

Our Philosophy

At **West Carleton Kids' Korner Inc.** we believe that the children of today are important to the world of tomorrow. We offer each and every child love, caring and nurturing individual attention and time to develop. **WCKK** provides a safe, clean, healthy and stimulating environment so that children can grow and develop emotionally, intellectually, physically and socially. Our programming fosters a love for learning and encourages a sense of independence through each and every program that we offer.

Our quality childcare facility focuses on learning through play with a variety of activities that exercise academics, gross and fine motor play, an appreciation for music, offering of a second language (French) and the freedom to ask questions to maximize learning. Providing children with tools necessary to *explore* their environment by means of safe and age appropriate toys and equipment to *discover*, will allow for a sense of accomplishment, a sense of camaraderie and a challenge to *learn* and succeed from the beginning to the end of a task.

Our goals in all of our programs implemented are to:

- ✓ Promote the health, safety, nutrition and well-being of the children;
- ✓ Support positive and responsive interactions among the children, parents and staff;
- ✓ Encourage the children to interact and communicate in a positive way and support their ability to self-regulate;
- ✓ Foster the children's exploration, play and inquiry;
- ✓ Provide child-initiated and adult-supported experiences;
- ✓ Plan for and create positive learning environments and experiences in which each child's learning and development will be supported;
- ✓ Incorporate indoor and outdoor play, as well as active play, rest and quiet time, into the day, and give consideration to the individual needs of the children receiving child care;
- ✓ Foster the engagement of and ongoing communication with parents about the program and their children;
- ✓ Involve local community partners and allow those partners to support the children, their families and staff;
- ✓ Support staff who interact with the children at the child care facility in relation to continuous professional learning; and
- ✓ Document and review the impact of the strategies listed above.

As a licensed provider, we are following the Minister of Education's Policy Statement that set out *How Does Learning Happen? (HDLH)* as our framework to guide programming and pedagogy. HDLH reflects the province's view of children as competent, capable, curious and rich in potential. This can be viewed in whole at www.edu.gov.on.ca/childcare/pedagogy.html. Pedagogy refers to the process of understanding and supporting learning. Pedagogical approaches that support quality programs such as ours support children as they learn along a developmental continuum, and allow for smoother transitions from one program to another – for example, from child care to kindergarten, elementary school, and beyond.



Hours of Operation

West Carleton Kids' Korner Inc. operates Monday to Friday from 7:00 a.m. to 6:00 p.m. on a twelve month basis. We accept children from 1 to 10 years of age and offer five different programs namely: Toddler, Junior Preschool, Preschool, Kindergarten and School Age.

The center will be closed for the following statutory holidays:

New Year's Day
 Family Day
 Good Friday
 Easter Monday
 Victoria Day
 Canada Day

Civic Holiday
 Labour Day
 Thanksgiving
 Christmas Day
 Boxing Day

The daycare closes between Christmas and New Year's due to low enrollment and to allow the staff a holiday with their families. Plenty of notice is given each year to the parents as to the specific dates of closure.

Admission Policy

Spaces require a **non-refundable deposit of half the first month's daycare fees** to secure the space payable on the date of registration. Forms in the registration package must be fully completed and returned with the deposit and series of post-dated cheques.

The following forms are required upon registration:

1. **Registration Package (please ensure all permission areas are signed)**
2. **Green Immunization Information Form and 2 photocopies of your child's immunization record**
3. **Administration of Pain/Fever Reliever Waiver Form (full day students)**



Payment and Fee Schedule

All payments are due on the first of each month before the service is rendered. Post-dated cheques covering 6 months at a time are requested from all parents. Parents may choose to divide their fees into 2 equal monthly payments. Please check the Daycare Rates Schedule included in this registration package. There is an administrative charge of \$5.00 per cheque if two payments are made. There will be a NSF charge of \$25.00 for cheques returned by the bank. All cheques are to be made out to **West Carleton Kids' Korner Inc.** or **WCKK**. For families who register 2 or more children **full time** at **WCKK**, we offer the following discount: a 2.5% reduction of the fees of the 2nd child registered, OR 5 % off the fees for a 3rd child registered.

As always, if any family has any need to make alternative arrangements to the ones outlined above, please do not hesitate to contact the Director, Karen Bolton at karen@wckidskorner.com. We are happy to help you in any way we can. You can also pay by e-transfer monthly to the same email address above.

Income Tax Receipts

Since childcare fees are tax deductible, an official Income Tax receipt will be issued to all parents in February for the preceding year. If your child leaves the program before this time, please ensure that we have your current address. When registering, please specify whom you would like the tax receipt made out too. Duplicate receipts issued may be subject to an additional administration fee.

Period of Integration for Toddler & Preschool Programs

For many young children, starting daycare is often a new experience for both the child and the parent. This may be the first time that the child has been separated from the parent. To make this transition to daycare a little easier, we have devised an integration process. On your child's first day, we advise that you and your child come for a one hour visit. The second day we ask that you leave your child here for a full day but with shorter hours than what you would normally need. This will help both you and your child adjust to the daycare setting. By the end of the week we would work up to what your normal hours of care would be, depending on your child and how well the integration proceeds; there is some flexibility in this process. Older children are usually

fine with starting their first day on their own. Please feel free to call the daycare anytime during the day to inquire how your child is settling in.

School Buses For Kindergarten & School Age Programs

Parents are required to make arrangements with the appropriate transportation department to ensure their children will be delivered to our school age program. Due to staffing arrangements and use of space, we are not be able to provide a full day of care without proper notice should buses be canceled due to inclement weather.



Arrival and Pick-Up

Our program runs from 7:00 a.m. to 6:00 p.m. All children should be present by 9:00 a.m. Children depend on a regular routine for a sense of security and we recommend that you establish fixed hours for dropping off and picking up of your child. If you are running late or your child will be absent, please phone us in the morning before 9:00 a.m. The main door to the daycare facility will always be locked for added security with a keypad entry system. You will receive the code prior to your child's first day. In the event you forget it, there is a doorbell you can ring. Late children may not be accepted after 9:00 a.m. without an earlier call letting us know. Please call if you need to pick up your child earlier than usual or if your child will not be returning to our care after school off of the school bus. For the protection of your child, we must be notified **IN ADVANCE** if someone other than yourself will be coming for your child. We will ask for photo ID from people that we have not previously met. **WE WILL NOT RELEASE YOUR CHILD TO ANYONE WITHOUT YOUR PRIOR CONSENT.** Parents who are late (after 6:00 p.m.) will first be given a written warning. A second late will result in a late charge of \$10.00 for each 15 minute period started. This will be *paid directly to the staff member staying late with your child.* Three late fees may result in the termination of your daycare spot. Please ensure that the staff is made aware of your child's arrival so that we are able to complete our attendance accurately. Please also ensure that the staff is aware of when you leave with your child at the end of the day.

Absenteeism, Illness and Holidays

Please inform us of any absence due to illness before 9:00 a.m. Parents may be asked to provide a doctor's note for their child to return to the program if he/she has been absent for more than 3 consecutive days due to illness.

Children who are too sick to participate in the program must remain at home until their symptoms have subsided and they can actively join in. Children with diarrhea, fever, vomiting or those with a bacterial infection requiring anti-biotics must be symptom free, and on anti-biotics (if applicable) for 24 hours before re-entry to the program, unless otherwise advised by their physician. In such cases, where a doctor has deemed the child well to re-enter the program prior to our 24 hour policy, a doctor's note is required.

If you are planning holidays with your child, please let us know in advance. Parents are required to pay for any and all absences whatsoever due to vacation, sick time, early closing etc.

In the event that the City of Ottawa issues weather warnings asking employers to send their employees home early, the daycare may also close early. In this situation parents will be contacted to come and pick-up their children as soon as possible. It is the **parent's responsibility** to let us know of any changes in their contact names and/or numbers.

Behaviour Management/Discharge Policy

At **West Carleton Kids' Korner Inc.** we believe that there are socially acceptable standards of behaviour and we will resolve to maintain these standards. We strive to instill the principles of fairness, integrity, honesty and a sincere appreciation of human dignity. In order to promote self-discipline, ensure health and safety, respect the rights of others, and maintain equipment, children



are disciplined in a positive manner. At **WCKK**, corporal punishment and spanking are strictly forbidden. Any staff contravening this regulation will be terminated immediately. Natural consequences for a child's actions are enforced in order to help promote a sense of responsibility. We use a time-out method only as a last resort or in aggressive situations. Re-direction or simply discussing the inappropriate behaviour, and ways to improve, are our preferred methods of discipline. We will inform parents of ongoing behaviour situations with their child so that daycare staff and parents can work together in a consistent manner to promote positive change. In extreme situations, a discharge policy may come into effect for very difficult, aggressive or destructive behaviour from children in our care. Verbal or physical abuse from parents as well will not be tolerated and may result in immediate termination. **WCKK** strives to provide a positive environment not only for the children and parents but for the staff as well.

Health And Administration of Medication

Ontario Regulation 137/15 made under the Child Care and Early Years Act, 2014 requires that all children in attendance must be provided with regular outdoor play each day. If you feel your child is too ill to fully participate in our program indoors and outdoors, we insist that they remain at home. If your child is showing signs of illness before coming to the day care (high fever, 101F/38c or higher, unexplained rash, diarrhea, vomiting, or a communicable disease) or becomes ill during the day, you will be asked to make alternate care arrangements. This is to protect all children and staff from becoming ill.

West Carleton Kids' Korner Inc. staff will administer both prescription and non-prescription medication to children as long as the medication comes in its original container, with the original prescription label. An authorization to administer medication form must be completed and signed by the parent before any medication will be administered. Please tell the staff if your child is on medication at home so that we may be alert to any side effects.

EPI-PEN/LIFE THREATENING ALLERGIES: Children with a diagnosed anaphylactic allergic reaction should wear a **MEDI-ALERT** bracelet/necklace. If prescribed, an Epi-pen **MUST** accompany the child at all times while in the daycare, whether carried by an older child or monitored by staff for the younger child. If the epi-pen is forgotten at home, **WCKK** reserves the right to refuse your child until the Epi-pen is present. In the case of food allergies, please make arrangements to consult with our cook.



Nutritious Lunches and Snacks

With a full time cook on the premises, we provide your child with a nutritious mid-day meal as well as a morning and afternoon snack each day for those children who are here at those times. The current and following weekly menu plans are posted on the Menu Board for you to see at the main entrance of the daycare.

Morning and afternoon snacks are provided for Kindergarten and School Age programs for children who are here at those times. Lunch is provided to these children on PD Days, March Break and summer months.

In order to provide as safe an environment as possible, **WCKK** does not allow peanut butter and/or nut products from home at either of our locations, nor do we use nut products in our menus.

Inclusion of Children with Special Needs

WCKK accepts children at all different levels including those children that may require special support to be included in our programs. We currently have access to **Children's Integration Support Services** which offers support and guidance to the staff, parents and children involved for a smooth transition of inclusion within the programs. **WCKK** has long affiliations with **CISS** and have had successful integration of children throughout all of our programs.

Serious Occurrence

The safety and well-being of your child is the highest priority for **WCKK**. In spite of all the best precautions, serious occurrences can sometimes take place. A serious occurrence could include:

- Serious injury to a child,
- Fire or other disaster on site,
- Complaint about service standard,
- Declaring of an outbreak.

We are required to report serious occurrences to the **Ministry of Education**, which is responsible for our child care licensing. We are also required to post a Serious Occurrence Notification Form at our main entrance so that parents can have access to it. This posting will give you information about the incident and outline any follow-up actions taken and the outcome. **WCKK** will post at our front entrance beside our license should a Serious Occurrence ever happen.

Clothing and Possessions

Each child is required to have one full change of clothes at the daycare at all times to be kept in their cubbies. Please ensure that all belongings are labeled with your child's name. For reasons of safety, slippery or flip-flop style shoes are not permitted. We strongly recommend dressing your children in clothes designed for "play". We do not assume responsibility for clothing that becomes soiled, ripped or worn as a result of typical children's play. To dress your child for outdoor play periods we suggest the following:

SUMMER: mandatory sunhat, t-shirts and shorts, closed toe sandals and/or running shoes, bathing suit and towel.

WINTER: full snowsuit, warm waterproof boots, two pairs of mittens and a warm hat. **NO SCARVES**

A blanket and a sleep toy for the toddler/preschool and afternoon kindergarten children. Sunscreen is provided by the daycare for summer months. We ask that parents apply the sunscreen upon arrival in the morning. Staff re-apply/supervise older children's application of sunscreen in the afternoon before outdoor play.

TODDLER/PRESCHOOL SLEEP TIME:

A favourite sleep toy is permitted during sleep time and will remain on your child's cot. Since we are a toddler/preschool daycare, bottles are not permitted and soothers will be offered only in the toddler room.

Field Trips/Music Classes/Enriched Literacy Programs/Parent Involvement

Throughout the year, trips are made to places of interest according to the seasons and to promote learning opportunities. We will require your signed permission for field trips and, at times, a fee to help cover costs. Parent volunteers may be required on some trips. A newsletter is emailed every 2 months that will tell you of upcoming trips and things that are going on at the daycare. Trips will generally be planned on school holidays to accommodate the Kindergarten and School Age programs. Toddlers and JR Preschoolers will always remain on the premises.

A librarian will visit the programs each month to provide an enriched story/circle time in promotion of the daycare's philosophy on early literacy.

Parents are encouraged to be a part of our programming by means of sharing a skill, hobby or tradition at any time to enrich the program's diversity. Please always feel free to speak with your child's teacher or the supervisor if you would like to contribute.



Student/Volunteer Policy

With our long affiliations with local high schools and colleges, WCKK takes in students/volunteers into our programs. We have certain policies in place that have our staff supervising students and that students will not have unsupervised access to the children at any given time. Criminal reference checks are required for anyone working with or around children this includes student, staff and volunteers.

Reduction or Termination of Services

We require **one month's written notice** should you decide to terminate or reduce your daycare services for any reason, or one month's fees in lieu thereof. This can be done by handing in a written letter or emailing the Director or Program Supervisor directly.

Seesaw Learning Tool

At WCKK we use a new learning tool called Seesaw. Your child will have their own learning journal, and you will get notified when the educator adds a new item. It is completely private – only you can see your child's journal. Once you have the access code for your child's learning journal you can access Seesaw on the web or you can download the Seesaw Parent app for iPhone or Android.

In Closing...

Welcome to **West Carleton Kids' Korner Inc. Daycare**. We look forward to getting to know you and helping your child develop through the programs we offer. Should you have any concerns or comments during your time here please do not hesitate to contact the **Program Supervisor, Jaimy Lacharity or Director, Karen Bolton, (613-832-1300)** at any time.

WELCOME ABOARD!

