

**FIRST ADVENTURE  
CHILD DEVELOPMENT CENTRE'S**

**Bridge St. Campus**

**Georges Vanier Campus**

**PARENT HANDBOOK**

**Cultivating a culture of caring in children's early years.**

**MEMBERS OF THE ONTARIO -CANADA- WIDE EARLY LEARNING AND CHILD CARE SYSTEM**

225 Bridge Street, East  
Belleville, Ontario  
K8N 1N7

Telephone: (613)962-3474

Fax: (613)962-3475

[www.firstadventure.ca](http://www.firstadventure.ca)

Email: [admin@firstadventure.ca](mailto:admin@firstadventure.ca)

Facebook: First Adventure

**First Adventure Child Development Centre's  
PARENT HANDBOOK Table of Content**

Description	Page
Table of Content	1
Welcome	2
Mission and Program Statement	2
Canada Wide Early Learning and Childcare System in Ontario	2
Program Development and Goals	2 & 3
Communication Policy	3
Program Description	3 & 4
Hours of Operation	4
Holidays & Closure	4
Vacation/Absent Days	4
Arrival and Departure	4 & 5
Daily Routine – activities & descriptions, sleep	6
Admissions Policy & Procedure, Waiting List	6
Emergency Closure	7
Late Charges	7
Fees & Child Care Subsidy	7 & 8
Food Policy	8
Food Allergies (Anaphylaxis)	9
Hand Washing Policy upon Entry	9
Clothing Policy	9
Brown Bag Lunch Policy	10
Toilet Training	11
Health, Sick Policy and Medication Policy	11 & 12
Safety - Accidents/Parking	12
Playground – drop off & pick up	12
Staffing – Teachers/Educators, students & volunteers	13
Code of Conduct	13
Self-Regulation	14
Prohibited Child Guidance Practices	15
Discontinuation of Services Resulting from Serious Behavioural Challenges	15 & 16
No Smoking Policy	16
Sun Safety Policy	16
Withdrawal Policy	16
School Lock Down Policy Georges Vanier Campus	16
Discontinuation of Services for Policy Non-Compliance	16
Procedure for Addressing Parent Concerns	16 & 17
Appeal Procedure	18
Parent Participation	18
Fundraising	18
Serious Occurrence Policy	18 & 19
Privacy Policy	19
Field Trips and Excursions	19
Parent Agreement- to be signed and returned	20
Fee Schedule	21

## **WELCOME**

At this time, we would like to take the opportunity to welcome you and your family to First Adventure Child Development Centre. We are pleased you have chosen to share some of your child (ren)'s childhood experiences with us. Our Parent Handbook is designed to give you a thorough understanding of the First Adventure's policies and procedures. If you have any questions or comments, please feel free to express them to the staff or director.

***AT FIRST ADVENTURE OUR MISSION IS: To nurture curious minds and kind hearts in quality, inclusive child care programs by engaging children's learning through play, embrace the potential in each child, and provide children with a strong caring foundation to flourish in society. We believe in nurturing a culture of caring in children's early years which empowers children to care for themselves, to care for each other, to care for the environment and to care for the community at large.***

## **CANADA-WIDE EARLY LEARNING AND CHILD CARE**

As of September 2022, First Adventure has been approved to actively participate in the Canada-Wide Early Learning and Child Care system as a reflection of our commitment to affordable, accessible, quality childcare and investing in our educators and our professional workforce.

All First Adventure Child Development Centre's campuses will participate as active members in the Canada-Wide Early Learning and Child Care system implemented in Ontario. Participation in the Canada-Wide Early Learning and Child Care system in Ontario is accessible to approved licensed child care programs for any child under six years old or who turns six years old between Jan. 1<sup>st</sup> and June 30<sup>th</sup>.

## **PROGRAM STATEMENT**

At First Adventure we believe, "Every child deserves to have someone's eyes light up when they enter the room." *How Does Learning Happen Ontario's Pedagogy for the Early Years.*

First Adventure is a place that builds meaningful relationships with children, families, community, and educators. A place that delights in children's learning and embraces the possibilities and potential in each child. First Adventure supports our educators as ongoing professional learners committed to partnerships in learning with families and children. By providing a variety of professional learning opportunities reflective of the organizational and individual needs of our educators, including but not limited to educational institutes, experiences, webinars, and courses, First Adventure supports the growth and development of our educators.

Each child is a unique person whose individuality is to be respected, encouraged and celebrated. First Adventure Child Development Centre engages children's learning through play by creating rich learning environments that arouses children's curiosity and encourages exploration and imagination. Because we believe that children are competent and capable, we support children in challenging themselves by taking reasonable risks that develop their resiliency and ability to self-regulate as they become actively engaged in indoor and outdoor learning. At First Adventure we provide children with extended opportunities daily (at least 2 hours) to participate in a variety of planned and child initiated physically active outdoor opportunities (weather permitting).

## **PROGRAM DEVELOPMENT & GOALS**

First Adventure implements a holistic approach to learning, in combination with a developmentally based emergent curriculum, which supports the development of children's mind, body, and spirit. By providing an enriched, challenging, supportive learning environments children will:

1. Develop a healthy, positive self-image and appreciation for their uniqueness and the uniqueness of others
2. Have their nutritional needs met with healthy snacks and lunches
3. Have the opportunity to explore, experiment, and manipulate their environment at their own speed in order to develop a sense and understanding of the world around them
4. Experience a sense of wonder, curiosity, challenge and success in the environment
5. Participate in activities as a member of a large group, small group and independently
6. Express their needs, feelings, thoughts and desires, through a variety of techniques unique to the individual child
7. Develop relationships through interactions with adults and peers
8. Explore and investigate their individual creative talents through inquiry, imaginative play and the use of a variety of manipulative materials
9. Develop physically, intellectually, creatively, emotionally, and socially
10. Be valued as individuals and as active and competent contributors with their own interests and points of view
11. Explore ideas, investigate their theories, and interact with others in play  
*\*An environment free from violence, racism, sexism, and prejudice.*
12. Explore ideas, investigate their theories, and interact with others in play
13. At First Adventure we plan and create positive learning environments and experiences based on observations of children and child development in a supportive, inclusive setting that embraces all children including individualized plans.

## **COMMUNICATION POLICY**

At First Adventure, all educators work in partnership with families and the community to support the diverse and unique needs of the child and the family. Families and educators work collaboratively sharing the role of caregiver through guiding, challenging, role modeling, observing and educating children. Educators and staff focus on building and maintaining relationships and supporting connections among themselves, children, families, community and the early year's environment. Educators become researchers and co-learners with children, parents, caregivers, and colleagues, learning about children, with children, and from children and sharing their learning with families through a variety of venues including conversations and documentation. Families are encouraged to share their culture, ideas, experiences and concerns with the educators to promote healthy relationships and optimal learning for their child. Documentation of children's learning includes but is not limited to: portfolios, curriculum mapping, learning stories, and technology etc.

**PROGRAM DESCRIPTION** – *all programs will close the week between Christmas and New Years and the last week of summer holidays before school starts. First Adventure reserves the right to implement an alternate capacity offering either an infant program or an additional toddler program. Alternate capacity will be determined based on the needs of the organization.*

The following programs are available at the designated locations:

### **Bridge St. Campus**

- Alternat Capacity for an Infant Program/or an additional toddler program –**when operating as infant space full time spaces only** for children ranging in age from birth up to 18 months, **when operating as a toddler program** full day, part-time and full-time spaces for children ranging in age from 18 months up to 30 months
- Toddler Program- full day, part-time and full-time spaces for children ranging in age from 18 months up to 30 months

- Preschool Programs – full day, part-time and full-time spaces for children ranging in age from 30 months up to kindergarten age

### **Georges Vanier Campus**

- Preschool Program – full day spaces for children ranging in age from 24 months up until they are attending kindergarten
- Before and after school program for kindergarten age and grade 1 children and full day programs on P.A. days, March Break, Christmas Holidays, and over the summer holidays.
- Before and after school school-age program for children attending grades two and up to and including 12 years of age and a full day program on P.A. days, March Break, Christmas Holidays and over the summer.

**HOURS OF OPERATION** All full day childcare is open year-round and before and after school programs (September to June), closing for all statutory and civic holidays. **In addition, all First Adventure programs will close at 4:00 p.m. on Dec. 24 and will remain closed until the first business day after New Year’s Day and the last week of summer, prior to schools reopening in September.** Bridge St campus child care hours are from 7:00 a.m. to 5:30 p.m. Monday to Friday.

Georges Vanier Campus from 7:00 a.m. to 5:45 p.m. Monday to Friday.

Please note that in keeping with best child care practices, your child’s care will be scheduled around your work/school hours and no child’s day should exceed 10 hours. We also require advance confirmation of the childcare hours that your family requires in order to ensure that our staffing is adequate at both the beginning and end of day.

Families accounts will be credited for all pre planned closures which are not statutory holidays.

### **HOLIDAYS & CLOSURE**

All programs at First Adventure will be closed from 4 pm Christmas Eve until the first business day after New Year’s Day, the last week of summer prior to the children returning to school (prior to Labour Day) and:

New Year’s Day (Jan 1)	Victoria Day (May)	Thanksgiving Day (Oct)
Family Day (Feb)	Canada Day (July 1)	Christmas Day (Dec 25)
Good Friday (Mar/Apr)	Civic Holiday (Aug)	Boxing Day (Dec 26)
Easter Monday (Mar/Apr)	Labour Day (Sept)	

### **VACATION/ABSENT DAYS**

The First Adventure programs operate year-round closing only for the week between Christmas and New Year’s Day and the holidays identified above. Families will be charged only for all statutory holidays during the Christmas closure. Family’s will not be charged for the days closed during the Christmas week that are not statutory holidays. **There is no other unpaid absent or vacation time available. If parents wish to remove their child(ren) from the program during their vacation they are still required to pay their childcare fees, to maintain a space for their child to return to the program. Child care fees must be paid for all days the child is registered to attend.** Parents may choose to withdraw their child for the summer and will be charged a holding fee equal to one week’s childcare fees, to maintain their child’s space for September. The holding fee will be applied to your childcare fees upon return in Sept. All holding fees will be forfeited should your child not return in September.

### **ARRIVAL AND DEPARTURE -revised January 2024 in response to Ontario Regulation 137/15**

1. Parent/guardian must inform staff of any medication the child has received prior to arriving and reason for medication. If your child is not well enough to participate in the program you will be required to pick them up immediately upon notification from staff.

*Updated January 2025 Pg. 5*

2. Upon registration parents/guardians must to confirm the child's arrival and departure times. Parents/guardians must notify the centre if your child is going to be **arriving late** or is going to be away prior to your child's scheduled arrival time. Failure to do so could jeopardize your childcare.
3. Parents/guardians must notify the centre if your child is going to be **picked up late** prior to your child's scheduled departure time. Failure to do so could jeopardize your childcare.
4. Parents/guardians of school age children must notify the centre if your child is not going to be attending the afterschool program prior to your child's arrival time. Failure to do so could jeopardize your childcare.

*Where a child does not arrive as expected and parents have not notified the childcare centre, staff will message the parent/guardian inquiring about the status of the child at 9 a.m. Staff will document this notification and inform the supervisor. Should this happen 3 times families may lose access to childcare.*

5. An adult must escort each child into their program upon arrival. School aged children arriving on the bus at the beginning and at the end of the day, will be met by their childcare teacher and be escorted to their classroom.
6. **All parents and children must wash/sanitize their hands upon entering the centre** to prevent the spread of germs and eliminate exposure to contaminate for children with severe allergies.
7. Each child must be signed in upon arrival and signed out upon departure including the arrival and departure times.
8. Parents/guardians are responsible for ensuring their child is dressed appropriately for the weather. Upon arrival parents must take off child's outdoor clothing making sure their child is ready to begin the day, i.e. have appropriate shoes on. **Due to safety challenges flip flops are prohibited footwear.**
9. **Everyone picking up a child must be an adult (18 or over) and must have photo ID readily available. If you are not going to be picking up your child you must notify your child's educators with adequate written notice (a physical note or message over the app) of who will be picking up your child and an approximate time. The alternate person picking up your child must be an adult (18 years or older) and provide photo identification. Always ensure identification is with you, as there may be a different staff working at the time you arrive to pick up your child, thus you would be required to show your photo identification.**
10. Before leaving the centre, please check your child's cubby and ensure all artwork, dirty clothing and messages are picked up.
11. **Children will not be released to a parent or guardian suspected of being under the influence of drugs or alcohol when they arrive to pick up the child. The following steps will be implemented:**
  - The staff will offer to call the alternate parent or the emergency contact person on file to pick up the child.
  - Should the parent or guardian not agree to the above options the police will be notified immediately as will the Children's Aid Society.
  - A written report of the serious occurrence will be documented and submitted to the director and further actions could be taken.
12. Where a child has not been picked up at their expected time staff will notify the parent/guardian that the child is still at the centre as the centre is getting ready to close.
  - Where the staff is unable to reach the parent/guardian and the centre is closing staff will message the parents inform them they will be contacting the authorized emergency individual on the child's file and notify the childcare supervisor.

- Staff will contact the emergency contact individual and once the emergency contact has picked up the child, staff will leave a message with the parent.

*Updated January 2025 Pg. 6*

- Where the parent/guardian or authorized individual has not arrived by 15 minutes after closure and the parent or emergency contact has made no contact with staff, staff will provide the child with a snack and activity while they await their pick up.
- ***Where staff is unable to reach the parent/guardian or any other authorized individual listed on the child's file within 30 minutes the staff will contact the Children's Aid Society (CAS) 613-962-9291 and follow the CAS's directions with respect to next steps.***

**DAILY ROUTINE** First Adventure recognizes children as competent, capable and curious beings thus we provide opportunities and environments that support their interests and encourage them to become actively engaged in their learning. The daily routine includes opportunities for:

Indoor & outdoor play & exploration (minimum of 2 hrs. weather permitting)

Healthy snacks morning and afternoon

Healthy lunches

Rest/sleep time –every child (infant/toddler/preschool) is provided with the opportunity to rest/sleep, their sleep will be monitored by sleep room staff, who will document sleep patterns consistent with ministry requirements. Your child's teachers will keep you up to date of any changes in your child's sleep patterns.

## **POLICIES AND PROCEDURES**

### **Waiting List Priorities for All First Adventure Programs**

1. Priority is given to existing First Adventure families and staff.
2. Siblings of children presently attending any First Adventure program.
3. Georges Vanier campus gives priority to children attending Georges Vanier Catholic School.
4. Children will be accepted into each program on first come first served basis.  
*First Adventure accepts all children regardless of their challenges and gifts. All of our programs strive to enrich each child's life by ensuring the opportunity for optimal growth. In exceptional circumstances this may require deferring admission for a period of time until the necessary resources can be put into place. In such cases the family will be fully informed of all circumstances and projected outcomes.*
5. When space is unavailable a waiting list will be maintained and space will be offered to families based on vacancies and the above priorities. The waiting list will be made available in a manner that maintains the privacy and confidentiality of all the children/families listed on it, but that allows the position of a child on the list to be ascertained by the affected persons or families.
6. Family's will be given 24 hours to respond to an offer of space before moving on to the next family on the waiting list. Three attempts will be made to contact families on the waiting list, if no response is received or if contact details are no longer in services, then the family will be removed from the waiting list.

### **Admission Procedure**

1. Upon admission to First Adventure, the parent/guardian(s) will have a registration orientation and program visit.
2. Parents/guardians will complete & submit the registration forms, registration fee and health forms as well as sign off on all policies including the Parent Handbook. All forms **must** be completed and returned to the centre. The immunization record will be sent to public health and must be approved **prior** to the child starting.
3. Parents/guardians are responsible for ensuring that the information in their child's file is **accurate and up to date** at all times. It is imperative the centre is kept informed of any changes in the **telephone numbers, emergency contacts, addresses and all other information** on the child's file.

4. Parents/guardians are responsible for providing the centre with a current work schedule, school timetable and current work hours, and anticipated drop off and pick up time. **The centre must be notified at all times of any changes and where/how parents/guardians can be reached.**
5. Parents are responsible for paying a \$25 registration fee to confirm their child's space and providing the appropriate banking information, cancelled cheques and completed direct withdrawal application forms at the time of registering their child. If your child is under 7 years old, a portion of your registration fee will be covered by the CWELCC program thus you will only be required to pay \$11.81 per child.

### **EMERGENCY CLOSURE & NOTIFICATION PROCEDURE**

Any time First Adventure Programs are closed due to unexpected circumstances (i.e., bad weather, or power outage, pandemic, flood &/or a school closure for our Georges Vanier), every effort will be made to contact families. In the event of an emergency evacuation that prohibits re-entry to our current site, families will be notified once the children have been safely relocated to the designated emergency location. In the case the centre is unable to contact the parents, the emergency contact will be notified to pick up the child. A radio announcement will be made. **Staff must always have a reachable contact for each child, in case of an emergency. It is the parent's responsibility to ensure a contact is always available!! For safety reasons our programs will not operate without electricity! In the event that the power should go out for more than one hour you will be notified to pick up your child immediately. Child care fees will not be credited in the event of an emergency closure as the situation is beyond our control.**

### **LATE CHARGES- Non Base Fees**

If your child(ren) is/are picked up later than 5:30 at our Bridge St. Campus and 5:45 p.m. at our Georges Vanier Campus, a late fee will be charged and paid directly to the staff on duty. The late fee is \$1.00 per minute for every minute you are late and must be paid at the time your child(ren) is/are picked up or on the next day your child(ren) is/are at the centre. We have a 3 strikes rule, which means that any child(ren) picked up late 3 times, then it is understood that we are not meeting the needs of your family thus access to childcare at First Adventure will cease immediately. Should an emergency arise and you are going to be late picking up your child, please notify the centre immediately. This will not waive the late fee but it will offer staff the opportunity to prepare your child for your late arrival and to make arrangements for their after-work commitments. Should staff be unable to reach parents/guardians or the emergency contact for an extended period of time (30 minutes or more) after the centre closes the Children's Aid will be contacted.

### **FEES**

#### **Payment Schedule –all fees are paid up front at the beginning of the month for the month**

As First Adventure is participating in the Canada Wide Early Learning and Child Care System, all childcare fees will reflect the current requirements in Ontario.

At the time of registration, you will be given a direct withdrawal form that must be completed. Withdrawals will be made at the beginning of the month and arrangements can be made to divide monthly fees into two payments having one come out the beginning of the month and the remainder withdrawn on the 15<sup>th</sup> of the month. Parents/guardians are responsible for child care fees incurred for all of the days the child is registered to attend the program.

#### **NSF – Non Base Fees**

Should the account not have the fees in them at the time of the withdrawal a secondary attempt to withdraw the fees will automatically be generated. Parents will be responsible for all fees associated with an NSF account.



### **Registration Fee is a Based Fee**

A base registration fee of \$11.81 is due at the time of registration and adjustments will be made according to Ontario's regulations for members of the Canada Wide Early Learning and Child Care System. This is a

*Updated January 2025 Pg. 8*

nonrefundable fee that confirms acceptance of your child's space in the program. Should you pay the registration fee and then your child not participate in the program your fee is forfeited.

### **Outstanding Fees**

At no time is it acceptable for childcare fees to be outstanding. If a child is withdrawn and has unpaid fees, a collection agency will be notified.

### **SUBSIDY**

Parents receiving any form of childcare subsidy are responsible for updating their account with the funding agency. Parents who lose their subsidy will be responsible for the full childcare fees. Fees must be paid prior to or at the time of subsidy's final date. Parents in receipt of subsidy are responsible for all childcare fees incurred which are not covered by their childcare subsidy.

### **FOOD POLICY**                      **WE STRIVE TO BE A NUT FREE FACILITY!!!!!!**

Peanut allergies are one of the most common food allergies in young children. Reactions to peanuts are often more severe than other foods, causing life threatening reactions. Please note that you must check the ingredients of any foods you are providing, infant foods, dietary alternatives, health options for special occasions (birthday) to ensure **they are nut free and meet all of the conditions in our bagged lunch policy on page 9.**

Children attending the Bridge St. Campus and the preschool program at our Georges Vanier Campus are provided with a hot nutritious lunch and two nutritious snacks daily. All school age programs will be provided with two nutritious snacks daily and ingredients are checked to **ensure they are nut free.**

Monthly menus are posted on our website, in your child's classroom, and sent out via the communication app we use to share information with families. If your child has any food allergies, restrictions or is on a special diet, please notify the staff and provide written instructions so that arrangements can be made concerning meals and snacks. All foods provided by families must be **clearly labeled with the child's name** and parents must sign off on our brown bag lunch policy. **Parents must make sure this information is kept up to date on their child's file.**

At any time, we can have children at every campus, in every program, who could have a potentially life-threatening allergy (anaphylaxis) to a variety of foods including but not limited to peanuts, nuts, eggs, dairy. To reduce the risk of accidental exposure to these children we require the cooperation of the parents/guardians within our organization. Please do not send any food products with nuts or that may contain traces of nuts, potential traces of nut products, or nuts listed in the ingredients. Prior to bringing any food into the centre, parents must first arrange it with their child's teacher, this includes any celebratory food i.e., child's birthday or other special occasion. The centre's anaphylaxis policy is available upon request, which will help us provide an "allergy-safe" environment for children at risk of anaphylaxis. If you have any questions, please feel free to contact the centre, your cooperation and understanding in this matter is greatly appreciated.

**Infants – Parents with infants attending our program who are on formula and/or any other special dietary requirements, will be responsible for providing these foods and formula. All containers, bottles and packages must be clearly labeled with the child's name and date.**

School-age programs - Children attending our Georges Vanier campus in our school-age program (including JK/SK) on P.A. and non-instruction days will be required to bring a brown bag lunch that follows our brown bag lunch policy on page 9. This policy will also be provided at the time of registration

Updated January 2025 Pg. 9

and is consistent with current legislations and health Canada regulations. Children in the full day preschool program will have lunch and snacks provided.

### **HANDWASHING POLICY**

To prevent the spread of disease and germs and eliminate exposure to severe allergens, everyone entering the centre (including all parents, children, staff, students and volunteers) must wash their hands immediately upon entering the classroom. Thank you everyone for your co-operation in helping to keep our children healthy and safe.

### **CLOTHING POLICY – all clothing must be labeled to ensure it is returned to their rightful owner.**

All children must have a complete extra set of **labeled clothing** at the centre at all times. This should include the following: *Shirt, underwear/diapers, pants/shorts, socks, and sweater.*

In addition to an extra set of clothing, each child also requires the following:

<u>Winter</u>	<u>Spring/Fall</u>	<u>Summer</u>
Mittens	Rubber Boots	Sun Hat – wide brimmed
Warm hat	Splash suit	Sunscreen
Warm boots	Inside shoes	Rubber soled shoes
Snow pants		Sunglasses
Coat		
Inside shoes		

Parents are responsible for ensuring children have appropriate clothing at the centre at all times.

**Flip flops create a safety hazard both indoors and, in the playground, and are prohibited footwear.** Please make sure your child's footwear helps promote their safety. First Adventure will not be responsible for items of clothing that are not labeled with your child's name or initials. *Due to safety hazards of strings, please ensure all strings are removed from coats, mitts, hooded sweatshirts etc. Hats can now be purchased with velcro or snap closings and mittens can now be fastened to cuffs with snaps.*

*Belleville & District Children`s Services Committee  
First Adventure Child Development Centre`s*

**Brown Bagged Lunch Policy Applies to all Foods Provided by Families**

*All First Adventure Campuses  
Non-instructional Days, Kindergarten and School-age Programs  
225 Bridge St. E., & 100 Tracey St. Belleville, ON*

- 1) Must ensure that all food they are sending for their child is peanut & nut free and meets the guidelines of the Canadian Food Guide. A few examples of recommended food items are:

<i>Fruit</i>	<i>Crackers</i>	<i>Bread</i>	<i>Cheese</i>	<i>Milk</i>
<i>Cold Meat</i>	<i>100%Fruit Juice</i>	<i>Vegetables</i>	<i>Soup</i>	<i>Salad</i>

**Do Not include foods that are low in nutritional value and or high in sugar i.e. chocolate, pop, Koolaid Jammers, lunchables, gum, candy, any fruit snacks high in sugar, snackables, etc.**

**Do Not send any foods that may contain traces of nuts, it is important that you read the labels before sending lunches and snacks with your child.**

- 2) Lunch containers must be clearly labeled with your child`s name.
- 3) Food allergies are posted in the room where the children have lunch. We ask parents to keep us updated in writing regarding your child`s food allergies.
- 4) Please do not send money for your child to purchase a lunch as there will be no opportunity for your child to do so.
- 5) Staff are responsible to ensure children consume healthy lunches within the Child Care and Early Years Act requirements and therefore will remove foods deemed unhealthy by the Health Canada. This includes food high in sugar and or foods that promote tooth decay, such as the chewy fruit snacks. Inappropriate foods will be returned home.
- 6) Written instructions provided by the parent for all children 44 months and younger detailing feeding instructions/food substitutions.

## **TOILET TRAINING**

Toilet training is a cooperative effort between each child and parent/childcare educators. When children are ready for toilet training, parents will be asked to bring in plenty of training pants and clothing changes. The parents may notify the staff of the child's readiness and supply the necessary clothing to support the child's efforts. The wet & soiled clothes **must be taken home each day** and replaced the following day, until the child has accomplished toileting independently. Educators and parents working collectively to support and encourage the child's efforts and praise their achievements, will provide the child the foundation for success, pride and confidence in their accomplishment.

## **HEALTH AND MEDICATION**

### **Daily Health Check**

For the health and well being of everyone, sick children will not be admitted to the centre. Upon arrival at the centre, ***parents/guardians are be responsible for sharing information on their child's health and if they have been medicated prior to arrival. If a child exhibits any sign of ill health the child that would prevent them from participating fully in the program or develops these symptoms throughout the day, parents will be required to pick the child up immediately. If the child has a preexisting condition or whose symptoms have been improving current public health protocol will be followed.*** This health check is necessary to prevent the spread of communicable illnesses and to protect all of the children, including the sick child.

Common symptoms among children include but are not limited to the following:

1. Fever or elevated temperature (100.4 or over for a teething infant or toddler)
2. Coloured mucus from the nose
3. Vomiting or diarrhea
4. Redness, swelling and/or discharge from the eyes or ears
5. Heavy coughing and/or coughing up a mucus discharge
6. Tired, unusual fussiness and/or irritability

***If you have administered any medication to your child prior to arrival at the centre, staff must be informed. Parents may choose to administer nonprescription medicator to their child who is teething proving they administer it throughout the day according to the directions on the label. (amount and time frame)***

Children unable to participate in all aspects of the program will not be admitted. Children developing any of these symptoms throughout the day, will be isolated and the parents/guardians will be contacted to pick up the child immediately. All children, families and staff are required to adhere to all of the current public health recommendations. Children with a communicable disease or undiagnosed symptoms (i.e. measles, mumps) will not be accepted back in the centre without a doctor or nurse practitioner's note stating the child is well enough to return. Public health can also provide written confirmation of return.

### **Medication**

Prescription medications for acute, symptomatic treatment will only be administered to a child where a parent of the child has given written authorization to do so by completing the child care centre's Authorization for Medication Administration and is prescribed by an authorized medical professional and is consistent with the dates identified on the prescription. The Authorization for Medication Administration form must be accompanied by a medical professional's note for all over-the-counter medications. The authorization must include a schedule that sets out the dates, times the drug or medication is to be given and the amounts to be administered.

## HEALTH AND MEDICATION cont.

Where a drug or medication is to be administered to a child on an “as needed” basis (i.e. there is no specific schedule or time of the day for administration), the drug or medication must be accompanied with a doctor’s, or medical professional’s note outlining signs and symptoms for administering the drug or medication and the appropriate dosage. No expired medication will be administered at First Adventure. In addition, the Authorization for Medication Administration Form must clearly indicate the situations under which the medication is to be given as outlined in the doctor’s/medical professional’s note, including observable symptoms. Examples may include:

- ‘when the child has a fever of over 100.4 degrees Fahrenheit ear thermometer;
  - ‘when the child has a persistent cough, wheezing and/or difficulty breathing’; and
  - ‘when red hives appear on the skin’, etc.
- Prescription/over-the-counter skin products (with a DIN) that need to be administered for acute or symptomatic treatment will only be administered to a child where a parent of the child has given written authorization to do so by completing the child care centre’s Authorization for Medication Administration.

All sunscreen, lotion, lip balm, bug spray, hand sanitizer and diaper cream are non-prescription and/or are not for acute (symptomatic) treatment, and due to their longer-term daily usage, these products:

- must have a blanket authorization from a parent on the enrolment form;
- do not require record-keeping for each application

## Accidents

If your child has a serious accident or illness while at First Adventure, every effort will be made to contact the parent(s). In the event the parent(s) cannot be reached or pending the severity of the accident/illness, an ambulance will be called to take the child directly to the hospital. Every effort will be made to contact the parents(s) at this time and the emergency contact will be contacted should efforts to reach parents are not successful. When children have less serious accidents, associated with normal childhood injuries, first aid will be applied by staff, and an accident report will be completed for the parent/guardian to sign. Parents will be given a copy of the accident reports or an electronic copy.

## PARKING AT THE BRIDGE STREET CAMPUS

To keep everyone safe, First Adventure’s parking lot is one way, entering from Bridge St. and exiting onto Bleecker Ave. all vehicles must be backed into one of the designated parking spaces. Parents are responsible for their children at all times in the parking lot and encouraged to hang on to their child’s hand. This is a one-way flow of traffic for the safety of everyone using our parking lot. **Absolutely no parking in the emergency lane.** This is reserved for the emergency vehicles only!

## PARKING AT THE GEORGES VANIER CAMPUS

Designated parking spaces have been assigned to First Adventure’s Georges Vanier Campus in the back of the parking lot located on the west end of the school.

## PLAYGROUND

We have created natural outdoor place spaces to intrigues children’s curiosity and invites them to become actively engaged. We are outside at least 2 hours per day weather permitting.

Parents, when picking up or dropping off your child in the playground please remember to:

1. Insure your child is signed in/ out.
2. Say hello/goodbye to the teacher (s).
3. Close the gate securely- double check to make sure it has latched

## **STAFFING**

All educators:

1. Are dedicated professionals committed to implementing First Adventures values, beliefs & program statement
2. Our Early Childhood Educators are all members in good standing of the College of ECE
3. All of our staff have emergency training and maintain a valid First Aid and CPR certificate.
4. Are committed to grow within the field through professional development
5. Maintain a warm, nurturing and friendly disposition, relate openly and professionally to children, parents and the community.
6. Many of our educators have a variety of additional qualifications to support the creation and implementation of high quality of programs at First Adventure.

## **STUDENTS AND VOLUNTEERS**

First Adventure's children and staff enjoy all of the benefits students in the Early Childhood Education & Nursing programs, local Co-op programs and a broad spectrum of volunteers have to offer.

- All students and volunteers are required to meet all of the current legislation including a clean Criminal Reference/vulnerable sector search, immunization, fully vaccinated against covid 19, understand and agree to implement First Adventures policies and procedures and at all times are under the guidance and supervision of staff at all times in the program. Student and volunteer contributions enrich the experiences of all involved by supporting a variety of excursions, special events and every day activities. Everyone benefits from student and volunteer involvement. **Students and volunteers will always be supervised by an employee and prohibited from being alone with any child or group of children who receive child care. Students and volunteers will never be counted in staff to child ratios.**

If you would like to volunteer in our programs you will also be required to provide a current clean Criminal Reference Check including a Vulnerable Sector Search and proof of full vaccination for covid 19 and up to date immunization.

## **Code of Conduct**

At First Adventure we recognise the value of creating a caring and harmonious learning environment for every child, staff and family. We strive to create an environment that promotes wonder and encourages each child's natural curiosity and desire to explore and learn. We value healthy relationships and strive to create healthy, warm, learning environments for children, families and staff, and as such, we expect all adults, including but not limited to staff, families, volunteers, students and guardians to be treated:

- with respect
- professionally
- with civility
- with dignity
- and within all of the expectations of the Ontario Workplace Health and Safety Act

*Failure to comply with First Adventure's Code of Conduct may result in the termination of child care services with First Adventure Child Development Centres*

## **SELF REGULATION**

At First Adventure “*We must always think, feel and act in ways that reflect the environment, the circumstances, and most importantly the children, families and colleagues we have before us in every unique situation.*” – *How Does Learning Happen – Ontario’s Pedagogy for the Early Years*

As educators at First Adventure, we recognize the significant role we play in supporting children’s sense of self, autonomy and competence. Educators create environments for children that:

- Support children’s autonomy and independence
- Provide graduated support for children’s growing independence and capacity for self help
- Engage children’s learning by arousing their curiosity, understanding their interests and development
- Provide opportunities and space for time alone, time in small groups and larger groups
- Are responsive and attune to children’s individual cues, arousal states and various stressors
- Provide organized, clean, uncluttered, aesthetically pleasing spaces
- Support children’s social, emotional, physical, intellectual, and spiritual well being
- Provide opportunities to challenge children and supports perseverance
- Provides strategies and opportunities for children to creatively problem solve
- Support the child’s ability to stay calm, and focused by regulating their emotions and impulses
- Support children’s ability to understand the effects of their actions on others

## **Prohibited Child Guidance Practices**

### **IMPLEMENTATION OF THE PROGRAM STATEMENT**

First Adventure has **zero tolerance** thus the following forms of child guidance shall not be permitted by anyone including, staff, students, volunteers, parents or guardians during the operation of the program:

- 1) Corporal Punishment of a child (e.g., spanking, biting, shaking)
- 2) The use of harsh or degrading measures, 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
- 3) Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding
- 4) Physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting themselves or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent.
- 5) Locking the exits of the child care centre for the purpose of confining a 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
- 6) Inflicting any bodily harm on children including making children eat or drink against their will.

## **CONTRAVENTION OF CHILD GUIDANCE PRACTICES/PROGRAM STATEMENT**

Staff/students/volunteers/parents/guardians are expected to adhere to and implement the approaches outlined in the centre's program statement.

When determining which disciplinary measure will be taken, the following criteria will be considered by the supervisor/board:

- 1) The seriousness of the offence
- 2) The actual or potential risk, or harm to the child
- 3) The past and recent performance
- 4) The frequency of occurrence
- 5) Previous disciplinary action taken

Everyone including staff, students, volunteers, parents or guardians are expected to comply with the program's stated policies and procedures and the requirements of the Child Care and Early Years Act. Failure to comply could result in:

### **For Staff:**

- 1) A verbal warning
- 2) A written warning
- 3) Immediate Termination, notification to law enforcement, CAS, and the college of ECE

### **For Students and Volunteers:**

- 1) Verbal Warning
- 2) Immediate Termination, notification to law enforcement, CAS and educational institution

### **For others including parents and guardians:**

- 1) Verbal Warning
- 2) Immediate Termination of services
- 3) Other action as deemed appropriate by the Executive Director/Child Care Board including, but not limited to, prohibiting access on the premises. Notification of law enforcement, and CAS.

Where action is necessary, it will be taken **immediately** by the Executive Director/Supervisor in the case of staff, students, volunteers, parents and others, and by the Board of Directors in the case of the Executive Director

## **DISCONTINUATION OF SERVICES RESULTING FROM CONTINUAL BEHAVIOURAL CHALLENGES**

All First Adventure Child Development Centres are committed to deliver high quality care to children and their families. As an organization committed to quality our first priority is for the health, well-being and safety of all of the children in the program and our team.

First Adventure reserves the right to terminate the parent's contract should the program be unable to meet the needs of a child, including situations when the child poses a safety risk to him/herself or the safety and well-being of the other children and adults in the program. The following steps will be implemented:

1. Parents will be informed of the situation and the behaviour will be documented by staff. The executive director/supervisor will be informed of the concerns by the staff.



2. A documented individualized action plan will be created and implemented by the centre and parents and the team will be kept informed of the plan, progress and revisions.
3. First Adventure will provide the family with the community resources to support the child and family, including but not limited to: Family Space's Resource Consultant program, Counseling Services of Belleville and District, Children's Mental Health.
4. If the staff and supervisor/director determine that the child's needs cannot be met at the centre, parents will be notified of the immediate withdrawal of services.

### **NO SMOKING/VAPING POLICY**

Smoking/vaping is not permitted at any time in the centre, on the grounds of the centre, or during outings in the community. This policy is designed to protect the health and safety of the children. Staff, students, volunteers do not smoke/vape in the presence of the children, and parents and visitors do not smoke/vape during the program when with the children.

### **SUN SAFETY POLICY**

Parents must provide children with a wide brimmed sun hat and sunscreen that is water resistant sunscreen of 30 or higher UVA and UVB protection. It is also recommended that children have unbreakable sun glasses that provide 100% UVA and UVB protection and wear protective clothing that is lightweight and tightly woven. Parents are required to sign a blanket permission form granting staff permission to administer sunscreen provided.

### **WITHDRAWAL**

Parents are required to give two weeks written notice of withdrawal. If a parent/guardian removes a child without the necessary written notice, then the parent(s) will be responsible for two weeks childcare fees. Fees owing at the time the centre is notified of the withdrawal, must be paid in full prior to the child's last day. Failure to do so will result in the notification of a collection agency to assist with the collection of outstanding fees. It is the parent's responsibility to notify childcare subsidy of the child's final date in the centre.

### **SCHOOL LOCK DOWN PROCEDURE – GEORGES VANIER**

In keeping with the Board of Education's policies, all programs located in a school will implement the school's Lock Down procedure. In order to ensure the safety of the children at First Adventure's Georges Vanier Campus the schools will be given a master list of the children attending our program and the emergency contact information for each of the children.

### **DISCONTINUATION OF SERVICES FOR NON-COMPLIANCE OF FIRST ADVENTURE'S POLICIES**

First Adventure reserves the right to terminate child care services at the discretion of the director and/or the board of directors for non-compliance of First Adventure's policies and procedures including but not limited to those outlined in the Parent Handbook.

### **PROCEDURE FOR ADDRESSING PARENT CONCERNS**

We believe that we are able to resolve our understanding when both parties conduct conversations that are grounded in respect. We are committed to conversations that are open and courteous at all times, even in situations when families may come to us with concerns.

The purpose of this policy is to provide a transparent process for parents/guardians, the child care licensee and staff to use when parents/guardians bring forward issues/concerns. First Adventure is licensed by the Ministry of Education and is responsible for the operation and management of each First Adventure Campus.

Parents/guardians are encouraged to take an active role in our child care centre and regularly discuss what their child(ren) are experiencing with our program. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, and First Adventure employees, 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 First Adventure Child Development Centres 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 whenever 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 3 business day(s). 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)

**Procedures**

<b>Nature of Issue or Concern</b>	<b>Steps for Parent and/or Guardian to Report Issue/Concern:</b>	<b>Steps for Staff and/or Licensee in responding to issue/concern:</b>
<p><b>Program Room-Related</b></p> <p>e.g.: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the classroom staff directly</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- the supervisor or licensee.</li> </ul>	<ul style="list-style-type: none"> <li>- Address the issue/concern at the time it is raised</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- arrange for a meeting with the parent/guardian within 3 business days.</li> </ul> <p>Document the issues/concerns in detail. Documentation should include:</p> <ul style="list-style-type: none"> <li>- the date and time the issue/concern was received;</li> <li>- the name of the person who received the issue/concern;</li> <li>- the name of the person reporting the issue/concern;</li> <li>- the details of the issue/concern; and</li> <li>- any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or</li> </ul>
<p><b>General, Centre- or Operations-Related</b></p> <p>e.g.: child care fees, hours of operation, staffing, waiting lists, menus, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the supervisor or licensee.</li> </ul>	

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
<b>Staff-, Duty parent-, Supervisor-, and/or Licensee-Related</b>	Raise the issue or concern to <ul style="list-style-type: none"> <li>- the individual directly</li> </ul> or <ul style="list-style-type: none"> <li>- the supervisor or licensee.</li> </ul> All issues or concerns about the conduct of staff, duty parents, etc. that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.	referral.  Provide contact information for the appropriate person if the person being notified is unable to address the matter.  Ensure the investigation of the issue/concern is initiated by the appropriate party within [ 1 ] business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.
<b>Student- / Volunteer-Related</b>	Raise the issue or concern to <ul style="list-style-type: none"> <li>- the staff responsible for supervising the volunteer or student</li> </ul> or <ul style="list-style-type: none"> <li>- the supervisor and/or licensee.</li> <li>-</li> </ul> All issues or concerns about the conduct of students and/or volunteers that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.	Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.

### **APPEAL PROCEDURE**

If at any time a parent/guardian plans to appeal a decision, it must be in writing to the chair of the board of directors.

### **PARENT PARTICIPATION**

First Adventure welcomes the participation of families in your child's early learning. Parent volunteers are an essential part of First Adventure. The centre has been run by a volunteer board of directors since our inception in 1974. Today we continue to celebrate parent participation whether volunteering on the board of directors or joining your child in the program or on outings. Please note that all volunteers, including parents or guardians are required to have a current Criminal Reference and Vulnerable Sector Check and proof of they are fully vaccinated against covid 19 on file, prior to joining in with the children.

### **FUNDRAISING**

As a nonprofit, charitable organization, we strive to keep our child care fees at an affordable rate. In order for us to do so, we provide a wide range of fundraising events. Our success directly impacts your child's program. We request the support of all of our families in our fundraising activities. The proceeds from all fundraising go to support the centre and your child's program.

### **SERIOUS OCCURRENCE POLICY**

All licensed childcare centres are required to post information all serious occurrences in accordance with the current legislation in the *Child Care and Early Years Act, 2014*. All serious occurrences are defined as: abuse, neglect or an allegation of abuse or neglect of a child while receiving child care at a child care centre, a life-threatening injury to or a life-threatening illness of a child while receiving child care at a child care centre, an incident where a child who is receiving child care at a child care centre goes missing or is temporarily unsupervised, or an unplanned disruption of the normal operations of a child care centre that poses a risk to the

health, safety or well-being of children receiving child care at the child care centre and closure of the childcare centre as a result of covid 19 as advised by the local public health or voluntarily

- Staff will notify the licensee, supervisor or designate of a serious occurrence within 24 hours or as soon as they become aware of the incident.
- The summary will be posted at the child care centre in a place that is visible and accessible to parents for a minimum of 10 business days, regardless of the serious occurrence type and the status of any related investigation. The summary will not include identifying information (e.g. names and ages of children, staff, or program rooms) and will contain gender-neutral language.

### **PRIVACY POLICY**

First Adventure is committed to the protection of personal information and respecting the privacy of our clients, partners and stakeholders. By registering your child at First Adventure you are consenting to the use of the information you provide to support your child's safety, health and well-being while in our care. First Adventure collects, maintains and disseminates information in accordance with all of the legislation, governing bodies and legal requirements. A copy of our full privacy policy is available by contacting the office at 613-962-3474.

### **FIELD TRIPS AND EXCURSIONS**

From time to time, as weather permits, the First Adventure programs will go on a variety of outings within the City of Belleville and surrounding areas. Such trips may include a walk around the block, a trip to the market, local merchants, a local park, apple orchards and/or various other destinations. Some trips will be on foot or by local city transit and some will be on school bus rented by First Adventure. Adequate supervision will be provided. Please note that any large field trips requiring transportation outside of local transit will require an additional permission form. If you would like to participate in any field trip with your child, you will be required to provide First Adventure with a valid CPIC including a vulnerable sector search and proof of your up to covid 19 vaccination. Please ask the office for a volunteer letter that you can take to the local police station.

## **PARENT AGREEMENT**

I, \_\_\_\_\_, have read and understand the  
Parents Name(s)

policies and procedures outlined in First Adventure Child

Development Centre's Parent Handbook. I agree to adhere to all

of the policies and procedures as stated in the Parent Handbook.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

**FIRST ADVENTURE CHILD DEVELOPMENT CENTRE**

**Base FEE SCHEDULE with Canada Wide Early Learning & Childcare Reductions**

<b>DAY/WEEK</b>	<b>FULL DAY INFANT</b>	<b>FULL DAY TODDLER</b>	<b>FULL DAY PRESCHOOL</b>	<b>JK/SK PA days</b>	<b>School Age PA days</b>	<b>Before School JK/SK</b>	<b>After School JK/SK</b>	<b>Before School Over 5</b>	<b>After School Over 5</b>
<b>Jan. 2023</b>	<b>\$32.60</b>	<b>\$22</b>	<b>\$21.74</b>	<b>\$20.79</b>	<b>\$40</b>	<b>\$12.00</b>	<b>\$12.52</b>	<b>\$13.50</b>	<b>\$15.00</b>
		<i>MONTHLY</i>	<i>PRORATED</i>	<i>FEES</i>					
<b>1 Day/ Week</b>	<b>\$141.28</b>	<b>\$95.33</b>	<b>\$94.19</b>						
<b>2 Days/ Week</b>	<b>\$282.52</b>	<b>\$190.66</b>	<b>\$188.37</b>						
<b>3 Days/Week</b>	<b>\$423.83</b>	<b>\$286</b>	<b>\$282.56</b>						
<b>4 Days/ Week</b>	<b>\$565.11</b>	<b>\$381.33</b>	<b>\$376.74</b>						
<b>5 Days/ Week</b>	<b>\$706.39</b>	<b>\$476.67</b>	<b>\$470.93</b>						
<b>Registration Fee</b>	<b>\$11.81</b>	<b>\$11.81</b>	<b>\$11.81</b>	<b>\$11.81</b>	<b>\$25</b>	<b>\$11.81</b>	<b>\$25</b>	<b>\$25</b>	<b>\$25</b>

**NOTE:** The registration fee is due at the time you register your child, to confirm your child's space.