

# BRIGHTON CHILDREN'S CENTRE



## PARENT HANDBOOK

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## **ADMINISTRATION**

### **Management**

Governance of the Brighton Children's Centre is overseen by a Volunteer Board of Directors comprised of parents and members of the community, who are elected each spring at the Annual General Meeting. The Executive Director is responsible for operation of the Centre, so any questions or concerns should be discussed with the Executive Director first. The Executive Director is responsible to the Board of Directors. If satisfactory resolution with the Executive Director cannot be negotiated, the Board of Directors may be approached for resolution.

### **Allocation of Spaces**

The Brighton Children's Centre is licensed for 24 children in the Preschool program, 20 children in the KinderCare program, and 30 children in the School Age program. Once full, waiting lists are maintained for our programs. Spaces are allocated on a first come first serve basis, with preference given to full-time children. If a full time space is shared by part time families, those existing families will be allowed to maintain their spots and will not be removed to make space for a full time child.

### **Waiting Lists**

A waiting list for all programs will be maintained when there are not adequate spaces for those wishing child care at the Brighton Children's Centre. Parents will be contacted when they are the next person on the list requiring the spaces that are available.

Privacy and confidentiality of those on the waiting list is maintained with access being limited to only the Executive Director and the Head Teacher of the Program with the waiting list. Private conversation either by email, over the phone or in person will be the only method whereby the position of a child on the list maybe ascertained by the affected family. No fees will be charged to have your name placed on our waiting list.

### **Hours of Operation**

Our very busy day begins at 6:30 a.m. and ends at 6:00 p.m. Your child's daily schedule will be posted with parent information in your child's room. All parents/guardians arriving after 6:00p.m. (According to the Child Care Centre clock) will be charged a fee of **\$1.00 per minute per family**.

### **Inclement Weather Days**

The Brighton Children's Centre rarely closes its doors for inclement weather days as Brighton Public School usually remains open. In the case of severe weather where the Centre is closed, a recorded message will be left at the centre. You are always free to call the Centre if you are unsure of a closure. The Director will also notify the local radio station in case of a closure, so tune into MyFM Brighton 100.9 for updated information.

## **Holidays**

The Brighton Children's Centre observes the following Statutory Holidays:

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

The Centre will close at Noon on Christmas Eve (December 24<sup>th</sup>) and remain closed until after the New Year. A notice will be posted as to specific closure at least 2 weeks prior to Christmas.

Payment is expected for all Statutory holidays that fall on your child's regularly scheduled days. Families in the *School Age programs* will only pay for PA Days and School Holidays (ie. March Break, summer) the child is scheduled for.

Only full time families (attending the Centre five days per week) are entitled to two weeks of unpaid days off per year (January 1 – December 31<sup>st</sup>). Holiday days cannot be used to pay for Stat. days. Please give two weeks notice when using holiday days.

## **Admission**

An orientation time will be arranged with the program Head Teacher to submit all necessary forms for admission. These include a completed Registration Form, Consent Form, and signed Policy Agreement. Parents are asked to review the Program Statement and Parent Handbook prior to their visit. A Registration Fee and First Payment of fees are due at registration along with Proof of Current Immunizations. At this time, families can become more familiar with the Centre and our practices, ask questions and observe during regular program hours. Information regarding your child's sleep, medical history, eating habits, communication and self-help skills, likes and dislikes can be shared.

## **Withdrawal/Discharge**

Written notice of your child(ren)'s withdrawal must be given at least 2 weeks in advance Regular fees are expected for the child's regular days for that period. A permanent space cannot be guaranteed if you wish to temporarily withdraw your child from the Centre, however a holding fee equal to one day of care per week (paid in June) will hold a **day care** spot for July and August. Failure to comply with Brighton Children's Centre policies including failure to continue

with payments will result in a written notice and if failure to comply continues, will result in discharge.

## **Arrival and Departure**

We ask that you escort your child into the Centre so your child can be directly released to a staff member. Our staff will be pleased to greet you and your child, do a quick health observation before you leave and exchange any necessary information including schedule, sleeping or eating patterns. If a child will not be attending on a particular day please let us know as soon as possible by calling the Brighton Children's Centre. Please note that we are separate from Brighton Public School.

Unless previously arranged, children **WILL NOT** be released to any person other than those specified on the admission form in your child's file. If circumstances dictate that a person other than those specified on the form must pick your child up, you must phone the Centre and speak to a Head Teacher in charge. The person picking the child up **must present photo identification** before the child will be released.

**WITHOUT A COURT ORDER ON FILE** the staff are unable to legally prevent the release of a child to his/her non-custodial parent. **WE MUST HAVE A COPY ON FILE.** We ask that a photo be included for easy identification by our staff.

## **Parent Issues and Concerns Policy and Procedures**

### **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).

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

### **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 Brighton Children's Centre 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 7 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-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.

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

### **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>

## **Activities Off the Premises**

Regularly, our children take part in neighbourhood walks as part of outdoor time. Occasionally, children participate in short, local field trips where no transportation is required. (ie. library, grocery store.) These trips help to expand the children's knowledge and appreciation of the world they live in. A consent form is included in the registration package that includes permission for these type of excursions.

Specific consent forms will be sent home for special field trips requiring bussing or other transportation. Trips where transportation is necessary will be by special permission only and a parent/guardian's signature will be required. Parents will be notified in advance of the destination, time and date of the excursion.

## **Supervision of Volunteers and Students**

Direct, unsupervised access (i.e. when the adult is alone with a child) is not permitted for anyone who is not an employee of Brighton Children's Centre. Volunteers and placement students cannot be counted in the staffing ratios and must be supervised by an employee at all times.

Before providing care, volunteers and students will participate in an orientation session with the Executive Director to review all Brighton Children's Centre's policies, procedures and expectations at that time, and annually thereafter. They will be directed where they can find the Centre's policies and procedures for further review. They will be given a tour of the Centre, introduced to the Head Teacher who will be their Supervisor while on site. Volunteers and students are expected to conduct themselves in a respectful manner both in behaviour and dress, paying attention to personal hygiene and using appropriate language. Specific roles and responsibilities will be communicated to them during their first few shifts by their Head Teacher.

Supervising Head Teacher will complete written observations and records as may be necessary for all volunteers and students. They will ensure that students and volunteers will be supervised at all times and never permitted to be left alone with any child.

## **Vulnerable Sector Check Policy- Students & Volunteers**

The intent of this policy is to help ensure the safety and well-being of children enrolled at the Brighton Children's Centre.

No interaction with children will begin until a valid VSC has been obtained by students and volunteers over 18 years of age.

If required, a signed letter stating that a VSC is required by the Brighton Children's Centre will be provided by the Executive Director. The VSC must be personally requested and paid for by the individual.

Vulnerable Sector Checks will become part of the individual's personal file, secured in a locked filing cabinet in the Executive Director's office. The information contained in the VSC will be used only for the purpose of verifying eligibility to be a volunteer or student at the Brighton Children's Centre. Files may be reviewed by the Ministry of Education for the purposes of licensing the Children's Centre and as may be required by legal authorities.

Vulnerable Sector Checks will be repeated every five years. Alternate years, a Ministry Offence Declaration form shall be completed, stating if any criminal charges have been laid since the date of the last Vulnerable Sector Check or Offence Declaration. VSC's or OD will be obtained no later than 15 days after the anniversary date of the previous VSC or OD.

Vulnerable Sector Checks that are older than 6 months must sign an offence declaration that addresses the period after the 6 months have passed.

## **Staff**

Our Executive Director and program Head Teachers are experienced Registered Early Childhood Educators. Regular professional development is mandatory for staff to remain registered with the College of ECE and a must to practice in the field here at the Brighton Children's Centre Staff and volunteers must undergo a Vulnerable Sector Check. Please feel free to approach staff if you have questions or concerns – a meeting can be arranged with your child's Head Teacher to allow for a more lengthy discussion when a quick chat at the door is not sufficient. All staff endeavour to maintain high professional ethics, and all information regarding your child will be kept confidential.

## **Impairment**

Should anyone picking up a child arrive exhibiting signs of drug or alcohol impairment, the Head Teacher in charge will (keeping in mind their personal safety as well as that of children and adults present at the time) voice the safety concerns and offer to assist the parent in making alternate arrangements. Should the parent insist on leaving with their child in this circumstance, local authorities will be immediately notified. If a third party is picking up, parents will be notified immediately of such occurrences. The safety of all concerned is paramount in these circumstances.

## **Clothing and Possessions**

Please dress your child in comfortable clothing that is appropriate for physical activity, the season and self-help skills. A second complete change of clothes (pants, top, socks and underwear) is needed in case clothing gets wet or soiled. These extra items can be taken home daily or remain at school, labelled and in your child's cubby. **Label all items with your child's**

**name.** It is each parent's responsibility to check for wet clothes and to be sure there is appropriate clothing at the centre. If your child is toilet training please provide plenty of extra underwear, pants and socks.

A soft toy or favourite blanket may be brought for rest time; however, other toys from home often cause conflict and may be best to stay at home. Please confirm with your child's teacher about items from home. We ask that NO guns or toys of destructive/war in nature come to the Centre.

## **Food and Menu**

A nutritious lunch and two snacks will be provided for the children spending a full day at the centre, and an after school snack will be offered to the school age children. All snacks and meals will be prepared according to Health Canada recommendations.

**Due to severe allergies, please do not bring food of any kind into the Centre.**

If your child has food allergies or requires a special diet for any reason please inform the Director.

- Nuts and nut products will not be included in any aspect of the menu planning due to the severe nature of a nut allergy.
- An Allergy list including the names of the children and their respective food allergies or restrictions will be posted in each cooking and serving area, in each play area or play room and in any other area in which children may be present. A list will be brought with the emergency bag to areas where it is not practical to post. Allergies or sensitivities will be accommodated.
- If you wish to bring in a treat for your child's birthday, it cannot be food of any kind. Ideas: Napkins, party hats, stickers etc.
- Our menus rotate on a four-week basis to allow for a variety of meals and snacks to be served.
- All food will be kept covered and stored at proper temperatures (4.4 degrees c/40 degrees F).
- All procedures stated in the Sanitation and Safety Policies will be followed.
- Menus will be posted on the parent bulletin board, and any changes will be noted.

## **Privacy & Confidentiality Policy**

The Brighton Children's Centre is committed to protecting personal information by following responsible information handling practices in keeping with current privacy laws. We collect and use personal data in order to ensure the safety of the children in our care, to comply with government obligations and for statistical purposes. It is essential for staff, students and volunteers to respect the confidential nature of the information shared and to respect the right to privacy in all forms of communication and social media.



Brighton Children's Centre requires that all staff, students, volunteers safeguard any and all information and documents made available to fulfill the capacity of the position held. All information regarding fellow staff, students, volunteer, children and families is kept confidential and **must not** be discussed outside of the Centre or meetings of the Board of Directors. Every person, prior to the commencement of duties and annually thereafter, must sign the agreement accepting terms of said agreement.

## **PARENTAL OBLIGATIONS**

There are a number of duties and obligations required to sustain your child's enrolment at the Brighton Children's Centre:

- **Staff must be informed of any changes from regular routine.**  
If an alternate person is coming to pick up your child, let us know directly, as soon as possible. If your child has any changes in health, sleeping or eating habits it is important that staff be kept informed. Big events like recent family changes, a move, special visitors, a new pet, etc. can affect a child greatly. We can better understand your child when we are aware of what is happening outside of care with us.
- **Parents must keep the child's registration information up to date.**  
It is imperative that any changes in address, phone numbers, persons allowed to pick up your child, medical considerations etc. be kept current AT ALL TIMES in case of an emergency. This includes checking for expiry dates of medications such as inhalers and epi-pens.
- **Parents are encouraged to participate in volunteer activities, including committees.**
- **Parents are encouraged to attend the Annual General Meeting.**  
This is when the general membership elects the new Board of Directors and ratifies or amends centre policies.
- **All fees must be paid on time.** Payment is due on the 1st and 15th days of the month, **in advance**, for all programs. Payment by cheque is preferred. If you must pay with cash, please bring in an envelope with your child's name on it and the amount you are paying. Cash will only be accepted by the Executive Director or the Head Teacher in charge. Hand written receipts will be issued at the time.
- **Irregularly scheduled families** must give a minimum of two weeks' notice. You are responsible for FULL PAYMENT of the schedule you submit and any extra days you may require. There will be no refund for any unused days. Extra days must be approved in advance to ensure space is available. NEVER arrive unannounced without prior approval-due to strict staff: child ratios, we may not be able to accommodate an extra child.
- **Regularly scheduled families** are expected to pay for all days the child/children would normally attend. Only full time families are allowed 2 weeks unpaid vacation days per year.
- **Parents should check the parent bulletin board regularly** to keep informed about committee meetings, Centre news, menu changes, etc.
- **Parents are expected to help with fundraising events during the year.**

- **Parents must comply with all policies and procedures contained in the Parent Handbook and Program Statement that is included with it.** A signature stating that effect is required upon admission.

## **FUNDRAISING**

The Brighton Children's Centre is a not-for-profit corporation that relies on a number of sources of revenue to maintain the quality program standard that it offers our community. Fundraising is essential to plan field trips, replace old equipment and supply consumable materials. Parents are encouraged to assist in all fundraising activities, as their children will directly benefit from this involvement. Donations are also accepted and may be made payable to the Brighton District Family Resource Centre. Tax receipts are available.

## **HEALTH POLICIES**

### **Sick Children Policy**

If your child is too ill to participate in the daily routine, he/she must remain at home. The following regulations will be **STRICTLY ENFORCED**:

- A child developing a fever (101° F/38.5° C) should go home immediately. We do not administer non-prescription medications. The child must be free of a fever (without aid of fever medication) for a minimum of 24 hours before returning to the centre.
- A child who has 2 liquid bowel movements must go home. He/she must be free of diarrhea (without anti-diarrheal medication) for a minimum of 24 hours before returning.
- A child with continuous vomiting (with or without other symptoms) must go home, and should not return until he/she is free of symptoms (un-medicated) for a minimum 24-hour period.
- Any potentially infectious condition or suspicious body rash must be checked by a doctor. The child shall not be re-admitted to care without written assurance that a doctor has confirmed that the condition is not contagious.

### **Immunizations**

*As indicated in the Child Care and Early Years Act, the local Medical Officer of Health has identified immunization against measles, mumps, rubella, Hib, diphtheria, pertussis, tetanus, poliomyelitis, varicella and meningococcal-C as required for children attending child care and early years facilities in Northumberland and Haliburton counties, and the City of Kawartha Lakes* Parents and guardians are responsible for keeping their child's immunizations up to date. They are also responsible for maintaining a current record and providing the daycare with a copy of their child's immunization record before their child starts receiving care, and providing the

daycare with a copy of additional doses of vaccines as they are received. A copy of immunization histories will be made available to the health unit. (Individual exemptions may be considered by the Medical Officer of Health.)

Immunization exemptions or objections must be completed on the ministry-approved form and will be retained on record. **Statement of Conscience or Religious Belief** forms must be completed by a commissioner for taking affidavits. **Statement of Medical Exemption** forms must be completed by a doctor or nurse practitioner.

## Medication Policy

The Brighton Children's Centre strongly recommends that whenever possible, parents should administer medication to their children at home, if this can be done without affecting the treatment schedule. If medication must be administered while receiving child care, the following policy must be followed.

For Prescription drugs and Non-prescription medications, staff must check that the parent's written instructions match any instructions printed on the original container and that the medication is not expired. Confirming that the two sets of instructions match will prevent any confusion as to which instructions should be followed and so that the medication is administered correctly.

The Brighton Children's Centre will only administer **prescription drugs** in accordance with the Child Care and Early Years Act. This requires that:

- Parents provide written authorization on our medication form, which includes the name of the drug, dosage, and times to be given/situations under which the medication should be given.
- Medication must be in the original container as supplied by a pharmacist, clearly labelled with the child's name, the name of the drug, the dosage, the date of purchase and expiration and instructions for the storage and administration of the drug.
- Any possible side effects to the medication should be indicated.
- Medication will be kept in a secure box out of reach of the children
- Medication will be administered by 1) Director; 2) Designate; or 3) Staff in charge of the program.
- Emergency allergy or asthma medication will be kept, labelled in each program's emergency backpack for quick access. Children in grades 1-7 may carry their own emergency allergy or asthma medication with written parental consent. Staff must supervise the administration of any medication to be taken and document on the appropriate medication form.
- Any accidental administration of medication or missed dose will be recorded as an incident and reported to the supervisor, who will notify a parent of the child. If adverse symptoms are evident, staff will call local EMS.

## **Non-prescription Drugs**

Non-prescription drugs with DIN numbers will not be administered at the Brighton Children's Centre.

Any topical lotions, non-medicated creams etc. must be fragrance free, in the original container and accompanied by a completed medication authorization form.

\*\*\*Please ensure a staff person has direct knowledge of the whereabouts of all medications, so that it can be handled safely within policy guidelines\*\*\*

## **Infection Control**

To prevent cross contamination of children and the spread of infectious diseases parents will ensure that:

- Lice - A child with lice needs to be treated and be free of insects and nits before returning to the Centre. If your child has lice, tell the program supervisor so the other parents can be told to check their children's heads.
- Open wounds should be covered.
- Internal fluids escaping, for example from the ear, should be covered.
- If a child has a communicable disease, they should not attend the program until they are no longer infectious.
- All health concerns should be directed to the program Head Teacher.

## **Pandemic Emergency Policy**

The Ontario Ministry of Health and Long Term Care is the lead provincial ministry for pandemic events and is mandated to provide all health-related information and direction on behalf of the province. If a pandemic emergency has been declared, their website will be closely monitored for updates and recommendations.

If a confirmed case of the illness is documented within any program (children *or* staff) in the Brighton Children's Centre, information will be given to parents of all enrolled children telling them about the potential exposure and explaining the symptoms to watch for. All confirmed cases will be reported to Public Health.

In addition to our regular sanitization practices, active prevention and control measures will be fully deployed. The decision whether or not students will attend daycare/preschool during a pandemic emergency is left to the parents. No credit or refund will be given for missed days.

As the Brighton Children's Centre is located within a school, our Centre will close if the Director of Education recommends that the Brighton Public School be closed. It will also be necessary to close if the number of teaching staff available does not allow us to operate within the guidelines of the Day Nurseries Act. The Emergency Closure Policy (pg 13) will be followed.

Announcements will be made through the MyFm 100.9 to let parents know when the Centre will re-open.

It is impossible to contemplate or resolve in advance all of the issues which may arise during a pandemic emergency. Therefore, in the event of a pandemic emergency, this policy will be followed with the understanding that last minute changes may be made by the Executive Director, in conjunction with the Board of Directors.

## **Anaphylaxis Policy**

The Brighton Children's Centre will make every reasonable attempt to eliminate the presence of anaphylactic causative agents. Currently, no nuts or nut products will be used in menu planning, craft and/or sensory programming. The list of causative agents (ex. other foods, latex, medicines, chemicals, etc.) will be revised as necessary. Signs will be posted at all entrances to the Centre and a notice will be sent home to all parents when there is a revision to the list.

The Brighton Children's Centre will accept children with allergies that require the use of an epi-pen as long as the parent of the child provides training to the staff on the symptoms of their child's allergic reaction and the proper way to administer the epi-pen. Common signs and symptoms of an anaphylactic reaction are:

- **Skin:** hives, swelling, itching, warmth, redness, rash
- **Respiratory (breathing):** wheezing, shortness of breath, throat tightness, cough, chest pain/tightness/ trouble swallowing
- **Gastrointestinal (stomach):** nausea, pain/cramps/ vomiting, diarrhea
- **Cardiovascular (heart):** pale/blue colour, weak pulse, passing out, dizzy/lightheaded, shock
- **Other:** anxiety, headache, feeling of 'impending doom'

***Early recognition of symptoms and immediate treatment could save a person's life.***

An individual ***Anaphylaxis Emergency Plan*** form will be completed for each child that has a potentially life threatening allergy. This form will be posted beside the allergy list in each room the child will be using. It will clearly state the steps necessary to provide emergency treatment to the child and all emergency contact information. There will also be an instruction sheet called "***How to Use the EpiPen Epinephrine Auto-Injector***" posted in every room. The epi-pen must to be on site and kept in the same location at all times. The epi-pen will not be locked in the medication box, but it must be kept out of reach of the other children.

The number of staff at the Brighton Children's Centre is insufficient to meet the Board of Health guidelines regarding transport after an epi-pen has been administered therefore, a NO TRANSPORT order must be signed by at least one parent and the child's doctor. The order forbids the Brighton Children's Centre to transport the child to a hospital without the presence of either an ambulance or one of the child's parents.

Each child's *Anaphylaxis Emergency Plan* will be reviewed quarterly, and any changes will be noted and disseminated to all staff.

**All staff, students and volunteers will be required to review this policy and sign the *Anaphylaxis Plan Review Form* annually.**

### **First Aid**

The Brighton Children's Centre has a fully equipped First Aid kit and manual in each room. All staff members are aware of its location. All staff members are qualified in First Aid and Infant CPR.

## **Emergency Management Policy and Procedures**

### **Purpose**

The purpose of this policy is to provide clear direction for staff and licensees to follow to deal with emergency situations. The procedures set out steps for staff to follow to support the safety and well-being of everyone involved.

Clear policies and procedures will support all individuals to manage responses and responsibilities during an emergency, resulting in the safest outcomes possible.

### **Definitions**

*Site Designate:* The staff member assigned by the Executive Director or Acting Director to be responsible for handling emergency situations until the Executive Director or Acting Director arrive.

*All-Clear:* A notification from an authority that a threat and/or disaster no longer pose a danger and it is deemed safe to return to the child care premises and/or resume normal operations.

*Authority:* A person or entity responsible for providing direction during an emergency situation (e.g. emergency services personnel, the licensee).

*Emergency:* An urgent or pressing situation where immediate action is required to ensure the safety of children and adults in attendance. These include situations that may not affect the whole child care centre (e.g. child-specific incidents) and where 911 is called.

*Emergency Services Personnel:* persons responsible for ensuring public safety and mitigating activities in an emergency (e.g. law enforcement, fire departments, emergency medical services, rescue services).

*Evacuation Site:* the designated off-site location where shelter is obtained during an emergency. The evacuation site is used when it is deemed unsafe to be at or return to the child care centre.

*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).

*Meeting Place:* the designated safe place near the child care centre where everyone is to initially gather before proceeding to the evacuation site, or returning to the child care centre if evacuation is not necessary.

*Staff:* Individual employed by the licensee (e.g. program staff, supervisor).

*Unsafe to Return:* A notification from an authority that a threat and/or disaster continue to pose a danger and it is unsafe to return to the child care premises.

## Policy

Staff will follow the emergency response procedures outlined in this document by following these three phases:

1. Immediate Emergency Response;
2. Next Steps during an Emergency; and
3. Recovery.

Staff will ensure that children are kept safe, are accounted for and are supervised at all times during an emergency situation.

For situations that require evacuation of the child care centre, the **meeting place** to gather immediately will be located according at: Rm's # 137 & 138 – North sun shelter  
Kindergarten Rm's – West exit to North sun shelter  
Gym – East exit to North sun shelter

If it is deemed 'unsafe to return' to the child care centre, the **evacuation site** to proceed to is located at: Municipality of Brighton building; 35 Alice Street.

**Note: all directions given by emergency services personnel will be followed under all circumstances, including directions to evacuate to locations different than those listed above.**

For any emergency situations involving a child with an individualized plan in place, the procedures in the child's individualized plan will be followed.

If any emergency situations happen that are not described in this document, the Director will provide direction to staff for the immediate response and next steps. Staff will follow the direction given.

If any emergency situations result in a serious occurrence, the serious occurrence policy and procedures will also be followed.

All emergency situations will be documented in detail by the Director in the daily written record.

<b>Procedures</b>	<b>Phase 1: Immediate Emergency Response</b>
<b>Emergency Situation</b>	<b>Roles and Responsibilities</b>

**Lockdown**

When a threat is on, very near, or inside the child care centre. E.g. a suspicious individual in the building who is posing a threat.

- 1) The staff member who becomes aware of the threat must inform all other staff of the threat as quickly and safely as possible.
- 2) Staff members who are outdoors must ensure everyone who is outdoors proceeds to a safe location.
- 3) Staff inside the child care centre must:
  - remain calm;
  - gather all children and move them away from doors and windows;
  - take children's attendance to confirm all children are accounted for;
  - take shelter in closets and/or under furniture with the children, if appropriate;
  - keep children calm;
  - ensure children remain in the sheltered space;
  - turn off/mute all cellular phones; and
  - wait for further instructions.
- 4) If possible, staff inside the program room(s) should also:
  - close all window coverings and doors;
  - barricade the room door;
  - gather emergency medication; and
  - join the rest of the group for shelter.
- 5) The Director will immediately:
  - close and lock all child care centre entrance/exit doors, if possible; and
  - take shelter.

**Note: only emergency service personnel are allowed to enter or exit the child care centre during a lockdown.**



<p><b>Hold &amp; Secure</b>  When a threat is in the general vicinity of the child care centre, but not on or inside the child care premises. E.g. a shooting at a nearby building.</p>	<ol style="list-style-type: none"> <li>1) The staff member who becomes aware of the external threat must inform all other staff of the threat as quickly and safely as possible.</li> <li>2) Staff members who are outdoors must ensure everyone returns to their program room(s) immediately.</li> <li>3) Staff in the program room must immediately: <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• take children’s attendance to confirm all children are accounted for;</li> <li>• close all window coverings and windows in the program room;</li> <li>• continue normal operations of the program; and</li> <li>• wait for further instructions.</li> </ul> </li> <li>4) The Director must immediately: <ul style="list-style-type: none"> <li>• close and lock all entrances/exits of the child care centre;</li> <li>• close all blinds and windows outside of the program rooms; and</li> <li>• place a note on the external doors with instructions that no one may enter or exit the child care centre.</li> </ul> </li> </ol> <p><b>Note: only emergency services personnel are allowed to enter or exit the centre during a hold and secure.</b></p>
<p><b>Bomb Threat</b>  A threat to detonate an explosive device to cause property damage, death, or injuries E.g. phone call bomb threat, receipt of a suspicious package.</p>	<ol style="list-style-type: none"> <li>1) The staff member who becomes aware of the threat or the Head Teacher must: <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• call 911 if emergency services is not yet aware of the situation;</li> <li>• follow the directions of emergency services personnel; and</li> <li>• take children’s attendance to confirm all children are accounted for.</li> </ul> </li> </ol> <p>A. Where the threat is received by telephone, the person on the phone should try to keep the suspect on the line as long as possible while another individual calls 911 and communicates with emergency services personnel.</p> <p><b>Where the threat is received in the form of a suspicious package, staff must ensure that no one approaches or touches the package at any time.</b></p>

**Disaster Requiring Evacuation**

A serious incident that affects the physical building and requires everyone to leave the premises. E.g. fire, flood, power failure.

1) The staff member who becomes aware of the disaster must inform all other staff of the incident and that the centre must be evacuated, as quickly and safely as possible. If the disaster is a fire, the fire alarm pull station must be used and staff must follow the centre's fire evacuation procedures.

2) Staff must immediately:

- remain calm;
- gather all children, the attendance record, children's emergency contact information any emergency medication;
- exit the building with the children using the nearest safe exit, bringing children's outdoor clothing (if possible) according to weather conditions;
- escort children to the meeting place; and
- take children's attendance to confirm all children are accounted for;
- keep children calm; and
- wait for further instructions.

3) If possible, staff should also:

- take a first aid kit; and
- gather all non-emergency medications.

4) Designated staff will:

- help any individuals with medical and/or special needs who need assistance to go to the meeting place (in accordance with the procedure in a child's individualized plan, if the individual is a child); and
- in doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation.
- If individuals cannot be safely assisted to exit the building, the designated staff will assist them to [Click here to enter text.](#) and ensure their required medication is accessible, if applicable; and
- wait for further instructions.

5) If possible, the site designate must conduct a walk-through of the child care centre to verify that everyone has exited the building and secure any windows or doors, unless otherwise directed by emergency services personnel.

<p><b>Disaster – External Environmental Threat</b>  An incident outside of the building that may have adverse effects on persons in the child care centre. E.g. gas leak, oil spill, chemical release, forest fire, nuclear emergency.</p>	<p>1) The staff member who becomes aware of the external environmental threat must inform all other staff of the threat as quickly and safely as possible and, according to directions from emergency services personnel, advise whether to remain on site or evacuate the premises.</p> <p><b>If remaining on site:</b></p> <p>1) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room immediately.</p> <p>2) Staff must immediately:</p> <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• take children’s attendance to confirm all children are accounted for;</li> <li>• close all program room windows and all doors that lead outside (where applicable);</li> <li>• seal off external air entryways located in the program rooms (where applicable);</li> <li>• continue with normal operations of the program; and</li> <li>• wait for further instructions.</li> </ul> <p>3) <i>Click here to enter text.</i> must:</p> <ul style="list-style-type: none"> <li>• seal off external air entryways not located in program rooms (where applicable);</li> <li>• place a note on all external doors with instructions that no one may enter or exit the child care centre until further notice; and</li> <li>• turn off all air handling equipment (i.e. heating, ventilation and/or air conditioning, where applicable).</li> </ul> <p><b>If emergency services personnel otherwise direct the child care centre to evacuate, follow the procedures outlined in the “Disaster Requiring Evacuation” section of this policy.</b></p>
<p><b>Natural Disaster: Tornado / Tornado Warning</b></p>	<p>1) <i>The staff member who becomes aware of the tornado or tornado warning must inform all other staff as quickly and safely as possible.</i></p> <p>2) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room(s) immediately.</p> <p>3) <i>Staff must immediately:</i></p> <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• <i>gather all children;</i></li> <li>• <i>go to the basement or take shelter in small interior ground floor rooms such as washrooms, closets or hallways;</i></li> <li>• take children’s attendance to confirm all children are accounted for;</li> <li>• <i>remain and keep children away from windows, doors and exterior walls;</i></li> <li>• keep children calm;</li> <li>• conduct ongoing visual checks of the children; and</li> </ul> <p><b>wait for further instructions.</b></p>

**Natural Disaster:**  
Major Earthquake

- 1) Staff in the program room must immediately:
  - remain calm;
  - instruct children to find shelter under a sturdy desk or table and away from unstable structures;
  - ensure that everyone is away from windows and outer walls;
  - help children who require assistance to find shelter;
  - for individuals in wheelchairs, lock the wheels and instruct the individual to duck as low as possible, and use a strong article (e.g. shelf, hard book, etc.) to protect their head and neck;
  - find safe shelter for themselves;
  - visually assess the safety of all children.; and
  - wait for the shaking to stop.
- 2) Staff members who are outdoors with children must immediately ensure that everyone outdoors stays away from buildings, power lines, trees, and other tall structures that may collapse, and wait for the shaking to stop.
- 3) Once the shaking stops, staff must:
  - gather the children, their emergency cards and emergency medication; and
  - exit the building through the nearest safe exit, where possible, in case of aftershock or damage to the building.
- 4) If possible, prior to exiting the building, staff should also:
  - take a first aid kit; and
  - gather all non-emergency medications.
- 5) Individuals who have exited the building must gather at the meeting place and wait for further instructions.
- 6) Designated staff will:
  - help any individuals with medical and/or special needs who need assistance to go to the meeting place (in accordance with the procedure in a child's individualized plan, if the individual is a child); and
  - in doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation.
  - If individuals cannot be safely assisted to exit the building, the designated staff will assist them to the safest, closest exit and ensure their required medication is accessible, if applicable; and
  - wait for further instructions.
- 7) The site designate must conduct a walkthrough of the child care centre to ensure all individuals have evacuated, where possible.

## Phase 2: Next Steps During the Emergency

- 1) Where emergency services personnel are not already aware of the situation, the site designate must notify emergency services personnel (911) of the emergency as soon as possible.
- 2) Where the child care centre has been evacuated, emergency services must be notified of individuals remaining inside the building, where applicable.
- 3) If the licensee is not already on site, the site designate must contact the licensee to inform them of the emergency situation and the current status, once it is possible and safe to do so (within 60 minutes).

### **List of Emergency Contact Persons:**

Local Police Department: 613-475-1313

Ambulance: 1-800-354-7050 X 6302

Local Fire Services: 613-475-1744

Executive Director: 613-438-6736

- 4) Where any staff, students and/or volunteers are not on site, the Director must notify these individuals of the situation, and instruct them to proceed directly to the evacuation site if it is not safe or practical for them return to the child care centre.
- 5) The Director must wait for further instructions from emergency services personnel. Once instructions are received, they must communicate the instructions to staff and ensure they are followed.
- 6) Throughout the emergency, staff will:
  - help keep children calm;
  - take attendance to ensure that all children are accounted for;
  - conduct ongoing visual checks and head counts of children;
  - maintain constant supervision of the children; and
  - engage children in activities, where possible.
- 7) In situations where injuries have been sustained, staff with first aid training will assist with administering first aid. Staff must inform emergency personnel of severe injuries requiring immediate attention and assistance.

<b>8a) Procedures to Follow When “All-Clear” Notification is Given</b>	
<b>Procedures</b>	<ol style="list-style-type: none"> <li>1) The individual who receives the ‘all-clear’ from an authority must inform all staff that the ‘all-clear’ has been given and that it is safe to return to the child care centre.</li> <li>2) Designated staff who have assisted individuals with medical and/or special needs with exiting the building will assist and accompany these individuals with returning to the child care centre.</li> <li>3) Staff must: <ul style="list-style-type: none"> <li>• take attendance to ensure all children are accounted for;</li> <li>• escort children back to their program room(s), where applicable;</li> <li>• take attendance upon returning to the program room(s) to ensure that all children are accounted for; where applicable; and</li> <li>• re-open closed/sealed blinds, windows and doors.</li> </ul> </li> <li>4) The Director will determine if operations will resume and communicate this decision to staff.</li> </ol>
<b>Communication with parents/guardians</b>	<ol style="list-style-type: none"> <li>1) As soon as possible, the Director must notify parents/guardians of the emergency situation and that the all-clear has been given.</li> <li>2) Where disasters have occurred that did not require evacuation of the child care centre, the Director must provide a notice of the incident to parents/guardians by posting notice at entrance doors.</li> <li>3) If normal operations do not resume the same day that an emergency situation has taken place, the Director must provide parents/guardians with information as to when and how normal operations will resume as soon as this is determined.</li> </ol>

<b>8b) Procedures to Follow When “Unsafe to Return” Notification is Given</b>	
<b>Procedures</b>	<ol style="list-style-type: none"> <li>1) The individual who receives the ‘unsafe to return’ notification from an authority must inform all staff of this direction and instruct them to proceed from the meeting place to the evacuation site, or the site determined by emergency services personnel.</li> <li>2) Staff must take attendance to confirm that all children are accounted for, and escort children to the evacuation site.</li> <li>3) Designated staff who have assisted individuals with medical and/or special needs with exiting the building will assist and accompany these individuals to the evacuation site.</li> <li>4) The Director will post a note for parents/guardians on the child care centre entrance with information on the evacuation site, where it is possible and safe to do so.</li> <li>5) Upon arrival at the evacuation site, staff must: <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• take attendance to ensure all children are accounted for;</li> <li>• help keep children calm;</li> <li>• engage children in activities, where possible;</li> <li>• conduct ongoing visual checks and head counts of children;</li> <li>• maintain constant supervision of the children;</li> <li>• keep attendance as children are picked up by their parents, guardians or authorized pick-up persons; and</li> <li>• remain at the evacuation site until all children have been picked up.</li> </ul> </li> </ol>
<b>Communication with parents/guardians</b>	<ol style="list-style-type: none"> <li>1) Upon arrival at the emergency evacuation site, the Director and Head Teacher will notify parents/guardians of the emergency situation, evacuation and the location to pick up their children.</li> <li>2) Where possible, the Director will update the child care centre’s voicemail box as soon as possible to inform parents/guardians that the child care centre has been evacuated, and include the details of the evacuation site location and contact information in the message.</li> </ol>

## Phase 3: Recovery (After an Emergency Situation has Ended)

<p><b>Procedures for Resuming Normal Operations</b> E.g. where, applicable, reopening the child care centre, contacting the Ministry of Education Program Advisor, responding to media and community inquiries, contacting the insurance company, informing the caterer, temporarily relocating, etc.</p>	<p>Once the building is declared safe by Emergency personnel and Brighton Public School site designate, Brighton Children Centre site designate will direct staff to resume regular operations. Executive Director or Acting Director will contact the Ministry of Education, respond to media and community inquiries. In the event relocation is necessary, the Executive Director and the Board of Directors will investigate and confer with the Ministry of Education.</p>
<p><b>Procedures for Providing Support to Children and Staff who Experience Distress</b></p>	<p>Brighton Children’s Centre will contact Five Counties Children’s Centre as a resource for children and families. Ecclesiastical Insurance Service hotline will be contacted as a resource for staff members in addition to finding appropriate local support resources.</p>
<p><b>Procedures for Debriefing Staff, Children and Parents/ Guardians</b> Include, where, applicable, details about when and how the debrief(s) will take place, etc.</p>	<p>The Director, with Head Teacher assistance, must debrief staff, children and parents/guardians in person, as soon as possible after the emergency.</p>

### Sleep Supervision Policy

Sleep time is a total of 2 hours for our preschool program. Each child will be assigned an individual cot that is cleaned weekly or more frequently if necessary. Parents will be consulted regarding a child’s sleeping arrangements at the time of registration, upon a parent’s request, and at any other appropriate time such as the observance of a change in a child’s sleep patterns. It is understood that sleep is a basic need. Staff will not force a child to stay awake if they are unable to stay awake on their own. If a child falls asleep without assistance, they will be allowed to sleep for ½ hour before waking. For children that are not able to fall asleep after ½ hour of rest time, activities will be provided either in or outside the classroom with another staff for the remainder of the rest time.

Staff will be physically present during sleep time. Sufficient lighting will allow the staff to perform direct visual checks of sleeping children, checking for indicators of distress or unusual behaviour. Significant changes in sleep patterns or behaviour during sleep will be communicated to parents. The consultation with parents will result in a change of sleeping arrangements and/or supervision during sleep, if parents request.

Direct visual checks will be performed every ½ hour during sleep time and will be recorded in the Preschool Sleep Log, along with any significant observances.



## **Cold Weather Policy**

The Child Care and Early Years Act requires outdoor play for children 2½ years of age and older in full day programs for at least 2 hours each day, weather permitting.

The children enrolled at Brighton Children's Centre will not be taken outside if the temperature (with or without wind chill) is lower than -17°C. The temperature will be checked before the morning and afternoon outdoor time.

If the temperature is between -12°C and -17°C the staff will take the children out for a shortened period of time. It will be up to the Director and/or Acting Director to decide how long the group stays out, taking into consideration the age of the children and the conditions of the playground.

Any changes to the outdoor play schedule will be documented in the daily log book, and the outdoor temperature will be noted.

## **Hot Weather Policy**

There will be limited outdoor exposure when the UV index is between 8 and 10 and/or the humidex is between 30°C and 39°C. Children will not be taken outside when the UV index is 11 or over and/or the humidex is 40°C or over. It will be up to the Director and/or Acting Director to decide how long the group stays out, taking into consideration the age of the children and the conditions of the playground.

During the extreme temperatures, outside activities will be planned that are not as vigorous and different varieties of water play will be offered. The staff and children will have unlimited access to drinking water. Sunhats and sunscreen will be used.

Any changes to the outdoor play schedule will be documented in the daily log book, and the outdoor temperature will be noted.

## **SANITARY PRACTICES POLICY**

The Brighton Children's Centre is committed to protecting the health of staff, volunteers and families by adhering to basic principles of sanitation. Head Teachers will ensure that sound sanitation practices are followed within their programs with emphasis on the following areas:

- Sanitation of sinks.
- Hand washing for adults.
- Hand washing for children.
- Sanitation practices during snack times.
- Sanitation practices during washroom times.

## **General Sanitation Practices**

- Cleaning and disinfecting floors (School Custodial care and as required in between by daycare staff).
- Scrubbing play tables (throughout the day as required).
- Carpets and rugs (vacuumed daily). Carpets to be shampooed at least once per year.
- Sinks (ongoing throughout the day).
- All other items in the room deemed necessary by the Head Teacher (weekly cleaning schedule kept).
- Heavy use toys and those coming in contact with bodily fluids will be cleaned and sanitized daily and if necessary thoroughly rinsed before handled by another child.
- A commercial product that kills bacteria, viruses, and parasites such as Quat Sanitizer D4 will be used. Disinfectants will be kept out of the reach of children.

## **Diaper Changing Procedures**

The change area will be sanitized after each use. Diaper changes should be limited to one staff Reusable diapers/ soiled clothing will be secured in a bag to be send home for laundering. Soiled disposable diapers will be discarded immediately in a secure container. Thorough hand washing of both the child and the staff member following diaper changing is mandatory.

Parents must provide enough fragrance free diapers and wipes to sustain their child's needs.

The diaper-changing area will be located well away from food-serving areas and a separate sink will be used for preparing food and washing dishes.

All facilities and supplies will be washed with soap and water and disinfected on a regular, frequent schedule

## **Handwashing**

Staff members will wash their hands when they start work, after breaks, before preparing or serving food, after diapering a child or wiping a nose or cleaning up messes, and after a trip to the bathroom. Staff should be sure that children's hands are washed before they eat or drink, after wiping noses and after they use the toilet or have their diapers changed.

## **SELF-REGULATION POLICY**

An optimistic approach that encourages responsive relationships that foster self-regulation and children's well-being are valued. Principles of belonging, well-being, expression and engagement guide us in all our interactions with children. Positive interactions with children and adults are supported rather than an approach of managing unwanted behaviour.

Strategies used to assist with self-regulation include:

- Use of encouragement and positive reinforcement of positive interactions
- Clear communication of expectations in relationships and interactions with the environment
- Modifications of the environment to encourage engagement in activities
- Modelling of positive interactions with others in the classroom environment
- Assisting children with problem solving to find creative solutions to overwhelming situations
- Avoiding power struggles, using adult power for and with children in difficult situations
- Flexible yet predictable routines encourage feelings of well-being and belonging that promote self-regulation

When a child is having difficulty self-regulating and there is potential for harm to themselves or others, the following strategies may be used, always considering the child's development and well-being:

- Using natural, logical consequences of behaviour
- Use of Time Away (child and adult away from group) to:
  - Calm the child
  - Debrief about what happened, repair relationships if necessary and problem solve strategies for future situations

Dangerous situations can occur very quickly, without warning and requires immediate intervention to protect the child/or other children in the group. The following actions will be taken:

- Remove the child to a safe area in the room or outside the room with gentle, firm physical direction
- Remove other children, quickly, from the area
- Maintain safety and assist the child to gain self-control
- Debrief about what happened, repair relationships if necessary and problem solve strategies for future situations
- Plan to reintroduce the child to the group setting

## **PROHIBITED PRACTICES**

The Child Care and Early Years Act is clear on our interactions with children in our care. Subsection 5.6 lists the following Prohibited Practices with respect to a child receiving child care at a child care centre;

- **Corporal punishment of the child**
- **Physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;**
- **Locking the exits of the child care centre or home child care premises for the purpose of confining the child, or confining the child in an area or room**

without adult supervision, unless such confinement occurs during an emergency and is required as part of the 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
- Inflicting any bodily harm on children including making children eat or drink against their will.

### **Documentation and Planning**

Continual communication with parents/guardians regarding any ongoing self-regulation issues will be insisted upon regularly. Parents/Guardians will be notified of any intervention regarding a child that is out of the ordinary.

Staff, volunteers and parents are required to comply with the above stated policies and procedures and all requirements in the *Child Care and Early Years Act* while at the Brighton Children's Centre.

### **INDIVIDUAL SUPPORT PLANS**

The Brighton Children's Centre accommodates the individualized support plan of each child with special needs. We strive to be appropriate for the ages and developmental levels of the children with special needs receiving child care and aim to be inclusive of all children.

An individualized support plan will be put in place and implemented for each child with special needs. A description will be made of how the child will be supported and participate in a meaningful and purposeful manner. A description of any supports or aids and instructions relating to their use or adaptations or other modifications to the physical, social and learning environment that are necessary and interaction with them to achieve this aim will be included.

The individualized support plan will be developed in consultation with a parent of the child, the child if appropriate and any regulated health professional or other person who works with the child in a capacity that would allow the person to help inform the plan. Individual Support Plans will be reviewed by employees, students and volunteers before they begin their employment, educational placement or volunteering and annually thereafter and any other time when changes are made. A record with the date of each review will be kept.

### **SERIOUS OCCURRENCE POLICY**

The safety and well-being of our children is the highest priority. Our staff works diligently to provide a safe, creative and nurturing environment for each child. In spite of the best precautions, serious occurrences can sometimes take place. It is the intent of the Brighton

Children's Centre to follow the Serious Occurrence Policy based on the Regulations/Guidelines of the Ministry of Education.

A serious occurrence is defined under the Child Care and Early Years Act as:

- The death of a child who receives child care at a licensed home premises or child care centre
- Abuse, neglect or an allegation of abuse or neglect of a child while receiving child care
- A life-threatening injury to or a life-threatening illness of a child who receives child care
- An incident where a child who is receiving child care goes missing or is temporarily unsupervised or
- An unplanned disruption of the normal operations of child care that poses a risk to the health, safety or well-being of children receiving care

In the event of a serious occurrence, the supervisor will be notified immediately. The parents of the child(ren) involved will also be notified immediately. In the case of an emergency, or when the parents cannot be reached, the supervisor (or person acting in her/his position) will summon either an ambulance or appropriate means to transport the child to hospital, or other medical practitioner. The child's release form and file will be taken to the hospital with the child.

Any serious occurrence, as defined by Ministry guidelines, shall be reported to the Ministry of Education within 24 hours of the incident by means of a **Serious Occurrence Report** through the **Child Care Licensing System** online. A **Serious Occurrence Notification Form** will be posted on the Parent Board near the licence following submission of the INR to the Ministry. This form will be posted for a **minimum of 10 business days** and will communicate information to parents about serious occurrences that have occurred in our Centre. The form will remain posted for 10 days from the date of any updates, and kept on file for at least two years from the date of the occurrence. No identifying will be included in the completion of the form, e.g. child's name; staff name; age; date of birth; group name etc.

In the event of fire or flood etc., the children will be evacuated in accordance with published Brighton Public School fire orders. Staff will then contact the parents to pick up their children as soon as possible. The Centre will remain closed until all health and safety regulations are cleared by proper authorities.

An annual analysis of all serious occurrences will be conducted for the previous calendar year; any actions that are taken due to the analysis will be documented and a record will be maintained for review during licensing inspections.

## **CHILD ABUSE POLICY**

By law it is our obligation to report all suspected cases of abuse to the Children's Aid Society. The Children's Aid Society is able to evaluate each situation and help the family with support and/or resources available to them.

It is not the responsibility of the Brighton Children's Centre to prove that a child has been abused or neglected, or to determine whether the child is in need of protection. As such, Brighton Children's Centre staff will only engage the Children's Aid Society when abuse is suspected and will not enter into discussions with parents, guardians and/or caregivers about the cause/nature of the suspected abuse or neglect.

## **FIRE AND EVACUATION POLICY**

Fire drills will be conducted monthly in accordance with Brighton Public School and Kawartha and Pine Ridge District School Board published guidelines and procedures in case of emergency or fire. The Brighton Children's Centre will comply with the published procedures placed on the classroom door by the school board authorities and will conduct additional drills on a monthly basis. The supervisor will keep a record of monthly fire drills to include the number of staff and students involved, including the dates and exit times and details of the practices.

The evacuation site is The Brighton Municipal Office located at 35 Alice Street. Brighton Municipal Office Phone: (613) 475-0670.

## **EMERGENCY CLOSURE POLICY**

In the event that the Brighton Children's Centre must be closed for reasons beyond our control (ex: fire, flood, pandemic), we will do our best to notify parents through local radio MyFM 100.9 and by leaving a recorded message on our phone. Payment will be expected for the first two days of the closure. If the Centre is to remain closed longer than two days payment will not be expected until the Centre is re-opened and we resume care for your child.

## **SMOKE FREE POLICY**

The Brighton Children's Centre as community use of schools member is required to follow the Smoke Free Environment Policy of the Kawartha Pine Ridge District School Board. It states that "all buildings and properties of the Board shall be smoke and tobacco product free. The tradition of using sacred smoke (smudging with sage or sweet grass), that forms part of Aboriginal culture and spirituality, is acknowledged and allowed by the Board for ceremonial purposes when deemed appropriate."

The Brighton Children's Centre is committed to providing a healthy environment for learning and working. This commitment reflects increasing medical evidence of the harmful consequences of smoking, second-hand smoke and the use of tobacco products. Smoking tobacco can also affect the health of your mouth and gums. We ask smokers to wash afterward and practice good oral hygiene.

More information is available, including the Smoke-Free Ontario Act, at the Ontario Ministry of Health and Long-Term Care website.

## **Scent Free Policy and Procedure**

Brighton Children's Centre is committed to providing a safe, healthy environment to all employees, students, children, families, and visitors. Under the Occupational Health and Safety Act, every precaution reasonable in the circumstances must be taken for the protection of worker health and safety. Employees are also obligated to take reasonable measures to protect themselves and their co-workers. There is an expectation of respect for each other and the intent of this policy to provide a safe, healthy environment for all.

**The Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act states that an employer has a duty to accommodate persons with disabilities. Workers with chemical sensitivities are included as persons with disabilities.**

Air quality of a work environment can play a significant role on the quality of a person's health. We recognize that products such as air fresheners, cosmetics, lotions, shaving products, hair sprays, deodorants, shampoos, lotions, body gels, laundry detergents and fabric softeners can contain chemical scents that can cause adverse reactions and negative health related symptoms for persons with sensitivities, asthma and allergies.

It is to be understood that **Brighton Public School does NOT have a scent policy**, however, staff, students, families and regular visitors of our Centre are asked to avoid the use of scented products and replace them with unscented or scent-reduced alternatives. Common items to be replaced include diaper creams and wipes, sunscreen and lotions. When feasible, scent-free cleaning items will be used within the Brighton Children's Centre. Please remember that scents may linger on items like clothing or bags. Signage in our rooms will advise those visiting or using our children's services of our efforts to provide a scent-free environment and the reason they are being asked to avoid scented products.

**The intent of this policy is to limit the use of chemical-based scented products to reduce barriers that may place staff and families at risk for health problems and allow staff to work in a productive and safe working environment.**

It should be noted that there is no clear definition of "scent free", "fragrance free or "unscented". A "scent-free" product could mean that no scent has been added to the chemicals already used to make it. It may also mean that the use of an additional chemical has masked the scent. Product labels should be reviewed carefully. Generally, products that are "fragrance free" or "scent free" will be labelled as such.

By continuing to work with a scent free policy, we hope to create awareness around scent sensitivity, allergies and respiratory issues that can be worsened by chemically scented products. With cooperation of staff, students, families, and visitors we are hopeful we can reduce the exposure to chemical scents and positively impact the health and safety of everyone at the Brighton Children's Centre.

## **AMENDMENTS OF POLICIES AND PROCEDURES**

These policies and procedures may be amended at any time with approval of the Brighton Children's Centre Board of Directors.

Revised December 2016