child care algoma

"We Care for What Really Matters"

EARLY LEARNING AND CARE PROGRAMS

PARENT INFORMATION

PROGRAM STATEMENT

The "How Does Learning Happen", Ontario's Pedagogy *(referred to as HDLH)* for the early years document is used for the purpose of guiding all licensed child care programs and early years support programs.

Children enrolled in our program will be given many opportunities to build on their competencies, capabilities and will be exposed to activities to foster their thinking. Our programs are designed to encourage curiosity for children to build on their potential.

The goals *(for the children)* that are used to guide our programs are intended be used by educators in the planning and in the creating of environments, experiences and contexts for children's learning and development across all the domains of learning.

FOUNDATIONS	GOALS FOR CHILDREN	EXPECTATION FOR PROGRAMS
BELONGING	Every child has a sense of belonging when he or she is connected to others and contributes to their world.	Early childhood programs cultivate authentic, caring relationships and connections to create a sense of belonging amongst and between children, adults, and the world around them.
WELL-BEING	Every child is developing a sense of self, health, and well-being.	Early childhood programs nurture children's healthy development and support their growing sense of self.
ENGAGEMENT	Every child is an active engaged learner who explores the world with body, mind, and senses.	Early childhood programs provide environments and experiences to engage children in active, creative, and meaningful exploration, play and inquiry.
EXPRESSION	Every child is a capable communicator who expresses himself or herself in many ways.	Early childhood programs foster communication and expression in all forms.

Our Goals

Goals to guide our program:
We will promote the health, safety, nutrition and well-being of all children by:

- Ensuring that our environment is always safe and clean,
- Encouraging self-care through proper handwashing and hygiene,
- Providing a variety of healthy food options and encouraging children to try new foods and to make healthy food choices.
- Allowing opportunities to take reasonable risks.
- Provide engaging environments to act as the third teacher (supported by Ontario's Pedagogy HDLH)
- To support children in building a connection with the natural world

We believe in supporting positive and responsive interactions among the children, parents, child care providers and staff. This will be demonstrated daily in the way that our staff welcome and communicate with our children and families, forming relationships. Our connectedness to the children and families helps us to ensure that our program values the unique and diverse characteristics of the children's families, cultural practices and the community in which they live.

We will foster the engagement of ongoing communication with parents about the program and their children. We believe families are competent and capable and provide us with a rich understanding of their child. We recognize that everyday moments are rich opportunities to encourage a child's development, build self-esteem, thinking and communication skills, social and emotional well-being and the capacity for self-regulation. We will encourage the children to interact and communicate in a positive way and support their ability to self-regulate by encouraging children to openly express themselves in a safe, accepting environment. Children will be supported in developing strategies and discovering tools to help them express their feelings and emotions to develop resiliency. Descriptive praise will be used to acknowledge the children's positive behaviours, engagement and accomplishments.

We will foster the children's ability to explore, play and inquire through child-initiated and adult supported experiences. We will build upon the children's natural curiosity by observing their interests and providing activities to enhance children's experiences. We will create a positive learning environment and experiences in which each child's learning and development will be supported by providing inclusive, yet adaptable activities to meet the needs of all children.

Children's daily schedule and environment will incorporate indoor, outdoor and active play, rest and quiet time making accommodations to support the individual needs of all children. Within our environment we will provide enough activities to support both large group play and individual play. Some examples include centres such as sand and sensory, science, fine motor and manipulative, construction and blocks, writing, literacy/listening, creative art, everyday living, and neighbourhood/nature walks. Children who do not sleep at rest time will be accommodated with a variety of quiet activities.

We commit to fostering positive relationships with community partners and provide families with links to community resources. We believe that children benefit from respectful interactions with a variety of community members. We work collaboratively with other community agencies

to ensure that all children are adequately supported such as Triple P Positive Parenting Program, No Wrong Door Referral System, Community Quality Assurance, and participation on various committees.

We recognize the importance of and support staff and home child care providers to participate in learning as a continuous process. We provide opportunities such a Professional Learning Sessions and Networking, Professional Development Days, and Mentorship Programs. New staff and students are mentored through a through orientation process.

We will document and review the impact of the strategies set out in our goals for the children and families through open daily communications and opportunities for self-reflection. The success of our programs will be measured using a quality assurance process, and parent feedback.

Reflective Practice
We commit to reflect on current best practices and to engage in professional development learning experiences, both individually and with colleagues. We believe it is imperative that our registered early childhood educators and other educators are knowledgeable and responsive to children, families and their community, as these flourishes social and physical environments where children will thrive. We are reflective practitioners who learn about children using various strategies. We listen, observe, document, and have discussions with families to understand their children as unique individuals. As reflective practitioner we will commit to the following reflective questions for each foundation in our practice this year.

Relationships:
What more can we do to engage in responsive relationships with children, parents and families to support their emotional well being and sense of belonging while adhering to the current guidelines?

View of Staff, children and families:
What more can we do to ensure that our environments, experiences and pedagogical approaches value children as competent, capable, curious and rich in potential?

What more can we do to demonstrate our view of families as competent, capable, curious and rich in potential?

What more can we do to demonstrate how much we value our colleagues (educators/ support staff) as competent, capable, curious and rich in potential?

Supportive Behaviour Statement
Our program is designed to.

- Encourage the children to interact and communicate in a positive way and to support their ability to self-regulate,
- Foster children's exploration, play and inquiry,
- Provide child-initiated and adult-supported experiences,
- Plan for and create positive a learning environment and experiences in which each child's learning and development will be supported.

Child Care Algoma Board of Directors, Management and staff acknowledge that our program statement is a living document and will be modified as needed. All staff, students and volunteers will review the program statement through the orientation process, as well as yearly thereafter or if modifications are made.

Child Care Algoma's Program Statement has been reviewed and is supported by the Board of Directors.

Mission Statement

Child Care Algoma is a non-profit agency dedicated to being a leader in providing quality programs which support healthy early childhood development

Vision Statement

To strengthen the foundations for learning, behaviour and health of all children for future success

Membership

We offer you the opportunity to become a Member of the Corporation of Child Care Algoma. Members are individuals interested in furthering the Agency's purpose. It allows you to exercise voting privileges on matters that affect Child Care Algoma at our Annual General Meeting and opportunities to apply to become a volunteer member of the Board of Directors. There is no membership fee required. Employees may not be a member of the Corporation. We will require written notice of your interest in becoming a member of the Corporation.

Code of Ethics and Standards of Practice

These define the professional knowledge, expertise, ethical values and behaviours expected of early childhood educators as members of the College of Early Childhood Educators

Code of Ethics

- Responsibilities to Children
- Responsibilities to Families
- Responsibilities to colleagues and to the profession
- Responsibilities to the community and to society

Standards of Practice

- Caring and nurturing relationships that support learning
- Developmentally appropriate care and education
- Safe, healthy and supportive learning environments
- Professional knowledge and competence
- Professional boundaries, dual relationships and conflicts of interest
- Confidentiality and consent to the release of information regarding children and their families

Canada-Wide Early Learning Child Care System

Child Care Algoma has enrolled in the Canada-wide Early Learning and Child Care System between the Province of Ontario and the Government of Canada. We believe that child care provides a strong foundation for early childhood development and well-being of children and we are committed to providing child care services that meet the needs of your children. Participating in the CWELCC System will help us continue to provide high quality child care that is accessible, affordable, inclusive and sustainable.

Program Schedule & Fees

For specific program schedule and times please visit our website at www.childcarealgoma.ca – Early Learning and Care Programs
A paper copy will be supplied upon request.

Sick/Vacation/Holidays/Program Closures

As a result of the Canada-Wide Early Learning & Child Care System (CWELCC) funding model, regular charges **will** apply for the following:

- Any days missed including sick, vacation and absent days.
- Program closures for Professional Development
- Program closures for School Board mandated cleaning (Programs in Schools)
- Unplanned closures (i.e. inclement weather)
- Program closures between Christmas and New Year's Day

Child Care Algoma programs will be closed on the following holidays:

New Year's Day ~ Family Day ~ Good Friday ~ Easter Monday ~ Victoria Day ~ Canada Day ~ Civic Holiday ~ Labour Day ~ Thanksgiving ~ Christmas Day ~ Boxing Day

Prior notification will be given to parents for any planned closures.

Waitlist & Enrolment Policy

Priority for enrolment will be in the following order. Please note that special circumstances may be considered at the direction of the Executive Director.

1. Children currently enrolled in a Child Care Algoma program for a partial week, who have requested or are waiting for full week.

2. Children of full-time, permanent part-time or long term contract staff or member of the Board of Directors may be given priority. Employees will be encouraged to enroll their children in a program different to the one they work in.
3. Siblings of children already enrolled in the program.
4. Transfers from one program to an other
5. Children on application site based on application date and the age of the child in respect to the next available day care space.
6. Children requesting a change to partial week or registering for a partial week may have limited choices on partial week availability based on program needs.

Note: For all Sault Ste Marie programs, all families must register on the Sault Ste Marie Child Care Application Site (www.saultchildcare.ca). In Central Algoma families must register with Program Coordinators and/or Site Supervisor.

Information contained on the application site will be shared with all child care agencies selected by the applicant, for the purposes of placing children in an available space. If a child has attended a child care centre in the past, information regarding outstanding child care fees may be shared between child care operators before a child is placed again. Information collected on this application form is subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

Admission & Discharge Policies

A program visit will be arranged to familiarize, orientate, answer questions and complete all registration forms including immunization and health information prior to enrolment. Please inform the program staff of any change to a child's personal information or parent's contact information.

Notice of permanent withdrawal must be given two weeks in advance. If notice is not received, full program fees will be charged. Withdrawal taking place in the first 15 days of the month will be billed for those weekdays. Withdrawal taking place in the remaining part of the month will be billed for those weekdays in the entire month

A permanent space cannot be guaranteed if you wish to temporarily withdraw your child; therefore your child will be placed on our waiting list. Child Care Algoma may withdraw services if policies are not followed or if fees are not paid. Parents of children enrolled who access subsidy must be working or attending school. Should your situation change, it is important that you notify the Subsidy Office. In Sault Ste Marie contact Community Child Care Services at (705) 759-5266, in the Algoma District call (705) 842-5808 extension 212.

Arrival & Departure

Young children depend on regular routines for their own sense of security. Fixed arrival and departure times are necessary to maintain legislative child and staff ratios. Please ensure that staff is aware of your child's arrival and departure. The sign-in/out sheet is an official document used to record the transfer of responsibility of your children, staff always sign your children in and out. The sign in/out sheets are also used in the event of an emergency to indicate who is present at the centre.

Unless otherwise arranged, children will not be released to any person other than those specified on the application form. Please inform staff if someone other than yourself will be picking up your child. Staff will not release your child to anyone under the age of 18 years unless they are the child's legal parent or guardian.

If your child is going to be late or absent, please advise staff. Similarly, if you know you will be delayed in picking up your child, please call so that staff can prepare your child.
Based on your child care needs, you will be assigned drop off and pick up times at the placement visit (listed below).

Accepting a child into care

1. When accepting a child into care at the time of drop-off, program staff in the room must:

    - Greet the parent/guardian and child.
    - Ask the parent/guardian how the child's evening/morning has been and if there are any changes to the child's pick-up procedure (i.e., someone other than the parent/guardian picking up). Where the parent/guardian has indicated that someone other than the child's parents/guardians will be picking up, the staff must confirm that the person is listed on the emergency card or in the child's file

or where the individual is not listed, ask the parent/guardian to provide authorization for pick-up in writing (e.g., note, email or See Saw App)
- Document the change in pick-up procedures in the daily written record. (communication book)
- Sign the child in on the classroom attendance record.

Where a child has not arrived in care as expected

1. Where a child does not arrive at the child care centre and the parent/guardian has not communicated a change in drop-off (e.g., left a voice message or advised the closing staff at pick-up) the staff in the classroom must:
    - Inform the Site Supervisor or designate and they must contact the child's parent/guardian no later than one hour passed regular drop off time. The Site Supervisor/designate will call parent/guardian, email or send message on the see saw app, at least once and leave message.
    - If Site Supervisor or designate is not able to reach anyone to confirm the child's absence from care a second attempt will be made when possible.
2. Once the child's absence has been confirmed, program staff shall document the child's absence on the attendance record and any additional information about the child's absence in the daily written record. (communication book)

<u>Releasing a child from care</u>

The staff who is supervising the child at the time of pick-up shall only release the child to the child's parent/guardian or individual that the parent/guardian has provided written authorization that the child care may release the child to. Verbal authorization can also be given over the phone. Where the staff does not know the individual picking up the child (i.e., parent/guardian or authorized individual),

- confirm with another staff member that the individual picking up is the child's parent/guardian/authorized individual.
- where the above is not possible, ask the parent/guardian/authorized individual for photo identification and confirm the individual's information against the parent/guardian/authorized individual's name on the child's file, emergency card or written authorization.

Where a child has not been picked up as expected (before centre closes)

Where a parent/guardian has previously communicated with the staff a specific time or time frame that their child is to be picked up from care and the child has not been picked up after 30 minutes of usual pick-up time or before centre closes. Site Supervisor or program staff shall contact the parent/guardian by phone call and advise that the child is still in care and has not been picked up.

- Where the staff is unable to reach the parent/guardian, staff must call again and leave a message for the parent/ guardian. Where the individual picking up the child is an authorized individual and their contact information is available, the staff shall proceed with contacting the individual to confirm pick-up as per the parent/guardian's instructions or leave a voice message to contact the centre.

- Where the staff has not heard back from the parent/guardian or authorized individual who was to pick up the child the staff shall contact emergency contact, wait until program closes and then refer to procedures under "where a child has not been picked up and program is closed".

Where a child has not been picked up and the centre is closed

Where a parent/guardian or authorized individual who was supposed to pick up a child from care and has not by the time the centre closes staff shall ensure that the child is given a snack and activity, while they await their pick-up.

One staff shall stay with the child, while a second staff (when possible) proceeds with calling the parent/guardian to advise that the child is still in care and inquire their pick-up time. In the case where the person picking up the child is an authorized individual; the staff shall contact the parent/guardian first and then proceed to contact the authorized individual responsible for pick-up if unable reach the parent/guardian.

If the staff is unable to reach the parent/guardian or authorized individual who was responsible for picking up the child, the staff shall contact the authorized individuals listed on the child's file or emergency card.

Where the staff is unable to reach the parent/guardian or any other authorized individual listed on the child's file (e.g., the emergency contacts) by 1 hour passed closure of program, the staff shall proceed with contacting the local Children's Aid Society (CAS) at (705) 254-6516 or Nogdawindamin Family and Community Services (NOG) at (705) 946-3700. Staff shall follow CAS's or NOG's direction with respect to next steps.

Dismissing a child from care without supervision procedures

Staff will only release children from care to the parent/guardian or other authorized adult. Under no circumstances will children be released from care to walk home alone.

Late Fees

A late fee of $6.00 will apply to parents/guardians who pick up after their fixed departure time (see Arrival & Departure). A repetition of late pick up fees may result in the loss of your child care space.

Child Behaviour Guidance & Prohibited Practices

Child Care Algoma believes that responsive relationships are paramount and that supporting children's internal capacity to self-regulate and engage in positive interactions is a goal. Our educators will support positive interactions with children, rather than manage or direct behaviors.

Child Care Algoma shall NOT permit:

- Corporal punishment of a child, including but not limited to
- Striking, shaking, shoving, spanking
- Requiring that a child maintain an uncomfortable position
- Forcing the consumption of food

- Inflicting any bodily harm
- Deliberate harsh or degrading measures to be used on a child that would humiliate or undermine a child's self -respect.
- Deprivation of a child's basic needs including food, shelter, clothing or bedding.
- Use of a locked room or structure to confine a child who has been withdrawn from other children
- Physical restraints
- Sexual abuse, sexual misconduct, or prescribed sexual acts, as defined under the Early Childhood Educators Act, 2007.

Supporting Regulation

Educators will promote the development of self-regulation in children through positive interactions. Educators will work to understand what is happening when a child is under stress and exhibiting challenging behavior. Educators will help children to cope and recover from stress allowing them to learn how to manage stress and challenging moments.

Periodically, some aggressive behaviour occurs. Behaviour which threatens the safety of the child, other children or adults are taken seriously. Parents will be notified of patterns of aggressive behaviour. At this time, we will ask for your partnership in addressing these behaviours. It may be necessary to withdraw the child from the program until appropriate referral and support are arranged. In some instances, permanent withdrawal may be necessary

Parent Issues, Concerns or Complaint Policy and Procedure

Child Care Algoma is committed to providing the highest quality of service to children and families. From time to time, the agency may receive a complaint about the quality of service related to its practices, the application of these practices or the manner in which situations must be immediately dealt with. CCA Complaint Policy has been developed to assist in understanding the complaint process.

Any complaint concerning the operational, physical or safety standards of the service that is considered by the service provider to be of a serious nature, including any report of adverse water quality is a serious occurrence and must be reported to the Ministry of Education.

Any complaint made by or about a client, or any other serious occurrence concerning a client, that is considered by the service provider to be of a serious occurrence and must be report to the Ministry of Education.

- Immediate action must be taken if a complaint is received concerning the operational, physical or safety standard of our service including a complaint concerning a staff, and/or programming.
- Child Care Algoma board, management and staff will take every complaint seriously and will review, evaluate, take appropriate action and respond to the complaint in a timely manner.
- Dissatisfaction with the outcome of a decision is not a complaint. The complaint procedure is not another form of reconsideration. If the agency receives a complaint for which the appropriate action to take is to apply for reconsideration, Program Coordinator will be advised and referred accordingly.

- As part of Child Care Algoma's commitment to quality service, the following pages outline the approach of addressing written complaints about its processes and quality of service received by the public. Complaints not received in writing will be dealt with on a case-by-case basis in a manner that the Program Coordinator and Executive Director or designate deems appropriate.
- Written complaints or inquiries can be sent via regular mail, courier or email.
- This policy does not affect the right to raise concerns if not satisfied with the results provided by the agency.
- Every issue and concern will be treated confidentially.

Timeliness

A response to a written complaint will be provided in writing within 5 business days after complaint is received. Telephone messages will be returned with 1 business day.
Unless otherwise specified, these timelines apply to all headings under the complaints policy.

Nature of Issue or Concern	Steps for Parent/Guardian to Report Issue or Concern	Steps for Staff or Site Supervisor in responding to Issue or Concern
Program Room Related (schedule, sleep routine, toilet training, indoor/outdoor play, feeding arrangements)	Raise the issue or concern to the classroom staff or Site Supervisor directly	Address the issue or concern at the time it is raised, or arrange for a meeting with the parent/guardian within 2 business days. Document the issues or concerns in detail. Documentation should include: -Date and time the issue or concern was received -Name of person who received the issue/concern -Name of person reporting the issue/concern -Details of the issue/concern -Steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral. Provide contact information for the Program co-ordinator 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 2 business days or as soon as reasonably possible. Document reasons for delays. Provide a resolution or outcome to the parent/guardian who raised the issue/concern.
General, Centre or Operations Related (fees, hours, staffing, waiting list, menus)	Raise the issue or concern to the classroom staff, Site Supervisor or Program Co-ordinator directly	
Staff, Parent, Supervisor and/or Licensee related	Raise the issue or concern to the individual directly or the Site Supervisor or Program co-ordinator All issues or concerns about the conduct of staff, parents that put a child's health, safety and well-being at risk must be reported to the supervisor as soon as parents/guardians become aware of the situation	
Student/Volunteer Related	Raise the issue or concern to the staff responsible for supervising the volunteer or student or the Program Co-ordinator All issues or concerns about the conduct of students and/or volunteers that puts a child's health, safety and well-being at risk must be reported to the supervisor as soon as parents/guardians become aware of the situation.	

Escalation of Issues or concerns

Where the parent/guardian are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to the Executive Director.

Issues or concerns related to compliance with requirements set out in the Child Care And Early Years Act., 2014 and Ontario Regulation 137/15 should be reported to the Ministry of Education's Child Care Quality Assurance and Licensing Branch.

Issues or concerns may also be reported to other relevant regulatory bodies (e.g. Ministry of Labour, Fire Department, College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers etc) where appropriate.

For update program and agency contact visit information our website www.childcarealgoma.ca or contact our administration office at 705-945-8898.

Duty to Report

Child Care Algoma provides services to children and their families and therefore also has roles and responsibilities with respect to child abuse and neglect. The Child and Family Services Act requires that everyone who has reasonable grounds to suspect that a child is in need of protection, should immediately report the suspicion and the information on which it is based to the Children's Aid Society. Child Care Algoma is committed to safeguarding children from abuse, neglect and harm. All employees have a legal duty to report any reasonable suspicion that a child may be in need of protection directly to the Children's Aid Society.

Serious Occurrence Posting

As an operator of licensed child care centres, Child Care Algoma works diligently to provide a safe, creative and nurturing environment for each child. In spite of all the best precautions, serious occurrences can sometimes take place. The Ontario government requires licensed child care centres to post information about serious occurrences that happen at each child care centre.

Emergency Management Policy

In the event of an emergency evacuation and the necessity to relocate to the designated emergency evacuation shelter location, the site supervisor or designate will call parents/guardians by telephone.

Volunteers / Students

Child Care Algoma volunteers and students will **not** have unsupervised access to children. Students and volunteers are supervised at all times by a Child Care Algoma employee, and are NOT permitted to be alone with children.

Nutrition

Good nutrition and promotion of healthy attitudes towards food are an important part of the centre's programs. A nutritious mid-day meal is provided, as well as morning and afternoon snacks. Children's special dietary needs and allergies will be posted in the kitchen and playroom areas for the staff.
Weekly menus are posted for current and following weeks to assist you in menu planning at home.

Our program cooks will plan special snacks for holidays and birthdays.

Within our programs we have children who have potentially life threatening allergies (anaphylaxis) to certain foods, predominantly peanuts, nuts, eggs, and milk. To reduce the risk of accidental exposure, we ask that children do not bring any food from home.
If a child is on a special diet or is unable to eat certain foods due to cultural practices, please notify staff. Special arrangements may be made for your child's meal.

Outings/Neighborhood Walks

Neighborhood walks allow children an opportunity to learn about the natural world and extend activities beyond the classroom. Parent/guardian consent is required at the time of registration to allow a child to participate in an activity off the immediate grounds.

Rest Time

Young children require a mid-day rest according to the Child Care and Early Years Act. Children under the age of five are required to rest for no more than 2 hours daily. Children who do not sleep can engage in a quiet activity.

Health and Administration of Medication

The Child Care and Early Years Act regulations stipulate that prior to admission each child must be immunized as recommended by Algoma Public Health. If a child becomes ill during the day, temporary care will be provided until the parent or guardian can be contacted, and the child can be taken home.

We ask that you please keep your child home if he/she is unable to function properly due to illness. It is not our intent to allow children who are truly sick to stay at the centre, but it is also not our intent to exclude children who are mildly ill (common cough or cold).

We rely on parents to make good decisions regarding their child's health, to prevent the spread of infection within our child care center. We ask your co-operation in keeping your child home until they are symptom free for 48 hours before they return to the program if they have diarrhea/vomiting or as directed by Algoma Public Health.

If your child has been diagnosed by a physician as having a communicable disease, he/she may only return to the centre once they meet the requirements of Algoma Public Health's exclusion policy.

A child should not attend the program or will be notified immediately to be picked up if any of the following symptoms appear or occur:

- Fever of 100.4 F (38.0 C) or higher and other symptoms (i.e. rash, vomiting, etc.) or not well to participate in the program
- Persistent diarrhea
- Pain: any unexplained or undiagnosed
- Acute cold (fever, sore throat, green/yellow nose/eyes etc.)
- Difficulty breathing-wheezing or persistent cough
- Infected skins or eyes (mucus/pus draining) or undiagnosed rash
- Headache and stiff neck
- Severe body or scalp itching such as scabies or lice
- Vomiting
- Known or suspected communicable disease/illness such as chicken pox

Our child care programs will administer medication to children in accordance with Agency policy. This requires that parents complete a medication administration form, provide medication in the original container clearly labelled with the child's name, name of the drug, dosage, expiry date and instructions for administration and storage of the medication. ***Medication is not to be left in a child's locker,*** please give to program staff.

Children who have written authorization from their parent/guardian and whose prescribing medical professional has determined that medication must be readily available may carry their own emergency medication in accordance with Child Care Algoma's Medication Administration Policy. This includes medication for allergies, asthma, epilepsy, diabetes, or any other medication determined by the prescribing medical professional to be readily available to prevent a significant risk to the child's health. Appropriate safeguards will be in place to ensure these medications remain inaccessible to other children.

If a child refuses to take his/her medication the parent will be contacted and given the option to come and administer the medication to the child themselves or to make an alternative plan to administer the medication when they are at home. Child Care Algoma will support the staff in not forcing a child to take their medication.

Program Requirements for Outdoor Play

Outdoor play provides many opportunities for active play and exploration.

Weather permitting, children will spend at least two hours outdoor daily.

Please provide weather appropriate outerwear.

During extreme weather events alternate activities will be provided. Extreme weather includes: -20° C or colder (including windchill), or heat/humidex warnings of +30°C or hotter.
(**note:** these numbers are guidelines, site supervisors will monitor weather regularly and may make alternate decisions based on their sites playground location)

Clothing and Possessions

Children should wear clothing that is comfortable, easy to put on and remove, and easy to care for. Please send your child in "play" clothes. We offer art activities, water, sand and outdoor play, children need to wear clothing that allows them to move about freely and get dirty.

Children do not always recognize their own clothing. To eliminate confusion, please ensure all clothing is clearly labeled with your child's name. Please provide an extra set of labeled clothing, including pants, shirt, underwear and socks. We ask that you check periodically to make sure they are seasonally appropriate and to make sure your child has not outgrown them. We do have some spare clothing that can be borrowed and we ask that you return it after washing.

Children are required to bring a labeled blanket for their daily rest time. The day care is not responsible for lost belongings. Parents are required to ensure that adequate supplies of diapers and wipes are provided (if applicable).
Indoor shoes are required for all programs located in schools.
Summer Shoes: We ask that children avoid wearing flip-flops. Closed toe shoes are recommended.

Items from Home

We maintain a generous supply of toys and equipment for the children to use. However, we do understand that a transitional item may be needed by some children to feel safe and secure, and to ease the transition from the home environment to the day care. For many children this will be a blanket or a toy.

Fee Payment

FEE SCHEDULE

Effective December 31st, 2024

Age Group	Annual Base Fee	Before & After School		
		Before School	After School	Before & After
Infant Under 18 months CWELCC	$22.00			
Toddler 18 months – 2 ½ CWELCC	$20.10			
Preschool 2 ½ - 5 years CWELCC	$19.35			
JK/SK 4 – 5 years CWELCC	$18.40	$10.95	$12.00	$12.00
School Age 6 – 12 years	$38.90	$10.95	$13.80	$22.95

Child care fees will also be posted on our website.
www.childcarealgoma.ca

Paperless Billing

Please provide your email address at the time of enrollment.
Your monthly invoices / statements will be sent electronically.
Contact ccaparents@outlook.com to edit/change your email address.

Invoices are sent monthly, Payment is due within 30 days.
Payment can be made by electronic bill payment
or by pre-authorized exact payment (bank or credit card).
For more information on payment options call (705)945-8898 Ext 241

Refunds due to withdrawals will be issued for base fees charged, provided two weeks' notice is given in writing. If written notice is not received, a charge for the 2 weeks of care will be applied.

Overdue accounts may result in the loss of your child care space.

Inclusion Statement

We are committed to creating a welcoming, inclusive, and respectful environment for all children, families, staff, and community partners. We value diversity and believe that every individual has the right to feel safe, supported, and included.
We strive to remove barriers to participation and provide reasonable accommodations to support individual needs, in collaboration with families, staff, and community resources. Through open communication and shared responsibility, we work together to ensure meaningful, inclusive experiences for everyone in our programs.

It is expected that our staff be treated with respect and kindness.
Behaviour or language that is disruptive, abusive or threatening will not be tolerated and may directly affect your child care service

Program Information

Suzanne Manson ~ smanso@childcarealgoma.ca
Lead Program Coordinator

Notre Dame du Sault Site ~ (705) 945-8898 ext. 309

Kelly Rowlinson ~ krowli@childcarealgoma.ca
Program Coordinator

Echo Bay Site ~ (705) 248-2043
Thessalon Site ~ (705) 842-5454
Central Algoma ~ (705) 782-6959

Angela Dawson ~ adawson@childcarealgoma.ca
Program Coordinator

Dacey Road Site (705) 945-8898 ext. 245
Holy Cross Site ~ (705) 945-8898 ext. 305
F.H. Clergue Site ~ Grand View Site ~
Pinewood Site ~ Queen Elizabeth
(705) 945-8898 ext. 252

Sylvia Dukes ~ ipc@childcarealgoma.ca
Program Coordinator

East View Site ~ (705) 945-8898 ext. 307
Parkland Site ~ (705) 945-8898 ext. 308

Brianne Spina ~ bspina@childcarealgoma.ca
Program Coordinator

Queen Street Site ~ (705) 945-8898 ext. 258
Shannon Road Site ~ (705) 541-8460
R.M. Moore Site ~ (705) 945-8898 ext. 310
St Basil Site ~ (705) 945-8898 ext. 321
Rosedale Site ~ (705) 945-8898 ext. 330

Administration Office
148 Dacey Road
Sault Ste Marie, ON P6A 5J7
(705) 945-8898
Email: info@childcarealgoma.ca
Or visit our website at www.childcarealgoma.ca