



**BARRIE AREA NATIVE ADVISORY CIRCLE**

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# Biinoojinsauk Child Care Centre

## Parent/Caregiver Handbook

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### **Barrie Area Native Advisory Circle (BANAC) – Mission Statement**

BANAC serves as a regional planning organization based upon the concepts of lifelong learning, self-determination, and community participation. We are both dedicated to addressing common concerns of all member communities both on and off reserve, and instilling a better quality of life for Aboriginal people regardless of status or political affiliation.

### **Organizational Background**

The Barrie Area Native Advisory Circle was formed in 1989 for the purposes of bringing on and off reserve people together with the common interest of instilling a better quality of life for Aboriginal people in Simcoe County and Northern York Region. BANAC is unique in its composition and function as a regional planning organization that addresses the social issues of Anishnawbe people. There is no other Aboriginal organization that offers this degree of community cooperation and support. Our membership includes the following communities:

- Barrie Native Friendship Centre
- Beausoleil First Nation
- Chippewas of Rama First Nation
- Enaahchtig Healing Lodge and Learning Centre
- Georgian Bay Metis Council
- Georgian Bay Native Friendship Centre
- Georgian Bay Native Women's Association
- Georgina Island First Nation
- Orillia Native Women's Group
- Rising SUN Women's Support Group
- York Region Native Women's Association

### **Biinoojinsauk Child Care Centre Program – Organizational Philosophy**

We envision a system whereby children can reach their full potential and where the communities take on responsibility to ensure this happens. Aboriginal people view the care of their children as one of the most important responsibilities of a community and share the belief that “children are the future.”

Traditional Aboriginal life provided the conditions for a solid childhood foundation. Babies and toddlers spent their first years within the extended family where parents, grandparents, aunts and uncles, brothers and sisters all shared responsibility for protecting and nurturing them. Traditional child rearing practices stress the collaborative and democratic nature of our communities, teaching the children at an early age the kind of community inter-dependence which fosters pro-social behaviors and employ authoritative adult/child interactions. In this environment, children were encouraged to develop as thinking, autonomous beings. At the same time, they acquired language and were integrated into the rhythms of daily life in the family and community. These traditional practices can serve as principles for developing a system that suits the present.

The physical environment of an Indigenous child care centre should include materials that allow children to manipulate or develop their motor skills. Materials that reflect nature and our traditions, such as dolls, turtle rattles, songs, traditional clothing, dream catchers, pottery and utensils that will increase children's knowledge and expose them to their culture and heritage.

Children can learn through interaction, play and socializing, and learn about others and the world through play. Play is a child's fundamental, natural response to his/her environment. We believe children should be children and should enjoy developing and practicing their skills while socializing and playing with others. Guided by responsible educators, who are nurturing, giving, caring and a positive influence, our children will flourish in a culturally enriched, positive, and friendly environment.

High quality childcare is sensitive, responsive, personal, developmentally appropriate and culturally appropriate. It is also characterized by small group sizes, well trained staff, adequate health, safety and physical environment precautions, high adult to child ratios and stable consistent care giving.

## **Biinoojinsauk Child Care Centre Services**

### **Introduction**

The Barrie Area Native Advisory Circle has a long history of serving the Aboriginal population in the County of Simcoe and Northern York Region. The provision of services to Aboriginal children has been identified as a service gap since the organization was formed in 1989.

When Phase I of the Best Start Initiative was announced, we had hoped it would be the vehicle to address these service gaps. We immediately joined the Best Start Network in our region and participated in the later stages of the planning process. By the time we became involved, allocations have been completed with no allocation identified for the Aboriginal community. We continued to participate and elevate awareness with the network of the issues facing Aboriginal children and families, as well as the service gaps that existed. Over a period of 18 months, a combination of our need to effect positive changes for families and children in our communities and the desire of the Best Start Network to understand and support, has resulted in an improved partnership with the network and the County of Simcoe.

In Phase II of the Best Start Planning 2007-2008, as a result of ongoing discussion about the needs of Aboriginal children living in urban areas, it was a logical step for the Best Start Network to implement the recommendation to undertake an Aboriginal community consultation to ensure our communities had a voice in this process and that those needs were completely understood. The consultation and the information gathered were included verbatim in the final report as an Appendix.

Throughout the consultation, communities and parents expressed the need for Aboriginal daycare that was affordable, culturally based and located in areas that were relevant to the needs of the community as determined by the community.

The urban Aboriginal community is a very diverse community, and it is often difficult to impress upon our mainstream community partners the importance of understanding these differences.

Our community has been very proactive in developing capacity in our communities around early childhood development. The need for early childhood development in urban Aboriginal communities in the County of Simcoe was identified in 1991 in a study produced by BANAC *"Towards a Balanced Lifestyle."* We continue to work to meet this objective.

### **Program Statement – The Importance of Culture in an Aboriginal Child Care Centre**

Our program has strong values rooted in the teachings of our Seven Grandfathers. Our focus is on the well-being of the children in our care and considers all aspects of the child. Physical, Mental, Emotional and Spiritual. Our programming is guided by the Ministry of Education documents: "How Does Learning Happen?" Ontario's pedagogy for Early Years (2014)

At Biinoojinsauk Child Care we believe that children are a gift from the Creator and we celebrate and honor the wonder of childhood. We value contributions of our families, children and community and cultivate a sense of belonging and cultural identity.

**Goals: Children are competent, capable, curious and rich in potential.**

Biinoojinsauk Child Care recognizes each child is a unique individual who brings his or her own abilities to the program and deserves the encouragement and space to try new things, explore new ideas and develop their own unique creativity. Our educators strive to implement flexibility in our programming so that each child can realize their full potential by indulging their capabilities and curiosities. They can try new things and explore new ideas, all while learning and developing at their own pace.

We understand the importance of taking children's stages of development into consideration. In each case, we aim to integrate all areas of the child's development into our program in a holistic way.

Our goals for children, consistent with the Ministry of Education pedagogy, include the following:

- Every child has a sense of **belonging** when he or she is connected to others and contributes to their world.
- Every child is developing a sense of self, health, and **well-being**.
- Every child is an active and **engaged** learner who explores the world with body, mind, and senses.
- Every child is a capable communicator who **expresses** himself or herself in many ways.

Our children develop a sense of **belonging** (Spiritual) in a child care environment that promote culture, kindness and caring. Culturally, our children learn where they come from in order to learn their place in the world. We acknowledge culture through song, language, special programming and ceremonial practices.

We facilitate the **well-being** (Physical) of our children by providing adequate rest times, nourishing meals, opportunities to develop gross/fine motor skills and independence.

Through play-based learning, **engagement** (Mental) is fostered. We do this through plenty of child directed activities and seize learning opportunities as they emerge throughout the day. Opportunities to explore, problem solve and express their individuality are provided throughout the day.

We provide a safe environment to allow our children to **express** (emotional) themselves through play and social interactions. We strive to promote self-regulation and positive communication, we provide learning materials that will engage our children and encourage positive interactions among the children, parents and educators.

**GOALS AND APPROACHES THAT GUIDE OUR PROGRAMS FOR THE CHILDREN**

1. **Promote the health, safety, nutrition and well-being of the children**
  - Health checks of children upon arrival.
  - Regular environmental checks – of toys, equipment and classrooms for cleanliness.
  - Provide constant supervision of the children to ensure their safety and well-being.

- To reduce the transmission of illness, staff and children wash their hands before and after snacks and meals, after toileting/diapering, before and after water play and other times as needed.
  - To provide nutritious snacks and lunches in accordance with Canada's Food Guide.
  - Provide regular opportunities for children to be physically active and explore the world around them.
  - To provide adequate rest times.
  - To encourage children to practice self-help and self-care skills based on each child's capabilities.
  - To follow all Biinoojinsauk Policies and Procedures.
2. **Support positive and responsive interactions among the children, parents and educators**
- Educators and children interact together to develop/build trust to foster positive relationships.
  - Educators interact and communicate with parents on a daily basis.
  - Educators model appropriate ways to resolve conflicts, encourage problem solving strategies and develop responsibility while expanding social skills.
  - Educators will use developmentally appropriate strategies based on each child's individual need.
  - Educators are receptive listeners and offer encouragement and support by responding appropriately to the ideas, concerns and needs of children and families.
3. **Encourage children to interact, communicate, & self-regulate**
- Comfort and nurturing are provided when children are needing help or just want a cuddle, quiet cozy areas of the room are provided for children to go when desired.
  - Children's self-regulation is encouraged and supported through interactions and guidance from Educators.
  - Educators help children to develop self-awareness, learn how to recognize feelings in themselves and others and provide strategies that can help them calm their emotions and find appropriate ways to express themselves.
  - Educators will guide children through transitions by providing cues or using visuals
4. **Foster children's exploration, play and inquiry**
- Educators will provide a resource rich environment for children to discover and experience.
  - Educators provide children with time to explore, investigate and learn
  - Educators will be active play partners.
  - Educators will expand on learning based on the children's interests by adding new toys/materials and equipment.
  -
5. **To provide child-initiated and adult supported experiences**
- Educators believe child directed play provides the best learning opportunities; children are able to choose where they play, who they play with and how long they stay at the activity of their choosing.
  - Educators will provide open ended materials that allow for exploration and discovery.
  - Educators will develop a program based on the children's interests.

- Educators will use documentation to reflect on what the children are thinking and what their interests are in order to extend their learning experiences.
- Educators will provide group times as well as individual interactions to allow for discovery of areas of child's interest.

**6. Plan for and create a positive learning environment in which each child's learning and development will be supported**

- Educators will provide an environment that is flexible and responsive to the needs of the children.
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- Educators will provide positive reinforcement throughout the day to build on the children's sense of value and confidence.
- Educators will observe children's areas of interests and reflect upon it in order to provide experiences to encourage the children to explore and ask questions.
- Educators will ensure the environment is safe and free of any dangers so children will feel safe at all times.
- Educators will provide an atmosphere that promotes understanding and acceptance.

**7. Incorporating indoor, outdoor, active, rest and quiet activities**

- Educators design a daily schedule that provides a balance of activities throughout the day.
- Educators keep transitions from activity to activity to a minimum so children get to play more.
- Educators will operate in small groups throughout the day when possible
- Educators will provide periods of active and quiet play throughout the day both inside and outdoors.
- Educators will keep snacks, lunch time and rest periods consistent each day to allow children to feel secure by being able to predict what will occur at certain periods of the day.

**8. Fostering engagement and communication with parents**

- Educators understand that parents know their children best, and are the first and most powerful influence on learning and development.
- Educators and parents communicate on a daily basis about children's activities and health.
- Educators consider the needs of each child in the context of their family composition, values, culture and language. This approach enriches relationships between early childhood settings, families and their communities.
- Educators provide families with monthly newsletters and calendars.
- Educators provide families with information and resources that can further support child's development when needed/asked.

**9. Involving community partners**

- Educators provide opportunities for children and families to learn about their culture by inviting community partners (MNO, BANAC, GBNWA, GBNFC) and Elders to come in and share their wisdom.

- An FNMI Resource Teacher will assist, as necessary, in setting up and maintaining an appropriate program for each child with a special need.
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- Biinoojinsauk Child Care supports volunteers and students from the community and provides placement, training, learning opportunities and practical work experience.

#### 10. **Supporting educators' continuous professional learning**

- Biinoojinsauk Child Care is committed to the ongoing professional development of all our educators.
- Ongoing information shared in the child care community is provided to staff on a regular basis.
- Community agencies can support staff through in house training for children with differing disabilities which can benefit all children.

#### 11. **Documentation**

Biinoojinsauk Child Care recognizes that pedagogical documentation is a way for our program staff to learn about how children think and learn. Our staff make daily observations of children in the program and use this information to enlighten their future planning.

The purpose for our documentation is also:

- A way value children's experiences and help them reflect back on those experiences and what they have been learning.
- An opportunity to make children's learning and understanding of the world visible - to themselves, to others, to their parents and other families, to the program staff.
- A way to reflect on developmental growth over a period of time.
- A process for program staff to co-plan with children about learning.
- A dialogue with families about children's experience and an invitation for parents to add their own documentation about their children's learning.
- A self-reflection opportunity for program staff, as they participate in continuous professional learning.

### **Enrolment and Service Terminations**

#### ***Priority Enrollment:***

Biinoojinsauk Child Care Centre will accept children when there are vacancies on a first come, first served basis as set out in the following:

Available enrollment will be given in priority to:

1. Full-time Aboriginal children
2. Children who have sibling(s) who attend the centre(s)
3. Children referred through our Aboriginal partner agencies and organizations



***Waiting List Enrollment:***

1. Parents must complete a registration form
2. Families will be placed on the centre's waiting list as of the date it was received
3. Waiting lists must include the following information:
  - Child's name
  - Requested start date of care Child's birth date, current address and contact information
  - Full-time/part-time requested, and number of hours per day required

**Please Note:** Families are responsible to inform the child care centre(s) of any changes made to their requested start date and contact information.

***Enrollment – Waiting List Maintenance:***

It is the responsibility of the Biinoojinsauk Coordinator/Site Supervisor to notify families of the following:

1. When a space becomes available
2. If vacancies will not be available on the requested start date

**Service Termination**

Biinoojinsauk Child Care Centre is dedicated to providing quality care, and because we care deeply for all children, there may be times when the care we provide is not suitable for certain children or families at which time we will decline from providing care.

We reserve the right to dismiss your child from the child care centre due to any of the following:

- Late payment fees
- Non-compliance with the Biinoojinsauk Child Care Centre policies and procedures
- Inappropriate placement of a child

Parents/Caregivers must provide two weeks' written notice prior to withdrawing their child from our program.

**Registration/Orientation**

Prior to being accepted for enrollment all families must:

1. Schedule to meet with the Biinoojinsauk Coordinator/Centre Supervisor and arrange for an orientation visit to the centre. The meeting will include the following information:
  - Tour of Biinoojinsauk Child Care Centre
  - Meet Early Childhood Educators, Classroom Assistants and Support Staff
  - Receive a copy of our Parent/Caregiver Handbook
  - Review your child's needs while in care
  - Review Arrival and departure policies
  - Review Health & medication policies
  - Review Absence/vacation procedures
  - Payment of registration fee and child care fees
  - Security of child
2. Complete registration package
3. Review of billing process - Child care fees are billed one month in advance

**Parents/Caregivers must ensure the following information/forms are submitted prior to child's start date:**

1. Up-to-date Health Immunization form/Copy of Immunization record/or letter indicating parents' choice to not immunize
2. Child's Personal Information Form
3. Child's Emergency Contact Information (2 emergency contacts – require home and work addresses and contact information)
4. Regular Outings Permission Form
5. Internal/External Promotional Release Form

**Illnesses**

In the event that a child enrolled is ill, it is to the benefit of employees and children at each program site, that they are kept away from the centre until they have fully recovered.

If a child, while in attendance at the Biinoojinsauk Child Care Centre becomes ill (vomiting, diarrhea, fever, etc.), the parent/emergency contact will be notified and the child will be sent home as soon as possible. If it is not too serious, the child may be permitted to stay in another area away from other children until they are feeling better or until arrangements can be made for the child to be picked up. Also in accordance with this policy any child that has become ill prior to, or during regular scheduled day must remain away from centre for until 24 hours after the following have cleared: vomiting, fever, and diarrhea.

**Other Common Conditions Include:**

All children enrolled in our centre's are given a health check upon arrival each day. The following is a sample list of infectious illnesses which may result in your child being refused into our care until they are healthy and safe to do so. It is by no means meant to be an exhaustive list of illnesses which may not permit your child to attend. Parents/guardians must be prepared to make alternate arrangements for child care in these situations, and they must also be prepared to pick up their child should they develop any of the following while in our care:

- A) *Colds* – the child may attend the Centre but if their temperature becomes elevated the parents must pick up their child and take home or to seek medical attention if necessary.
- B) *Diarrhea* – the child must be taken home after the second incident of the day. The staff can suggest that the child be looked at by the physician.
- C) *Ear Infection* – the child may attend the program if they have been on medication for at least 24 hours.
- D) *Elevated temperature* – a child will not be admitted into the program if the child's temperature is 38.1C or higher. The parent must consult a physician for diagnosis.
- E) *Giardia* – (mucous diarrhea which is caused by a parasite) the child may not be at the centre until they have been on medication for 24 hours.
- F) *Head Lice* – children infested with head lice will be isolated, then sent home immediately and will not be able to return to our centre until they have been properly treated. A child care employee will need to examine the child before he/she is able to return to school. Letters will be sent home with all children to notify parents that head lice was detected.
- G) Infections being treated with antibiotics:
  - *Conjunctivitis* (pink eye)
  - *Staphylococcal* (impetigo) the child may attend only after 48 hours on antibiotics or until the infectious period has ended
  - *Strep throat*, the child may attend after at least 48 hours on antibiotics
- H) *Skin Rash* – rash must be diagnosed and proper treatment started.
- I) *Vomiting* – the parent/guardian will be called after the second incident of the day.

J) *Pinworm* – pinworm is a common infestation in young children. The child can return to the child care centre 24 hours after receiving the medication for pinworm.

**Please Note:**

- If your child is ill he/she should not be at the Centre for their own comfort and well being. Please supply a note from your doctor of any medical or allergic problems your child has.
- Please notify us of your child’s illness before 8:30am. A child suffering from communicable disease (chicken pox, measles, impetigo, etc.) shall not attend the Centre during the period advised by health authorities.
- Any child suspected of having a communicable disease will be removed from the Centre immediately. A doctor’s note must accompany the child on his/her first day back at the Centre; this is to ensure the safety of the other children and staff.
- If your child has any physical ailments, such as epilepsy or asthma, you are required to inform staff. This will allow staff to take necessary precautions.

**Administration of Medication:**

- Non-prescription medication (cough syrup) may only be administered when accompanied with a doctor’s note stating the child’s name, expiry date, dosage and how often.
- Parents must sign a Medication Form and for legal and safety reasons ensure that all medication is handed directly to a designated staff member. Please do not leave the medication anywhere except with the designated staff member.

No medication (prescription or over the counter) can be administered to any child without the written consent of the parent/guardian.

**Fee Payment Policy and Payment Options**

**Child Care Rates Toddler**

Toddler Full Day                      \$56.00  
Half Day with lunch                      \$37.40

**Child Care Rates Preschooler**

Preschool Full Day                      \$50.00  
Half Day with lunch                      \$35.00

**\*Please Note:** Our centre charges a non-refundable Registration Fee of \$20.00 per family which must be paid at time of registration.

**Payments:**

All payments and fees (registration, late fees) associated to child care are payable to the **Barrie Area Native Advisory Circle (BANAC)** and may be made by the following methods: Cheque, Money Order, Bank Draft, or Cash only.

Parents/Guardians will be provided with a receipt for all fees paid. ***It is the responsibility of the parents/guardians to keep the receipt for income tax purposes.***

***Fee payment is due for all days requested on the enrollment/registration forms whether your child is in attendance or not.***

All non-subsidized families must pay all fees one week in advance on the first day of care being provided (Child attends Mon – Fri). Parent Full payment is due monthly regardless of absence due to illness or holiday.

Parents will not be billed for any unscheduled closures of our centre. Parents are billed based on requested attendance at time of registration and enrolment. Parents must fill out a change of attendance form and are required to provide two weeks' notice of any attendance changes.

**Late Fee Charges:**

Parents/Guardians will be billed for the time they are late picking up their children. Late Fees are billed at \$5.00 for first 10 minutes, then an additional \$1.00 for every minute after the first 10 minutes; i.e. Centre closes at 5:30pm and child is not picked up until 5:50pm – Total late fee will be \$15.00 (\$5.00 for first 10 minutes + \$10.00 additional 10 minutes). These will be charged and invoiced the next billing date.

**Hours of Operation**

Biinoojinsauk Child Care Centres will operate from Monday to Friday from 7:30am to 5:30pm. (No earlier, no later, no exceptions to this rule.)

We encourage parents/guardians to be at the daycare by 9:00am, as our programs begin at this time and we would like the children to benefit from our planned programming. If you will be late for the program, or your child is going to be absent, parents/guardians are required to call the child care centre and leave a message by 8:30am.

**Arrival, Departures and Release of Children from Program**

All information must be documented as each child arrives and departs. Biinoojinsauk Child Care staff must ensure each child is signed in, on the Biinoojinsauk Child Care's weekly classroom attendance sheets. Health checks must be assessed at arrival time and documented on the attendance sheet.

All children attending our centre must be accounted for throughout the day (from the time of arrival until their departure). **NO CHILD IS TO BE LEFT UNATTENDED, AT ANY TIME, WHILE IN OUR CENTRES CARE.**

- Staff will be responsible for documenting child attendance and recording each child's arrival and departure on a daily basis.
- Registration forms will contain up-to-date information. Parents/Guardians will be responsible for informing staff of any changes to the child's file.
- Biinoojinsauk Child Care Staff will provide new emergency cards for parents/guardians to fill out on a quarterly basis. Supervisors of each Centre are responsible for ensuring this is adhered to.
- Parents/Guardians **MUST** fill out a *Change in Attendance Schedule Form* when requesting additional days or a decrease in days at least two weeks prior to the change taking effect.
- Only the person(s) identified on the child's registration form will be able to leave with the child from the program.
- Parent/Guardian **MUST** inform the Child Care Centre staff when someone else will be picking up their child; Child Care staff **MUST** document each request in the classroom logbook, inform all staff on duty of the change, and staff on duty **MUST** verify at pick up time the person's identity by use of government issued photo ID. **NO CHILD WILL BE RELEASED WITHOUT THEIR PARENT/GUARDIANS CONSENT.**
- The Parents/Guardians are responsible for and **MUST** report their child's absenteeism to the Biinoojinsauk Child Care Centre staff no later than 8:30 am on the day of his/her class.

- Chronic absenteeism can jeopardize a student's enrollment status. All subsidized children that are unreported absent from the program for three consecutive days will be suspended until further notice/approval is given by the County of Simcoe, Children's Services department worker.
- children that are unreported absent from the program for 10 consecutive school days without notice from parent/guardians will be considered voluntarily withdrawn from the program.
- The Biinoojinsauk Coordinator will notify the family and subsidy agent in writing that their child has been given retainment status.

***Tardiness:***

Parents, caregivers are expected to call the child care centre if they are going to be late. If a child arrives to the child care centre a ½ hour after programming has begun they will be marked absent.

***Chronic Tardiness:***

Children arriving to the child care centre late on a continual basis will be considered absent and will be referred to the Biinoojinsauk Coordinator/Parent Council for support in getting the child to the child care centre on time.

## **Guiding Children's Behavior**

***Behavior Management, Child Abuse and Anti-Racism***

All staff is guided by the Biinoojinsauk Child Care Centres *Behavior Management Policy* and is required to sign a *Behavior Statement* upon hiring and at their annual performance review.

Positive reinforcement and encouragement are the most effective means of helping a child learn positive behaviors. By recognizing and encouraging personal choice and by allowing the child control over his/her environment, we encourage the child to express feelings and opinions.

**Prohibited Practices for Staff:** The following are behavior management methods that are not permitted by educators or staff:

- corporal punishment including but not limited to hitting, spanking, slapping, pinching;
- 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 himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
- locking the exits of the child care centre or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the emergency management policies and procedures;
- use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;
- depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding;
- inflicting any bodily harm on children including making children eat or drink against their will.

We provide opportunities for the child to see different perspectives and see the validity of alternate points of view and develop warm and friendly relationships with other children and staff. Our centre has a **NO TOLERANCE POLICY** for any sort of inappropriate physical or verbal abuse and any other type of abuse.

Should this occur, a Serious Occurrence will be reported to the Ministry of Education and to the County of Simcoe's Children and Community Services Department.

The Biinoojinsauk Coordinator will request the parents withdraw their child/children if it has been determined there is nothing further that can be done to resolve the situation/issue.

### **Field Trips and Offsite Activities**

Prior to the field trip Parents/Guardians need to provide written permission for all field trips.

#### ***On the day of the field trip:***

1. Before leaving, the Supervisor/Early Childhood Educator must have an accurate list of the children that are in attendance for the trip, which will include emergency numbers and health card numbers for each child.
2. Staff will bring a portable first aid kit and kleenex/wipes.
3. There must be at least one Early Childhood Educator in attendance at all times on field trips.
4. Children need to have a partner to hold hands with and always stay together, never split up.
5. Staff/children must cross at the street corner.
6. There must be a staff designated as crossing guard at all street crossings.

#### ***Participation of Parents/Guardians:***

Parents/Guardians are invited to attend the field trips to assist child care staff in supervising children. Due to transportation, budget restrictions and safety, siblings and other relatives are unable to attend Biinoojinsauk Child Care Centre field trips.

#### ***Procedures:***

Parents/Guardians who want to attend the field trip as a volunteer must sign and indicate in the appropriate space on the field trip permission form and return to the centre's Supervisor by the due date specified. The parents/guardians will be selected upon receiving the signed permission forms on a first come, first serve basis.

**Important to Note:** All parents/guardians that wish to volunteer must provide a clear criminal reference check inclusive of the vulnerable sector screening prior to being allowed to participate in outings.

#### ***Children's Belongings - What to Bring, What NOT to Bring:***

- Children should be supplied with a spare change of clothes and labeled. Very young children may require more than one set of clothes especially if they are potty training.
- Please provide diapers and wipes along with any other sanitary items needed.
- Dress your child in seasonally appropriate clothing at all times.
- Appropriate indoor and outdoor footwear is needed.

- It is important ALL items belonging to your child is brought into the centre (show and tell, and nap time) are clearly labeled. BANAC – Biinoojinsauk Child Care Centres and staff are not responsible for any lost or stolen items.
- If your child needs bottles, **these MUST be clearly labeled with their name**, and these need to be provided for the day. We ask parents to make pre-bottles, as it can be hard for staff to make up bottles during the day.

As a general rule, we do not encourage bringing toys from home. However, there may be special occasions when it is appropriate such as “show and tell”. On these occasions, a notice will be posted, or a note will be sent home for your information. If an item has great sentimental value, and is too valuable to be handles by others, please do not allow your child to bring it to the centre.

- All medication your child may require **MUST** be labeled in the original package, and date of purchase.
- Children with special dietary needs must bring food with them.
- **Please Note:** We do not have storage space for strollers, car seats etc.

## Process for Expressing Concerns

### Parent Issues and Concerns

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, child care providers and staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Our staff are available to engage parents/guardians in conversations and support a positive experience during every interaction.

All issues and concerns raised by parents/guardians are taken seriously by Barrie Area Native Advisory Circle (BANAC) – Biinoojinsauk Child Care Centre and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties within 5 business days.

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.(Please see attached appendix ‘Steps for Parent/Guardians to Report Issue/Concern’)

An initial response to an issue or concern will be provided to parents/guardians within 5 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 Simcoe Muskoka Family Services).

### Conduct

Our centre maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.

If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or licensee.

**Escalation of Issues or Concerns:** Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to Biinoojinsauk Supervisor.

***Injuries:***

We strive to provide a safe environment for the children in our program however, we are aware that accidents are bound to happen from time to time.

- It is common for children to get bumps, scrapes and other minor injuries during the course of the day. Sometimes children continue playing without realizing they're injured. Please realize that staff may be unaware of injuries if the child does not react.
- Parents will be notified of minor injuries that reach the staff's attention when the child is taken home. An accident report will be provided for the parents to sign and will be kept in the child's personal file. **All employees are trained in First Aid/CPR.**

***In the event of a Medical Emergency/Emergency Management:***

- If the injury is not serious (life threatening) a staff member will transport the child to the hospital where they will meet the parent/guardian. If necessary, an ambulance will be called. A staff member will remain with your child until a parent/guardian arrives. Parents are responsible for all charges and fees related to emergency transportation to a medical facility.
- Parent/guardian will be notified immediately. If we are unable to reach parent/guardian, then the emergency contact person will be contacted. Parent/guardian will be requested to meet the staff member and child at the hospital. The parents will cover the cost.
- In the case of an emergency the Centre Supervisor or designate will notify parents/guardians by phone of the emergency situation, evacuation and the location to pick up their child/ren.

**It is essential that all emergency contacts and telephone numbers are kept up to date for each child enrolled at the Biinoojinsauk Child Care Centre.**

**Medications**

Written permission from the parent/guardian on a medication form is required in order to have any medication administered to your child.

Only medicine supplied in an original container will be administered. The medication must be labeled by a Pharmacist with the child's name, dosage, frequency and expiry date.

**Holidays and Closures**

The Biinoojinsauk Child Care Centers' will be closed to observe the following statutory holidays:



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

\*\*\*Reminder Notices will be posted and provided to parents/guardians.

***Professional Development Days:***

Biinoojinsauk believes in providing on-going training opportunities for all child care employees. We believe that it is vital to ensure our staff remains current with relevant and emerging child care practices. As a result we may close our centre one day each quarter (up to four times per year for professional development). Reminder Notices will be posted and provided to parents/guardians.

***Snow Days:***

During the winter months our Biinoojinsauk Child Care Centre will make every attempt to open each day. If your child care centre is closed the Supervisor will call parents starting at 7:00am. Please check with your local radio station website for information regarding a Biinoojinsauk Child Care Centre closures.

**Available Child Care Spaces and Ages**

The Biinoojinsauk Child Care program has One location in Simcoe County.

- Midland Location – 562 King Street, Phone: 705-527-0112  
39 spaces available (15 toddler and 24 preschool)

**Please Note:** In Midland Director Approval is granted for: Ministry Director Approval is granted to allow mixed age grouping as per Subsection 55 (2) of the Child Care and Early Years Act.

**Program Information**

To ensure a high quality program is in place that compliments the parent/caregiver's childrearing responsibilities, we seek to have a manner that is gentle, quiet, relaxed, easy, pleasant, friendly, stable, calm, controlled and understanding. We strongly believe all children should have fun while learning!

***What is involved in a program and its planning?***

Sometimes it might look as if the children are just running around and having fun; it seems as if no thought has been invested in what they are doing. However, this is not the case. A lot of time an effort goes into planning a suitable program and routine for each room and the individual child.

Program planning is an ongoing process that the staff goes through to set up a suitable program that meets the needs and interests of the children. Staff plan these learning experiences based on what they observe about the individual children. The formulate experiences that match the children's needs, interests and stages of development.

The program is made up of all activities, learning experiences, routines and staff/child interactions that happen in child care. All these things need to be planned for, carried out and evaluated.

Program planning isn't a matter of keeping the children busy. The programs are based on individual and group needs and interests. To establish these things staff makes careful observations of the children over periods of time and then analyze and interpret these observations. Experiences are then created for the children based on these observations and the child's development level.

### **Child Care Staff**

The teaching staff is trained in Early Childhood Education at a post secondary institution, recognized by the Association of Early Childhood Educators and the Ministry of Education. These educators have a thorough knowledge of early childhood development. Their child development training and experience with children enables them to offer valuable insight into children's behavior and development. They are required to maintain current First Aid/Infant/Child CPR/Anaphylaxis certification. All child care staff is also required to undergo a comprehensive screening process when they are hired, including a criminal reference check with vulnerable person sector check, and their performance is reviewed annually.

Along with our paid employees, our centre also welcomes students and volunteers. Our Supervision policy states;

- 1) Absolutely no child enrolled in BANAC – Biinoojinsauk Child Care Centre will be supervised by a person under 18 years of age.
- 2) Only paid employees of BANAC – Biinoojinsauk Child Care Centre will have direct unsupervised access to children.
- 3) Under no circumstances are non-employed support personnel, volunteers and students to be counted in the staffing ratios as set out in the CCEYA licensing agreement.

Programming is the key difference between a professional child care service and a child minding service. Child minding is primarily concerned with keeping the child safe, clean and fed. In the past many children's

services were minding services and the education of the child was left to the kindergartens and schools. This has changed.

Today childcare services are expected to offer a stimulating educational program for children, as well as providing the children with their nutritional, hygiene and safety needs. This applies to all different types of child care services; out of school hour's programs, family daycare, occasional care, residential care and long day care. For children to be offered a stimulating and satisfying time in care it must be planned for, it doesn't happen on its own.

### **What Do Educators Do?**

A child care workers day is spent playing with children, caring for their needs and observing their development. A child's development can be grouped under four main areas:

Physical (fine and gross motor)

- Social/Emotional development
- Language development
- Cognitive (intellectual) development

Educators interact with the children and each other in accepting, informative, and responsive ways:

- Give the children choices
- Develop the learning plan according to the interest and need of the children
- Implement curriculum
- Assess the children's development on a regular basis

### **Do the Children have a Daily Schedule? Yes they Do**

- The schedule is followed consistently so that the children can anticipate what is happening daily
- The daily schedule helps children feel more secure and independent
- Children are encouraged to use freedom of choice in moving from one activity to another
- Children are provided a variety of learning experiences for a well-rounded education

The child care program will consist of the following:

#### ***Culture and Language:***

We feel that culture and language is critically important in the Province of Ontario. We will try to bridge the gap by incorporating language and culture through speaking the language, developing signs in the language, promoting drumming, singing, arts and crafts, storytelling and encouraging children and their families to participate in community celebrations and gatherings. We will also incorporate regular visits to the daycare by community elders.

#### ***Education:***

We will encourage children and families to participate in music, story time, letters and sounds, numbers and math, colours, shapes and patterning, instructional and directional language, concepts developmental, literacy and reading, fine and gross motor development, science exploration, computers, speech and language, activity centre's and problem solving.

#### ***Health Promotion:***

We will support health promotion in the areas of immunization, hygiene, dental practices and promoting physical activities, healthy lifestyles and eating habits, promoting self-esteem and following the medicine wheel and the Seven Grandfather Teachings.

#### ***Sleep/Nap Time:***

Young children at the centre shall be expected to rest for a short period. We feel that children need a quiet time in order to stay healthy, for this reason, we schedule a quiet period after lunch. No child is expected to sleep, but we allow the opportunity to rest.

#### ***Nutrition/Food Allergies:***

We will introduce a variety of nutritional practices by incorporating traditional foods, following the Canada Food Guide, offering nutrition workshops, recipe ideas and cooking of healthy foods for parents. Healthy snacks and lunches will be provided to children as many Aboriginal families live at or below the poverty line and child hunger is a reality. Meal menus will be posted weekly. We will also endeavor to ensure the planned menu accommodates those children suffering from allergies, especially life threatening (anaphylaxis). We appreciate your cooperation in maintaining a nut free environment at our child care centre. Food from home must be labeled and parents must provide written instruction.

#### ***Social Support:***

We will promote positive social skills and interaction by encouraging children to respect themselves and others, share with others, play fair, have good manners, play with kindness, play with consideration, learn through play, take turns, practice independence, work on listening skills and reinforce the development of a positive attitude.

Parents will receive social support through means such as having access to community resource information, health related information, referrals to Aboriginal and mainstream community support services and attending parental social gatherings and other events.

***Daily Communication:***

The Biinoojinsauk Child Care Centre will communicate on a daily basis with the parents/guardians through a Communication Book. The Communication Book will update the parents/guardian on their child's day, upcoming events (field trips, elder visits), any changes in the child's behaviour or health, and reminder of holidays and other child care centre closures. We appreciate how busy our lives can get and it is our hope that this will be an effective way to stay connected with parents/guardians. It's also a great way for parents/guardians to share information about their children (i.e. your child may be experiencing a loss of a loved one or pet, perhaps they had trouble sleeping etc.). This information will be most helpful for the staff involved in the development of your child.

**Parent and Family Involvement**

There are many things parents and families can do to help with their child's development. Offering the staff information about their child in their home environment can be very beneficial and helpful when a staff is planning programming for your child. Supplying staff with a copy of their child's home routine can help a staff member to better understand a child's needs. Also any information about a child's background, their likes and dislikes and their family helps us to create a bigger picture of a child's development.

You can further be involved by asking the staff what the children are learning about or what areas of their development they are focusing on for their child and offering activities in these areas at home can aid in your child's development.

Parental involvement will be achieved through parent advisory committees, encouraging families to participate in field trips, special events and celebrations, involvement in curriculum development following healthy lifestyle choices, participating in daily activities of the child care centre and participating in information and education workshops for parents.

The Biinoojinsauk Child Care Centre programming will specialize in providing Aboriginal cultural teachings and incorporate community elders, while providing fun and positive learning experiences. We will attempt to enhance the cultural backgrounds and language of the children enrolled in the program, to provide optimal social and emotional growth, as well as, the development of the physical and intellectual skills.

Emphasis will be placed on cultural and traditional teachings of the Ojibwa Nation and the Métis. Assistance and input from local elders will be solicited. Our hope is to gradually integrate the language and culture into our daily programming. Our long-term goal is to offer a language immersion curriculum.

Dancing and drumming will be incorporated in the physical activity program.

Ojibwa words will be included in our days, as well as, having books and games in the language. Resource materials will be available to parents to support the children in learning the language. Elders will also be asked to share stories and language with the children.

Social and educational supports to families will be provided on traditional parenting, as well as assessments of your child's development.

The Biinoojinsauk Child Care Centre is committed to providing a safe and caring environment that will contribute to the intellectual, social, emotional, physical, creative and cultural growth and development of the children.

### **Parent Council**

The Parent Council will consist of parents with children currently enrolled with the Biinoojinsauk Child Care Centres; grandparents and parents that have previously had children enrolled in our centre. The council will also be guided by the Biinoojinsauk Coordinator and Elders from our community.

### **Support Services**

#### ***Elder Involvement:***

The Biinoojinsauk Child Care Centre programming is intended to address the Wholistic development of children. As such, Elders play a vital role in our programs. Elders will be asked/invited to participate in the following areas:

*Project Governance* - Provide guidance to Parent Council members, be a member, Smudge, provide teachings.

*Program Delivery* - Elders and Grandparents are invited to attend training for the Nookimis/Mishomis and Mother Goose to enhance and implement new skills.

*Classroom Involvement* - Facilitate, smudge, opening prayers, legends, teachings etc. Provide guidance where required. Lead with songs and stories.

### **Community Support Service**

The Biinoojinsauk Child Care Centre programming will provide the children with greater self-esteem, personal validation, identity, and emotional and spiritual growth. The visiting of Elders and Traditional Teachers will be a very important aspect of our programming.

The Biinoojinsauk Child Care Centre will work with outside resources in both the Aboriginal and Non-Aboriginal community organizations to offer the best possible support system for the children and their families.

Established community supports and partnerships:

- Barrie Native Friendship Centre
- BRAWC – Biminaawzogin Regional Aboriginal Women's Circle
- Chigamik Community Health Centre
- Enahtig Healing Lodge and Learning Centre
- Georgian Bay Métis Council
- Georgian Bay Native Friendship Centre
- Georgian Bay Native Women's Association
- Georgina Island First Nation

- Orillia Native Women's Group
- Rising SUN Women's Support Group
- York Region Native Women's Association
- Chippewas of Mnjikaning First Nation – Rama
- Aboriginal Health Circle
- Aboriginal Health Planning Secretariat
- Association of Day Care Operators of Ontario
- Barrie Ottawa First Nation Supervisor Network
- Best Start Network
- Child and Family Services Coalition of Simcoe County
- Children's Aid Society of Simcoe County - Aboriginal Advisory Committee
- Catulpa Community Support Services – Barrie
- Community Living Huronia - Midland
- County of Simcoe's Children and Community Services Department
- Early Intervention Council
- Ministry of Education
- Simcoe County Child Care Committee
- Simcoe County Services

### **Alcohol, Drugs and Tobacco FREE**

In our effort to provide a safe, healthy environment for each child to grow and develop we maintain a centre free of alcohol, drugs, and tobacco use. The use or presence of alcohol, drugs and tobacco is prohibited in the building or anywhere on the grounds by centre staff, parents, or anyone visiting the centre.

The use or presence of alcohol, drugs, and tobacco is prohibited during any outings or field trips

### **Meals**

The centers' will provide a healthy morning and afternoon snack and lunch each day. Our menu follows the Canadian Health Food Guide. We will do our best to cater to a child's dietary needs, but do to budget restrictions; we are unable to meet all needs. Please notify your centre's Supervisor of your child's needs and provide the centre with your child's food.

### **Suspension**

The suspension of care will be implemented if the following occurs:

- A child seriously injures him/herself or another person while in our care
- A child causes serious damage to the environment. This decision will be at the discretion of the Biinoojinsauk Coordinator and the Supervisor

The Biinoojinsauk Child Care Centre Staff will make every effort to support the family during this time. Support and counseling will be made available to the other children affected by this situation.

### **Dismissal**

We reserve the right to dismiss your child from our program due to any of the following:

- Late payment of child care fees
- Non compliance with the Biinoojinsauk Child Care Centre Policies and Procedures
- Inappropriate placement of a child

Because Biinoojinsauk Child Care Centre is dedicated to providing only quality care, and because we care deeply for all children, there may be times, unfortunately, when the care we provide is not suitable for certain children or families at which time we will decline from providing that care.

### **Biting**

It's a sad fact that many children move through a stage where they will for no clear reason bite other children, child care staff, and/or parents. Most children experience an episode of biting in their first three years and these episodes generally last from a few days to a few weeks.

Our staff manages these situations according to advice from parents, specialists in the field and according to our collective wisdom on the issue.

It should be understood from the outset, that your child might be bitten while in care or that your child might bite other children. Parents need to prepare themselves for this unfortunate situation, as it can be very upsetting for all people involved.

### **Serious Occurrences**

The safety and well-being of the children in our program is of the highest priority. Staff work 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 centre's to report serious occurrences to the Ministry of Education, we are also required to post that information. In a case where there has been a serious occurrence at our centre, we will post the Serious Occurrence Notification visible for parents to see for 10 days (this form will include information about the incident and outline follow up actions taken as well as the outcomes). A letter will also be provided to all families enrolled in our program. (A sample of these forms are attached)

### **Frequently Asked Questions**

#### ***Are parents/guardians able to visit during the day?***

Parents/Guardians are encouraged to spend time with their children at the centre whenever the opportunity presents itself, but because each child reacts differently to a visiting parent, if your child is upset after your visits, you may prefer to call the staff for an update during the day instead.

#### ***How long is the waiting list?***

It's impossible to say with any accuracy how long you will wait before your child can be enrolled at the centre. However, children's registrations will be placed on the waiting list in the order of date received, and when a child care space becomes available; children will be prioritized based on the following criteria: First Nations, Non-status, Métis, Inuit, full-time enrolment, another sibling is already attending.

#### ***Fee Payments***

All payments and fees (registration, late fees) associated to child care are **payable to the Barrie Area Native Advisory Circle (BANAC)** and may be made by the following methods: Cheque, Money Order, Bank Draft, or Cash.

In all cases, parents/guardians will be provided with a receipt for all fees paid. This receipt is for income tax purposes.

***Is full payment due when a child is not in attendance?***

Yes. Full payment is due monthly regardless of absence due to illness or holiday. Monthly fees have been calculated to incorporate holidays and culturally recognized holidays. Parents must fill out a change of attendance form and are required to provide two weeks' notice of any attendance changes.

***Is the centre open year round?***

The Biinoojinsauk Child Care Center is open from 7:30 am to 5:30 pm, Monday to Friday year round, excluding statutory holidays, professional development days and winter weather closures. Parents will not be expected to pay for Professional Development and winter weather closures. Parents will be given one month's notice, for all scheduled closures in an effort to provide sufficient time for parents/caregivers to make alternative arrangements for child care.

***Are all teaching staff qualified?***

The Biinoojinsauk Child Care Center follows the mandatory staffing requirements of the Ministry of Education and the Child Care and Early Years Act. Our teaching staff are qualified Registered Early Childhood Educators trained and recognized by the College of Registered Early Childhood Educators. All staff are required to maintain current First Aid and Infant/Child CPR/Anaphylaxis certifications and undergo a comprehensive screening process when they are hired, including a criminal reference check with vulnerable sector screening, and their work performance is reviewed annually. Our center will also follow all municipal health, fire and safety regulations related to operating a licensed child care.