



This information is to help answer most of your questions regarding who we are at Sandbox Tech and our programs that we offer. Please take a few minutes to go over our manual carefully. If you have any questions please feel free to ask.

We are a privately owned child care facility. Sandbox Tech Child Care has been caring for and teaching children since 1984, in both Caledon and in Dufferin County. Sandbox Tech started up in my home as a licensed child care centre. It was wonderful. After a few years the demand for us to grow became overwhelming. Families needed good quality child care. Care with a heart and understanding of young children. So we grew to help support the family needs in our community and surrounding areas.

We are licensed by the Ministry of Education and our standards meet and or exceed the provinces requirements. Wellington, Dufferin, Guelph, and Region of Peel health inspectors along with the Orangeville and Caledon, Fire departments inspect our child care and before and after school programs yearly. Upper Grand District School Board also has their inspectors drop by a few times each year, to inspect for health and safety. This is done routinely. All inspections are unannounced.

When hiring our staff, I look for happy, flexible staff that love working with children. Who are Registered Early Childhood Educators that will help bring a positive vibe, and a great rapport with all the children. Staff's personal experience, needs to have a positive outlook on life, a good sense of humour, they talk with the children not at the children, use their inside voices, are patient with a dash of hugs. Our staff enjoy working with children and are great team players.

We are all on a new journey. Child care is constantly changing. Emergent curriculum describes curriculum that develops from exploring what is relevant to the child/ren. What is interesting and meaningful to them. To build on the children's interests.

Learning is not always about ABC or 123. It's about sharing, and caring, getting along, using their words to encourage the children to share their interests, ask questions gee I wonder? Or what if?, and practice giving their ideas. Children learn through play and doing for themselves. As always we value the children's thoughts and questions. They are very competent, capable and curious thinkers and they belong in an environment that fosters this learning.

How Does Learning Happen? Sandbox Tech works together with the help of the children to build relationships with one another including our staff. Children are very creative and each day they have the opportunity to do just that. Lots of learning happens.

We have been learning about and practicing "pedagogical documentation" to engage with the Early Childhood Learning framework. This gives the child care staff the opportunity to reflect on different methods of developing a curriculum and implementing said curriculum. We are hoping that our "pedagogical documentation" serves as a source of continuing knowledge and inspiration.

Each supervisor has their diploma and is a member of the Ontario College of Early Childhood Education. Additional staff are also registered members of the College of ECE'S. Some of our staff has equivalent training and years of experience. Our staffing is maintained according to the Child Care and Early Years Act, 2014 CCEYA. All our staff have opportunities for learning by attending seminars, workshops, staff meetings and encouraged to continue to learn more about this field. (Registered Early Childhood Education) certificate (RECE) are renewed yearly along with ongoing standard first aid, Child C.P.R. /AEC

Our cook has taken courses on the Canada's Food guide. Robin has taken a course in Good Nutrition from York University. Both ladies are RECE's who also work with our children. Robin is our Supervisor RECE, and both have taken the Dufferin Wellington Guelph Food Handling course this spring.

Any questions please feel free to discuss them with one of our supervisors.

Our Island Lake Supervisor is Karen, RECE, and she can be reached at 519-216-6144.

Our Montgomery location Supervisor is Robin, RECE

Our Extended Day/School Age Supervisor at our Montgomery location is TBA, that program can be reached at 519-216-5144

You can reach me, Deb at 519-938-5566.

Thanks for considering Sandbox Tech for your child and family's needs.



Our Mission:

Is to provide high quality licensed child care for children, 18 months to 12 years of age in a safe, reliable, loving, respectful environment with wonderful learning opportunities. Each child develops at his/her own pace. Each child is unique. We are using "Emergent Curriculum" and "How Does Learning Happen" where children learn through play, through wonder, asking questions, and doing for themselves. Children's interests are introduced and this may become the theme or topic which is directed by the children.

We hope to encourage our children to bring their ideas daily into our program. They will have the opportunity to listen, to create, to paint, to sing, to read, to play and explore our wonderful world daily.

Less Stress:

Families need less stress in their lives and with our before and after school children you just have to drop off and pick them up right in your child's program classroom at school.

Our **Island Lake P.S.** rooms are JK/SK in room 109 and our before and after school room is 110. **Montgomery Village P.S.** rooms are JK/SK are in room 114 and our before and after school room is 109 and 112.

Our Staff:

Our staff are Early Childhood Educator professionals, and registered with the college of ECE.

A few have Directors Approval or equivalence from the Ministry. We use a "Team" approach with positive energy and attitude. We do our best to follow the interests of the children and adapt ourselves to what is happening or what the children are talking about.

Staff collaborate and support each other to foster open lines of communication. Staff "mini meetings", are ongoing, team planning, monthly staff meetings, workshops, observing and documentation of the children. My ladies are resourceful and caring. They receive annual performance evaluations.

Workshops to help support children's self-regulation along with positive role modelling and interactions with all the children is a must. Meeting with children's parents may be necessary. With everyone working together for the sake of the child helps especially if issues become disrespectful and aggressive in nature. Staff are trained to deal with the growth, development, educating and behavioural management of young children. Caregivers are given opportunities to upgrade their education and /or training programs, workshops, through County of Dufferin, and Region of Peel and outside of our region ie Burlington.

All staff have their Standard First Aid, C.P.R./AEC, Child's First Aid, and a Vulnerable Police Record. These are kept up to date depending on the staffs time period.

Check ups need to be kept up to date as well as their Immunization.

Monitoring staff is done yearly and is ongoing. We have support through Dufferin County's Children's Services, Dufferin Child and Family Services, Dufferin Parent Support Group Network, Ontario Early Years, Public Health Unit, The College of Early Childhood Educators (RECE), Town of Orangeville, Raising the Bar Dufferin our Quality Assurance Program.

Staffing levels are maintained with the requirements of the CCYA

Most importantly, we love working with the children!

Our Cook:

We have 2 staff that have taken the Food Protection and Handling Course through the Wellington Dufferin Health Dept. and understands and follows the Canada Food Guide.

Students/Volunteers:

We work together with students from colleges, and secondary schools. They do not count in child-teacher ratio. They require a vulnerable police record check (if over the age of 18), child first aid and CPR training. Must read and sign all our policies and procedures. They will be aware of all allergies for children or staff. They will also know who is anaphylactic. Volunteers are under the direct supervision of our classroom staff. They will have a RECE with them at all times.

No Smoking:

Child care centres, in Ontario are obligated to abide by the Child Care and Early Years Act, 2014. The school boards are obligated to abide the Ontario Law. Ministry of Education.

The Act states that all are "Smoke Free". There is a fine for anyone caught smoking on any school property of \$2,000.00. Please refrain from smoking in the parking lot, or on the playground and in the buildings owned by the school board.

Parking:

When picking up or dropping off your child please use the parking lot to park your vehicle. Especially between the hours of 8:00 - 9:00 am and 2:00- 6:00 pm. **SLOW DOWN** when entering and exiting our parking lot. This is a major safety concern. No one wants a tragedy!

Pets: Are welcome to visit. Must have up to date shots and the visit needs to be arranged ahead of time. Parents may need to stay. Small pets will need to have their cage with them.



Electronic Devices: Don't have your child bring cell phones, ipads, gaming devices etc. to Sandbox Tech or school.

These are not allowed. If they are school age children and have their devices during the day, during Sandbox Tech time they will keep their devices in their backpacks. If School Age children have electronics with them Sandbox Tech Child Care is not responsible or liable for any stolen or broken equipment.

Health and Safety: Nutritious foods and beverages are provided at snack times and lunch for the toddler and preschool children in our care. Our health guidelines and emergency phone numbers are posted clearly throughout our centre. The centre is cleaned and sanitized daily.

We have unannounced visits by our Dufferin Health Inspector and well as by our Ministry of Education. Health and safety is done internally and with the school board. Private playground (with equipment that meets the Canadian Safety Standards) Staff are trained when needed for CPR/AED/ Standard First Aid level C through STS Group, Health and Safety Environment Injury Management. We are trained to use EPIPEN, both twin and single EPIPEN training.

Children have the opportunity to relax and enjoy their day. Flexibility is very important and is based on the needs of the children and age group.

Behaviour Management:

Sandbox Tech has a Behaviour Management policy, which is posted in each of our rooms and on our parent board. Our policy has been discussed and signed yearly by all personnel and any students, teachers or volunteers. The policy outlines ways to handle situations through anticipation, problem solving and preventing the need for further interventions.

You will find one in our handbook online.

Fire Drills:

They are practiced with the children and staff monthly. We have a written procedure for fire drills that have been approved by our local Fire Department. Each staff member reviews these yearly and on going. Fire drills are posted in each room and fire extinguishers are checked monthly by us and yearly by a third party. We review them with the Fire Dept. when asked.

Tornado Drills/ Lock down:

These are practiced with the children 2 times a year. Sandbox Tech has a written procedure for tornado drills/lock down. Each staff member is familiar with this procedure and it is posted on our parent info board.

Celebrations and Fun Wacky Special Events:

We invite children to some of these special events. This is introducing spark new interests for the children to learn wonderful new ideas. All birthday, New Years, Chinese's New Year, Literacy evening, Crazy Hat Day, P J day, parent evening, Valentine's Day, Easter, Spring planting, Mud Day, New life, wonderful world of colours. Graduation, Africa, Summer, Fall, Mother's Day, Father's Day, Crazy Hair Day, Thanksgiving, Winter, Christmas, Ramadan, Going Bananas Day, Crazy Hat Day, whatever the children show interest in and are curious about will be recognized and supported in our daily activities. Celebrations that the children and parents wish to share with us are also welcomed. The event/ idea is always fun to learn something new as the children add to our programming their interests.

Physical Activities:

We support positive interactions with all our children. Providing both indoor and outdoor activities daily helps children to get exercise as well as active listening to staff and their peers as to what is happening and listening and sharing other people's thoughts and ideas. Though climbing, dancing, walks, pedalling, pushing, jumping, soccer, baseball, scavenger hunts games, rolling, our indoor circuit, and our obstacle courses both inside and outside. This encourages all children no matter what age to show their feelings, expression, choice and self-care.

Change Your Information:

Please advise in writing or come into our office of any changes in your address, cell or home numbers. Also medical information needs to be current, anything that needs to be up dated along with any work changes. If your child is going to be picked up by someone else, you must call and let us know in advance or bring a note in the morning to inform your child's caregiver of the change. Your child will not be released to walk home or be picked up by someone else unless we have your permission.

Accidents:

Accidents/incidents occur from time to time. Caregivers/teachers will complete an accident/incident report. This information will be shared with the parents and a signature will be needed from you at pick up time. In case of a serious injury, parents will be notified immediately. You may be asked to come and pick up your child or meet us at the hospital.

Parents and Grandparents Involvement:

We look forward to having parents and grandparents; participate in any of our programs. From storytelling, puppet shows, swimming, summer camp, joining the children in many activities, and share something special ie: wood working, gardening, help on trips, special celebrations, and any ideas that they may have. A recent vulnerable sector record check before hand is needed. We will provide a letter for this check to be completed.

Registration:

All forms must be filled in **completely before** your child starts. A copy of your child's immunization. Any allergies or special instructions (ie anaphylaxis) must be in writing and gone over with staff and our supervisor providing care for your child/ren. Two weeks notice is needed when withdrawing your child.

Subsidy:

Subsidy may be available to you. Contact the County of Dufferin to apply.

For more information about our program please call or visit our web site. www.sandboxtechchildcare.com



Welcome to Sandbox Tech Child Care. We hope that your child will have a happy, learning experience with us. We will do our best to help make your child comfortable. Our hours of operation are 7:00am-6:00pm, 5 days a week. Office

telephone number 519-938-5566. There is a registration fee of \$75.00 per family. (Non-refundable) Two weeks notice is required for withdrawing your child from our program. We are open 12 months a year. Our Montgomery Village location offers before and after school care, along with toddler and preschool programs. Our Island Lake Public School location offers only before and after school care from Sept-June. Island Lake families are welcome to join our March Break, P.D. Days and summer camp at the Montgomery location. Both before and after school locations operate from 7-9am before school and 3-6pm after school. We are closed for the following holidays.

Sandbox Tech Child Care Holiday 2025-2026

Labour Day	September 1, 2025 (stat day)
First day back	September 2, 2024 Before/After School Sept 3, 2025
Thanksgiving Day	October 13, 2024 (stat day)
Christmas Holidays	December 22, 2024 -January 5, 2025 (stats are 25, 26)
New Years	January 1, 2026 (stat day)
Family Day	February 16, 2026 (stat day)
Good Friday	April 3 2026 (stat day)
Easter Monday	April 6, 2026 No charge staff P.D. day
Victoria Day	May 18, 2026 (stat day)
Canada Day 🇨🇦	July 1, 2026 (stat day)
Civic Holiday	August 3, 2026 (stat day)
Mandatory Closure	August 24, 2026 - Sept 4, 2026 No charge for our closure Summer Camp Closure is August 17-Sept 7th
Labor Day	September 7, 2026 (stat day)
First day Back	September 8, 2026
Thanksgiving Day	October 12, 2026 (stat day)

You will pay for statutory holidays if it is a regular scheduled day for your child. There are no substitute days. You are responsible for all your child's days. Full day child care hours are between 7:00 a.m until 6:00 p.m. Call us if you are going to be late. There is a \$10.00 late pick up charge for every 10 minutes late. Late pick up is upsetting to your child and makes it an extra-long day for them. Late fees are paid directly to staff waiting with your child, in cash, at the time of pick up. Children must be picked up by their parents or the designated adult. Children will **NOT** be released to anyone who is not on the registration form. **We ask you to call us and confirm who is picking up your children regardless if they are on the registration form or not.** Your designated adult who is picking up will need to provide identification so we can be sure we release your child to the correct person.

Morning and afternoon snacks and lunches will be served daily, and are listed in our entrance, as well as in your child's classroom, on the Lillio app and in our kitchen. If you wish to have a copy please ask. When it is your child's birthday, if you like you may supply a **nut free** birthday cake, cup cakes, or think outside of the box, why not ice cream (Chapman's), popsicles or fruit tray, **again nut free**. Your child's birthday is a special day and we will celebrate it during the day. As you have just read, lunches and snacks are provided for our child care children daily, but if you have a fussy-eater and **lunch becomes a problem**, you will be asked to provide a nutritious lunch for your child and this will be at your cost. Our snacks and lunches are nutritious and follow Canada's Food Guide and are approved by our health department.

We are NUT AWARE! No nuts, tree nuts products etc. are to be brought into our building. If your child has had peanut butter or granola before coming into Sandbox Tech, please wash hands, face and brush their teeth before entering our building. Those simple steps will be lifesaving. - Thank you

No toleration for "bad" language, disrespect or unacceptable behaviour. Bullying is not tolerated.

We are a subsidized centre. If you need this service please call The County of Dufferin and ask to speak with someone in child care subsidy. (519) 941-6991

Please provide easy running shoes or slippers for indoor footwear. These must be worn at all times and kept in your child's cubby. **THIS IS A FIRE AND LICENSE REGULATION.** Fire drills are done monthly.

Outdoor play is scheduled every day. Please have your child dress appropriately for the weather. If it's cold outside we most likely are going outside. Rain, bring on the raincoats and boots. It's fun out there :). Please label all your child's clothing, and sippy cups. (Nemo Room).

All our toddlers will need at least 3 sets of clothing to change them into. We will need diapers, pull ups and wipes with your child's name on the packaging. We are happy to use which ever brand and style of diaper or pull up you would like. Speak to your child's teacher/caregiver regarding this.

Our preschool children will need 1 pair of clothes to change into if and when needed. If your preschool child is in "training" they will need not 1 pair but 2 or more changes of clothes. Again label all. Thank you

E-Transfers are the only form of payment we except. Please remember to put your **child's name** in your e transfers. 12 months = 12 e Transfers. First or second week of the month is when payments are due. Please in the transfers notes write in what the payment is for and your child's first and last name. We want to credit the right account. Tax receipts will be issued before the end of February. **You are responsible to pay for ALL your scheduled days including sick days, statutory holiday. Non-payment of fees will result in your child being dismissed from our program. All credits will be applied to your account. If you end up with a credit when you no longer need care a cheque will be written to you to issue you a refund.**

We love parents and grandparents involvement. Suggestions and ideas are welcome. Come in and read a story or make some play doh with the kids, or put on a puppet show. The children would love that. Please let staff or myself know if you have anything to share with the children.

If you have any concerns or questions about your child please set up a time during our hours to speak with Debbie. Sandbox Tech Child Care Ltd. and or any of our staff, or students, are not liable for any accidents or injuries and not responsible for lost or broken property.

We are a centre that is part of the Canada Wide Early Learning and Child Care Program (CWELCC). In the chart below you will see our reduced base fee. CWELCC funding is for children up to the age of 6 years old. If your child turns 6 in the months of Jan, Feb, Mar, Apr, May and June you will qualify for the funding until the end of June of that year. Once July 1 starts you will pay the full fee price. If your child turns 6 in July, August, Sept, Oct, Nov or Dec, they will receive that funding until the end of their birth month. If you have any questions about this please call the office and inquire. 519-938-5566

Any late fees or NSF fees are not a base fees for CWELCC these are NON BASE FEES and they have no reduction of cost on them to any child's account.

DAILY FEE SCHEDULE

Fee without CWELCC Funding

Full day child care 31 months and up in our Jiminy Cricket Room	\$22.00		\$48.00
Full day Toddlers age 15-31 months Nemo Room	\$22.00		\$50.00
Before School JK, SK and up to age 12	\$10.00		\$10.00
After School JK, SK and up to age 6	\$12.00		\$15.00
After School 6 years of age and up	\$15.00		

Before and After School JK, SK up to age 6 is	\$12.00 \$25.00		\$25.00
Before and After School 6 years of age and older			
Full day for JK to 6 years must bring lunch and snacks hours 7-6:00	\$18.90 \$40.00		\$40.00
Full day for 6 years of age and older			

Any late pick up fees or NSF fees, or any additional fees beyond the cost per day for your child(ren) are not a base fee for CWELCC these are NON BASE FEES and they have no reduction of cost on them to any child's account.

Sandbox Tech requires extended day and school age children to attend a minimum of 3 days a week. Our Toddler and Preschool programs only offer full time enrolment (5 days a week). Once again we are a subsidized centre. Subsidy is through the County of Dufferin.

Pick up and drop off: Please stay within your time frame for pick up and drop off. This is less confusing for your child. Please **park in the parking lot** provided for you when dropping off or picking up your child. **SLOW down in the parking lot. We don't need an accident to happen.**

Reminders: **LABEL** all clothing, shoes, boots, sweaters etc. All children need a spare sets of clothes left at our centre. Toddlers need to have 3 sets of spare clothes. When an article of clothing is used please replace it the next day. This way the child stays clean, dry, and warm. (We hope). School age children need clean indoor shoes left here labeled with your child's name on them also pack dry socks and put them in a labelled zip lock bag and replace when used.

Winter wear: Children need to have warm hats that cover their ears and mitts not the little thin gloves. Very frustrating for young children and staff. Thank you for your help.

Ask your caregiver what the children are interested in, in their classroom. This can change daily, weekly or monthly. Learning is ongoing. As it is related to their ideas, or theme, will help your child focus and learn more about it. No electronic games are to be brought in. No cell phones and no gum.

If your child has a "HIGH RISK Allergy" please let us know. We need more information have an Anaphylactic form for you to complete before your child can joins us. Once again we are "NUT AWARE".

We look forward to having your child with us. I hope that your child will enjoy the many activities, and learning adventures as they ask their questions and explore our wonderful world together.

Reminder: I cannot say this enough. **LABEL all your children's clothing and non-scuff indoor footwear please;**. Thank you for letting us share in the growth and development of your child.

Sincerely

519-938-5566

Deborah Launspach

The following outlines our policies regarding any weather or emergency closures.

Inclement Weather Policy:

Sandbox Tech's weather procedures are in place for our children in our care.

This includes our toddlers, preschoolers, extended day and before and after programs.

Reminder we will be open at 7:00am weather (roads permitting) If the roads are not easy to travel on safely we will be open a ½ hour later. This is for safety reasons. Best thing to do is call the centre (519) 938-5566. If there is no answer continue to call. We will communicate through Lillio ASAP if we will be closed that day and if so there is no charge for days of closure. If the schools are closed the entire centre is closed as well. Again a notice through Lillio will come through ASAP. If the busses are not running and schools are open we will be open for all programs. Thank you for your understanding.

No Hydro:

When opening staff arrive at our centre and it is cold and there is no hydro we will be closed for that day. The Parents will be notified ASAP through Lillio and or when entering the building that we are closed due to the loss of hydro. If for some reason the hydro goes out during the day, parents are notified via Lillio and our cell phones and asked to pick up their child. The centre/school gets cold quickly. We will not have any running water. Children must be picked up. A.S.A.P..

There is no charge for hydro interruptions for that day.

Never drop your child off and have them walk into any of our programs on their own, it is a requirement for all children to be walked into their program (yes even the oldest school ager). This way you know your child arrived safely and nothing happened between your vehicle and them arriving in our care. You never know what could be going on.

High Winds Tornado Watch

Extremely high winds mean we will not adventure outside at that time. Supervisor and or director will make the call. **Tornado Drills are practiced twice a year.**

KEEP YOUR EYE TO THE SKY

When winds die down outside play is suggested at that time. The safety and well-being of your children must be ensured and during severe weather conditions, their safety is our primary concern. If there is tornado concerns we need to gather the children's files and medications, if possible and be ready to move the children to our safe place.

Away from outside doors and glass.

Nemo's go to the Nemo's washroom, Squirts of into the staff washroom and Jiminy Cricket's to the Jiminy Cricket washroom. Extended Day children inside the school are to use the washroom or gym. School age children the washrooms closest to their classroom.

Monthly Fire Drills

Procedures are done monthly. All children are expected to wear clean footwear at all times.

These drills are unannounced. We must evacuate the building. This is for fire and other emergency situations that may arise.

Holidays:

Sandbox Tech Child Care is closed on all statutory holidays: They are as follows

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

Easter Monday, we are closed for our staff training. There is not charge for this day.

We are closed two weeks in the summer due to Upper Grand District School Boards shut down. Our centre has a deep clean at this time. Dates vary as we don't get confirmation of these dates until mid-February. Our summer camps do not run inside the school the last three weeks before school starts. For Christmas break each year we do a survey asking parents if they need care. Please look out for the survey.

Summer Care for Our Toddlers and Pre-school children.

If you withdraw your child for the summer and wish to secure a space for the following September, re-registration will be required including the payment of \$75.00 registration fee. If you wish to alter your child's days of care for the summer months, we cannot guarantee you child's regular spots for the school year. This is depended upon space availability.

Please note: Changes to your child's schedule requires two weeks written notice. Two weeks notice is needed when withdrawing your child as well.

Summer Camp Programs:

Sandbox Tech's summer camps fill up fast. When our survey comes out to you please complete the form and return it to us asap. Mark the days that you will need and return this form to your child/rens, JK/SK, school age caregiver. Once our camp programs are full they are full. First come first served.

Illness Policy for Sandbox Tech Child Care

To deal effectively with an ill child, follow these guidelines:

- * identify symptoms and communicate concerns with us as staff and as parents. We will record signs and symptoms.
- * Parents will be called if child has a high fever, vomits, diarrhea more than twice,

ear aches, headaches, pink eye, blisters (chicken pox) etc. If we cannot get in touch with the parents the child's emergency contact will be called.

* Parents must pick up their child, or make arrangements for their child to be picked up, ie: child's emergency contact ASAP. If you cannot pick your child up in less than an hour we will contact your emergency contact to come and pick your child up.

* We will follow parents' wishes as best as you can.

* We will ask parents to take their child to see a doctor if child has symptoms of an infectious illness or shows no improvement within 24 hours.

*Request a doctor's note, stating diagnosis and recommendations for the child's return to the centre if the illness is communicable.

*Record symptoms of ill health on the child's file if its ongoing.

*Report communicable disease to local health unit when appropriate.

Please let your caregiver know if your child is taking any medications, just in case there is a reaction, or mood changes, loose stools etc. This helps us understand what the problem might be. If your child is not well contact us? This helps us do our job by keeping our children healthy, centre clean and able to inform other parents of any contagious illness. Everyone likes a heads up!

Fever: A fever is defined as an axilla/armpit temperature of 38 degrees c or 100.4 degrees or higher. Parents should be contacted if the child has a fever of 100.6 or more. Your child can return once your child is fever free with no medication for 24 hours.

High fevers: Parents will be called and asked to pick up your child when they have a high fever. Some parents give their child some Advil or Children's Tylenol before coming to care. This usually lasts 3 to 4 hours. Then it wears off. Your child feels awful and you will need to come and pick up your child. A day at home is the best thing for your child and just might do the trick for your child's speedy recovery and to keep it from spreading to others.

If a child comes down with a fever while in our care parents are notified and asked to pick up their child as soon as possible.

Asthma: If your child has asthma we need you to fill out an additional form. Puffers will be given as directed on the puffer, blue and orange containers.

Bites: Human bites must be washed with soap and cool water. Cold compress is applied. We will document and have parents sign our form. Parents may receive a call.

Diarrhea, gastroenteritis(stomach flu)

If your child has 2 or more diarrheas in one day they will be asked to be picked up ASAP. Child needs to be excluded until the child is symptom free for 48 hours or after completion of medical help, ie: antibiotic therapy if they required medication. If your child displays diarrhea once returned they will be ask to be picked up ASAP. IF you child vomits while in our care they will be asked to be picked up ASAP and cannot return until they have not vomited for 48 hours.

Group A Streptococcus Children are at highest risk of infection within 2 weeks of having chicken pox. Can have toxic shock, fever, dizziness and tummy pain. Child will need to see the Dr. for an antibiotic. Child will need to be excluded from care for at least 48 hours of taking the antibiotic. This will depend on the child recovery. Each child is different.

Head Lice: Children are to be excluded from our program immediately. Parents are to have their child/ren picked up ASAP. Before returning to Sandbox Tech children MUST be treated, as well as the child's cloths, hats, coats, etc. are washed. If lice returns after treatment, you will be asked to remove your child and re treat. Before returning to us you need to have your child checked and cleared by either your doctor/nurse. Your local health department can also helpful. Child needs to be clear. WE ALL THANK YOU! All nymphs (baby lice) must be removed. Eggs that have been washed in the Lice treatment product should not hatch. If they do you will need to start all over again.

IF your child or a member of your family gets lice please let us know.

Tree Tea oil does NOT work. This is not a treatment. See your Doctor for help.

Hand -foot and mouth disease: Child can be in care as long as they are comfortable and able to participate fully in our program.

Heavy Colds and Bad Coughs: We ask that you keep your child at home for at least 24 hours. This will help your child rest and hopefully stop the spread in our centre.

If your child has a green runny nose with heavy green discharge or a cough but no fever, you will be asked to pick your child up. Good rule of thumb is would you like your healthy child sitting with a child that is sick?

Hepatitis A and B virus Child is excluding for 1 week after onset of the illness (unless all other children and staff have received preventive treatment.)

Fifth disease: Children may attend child care if the child is feeling well enough to take part in all our activities.

Impetigo: Child will not be able to return until there are on an appropriate antibiotic for at least 24 - 48 hours.

Chicken Pox: Your child/ren are to stay home until the spots are crusted over. This normally takes 3-5 days. The only way to stop the spread of this virus from person to person is to prevent infected people from sharing the same room, gym, dance or house. We ask parents to keep their child home until the pox is crusting over. Then the child can return but the pox need to be covered up.

Measles: This doesn't happen often. That said child cannot return to child/care until at least 4 days after onset of rash. Non-immune children and staff must be excluded for 2 weeks after the onset of rash.

Meningitis bacterial or enterovirus: Bacterial ~ Child must stay home for at least 48 hours of appropriate antibiotic therapy. Child needs to feel better and be able to follow our daily program. **Enterovirus** can stay in the child's saliva for a few days but can remain in the child's stool for 4 weeks after onset of illness. Child may need to stay home longer than 48 hours.

Mumps: If your child has mumps, he/she are not to return to Sandbox Tech until at least 9 days after the swollen glands first appear. If the case is mild

and if feeling well enough to take part in the activities the time could be shorter. Tell staff if your child or someone in your family has Mumps.

Pertussis (whooping cough) Cough can last up to 4 or 5 weeks. Child is excluded until 5 days of appropriate antibiotic treatment received. This is serious in young children.

Pink Eye: If your child has pink eye (yellow pus) or discharge he/she is not to return to our facility until after taking an antibiotic from your doctor for at least 24 - 48 hours. Very contagious!

Pinworm: If your child has ringworm/pinworm/, he/she should NOT return to our child care centre until 24 hours after treatment has started.

Ringworm: Is transmissible as long as rash is untreated and uncovered. Child will be removed from our centre until the first treatment has been applied.

Rosella: Your child may continue attending if your child is feeling well enough to take part in all our activities. If your child has Rosella please make sure you tell us. (Not very Infectious).

Rubella (German Measles) If your child has rubella/he/she is not to return until at least 6 days after the rash first appears.

Scabies: Child cannot return to the centre until 24 hours after the first treatment has been applied.

Common Sense: We ask parents to use common sense. We ask parents to keep children home when they are sick.

We ask parents to tell us if their child is on any medications/antibiotics or over the counter medications. Parents please let your caregiver know if your child is taking any medications, just in case there is a reaction, or mood changes, loose stools. Etc. This helps us understand what the problem might be. If your child is not well, contact your doctor, find out what your child has, ears, throat etc. Please notify us with the outcome.

Our staff get sick from the children that are sick. Staff need to stay home as well. If we have too many staff away we will need to close that room because of staff shortage due to illness. So please be honest with us as this affects everyone not just your child.

This helps us with our job by keeping our Centre, safe, clean and able to inform other parents of any contagious illness. Everyone likes a heads up!

Tip for parents:

When your child is ill and needs a prescription filled please ask the doctor to see if the dosage amount can be done twice daily as we do not administer non life saving medications. If they are unable to do that please know that a parent is always welcome to come in during the day to administer the medication to their child if needed.

There's no place like home when you're not feeling well.



Policy	Administration of Drugs and Medication Policy and Procedures
Date	January 4, 2019
Updated	September 1, 2025

Purpose

The purpose of this policy and the procedures outlined within is to provide clear direction for staff, students and volunteers to follow for administering drugs or medication to children at Sandbox Tech Child Care and for appropriate record-keeping.

Where the term drugs and/or medications is used in this policy, the term refers to any product with a drug identification number (DIN), with the exception of sunscreen, lotion, lip balm, bug spray, hand sanitizer and diaper cream that is not used for acute, symptomatic treatment.

For the purpose of this policy, drugs and medications fall into the following two categories, unless otherwise specified:

1. Prescription (intended for acute, symptomatic treatment)
2. Over-the-counter (intended for acute, symptomatic treatment)

The policy and procedures support children's health, safety and well-being by setting out measures to:

- Ensure children receive only those drugs or medications deemed necessary and appropriate by their parent/guardian and in accordance with this policy
- Reduce the potential for errors
- Ensure medications do not spoil due to improper storage
- Prevent accidental ingestion
- Administer emergency drugs and medications quickly when needed

- Safely administer drugs and medications according to established routines

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for the administration of drugs and medication in a child care centre.

Policy

Parental Authorization to Administer Medication

Parents/guardians shall:

- Take all reasonable measures to minimize the need to administer medication at the child care centre (for example: parents/guardians ask their physician to change dosage to two times per day instead of three, or administer Tylenol before drop-off in our care for pain management)
 - Complete the Authorization for Drug/Medication Administration form fully with all information required
 - Keep track of expiration dates and take home medication when it is complete or not needed anymore
 - Review Individualized Plans for a Child with Medical Need or Anaphylaxis annually or as requested
 - Provide materials and/or documentation required to meet the health needs of their child including but not limited to: a medical note, medications, medical identification, specialized equipment, etc.
 - Whenever possible, parents will be encouraged to administer drugs or medications to their children **at home** if this can be done without affecting the child's treatment schedule
 - Ensure written authorization for the administration of drugs or medications is completed by using the centre's Authorization for Drug/Medication Administration form **Drugs or medications can only be administered to a child where the parent/guardian has provided written authorization to do so by completing the Authorization for Drug/Medication Administration form**
 - The authorization must include a schedule that sets out times the drug or medication is to be given and the amounts to be administered
 - Where a drug or medication is to be administered to a child on an "as needed" basis (i.e. there is no specific schedule or time of day for administration), the Authorization for Drug/Medication Administration form must clearly indicate the situations under which the drug or medication is to be given as outlined by a physician, including observable symptoms. Examples may include:
 - 'when the child has a fever of 38.0 degrees Celsius' or 104 degrees Fahrenheit
 - 'when the child has a persistent cough and/or difficulty breathing for ___ minutes'
 - 'when red hives appear on the skin', etc.
 - Authorization for Drug/Medication Administration forms will be reviewed with parents/guardians **annually**, as requested or as changes happen to ensure the dosage continues to be accurate (e.g. based on the child's age or weight)
 - **Non-medicated** creams/products can be administered as long as they are not for acute (symptomatic) treatment. This can include but is not limited to: diaper cream, Vaseline, sunscreen, etc. Due to their longer-term daily usage, these products:
 - Must have an appropriate "blanket" written authorization for administration (e.g. completed on the centre's diaper cream and creams form, or sunscreen form)
 - Can be administered without a Medication Administration form
 - Do not require record-keeping
 - Can be administered by any program staff in that child's program - not just the designated Medication Staff
 - **Drug and Medication Requirements**
 - Effective September 2025, medications will only be accepted for children with life-threatening medical conditions, such as anaphylaxis, asthma, diabetes, seizure disorders, epilepsy, or any other condition deemed a Medical Need by the Director in consultation with parents or guardians. These are classified as prevalent medical conditions and may lead to serious medical incidents or emergencies. Children with such needs will require an Individualized Plan for a Child with Medical Needs or Anaphylaxis, which will be reviewed with staff and displayed within the centre.
 - In keeping with our existing medication policy, as of September 2025, Sandbox Tech Child Care will **not** accept inhalers for short-term or temporary use—such as those prescribed for symptom relief due to illness or viral infections. In such cases, similar to protocols for antibiotics, parents or guardians must administer the medication before or after the child's time at the centre. Alternatively, they may visit during the day to provide the medication. Inhalers will only be accepted if they are prescribed as part of a documented prevalent medical condition (e.g., asthma), and an Individualized Plan for a Child with Medical Needs will be required.
- All drugs and medications to be administered to children must meet the following requirements:
 - All drugs and medications must be stored in their original containers as supplied by a pharmacist, or their original packaging. Medications that have been removed from their original package or transferred into a different container will not be accepted or administered to children

- All drugs and medications/containers must be **clearly** labelled with:
 - The child's full name
 - The name of the drug or medication
 - The dosage of the drug or medication
 - Instructions for storage
 - Instructions for administration
 - The date of purchase of medication for prescription medications
 - The expiry date of the drug or medication if applicable
- The information provided on the Authorization for Drug/Medication Administration form must match with all of the requirements listed above
- Where information is missing on a drug or medication label and/or the written parental authorization does not match the label on the labelled container, the child care centre will **not** accept or administer the medication until the label and/or written authorization accurately contains all the required information
 - Over-the-counter epinephrine purchased for a specific child can be administered to a child with an Individualized Plan for a Child with Anaphylaxis and emergency procedures for an anaphylactic allergy as long as it is accompanied by a doctor's note and is clearly labeled with the child's name, the name of the drug or medication, the dosage, the date of expiration and the instructions for storage and administration
 - Drugs or medications purchased by staff, students and volunteers for their own personal use will be kept inaccessible (e.g. stored in the appropriate medication lock box versus left in a purse in the classroom) to children and will not be administered to children at any time, except where written parental authorization to administer has been obtained (e.g. hand sanitizer)

Drug and Medication Handling and Storage

All drugs or medications will be kept inaccessible to children at all times in a locked container or area (e.g. in a refrigerator, cabinet, cupboard or drawer). There are exceptions for emergency medications as outlined below:

- Emergency medications will never be locked up when the child is present and will be made easily accessible to all staff while being kept out of reach of children, including during outdoor play periods and off-premise activities
- Where a child has written permission to carry their emergency allergy or Asthma medication, precautions will be taken to ensure that these medications are not accessible to other children (e.g. in cubbies or backpacks that are unattended) - NEW as of July 25, 2024: Emergency medications will be carried on staff at all time in anticipation of the child's arrival, so that in the event the child is dropped off on the playground or on a journey, the staff has the medication immediately accessible. When it has been determined that the child will not be in attendance for the day (e.g., once Safe Arrival Checks are completed and we are made aware of the child's absence, etc.), staff will place the absent child's emergency medication in the appropriate locked container for storage as soon as possible.

In case of an emergency, all staff, students and volunteers will be made aware of the location of children's emergency medications at all times. Emergency medications will be brought on all field trips, evacuations and off-site activities.

Any topical products or drugs/medications in the first aid kit will **not** be used on children to clean or treat wounds. Children's cuts and wounds will be disinfected in accordance with local public health recommendations.

All drugs or medications for children will be stored in accordance with the instructions for storage on the label. Medication requiring refrigeration will be stored in the refrigerator in a locked container.

Where drugs or medications are past their expiry date, they will be returned to the parent of the child, where possible, and this will be documented on the Authorization for Drug/Medication Administration form. Any drugs or medications remaining after the treatment period will be returned to a parent/guardian of the child, where possible, and this will be documented on the Authorization for Drug/Medication Administration form. Where attempts have been made to return a drug or medication to a parent/guardian and they have not taken the medication home, the person in charge of drugs and medications will ensure that the efforts made to return the drug or medication have been documented in the appropriate daily written record (e.g. staff communication book), and the drug or medication will be returned to a pharmacist for proper disposal.

Drug and Medication Administration

Drugs or medications will be administered according to the instructions on the label and **only** with written parental authorization.

Designated persons in charge of medications will handle all drugs and medications to reduce the potential for errors, whether on or off the premises. Where the persons are absent, they will delegate this responsibility to another individual. The name of the individual who has been delegated and the duration of the delegation will be documented in the appropriate daily written record (i.e. staff communication book).

A drug or medication will only be administered from its original container as supplied by a pharmacist or its original packaging, and where the

container is clearly labeled as outlined under the Drug and Medication Requirements section of this policy. A drug or medication will only be administered using the appropriate dispenser (e.g. syringe, measuring spoon/cup, etc.).

To support the prompt administration of emergency medication:

- Emergency medications may be administered to a child by any person trained on the child's Individualized Plan at the child care centre and; Children will be allowed to carry their own Asthma or emergency medication in accordance with this policy, the drug and medication administration procedures, and the child's Individualized Plan, where applicable

Drugs or medications that are expired (including epinephrine) will not be administered at any time.

Record-Keeping

Records of drug or medication administration will be completed using the Record of Drug/Medication Administration form every time drugs or medications are administered. Completed records will be kept in the child's file.

Where a child's Authorization for Drug/Medication Administration form includes a schedule setting out specific times to administer the medication and the child is absent on a day medication would have been administered, the child's absence will be documented on the Record of Drug/Medication Administration form to account for all days during the treatment period (excluding weekends, holidays and planned closures). If a dose is missed or given late, reasons will be documented on the Record of Drug/Medication Administration form and a parent will be notified as soon as possible as it may impact the treatment schedule or the child's health.

Where a drug or medication is administered "as needed" to treat specific symptoms outlined in a child's:

- Authorization for Drug/Medication Administration form or
- Individualized Plan or emergency procedures for an anaphylactic allergy, the administration and the reason for administering will be documented in the appropriate daily written record (e.g. staff communication book) and in the child's symptoms of illness record. A parent/guardian of the child will be notified.

Confidentiality

Information about a child's medical needs will be treated confidentially and every effort will be made to protect the privacy of the child, except when information must be disclosed for the purpose of implementing the procedures in this policy and for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

Sandbox Tech's Behaviour Management Policy

Revised October 2016

It is the policy of Sandbox Tech Child Care to use Behaviour Management techniques which will ensure the development growth and safety of all the children. The aim of behaviour management is a conscious effort to guide the children in learning appropriate behaviour. A high quality program which teaches the children to interactive with close at hand guidance to help the children learn to use their words and to help them understand social skills as they develop and grow. Having a developmental program that meets the needs of each child should by and large eliminate inappropriate behaviour.

A. PERMITTED METHODS OF DISCIPLINE

Methods of discipline used here at Sandbox Tech, are in graduated steps and are used to best suit the individual situation involving the child. The behaviour management techniques listed below must be implemented with consistency to ensure the children's safety while respecting each child's individuality.

- a) **Resolve/Reason:** By using a **calm and gentle voice**, explain in simple language the inappropriateness of the behaviour displayed, to the child.
- b) **Redirect:** If the behaviour continues, the staff shall redirect the child to a alternative activity.
- c) **Positive Reinforcement:** Is an effective behaviour management approach which uses praise as the technique to ensure safe and acceptable behaviour.

d) **Remove:** If the behaviour continues, the child may be removed from the situation for a short supervised period. As soon as the child and staff think that the child is ready to return, he/she will re-join the children. If the child begins to use unacceptable behaviour again, the staff will remove the child from the situation once again and maybe follow the caregiver around by their side for a certain period of time. Child/children, may be placed near the other children so as that child can watch and see how to play and interact, to manage etc. in a nice manner. If this doesn't work that child can sit quietly in the room. Staff can offer a book, puzzle etc. again watching other children, play and make right choices. This is for a short period of time. This time may be increased if the behaviour continues. The parents of the child/children will be told of the event if it continues. Have a meeting with child's parents to work out a plan of action and dig deeper into the situation. Working together is always good. Maybe DCAFS iCAN program gets involved to access the child, the family and us.

e) **Natural Consequences:** Is explaining to the child or children that for every action there is a reaction. Children have choices to make and are to learn to make the right choice. We hope that the child will learn this by having the consequences fit the crime. i.e.: If a child is continually throwing the blocks the child **will not** play with that activity for a period of time.

B. Prohibited Methods of Discipline

This **does not permit** the following forms of discipline:

1. Corporal punishment:
 - a) Striking a child, directly or with any physical object,
 - b) Shaking, shoving spanking or other forms of aggressive physical contact;
 - c) Requiring or forcing a child to repeat physical movement's example: giving the child allotted time to do push-ups, or stand in a corner.
2. Using verbally harsh, humiliating, belittling, screaming, threatening the child and degrading tones/or words of any form.
3. Deprivation of a child's basic needs including food, shelter, clothing or bedding.
4. Lock or permit to be locked for the purpose of confining of a child, the exits of the child care centre,(unless the child is a runner) Bolt lock can be used on our front door.
5. Use a locked or lock able room or structure to confine a child who has been withdrawn from the other children. (Plastic door knobs on classroom doors.)
6. Depriving a child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding.
7. Inflecting any bodily harm on children including making children eat or drink against their will.
8. Children are not to be on a time out chair. Unless in extreme circumstances and for the child's or other children's safety.

II. Contravention of Behaviour Management Practices

A. If any contravention of the above mentioned prohibited methods of discipline are observed and/or reported the staff member(s) and any person providing care to the children of will receive disciplinary action up to and including immediate dismissal.

B. 1. It is the staff member's responsibility to adhere to Sandbox Tech's Child Care's Behaviour Management and Policies and Procedures.

2. The Behaviour Management Policies and Procedures will be reviewed with each staff member before they begin their employment and yearly after that as well as any person who will be providing care to the children at Sandbox Tech Child Care.

If any observations or reports of any contravention to Sandbox Tech's Behaviour Management Policies and Procedures occur this will result in the following:

Verbal Warning: A discussion between the director and staff involved will take place. A notation of the verbal warning is documented in the staff's personal file.

Written Warning: A discussion between director and staff involved will take place concerning the second contravention. Documentation of the written warning will be signed by the staff member(s) acknowledging receipt of the document and then fill in the staff's personal file. If staff member refuses to sign it will be documented that they refused to sign such document.

If a third contravention occurs the staff member(s) will be notified as soon as possible of their dismissal.

DISCIPLINE PROCEDURES WILL BE FOLLOWED AS OUTLINED IN ARTICLE 12*

Disciplinary procedures will be followed: up to and including dismissal, if the following occur:

1. Lack of supervision, diversion of attention for frequent or extended periods of time, leaving the children unattended at all;
2. Lack of supervision, in which the result is a lost or missing child.
3. The use of inappropriate language in or around the children.
4. Not following our programs policies and procedures.
5. Lack of being a positive team player.

It is Sandbox Tech Child Care's policy that each staff member and any person providing care to the children has read, and fully understands Sandbox Tech's Child Care's Behaviour Management Policies and Procedures. You will in true agree to abide by its practices and guidelines. It is understood that failure to do so can result in dismissal.

MONITORING OF BEHAVIOUR MANAGEMENT PRACTICES

According to the CCEYA it is a requirement to monitor Behaviour Management practices of each staff member(s) and any person providing care to the children at Sandbox Tech Child Care. Monitoring Behaviour Management practices are done on a daily basis by each staff member as a team. Any incident observed and/or reported will be discussed with the staff member(s) in question as soon as possible and documented. The Management of Sandbox Tech will be responsible for ensuring that all staff and any person providing care to the children of the centre, comply with the Behaviour Management Policies and Procedures. Management will be able to accomplish this on an ongoing basis by spending time working with staff in the classroom. Monitoring behaviour management practices will be reviewed with each staff member by management or supervisor once a year and on going if and when need be. The review session will take place in a private area at that time, or when no one is around in a quite space when time permits. No smoking in or on the property, or on trips with children of Sandbox Tech. No profanity is ever to be used in or on the property, or on trips with the children. Words like stupid, shut up, sh sh sh , my god, idiot, dummy are not to be used. Very degrading to anyone.

Sandbox Tech has updated the Behaviour Management and Policy and Procedure as of October 2016 for the Ministry of Education. Reminder no personnel information is given out. Each person's info is private and confidential. This includes all the children information as well as our staff. This has been reviewed with me and I have read and understand the Behaviour Management Policy and Procedures.

Prohibited practices

48. (1) No licensee shall permit, with respect to a child receiving child care at a child care centre it operates or at a premises where it oversees the provision of child care,

(a) corporal punishment of the child;

(b) physical restraint of the child, such as confining the child to a high chair, booster seat, 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;

- (c) 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 licensee's emergency management policies and procedures;
- (d) 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;
- (e) depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
- (f) inflicting any bodily harm on children including making children eat or drink against their will. O. Reg. 137/15, s. 48; O. Reg. 126/16, s. 34.

Sandbox Tech Child Care Sanitary Practices

Children are encouraged to wash their own face and hands with a washcloth/paper towel. Help the children wash up when needed. **Children are to be kept clean and not walking around with dirty faces, or going outside as such.**

Wash your hands after you have helped the children in the washroom. Use paper towel to shut off the taps. Wash your hands before handling food, and drinks. Remember not to touch your clothing or hair after washing to prepare food and drinks.

Laundry: After wash cloths and sheets, have been used they go into the laundry bin. Wash your hands with warm soapy water. Dry your hands after. Laundry will be done daily as needed. Sheets for each room will be washed weekly and or when needed (vomit, accidents, illness etc). All laundry should be washed and dried by the end of the day.

Washrooms: Check washrooms and wipe down, toilet leavers, and toilet seats. Check after snack, lunch or naptime - outside time daily. The washroom floor will need to be mopped from accidents the children may have. Step stools are to be picked up off the floor at the end of each day. Stools need to be washed in the classroom sink weekly.

Chairs: will be wiped down daily and are to be stacked up on the tables at the end of our day. Not before 5:30. Keep clean.

Dispose of diapers: Pull ups/diapers go in a plastic bag, tie it up and place it in the garbage in the washroom (classroom garbage with lid for Squirt room). If really smelly take that one diaper and place it in the dumpster outside.

Nemo and Squirt Room Change table to be disinfected after each child has been changed. White cloth's to be used (once) FOR UNDER EACH CHILD when using the change table.

All children wash their hands in the washroom sink under running water, before snacks and lunch. Children must wash their hands after using the washroom, in the washroom using soap and under running water. NO toys in the washrooms. The children are to wash their hands in the classroom sink, after painting, making a craft, petting/ holding any animals (if animals come in for a visit they need to be under 1 year and up to date with their vaccines), blowing their nose, sneezed, or coughed. If the washroom sinks have a line up, remember to use your classroom sink. Staff will need to help.

Equipment and Furnishings: Wash and disinfect all toys weekly. Nemo, Squirt and Jiminy Crickets rooms daily, on going. (Dishwasher might be of help). Closing Duties sheet must be completed every day and cleaning rotation on it must be followed to the best of our ability. Leave a little note to remind the custodian that we need paper towels, soap and toilet paper before they run out. A note can be on a paper towel and left in a visible place in your room.

Wipe tables, counters etc, before preparing or serving foods using the spray bottle with bleach and water. Wipe table before all snacks, lunch or any food preparation. Wipe down shelves weekly. Clean the chairs often. Clean cutlery tray monthly. Fridge/stove daily. (As needed.)

When not using the dishwasher. Use hot soapy water for the dishes, then rinse/rinse again in the 3rd sink with bleach water. (8 cap fulls of bleach in the last rinse water). Air dry dishes, before putting them away. (Or use a towel that

you took out of the drawer and dry them.)

End of day: wash draining boards, cutting boards, with bleach, and hot soapy water, rinse with water, air dry. Then put away. All kitchen sinks (4 of them) need cleaning with comet at the end of each day.

No Food left out. Left over lunches/snacks stored in fridge or disposed.

Floors are to be mopped and vacuumed daily by custodians. We do the sweeping. On going.

Clean: spills, sick etc. as soon as possible. Windows are to be cleaned often by our custodians. Empty garbage, is to be done daily by the custodians. Custodians, dispose of plastic recycling weekly. Clean sinks and counter tops near the end of the day. NO Water sitting in any sinks or water play table over night. When closing make sure all footwear is up and off the floor and the cubby area is neat and tidy.

Conflict Resolution Policy

With the change of the serious occurrence changes the Ministry of Education is no longer requiring licensees to report any complaints unless they pertain to serious occurrence.

Effective August 29, 2016, the Ministry of Education will require licensees to have a conflict resolution policy in place to support open discussions between licensed child care providers and parents through a fair and transparent process. This new requirement is intended to set out clear and consistent standards for licensed child care providers to ensure issues and concerns are addressed in a timely and transparent manner. This is not intended to replace requirements ministry processes related to reporting serious occurrences, but rather support communication and positive relationships between licensees and parents.

So our open door policy is welcome for all parents, staff, children and anyone from the public who is welcome to come in. If any person has any concerns of a child's safety or has witnessed something that may be inappropriate they are always welcome to come in and disclose any information they feel. Once a complaint has been made Sandbox Tech Child Care will implement a course of action to prevent the incident from happening again. Whether it is speaking directly with the persons involved, having a written procedure put into place and followed.

Any concerns can be directed to our director and or supervisor, and will be kept confidential if the person chooses so.

Parent Issues and Concerns Policy and Procedures

Name of Child Care Centre: Sandbox Tech Child Care

Date Policy and Procedures Established: September 1, 2017

Date Policy and Procedures Updated: October 10, 2017

Purpose

The purpose of this policy is to provide a transparent process for parents/guardians, the child care licensee and staff to use when parents/guardians bring forward issues/concerns.

Definitions

Licensee: The individual or agency licensed by the Ministry of Education responsible for the operation and management of each child care centre it operates (i.e. the operator).

Supervisor: The Supervisor is responsible for overseeing program planning, working effectively with staff, working with families and children, connecting with the community, mentoring students and administrative responsibilities related to the day to day

operation of the Child Care Centre.

Staff: Individual employed by the licensee (e.g. program room staff).

Parent/Guardians: the care givers of the child.

Policy

General

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 the operator, supervisor and all staff involved at Sandbox Tech Child Care, and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents/guardians within one week or 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 a Children's Aid Society).

Conduct

Our centre maintains high standards for positive interaction, communication and role-modelling 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.

Concerns about the Suspected Abuse or Neglect of a child

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.

If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the [local Children's Aid Society](#) (CAS) directly.

Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the Child and Family Services Act.

For more information, visit <http://www.children.gov.on.ca/htdocs/English/childrensaidthereportingabuse/index.aspx>

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
Program Room-Related E.g: schedule, sleep	Raise the issue or concern to - the classroom staff directly or - the supervisor	- Address the issue/concern at the time it is raised or - arrange for a meeting with the

arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.	or licensee.	parent/guardian within one week or 5 business days. Document the issues/concerns in detail. Documentation should include: - the date and time the issue/concern was received; - the name of the person who received the issue/concern;
General, Centre- or Operations-Related E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc.	Raise the issue or concern to - the supervisor or licensee.	- the name of the person reporting the issue/concern; - the details of the issue/concern; and - any 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 appropriate person if the person being notified is unable to address the matter.
Staff-, Duty parent-, Supervisor-, and/or Licensee-Related	Raise the issue or concern to - the individual directly or - the supervisor or licensee. All issues or concerns about the conduct of staff, duty parents, etc. that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.	Ensure the investigation of the issue/concern is initiated by the appropriate party within [insert number] business days or as soon as reasonably possible thereafter. Document reasons for delays in writing. Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.

Student- / Volunteer- r-Related	Raise the issue or concern to - the staff responsible for supervising the volunteer or student or - the supervisor and/or licensee. - All issues or concerns about the conduct of students and/or volunteers that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.
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Escalation of Issues or Concerns: Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to the operator or supervisor of Sandbox Tech Child Care.

Issues/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/concerns may also be reported to other relevant regulatory bodies (e.g. local public health department, police department, Ministry of Environment, Ministry of Labour, fire department, College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers etc.) where appropriate.

Contacts:[Deborah Launspach - operator or Robin Cornelius - supervisor (519)938-5566,

Public Health 1-800-265-7293

Dufferin Child and Family Services (519) 941-1530

Orangeville Police Services - (519) 941-2522

Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or childcare_ontario@ontario.ca

College of Early Childhood Educators - 1-888-961-8558

Regulatory Requirements: Ontario Regulation 137/15

Parent issues and concerns

45.1 Every licensee shall ensure that there are written policies and procedures that set out how parents' issues and concerns will be addressed, including details regarding,

- (a) the steps for parents to follow when they have an issue or concern to bring forward to the licensee;
- (b) the steps to be followed by a licensee and its employees in responding to an issue or concern brought forward by a parent; and
- (c) when an initial response to the issue or concern will be provided. O. Reg. 126/16, s. 31.

Parent handbook

45. (1) Every licensee shall have a parent handbook for each child care centre or home child care agency it operates which shall include,

- (a.2) a copy of the licensee's policies and procedures required under section 45.1 regarding how parents' issues and

concerns will be addressed;

Intent

This provision is intended to provide licensees and parents with a clear and transparent procedure to follow when a parent has brought forward an issue or concern they wish to have addressed by the licensee.

Emergency Management Statement

This is to inform all parents and families that in case there is ever an emergency at Sandbox Tech Child Care that we do have policies and procedures set out to keep your child(ren) safe at all times to the best of our abilities.

Our policy and procedures outline that no families will be contacted during an emergency UNTIL we are in our final destination of evacuation. We do not contact families until this time so that if we end up moving locations to further our safety parents do not have any wrong information. We also do this so we can let you know that we are safely at whichever location we are at and that you can come and pick your child up at that location when you can. Not to rush and to drive safely. Otherwise parents will panic and the last situation we need is panicked parents in a car accident coming to rush to pick up their child. If you hear of an emergency in the area you are welcome to contact the centre. IF we don't answer please know we have your child's interest and safety at heart and we will contact ASAP.

Thank you

Parental Consent for Photograph and Film



1. I hereby consent to have my child/ren photographed or filmed and used for the purpose of display and or public awareness of Sandbox Tech Child Care. (Local Paper)
2. From time to time we have students taking courses for their E. C. E. that may want a picture of your child for their studies. These photos will be used only for that student to share with their teacher dealing with their course of study. After the use of that picture all will be destroyed. All students will ask for your permission before hand.
3. I will be told of the use of any photographs. No monies have been promised to me or any members of my family for the release of any photos or filming of my child.

Child's name in full date parent/guardian signature

No Cell phones, I pads or any other electronic devises

If your child must get ahold of a parent for an emergency situation our staff will be the one's calling. Extended day and before and after school room have their own cell phone. We have a many number and the schools also have a number if we need to be reached or message left.

Parental Consent for Field Trips and Walking Trips around Our Centre and other Trips Outside of Town I hereby give my consent to have my child/ren leave Sandbox Tech Child Care from time to time for an excursion to places of interest, planned as part of our program. Supervision will be provided by our staff.

Bus Trips: I will be informed in advance via newsletter, postings and verbally by staff of any trips, where bussing is needed plus, where and when my child will be going beforehand. These trips are posted on your child's classroom doorway.

School Age Children that misbehave on trips: disrespect, to property, persons involved with our children, our staff, the bus, the bus driver, regarding our trip will be sent home by taxi. The cost will for the taxi will be the

parents responsibility. A call to parents will be made letting them know about the situation. If the parent is close they may choose to pick up their child from trip location at that time.

Inside footwear Children need clean indoor footwear at all times. No winter boots in any classrooms.

Outside footwear Needs to be closed toed if playing on any climbers.

West End location: Trip info will be posted on or door frames as well as our front door beforehand. In the event of an accident or injury, Sandbox Tech Child Care Ltd. and all staff members are hereby released from any liability. I have read and understand all the above.

Sandbox Tech Child Care's Before & After School & Extended Care Programs

Sandbox Tech Child Care is a licensed child care centre. We hope to help with your family's needs. Our Before school hours are 7:00 - 8:50 a.m. . After school hours are 3:10 - 6:00 p.m..

We offer Early Dismissal, P.A. Days, Spring Break and Summer Camp Programs at our West End ChildCare Location. Please let us know if you need these services. If the need is there at Island Lake we could open these days at that location. Our goal is to optimal development of the whole child. The child's interests: cognitive, social-emotional, problem solving, language/literacy, physical and to use their wonderful imagination though creatively and play.

YOU ARE RESPONSIBLE TO PAY FOR ALL YOUR CHILDREN'S DAYS!!



Some activities:

Children are given a wide range of activities to choose from. This activities may be child directed

Problem solving

Puzzles and games.

Art centre (arts and crafts)

Music

Table for writing and language

Reading time

Social time

Table for play-doh/goop etc

Blocks and board games, Lego

Building, creating using good old mother nature. Using rocks, dirt, weeds, sticks. etc.

Some time for homework for the older children given from their school. Requested by parents.

Computer time if location has a computer.

We work together with the Alder Rec. Centre for swimming lessons. West End location

Hip Hop/Jazz Dance, Taekwondo might be an option.

(Extra charges will apply.) Payment goes to the proper organization.

Children have outdoor activities each day. Weather permitting

Use of playground equipment Must be passed by a 3 party safety approved company through the board. Touch football soccer, four square, nature walks, pond studies.

Scavenger hunts, Geo caching, from time to time we may have Special visitors

Nutritional snacks daily to be provided by parents.

Children must be at least 4 J.K. and S.K., 5 years of age and not older than 12.

Spaces are limited.

All children must wear clean non-marking indoor running shoes, and are to be left in your child's space provided for him/her. Put your child's name of them.

There will be zero tolerance for bad language, bullying and unacceptable behaviour. We must all foster respect for all, the children, the staff, the building and its property.

PACKING LUNCHES AND KEEPING THEM SAFE



Healthy Snacks | Safe Handling Practices | Canada's Food Guide

Canada's Food Guide

The Canadian Food Guide has the following serving guidelines for a balanced diet for children aged 4-12

- 5 Servings of Vegetables and Fruit
- 4 Servings of grain products
- 2 Servings of milk and alternatives
- 1 Serving of meat and alternatives

Smart Snacking Ideas

- Veggie sticks
- Fruit
- Yogurt
- Dried Fruit
- Whole grain crackers
- Hard boiled eggs
- Cheese
- Whole Grain Cereal
- Hummus
- 100% Fruit Juice
- Popcorn

Simple Lunch Ideas

- Pasta/Rice/beans
- tortillas or flatbread
- soup
- Tuna or salmon wrap or with crackers
- Breakfast for lunch simply put hot cereal with frozen berries in a thermos



Packing lunches for big school can be quite the task at times. Here are some quick tips and meal ideas that can save you some prep time and basic guidelines on keeping the wonderful lunches you prepare safe for your little treasures to enjoy. :)

Young children are at an increased risk of food poisoning from harmful bacteria here are some tips to help keep everyone healthy:

- ✓ Perishable foods must be stored properly, if left at room temperature for more than 2 hours temps reach "danger zone" and bacteria multiply quickly
- ✓ Keep hot foods hotly using an insulated container. It's a good idea to let it sit with hot water for a few minutes before filling
- ✓ Use ice packs or frozen juice boxes/water bottles to keep food cool. You should use at least two ice sources
- ✓ Keep lunch refrigerated overnight
- ✓ Don't cross contaminate food in the kitchen
- ✓ Throw out any perishable food at the end of the day
- ✓ Clean bags thoroughly with soap and water nightly

Label all containers with your child's name.



1 Phot

Child Care Centre Supervision of Students and Volunteers Policy

Name of Child Care Centre: Sandbox Tech Child Care Ltd.

Date Policy and Procedures Established: May 18, 2018

Date Policy and Procedures Updated: May 18, 2018

Policy

General

- Students and volunteers will always be supervised by an employee and will never be permitted to be alone with any child or group of children who receive child care.

Roles and Responsibilities of the Licensee and Supervising Employees

- to guide and support the student or volunteer in their role within the centre
- to answer and questions or concerns the student or volunteer may have
- to show them our daily routines and expectations
- to show them around the centre before they begin
- to show them where resources are
- to make sure all required policies and procedures are signed and up to date
- to make sure the student and volunteer is aware of all allergies and medical needs
- to make sure the student and volunteer be aware of any individual support plans and individual medical support plans

Roles and Responsibilities of Volunteers and Students

- Read and sign behaviour management policy and procedures before working in a classroom with the children.
- Students and volunteers need to supply us with a copy of the insurance from their school before starting at Sandbox Tech Child Care Ltd.
- Criminal reference checks are needed for all volunteers and students working with our children before students are placed in one of our rooms working with the children.
- Our anaphylaxis and emergency procedures are reviewed by the students and volunteers who provide care to our children. This is done before providing care for our children and is done yearly.
- No child is supervised by any one person less than 18 years of age.
- Only employees will have direct unsupervised access to the children and their files.
- Students and volunteers are not to be left unsupervised with any of our children at any given time.
- Students and volunteers are to read our Serious Occurrence before working on the floor.

- Students and volunteers are expected to comply with the policies and procedures outlined at Sandbox Tech.
- Students and volunteers are not counted in the staff ratio.
- Student and volunteers are to be helpful, at all times in the classrooms, and cubbie area. IE sweeping floors, dishes, tidying cubbies, washing tables, chairs, washrooms, reading stories to children. Engaging in play and setting this up with the teachers.

Regulatory Requirements: Ontario Regulation 137/15

Supervision of volunteers and students

11.1 (1) Every licensee shall ensure that every volunteer or student at a child care centre it operates or at a premises where it oversees the provision of home child care is supervised by an employee or home child care provider at all times and is not permitted to be alone with any child who receives child care at the child care centre or home child care premises.

(2) Every licensee shall ensure that there are written policies and procedures regarding volunteers and students that set out, at a minimum,

- (a) the requirement described in subsection (1);
- (b) the roles and responsibilities of the licensee and supervising employees; and
- (c) the roles and responsibilities of volunteers and students.

Wait List Policy

Sandbox Tech Child Care Ltd. will maintain a wait list for any children wishing to enrol at Sandbox Tech Child Care when there are currently no spaces available to the family. We do service families that are already enrolled in the centre first and then go to the waitlist. There has never been and never will be a fee to be on the wait list. The order of admission into the centre from the wait list is based on the family needs (age group), availability and they will be selected in an order of when the family was placed on the wait list. A phone call will be made to the family, if no answer then a message will be left with the information of availability and to please call back within a week to inform us whether or not they still require the care. A follow up phone call will be made within that week. The families will be given a grace period of 1.5 weeks before we contact the next on the wait list.

The wait list is kept in the kitchen at the centre it is available to the staff at all times. It is kept in a drawer so the contact information kept is in a safe and confidential place.

The wait list will be kept up to date, colour coded and easy for staff to be able to read and inform families that are inquiring what position they are on the wait list. If a family calls to inquire where on the list they are at the only information shared will be the number they are on the list and not who else is on the list.

"This section requires the licensee to develop written policies that set out how the program statement will be implemented. These policies sets out how the approaches communicated in the program statement will be put into practice by the licensee and are referred to in licensing documents as the Program Statement Implementation Policy. The Program Statement Implementation Policy must also set out the list of prohibited practices identified in section 48 of Ontario Regulation 137/15 and the measures that will be used to deal with any contraventions of the policy or commission of the prohibited practices." Child Care Centre

Licensing Manual

"Section 48 of Ontario Regulation 137/15

Corporal punishment

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 confinement occurs during an emergency and is required as part of the licensee's 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; or Inflecting any bodily harm on children including making children eat or drink against their will."

All staff, students and volunteers will annually read and review our Program Statement. Along with any changes that may occur review will happen at that time as well. The program statement reflects on the children as being viewed as competent, capable, curious and rich in potential. It describes goals that guide the licensee's program for children at Sandbox Tech Child Care. Through our monthly contravention check list this will allowing for staff, students and volunteers to be monitored in the classroom implementing the program statement and prohibited practices.

If any contravention of the above mentioned prohibited methods of discipline are observed and/or reported the staff member(s) and any person providing care to the children of will receive disciplinary action up to and including immediate dismissal.

Sandbox Tech Child Care Ltd. Program Statement

Sandbox Tech Child Care follows the Child Care and Early Years Act 2014. We meet the qualifications and requirements of ministry of Education. The Ontario Regulation 137/15 states that "46 1. Every licensee shall have a program statement that is consistent with the Minister's policy statement on programming and pedagogy issued under subsection 55 (3) of the Act and shall review the program statement at least annually for this purpose."

Our program allows for each child to grow and develop at their own pace. Following the child's lead and providing each child with materials needed for their explorations and curiosity. Allowing each child to see themselves as capable, competent, curious and rich in potential.

(Belonging, Engagement, Expression and Well-Being)

Our goals and implementations are as follows;

46 a) promotes the health, safety, nutrition and well-being of the children;

Goal: Our goal is to inform, educate, and encourage families about health, safety, nutrition and well-being

* we provide nutritional snacks and meals following Canada's Food Guide. Nutritional snacks are provided at the child care centre. Before and after school children are to provide their own nutritional snacks

* stay within ratio at all times

* we supervise the children at all times

* make sure that all the needs of the children are met i.e.: social, emotional, cognitive, physical, language, communication

* encouraging them to explore healthy options

* informing the children through play the importance of following rules to keep us all safe

* promote hand washing and cleanliness

b) support positive and responsive interactions among the children, parents, child care givers and staff;

Goal: Our goal is to create an environment that is positive with open communication.

- * using positive words, encouraging conversations
- * open communication with parents; newsletters, emails, open door policy
- * providing a healthy child care environment
- * positive role modelling for staff, children and parents
- * following through with positive reinforcement
- * encouraging children to include everyone as often as possible
- * positive attitude to staff and children
- * continue to grow as a whole between staff members and providing a positive attitude for the children

c) encourage the children to interact and communicate in a positive way and support their ability to self-regulate;

Goal: Our goal is to create positive and healthy relationships amongst the children.

- * have the children use their words with peers and then ask for help
- * praise child(ren) for their ability to self-regulate
- * positive attitude recognition
- * body break time (visual chart to calm down and relax)
- * visual daily schedule

d) foster the children's exploration, play and inquiry;

Goal: our goal is to provide and support the children time as they need to further explore their interests.

- * child directed inquiries
- * provide provocations
- * researching and collaborating on inquiries
- * small groups daily

e) provide child initiated and adult-supported experiences;

Goal: Our goal is to help the child to extend on their own initiated activities.

- * independent art shelf
- * open ended activities and materials made available to explore and experiment daily
- * sensory materials

f) plan for and create positive learning environments and experiences in which each child's learning and development will be supported;

Goal: Our goal is to create healthy relationships and new learning experiences to help in the growth of each individual child.

- * age appropriate activities to foster success to the individual child and their skills
- * keep learning interests by introducing different materials, keeping the child curious
- * sensory and adding materials and interests of the child(ren)
- * using positive language; encouragement and engaging

g) incorporate indoor and outdoor play as well as active play, rest and quiet time into the day, and give consideration to the individual needs of the children receiving care;

Goal: our goal is to meet the need of the whole child indoors and outdoors

Indoor:

- * circle time, story, songs, games, music books, table activities, inclement weather circuit, sleep, quiet book on bed when not resting, quiet table activities for when the other children are sleeping and those who are not can play at tables

Outdoor:

- * gross motor skills: riding bikes, climbing, running, jumping, hula hoops, walking buckets, playing in sandbox, hand and eye coordination shovels pails, bubbles, blocks, chalk and added toys as needed depending on interest and children's needs

h) foster the engagement of and ongoing communication with parents about the program and their child(ren);

Goal: Our goal is to create open relationships with families so they feel comfortable to speak to any of our staff

- * emails (picture of child(ren) of doing daily activities)
 - * posters; for upcoming events (PJ party, trips, parent night etc)
 - * bulletin board displays; observations, pictures, communication
 - * special events; language and literacy night, parents nights, art gala, graduation, teddy bears picnic, special visitors.
- The mentioned can happen during regular hours of operation and after hours as well.
- * positive communication between staff and parent during drop off and pick up time

* Hi Mama/Lillio

* documentation will include Learning stories, hi mama/Lillio and updated responsive plans and boards.

i) involve local community partners and allow these partners to support the children, their families and staff;

Goal: our goal is to support our community by being an active community member and to use our community resources when possible/needed.

* we visit, local establishments like; Downeys Farm, Twisters, Swimming at Alder Recreation Centre, Theatre, Vets, Police Department, Library, Fendley Park, Caledon East Park (Teddy Bears Picnic), Science Centre, African Lion Safari, we support The Terry Fox Run, World Vision, Jump Rope for Heart, Orangeville Food Bank, Head Waters Health Care Centre, College Students and Scholastic Book Club

j) support staff, home child care providers or others who interact with the children at a child care centre or home care premises in relation to continuous professional learning;

Goal: Our goal is to be continuous learners creating a better quality care environment.

* all staff attend workshops and seminars

* commitment to raising the bar

* webinars, articles, magazines, books

* Book Club

* research for topics that the children are interested in

* literature provided by 'The College of Early Childhood Educators'

k) document and review the impact of the strategies set out in clauses (a to j) on the children and their families;

Goal: Our goal is to review all of the above goals quarterly to make sure our goals are being met, if not how can we meet them.

* staff meetings

* team meetings

* notes taken (observations, meeting minutes)

* photo/ documentations

* visuals posted for parents, children, other care givers to see

* program plans

* posted menus

* newsletters

* facebook/website www.sandboxtechchildcare.com

* reminder notices

* parent nights

* Dufferin community living

* County of Dufferin

Child Care Centre Anaphylactic Policy and Procedures

Name of Child Care Centre: Sandbox Tech Child Care Date Policy and Procedures Established: June 1, 2018 Date Policy and Procedures Updated: September 30, 2021

Purpose

Anaphylaxis is a serious allergic reaction that can be life-threatening. It requires avoidance strategies and immediate response in the event of an emergency. These policies and procedures are intended to help meet the needs and save the lives of children with severe allergies and provide relevant and important information on anaphylaxis to parents, staff, students, volunteers and visitors at the child care centre.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for an anaphylactic policy for child care centres. The requirements set out in this policy align with [Sabrina's Law, 2005](#).

Note: definitions for terms used throughout this policy are provided in a Glossary at the end of the document.

Policy

Individualized Plans and Emergency Procedures for Children with Life-Threatening/ Anaphylactic Allergies

Before attending the child care centre, the supervisor/designate will meet with the parent of a child to obtain information about any medical conditions, including whether the child is at risk of having or has anaphylaxis.

Before a child attends the child care centre or upon discovering that a child has an anaphylactic allergy, an individualized plan and emergency procedures will be developed for each child with anaphylaxis in consultation and collaboration with the child's parent, and any regulated health professional who is involved in the child's care that the parent believes should be

included in the consultation (the form in Appendix A may be used for this purpose).

All individualized plans and emergency procedures will include a description of symptoms of an anaphylactic reaction that are specific to the child and the procedures to be followed in the event of an allergic reaction or other medical emergency based on the severity of the child's symptoms.

The individualized plan and emergency procedures for each child will include information for those who are in direct contact with the child on a regular basis about the type of allergy, monitoring and avoidance strategies and appropriate treatment.

All individualized plans and emergency procedures will be made readily accessible at all times to all staff, students and volunteers at the child care centre and will be kept in the child's file along with a copy in their file within the classroom and backpack.

All individualized plans and emergency procedures will be reviewed with a parent of the child annually to ensure the information is current and up to date.

Every child's epinephrine auto-injector must be carried everywhere the child goes.

Strategies to Reduce the Risk of Exposure to Anaphylactic Allergens

The following strategies to reduce the risk of exposure to anaphylactic causative agents must be followed at all times by employees, students and volunteers at the child care centre.

Do not serve foods where its ingredients are not known.

In cases where a child has food allergies and the meals and snacks provided by the child care centre cannot meet the child's needs, ask the child's parent to supply snacks/meals for their child. All written instructions for diet provided by a parent will be implemented.

Where food is provided from home for children, ensure that appropriate supervision of children is maintained so that food is not shared or exchanged.

Encourage parents who serve foods containing allergens at home to ensure their child has been rid of the allergens prior to attending the child care centre (e.g. by thoroughly washing hands, brushing teeth, etc.)

Do not use craft/sensory materials and toys that have known allergens on the labels.

Share information about anaphylaxis, strategies to reduce the risk of exposure to known allergens and treatment with all families enrolled in the child care centre.

Make sure each child's individual plan and emergency procedure are kept-up-to-date and that all staff, students, and volunteers are trained on the plans.

Refer to the allergy list and ensure that it is up to date and implemented.

Update staff, students, and volunteers when changes to a child's allergies, signs and symptoms, and treatment occur and review all updates to individualized plans and emergency procedures.

Update families when changes to allergies occur while maintaining the confidentiality of children.

Update or revise and implement the strategies in this policy depending on the allergies of children enrolled at the child care centre.

Communication Plan

The following is our communication plan for sharing information on life-threatening and anaphylactic allergies with staff, students, volunteers, parents and families.

Parents will be encouraged not to bring foods that contain ingredients to which children may be allergic.

Parents and families will be informed about anaphylactic allergies and all known allergens at the child care centre through verbal communication, signage and through Hi Mama when possible.

A list of all children's allergies including food and other causative agents will be posted in all cooking and serving areas, in each play activity room, and made available in any other area where children may be present.

Each child with an anaphylactic allergy will have an individualized plan and emergency procedures that detail signs and symptoms specific to the child describing how to identify that they are having an allergic reaction and what to do if they experience a reaction.

Each child's individualized plan and emergency procedures will be made available and accessible wherever the child may be present while receiving child care.

The cook or individuals who collect groceries on behalf of the child care centre and/or other food handling staff, where applicable, will be informed of all the allergies at the child care centre, including those of children, staff, students and volunteers. An updated list of allergies will be provided to the caterer or cook as soon as new allergies are identified. The supervisor or designate will communicate with the caterer/cook about which foods are not to be used in food prepared for the child care centre and will work together on food substitutions to be provided.

The child care centre will communicate with the Ministry of Education by reporting serious occurrences where an anaphylactic reaction occurs in accordance with the established serious occurrence policy and procedures.

This communication plan will be continually reviewed to ensure it is meeting the needs of the child care centre and that it is effectively achieving its intended result.

the allergy list will be checked weekly to make sure that it is correct at all times.

Drug and Medication Requirements

Where drugs or medications will need to be administered to a child in response to an anaphylactic reaction, the drug and medication administration policy will be followed including the completion of a parental authorization form to administer drugs or medications.

Emergency allergy medication (e.g. oral allergy medications, puffers and epinephrine auto- injectors) will be allowed to remain unlocked or carried by children with parental authorization so that they can be administered quickly when needed.

School age children will wear their epi-pen auto injectors on themselves at all times.

Parents will ensure that the supervisor/designate and/or all staff, students and volunteers receive training from a parent of a child with anaphylaxis on the procedures to follow in the event of a child having an anaphylactic reaction, including how to recognize the signs and symptoms of anaphylaxis and administer emergency allergy medication.

Where only the supervisor/designate has been trained by a parent, the supervisor/designate will ensure training is provided to all other staff, students and volunteers at the child care centre.

Training will be repeated annually, and any time there are changes to any child's individualized plan and emergency procedures.

A written record of training for staff, students and volunteers on procedures to be followed for each child who has an anaphylactic allergy will be kept, including the names of individuals who have not yet been trained.

Information about a child's allergies and medical needs will be treated confidentially and every effort will be made to protect the privacy of the child, except when information must be disclosed for the purpose of implementing the procedures in this policy and for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

Additional Policy Statements

When an epipen is about to expire the family will be notified that we will need a new epi pen on site for us to use in an emergency. If this epi-pen is not replaced with a new one by the time the old one expires the child will not be welcome to attend Sandbox Tech Child Care until the new one is in our possession.

Procedures to be followed in the circumstances described below:

Circumstance	Roles and Responsibilities
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<p>A) A child exhibits an anaphylactic reaction to an allergen</p>	<ol style="list-style-type: none"> 1. The person who becomes aware of the child's anaphylactic reaction must immediately: <ol style="list-style-type: none"> i. implement the child's individualized plan and emergency procedures; ii. contact emergency services and a parent/guardian of the child, or have another person do so where possible; and iii. ensure that where an epinephrine auto-injector has been used, it is properly discarded (i.e. given to emergency services, or in accordance with the drug and medication administration policy). 2. Once the child's condition has stabilized or the child has been taken to hospital, staff must: <ol style="list-style-type: none"> i. follow the child care centre's serious occurrence policies and procedures; ii. document the incident in the daily written record; and 3. iii. document the child's symptoms of ill health in the child's records.
<p>B) A child is authorized to carry his/her own emergency allergy medication.</p>	<ol style="list-style-type: none"> 1. Staff must: <ol style="list-style-type: none"> i. ensure that written parental authorization is obtained to allow the child to carry their own emergency allergy medication; ii. ensure that the medication remains on the child (e.g., fanny pack, holster) and is not kept or left unattended (e.g. in the child's cubby or backpack); iii. ensure that appropriate supervision is maintained of the child while carrying the medication and of children in their close proximity so that other children do not have access to the medication; and iv. Where there are safety concerns relating to the child carrying his/ her own medication (e.g. exposure to other children), notify the centre supervisor/designate and the child's parent of these concerns, and discuss and implement mitigating strategies. Document the concerns and resulting actions in the daily written record.

Glossary

Anaphylaxis: a severe systemic allergic reaction which can be fatal, resulting in circulatory collapse or shock. Symptoms can vary for different people, and can be different from one reaction to the next, including:

Skin: hives, swelling, itching, warmth, redness, rash

Breathing (respiratory): coughing, wheezing, shortness of breath, chest pain/tightness, throat tightness/swelling, hoarse voice, nasal congestion or hay fever-like symptoms (runny nose and watery eyes, sneezing), trouble swallowing

Stomach (gastrointestinal): nausea, pain/cramps, vomiting, diarrhea

Heart (cardiovascular): pale/blue colour, weak pulse, passing out, dizzy/lightheaded, shock

Other: anxiety, feeling of "impending doom", headache, uterine cramps, metallic taste in mouth

(Source: <http://foodallergycanada.ca/about-allergies/anaphylaxis/>)

Causative Agent (allergen/trigger): a substance that causes an allergic reaction. Common allergens include, but are not limited to:

eggs
milk
mustard
peanuts
seafood including fish, shellfish, and crustaceans sesame
soy
sulphites which are food additives tree nuts
wheat
latex
insect stings

Epinephrine: A drug used to treat allergic reactions, particularly anaphylaxis. This drug is often delivered through an auto-injector (e.g. EpiPen or Allerject).

Staff (Employee): Individual employed by the licensee (e.g. program room staff).

Licensee: The individual or corporation named on the licence issued by the Ministry of Education responsible for the operation and management of the child care centre.

Parent: A person having lawful custody of a child or a person who has demonstrated a settled intention to treat a child as a child of his or her family (all references to parent include legal guardians, but will be referred to as "parent" in the policy).

Regulatory Requirements: Ontario Regulation 137/15 Anaphylactic policy

39.

(1) Every licensee shall ensure that each child care centre it operates and each premises where it oversees the provision of home child care or in-home services has an anaphylactic policy that includes the following:

1. A strategy to reduce the risk of exposure to anaphylactic causative agents.
 2. A communication plan for the dissemination of information on life-threatening allergies, including anaphylactic allergies.
 3. Development of an individualized plan for each child with an anaphylactic allergy who,
 - i. receives child care at a child care centre the licensee operates, or
 - ii. is enrolled with a home child care agency and receives child care at a premises where it oversees the provision of home child care or in-home services.
 4. Training on procedures to be followed in the event of a child having an anaphylactic reaction.
- (2) The individualized plan referred to in paragraph 3 of subsection (1) shall,
- . (a) be developed in consultation with a parent of the child and with any regulated health professional who is involved in the child's health care and who, in the parent's opinion, should be included in the consultation; and
 - . (b) include a description of the procedures to be followed in the event of an allergic reaction or other medical emergency.

Child Care Centre Safe Arrival and Dismissal Policy and Procedures

Name of Child Care Centre: Sandbox Tech Child Care

Date Policy and Procedures Established: January 1, 2024

Date Policy and Procedures Updated: January 1, 2024

Purpose

This policy and the procedures within help support the safe arrival and dismissal of children receiving care.

This policy will provide staff, students and volunteers with a clear understanding of their roles and responsibilities for ensuring the safe arrival and dismissal of children receiving care, including what steps are to be taken when a child does not arrive at the child care centre as expected, as well as steps to follow to ensure the safe dismissal of children.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding the safe arrival and dismissal of children in care.

Note: definitions for terms used throughout this policy are provided in a Glossary at the end of the document.

Policy

General

- Sandbox Tech Child Care will ensure that any child receiving child care at the child care centre is only released to the child's parent/guardian or an individual that the parent/guardian has provided written authorization the child care centre may release the child to.
- Sandbox Tech Child Care will only dismiss children into the care of their parent/guardian or another authorized individual 14 years of age and older. The centre will not release any children from care without supervision.
- Where a parent/guardian provides written instructions for the release of their child from care without supervision, the parent/guardian is aware that the child care is no longer responsible for that child upon their dismissal.
- Where a child does not arrive in care as expected or is not picked up as expected, staff must follow the safe arrival and dismissal procedures set out below.

Procedures

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 parent/guardians will be picking up, the staff must confirm that the person is listed on Sandbox Tech Child Care Registration forms or where the individual is not listed, ask the parent/guardian to provide authorization for pick-up in writing (e.g., note or email).
 - document the change in pick-up procedure in the daily written record.
 - 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 other program staff, supervisor and or director and they must commence contacting the child's parent/guardian no later than 8:50 am for Before School Program 3:30 pm for After School Programs and 9:00am for Toddler and Preschool programs. Staff shall call parent/guardian first and then, send a message through Lillio or Before and After school age staff can also text the parent/guardian. Staff member will contact family every 30 minutes until a response is received from the parent or guardian. If there is no contact after the second 30 minutes the supervisor or director will contact the emergency contact on the Childs registration form. 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.

Releasing a child from care

1. 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. 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 or written authorization.

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

1. Where a parent/guardian has previously communicated with the staff a specific time or timeframe that their child is to be picked up from care and the child has not been picked up a program staff will call the parent/guardian picking up to follow up and check in with them to see if they are alright and if there is a new pick up time or not. This contact will take place no longer then 15 minutes after the arranged pick up time has been missed. The program staff will inform the supervisor or director and they will conduct a phone call if no one was able to successfully get a response the first time. The director or supervisor will follow up with the parent/guardian the second time after another 15 minutes has passed. Phone calls (first) and messages sent through Lillio are acceptable forms of communication. Text messaging is fine for

Before and After School programs too. We will advise that the child is still in our care and has not yet been picked up.

- Where the staff is unable to reach the parent/guardian staff 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 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

1. Where a parent/guardian or authorized individual who was supposed to pick up a child from care and has not arrived by 6:00pm, staff shall ensure that the child is given a snack and activity, while they await their pick-up.
2. One staff shall stay with the child, while a second staff (if available) 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 to reach the parent/guardian.
3. 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 Childs emergency contact listed on their registration form via phone.
4. 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 6:30pm the staff shall proceed with contacting the local Children's Aid Society (CAS) at 519-941-1530. Staff shall follow the CAS's direction with respect to next steps.

Dismissing a child from care without supervision procedures

Note: Please select from the below which option fits your program and delete all other options.

Option 1: 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.

Option 2: Where a parent/guardian has provided written authorization for their child to be released from care without supervision, one staff in the program must be responsible for dismissing the child from care. Prior to dismissing the child from care, the staff shall review the written instructions for release provided by the parent/guardian and release the child at the time set out in the instructions. The staff shall document the time of departure from care and as well as their initials on the attendance record.

Glossary

Individual authorized to pick-up/authorized individual: a person that the parent/guardian has advised the child care program staff in writing can pick-up their child from care.

Licensee: The individual or corporation named on the licence issued by the Ministry of Education responsible for the operation and management of the child care centre and home child agency.

Parent/guardian: A person having lawful custody of a child or a person who has demonstrated a settled intention to treat a child as a child of his or her family.

Regulatory Requirements: Ontario Regulation 137/15

Safe arrival and dismissal policy

50. Every licensee shall ensure that each child care centre it operates and each premises where it oversees the provision of home child care has a policy respecting the safe arrival and dismissal of children that,

(a) provides that a child may only be released from the child care centre or home child care premises,

(i) to individuals indicated by a child's parent, or

(ii) in accordance with written permission from a child's parent to release the child from the program at a specified time without supervision; and

(b) sets out the steps that must be taken if,

(i) a child does not arrive as expected at the centre or home child care premises, or

(ii) a child is not picked up as expected from the centre or home child care premises.

Disclaimer: This document is a sample of a policy and procedure that has been prepared to assist licensees in understanding their obligations under the *Child Care and Early Years Act, 2014 (CCEYA)* and O. Reg. 137/15. It is the responsibility of the licensee to ensure that the information included in this document is appropriately modified to reflect the individual circumstances and needs of each child care centre it operates and each premises where the licensee oversees the provision of home child care.

Please be advised that this document does not constitute legal advice and should not be relied on as such. The information provided in this document does not impact the Ministry's authority to enforce the CCEYA and its regulations. Ministry staff will continue to enforce such legislation based on the facts as they may find them at the time of any inspection or investigation.

It is the responsibility of the licensee to ensure compliance with all applicable legislation. If the licensee requires assistance with respect to the interpretation of the legislation and its application, the licensee may wish to consult legal counsel.

Staff Name Printed _____ Staff signature _____

Date: _____

Director or Supervisor Signature: _____ Date: _____

Links to local programs

Alder Rec. Centre - Swimming Pool/Skating - www.alderreccentre.ca

Dufferin Child and Family Services - www.dcafs.ca

Directory of parenting service in Dufferin County -
www.dufferinfamilydirectory.org

Orangeville Fire Department - www.orangevillefiredept.ca

Orangeville Public Library - www.orangevillelibrary.ca

Orangeville Police Department - www.orangevilleca.orangevillepolice

Upper Grand District School Board - www.ugdsb.on.ca

Wellington, Dufferin, Guelph Public Health - www.wdgpulichealth.ca