothing and accessories must be labeled with the child's name to prevent mix-ups.



What Not to Wear

- Clothing with inappropriate images, logos, or slogans.
- Jewelry or accessories that pose a safety risk (e.g., dangling earrings, long necklaces).
- Costumes or dress-up clothes (except on designated theme days).
- Shoes with wheels, flip-flops, or heels.

Personal Belongings Policy

Items Not Allowed at School

- **Toys from home**
except for special sharing days
- **Electronic devices**
tablets, smartwatches, phones
- **expensive or sentimental items**
the school is not responsible for lost or damaged items
- **Food from outside**
- **Any items which will cause harm to a child shall not be left in the cubby areas such as medications, food, drugs or alcohol**

By following this dress code and personal belongings policy, we ensure that all children feel safe, comfortable, and prepared for a fun and active day at school.

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.

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.

- **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.

- **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.)

- **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; 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.

- **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.

- **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.

- **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 Look See 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.

Policies and Procedures

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.

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 one 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.

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.

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:
 - o There has been a complaint against the child for bullying
 - o There has been an investigation, and it is confirmed that there have been behaviours of bullying
 - o A request to speak with your child about the behaviours
 - o 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.
 - o Contact with parents/guardians is made following step 1
 - o Notice to child and parent that the next complaint may lead to suspension from the programs at the discretion of the executive director
 - o 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:

Step 4:

- o Meeting with parent/guardian and child
- o Involvement in outside support or support program with dealing with these behaviours
- o Notification that the next complaint may lead to longer suspension of care

- 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.

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](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 Brightwheel 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 Brightwheel and/or phone. Should an evacuation of Macaulay Tree House become necessary, our designated evacuation places are:

The Pines Long Term Care Home: 705-645-4488

Macaulay Public School: 705-645-5410

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.

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)



Acknowledgment & Agreement Form

We require all parents or guardians to review and acknowledge the policies outlined in this Parent Handbook. This ensures that families understand the expectations, procedures, and commitments necessary for a positive school experience.

Parent Handbook Agreement

I,, the parent/guardian of, have read and reviewed the Little Macaulay Treehouse Parent Handbook for the 2025-2026 school year. I acknowledge and agree to the following:

- I understand and agree to abide by the attendance and tardiness policies.
- I acknowledge and will follow the health and illness policies, including immunization and medication requirements.
- I will comply with the school's dress code and personal belongings policy.
- I understand the tuition, fees, and payment deadlines and agree to fulfill all financial obligations.
- I acknowledge the field trip and special activities policy and will provide permission as required.
- I agree to communicate with the school regarding any concerns, absences, or emergency situations.
- I understand that failure to comply with school policies may result in a meeting with the administration and, in severe cases, impact my child's enrollment status.

Parent/Guardian Signature

Parent/Guardian Name:

Signature:

Date: _____