

Daycare RODNICHOK

St.Cyril and Methodius Education Organization

Message from the director

Our Daycare is dedicated to providing a warm and inviting atmosphere that allows children to develop at their own pace. We believe that children need to have a positive self-image. We foster that image, along with their developmental growth in the areas of intellectual, social, physical, and emotional skills, through a variety of group activities, individual play, and quiet periods. Our program makes use of many play and learning materials that help children gain confidence in their abilities to do and make things. Our Day Care are parent-friendly. We welcome parent visits anytime, and we seriously consider all parent suggestions and comments. Our daycare is licensed by the Ministry of Community and Social Services and adheres to the requirements of The Day Nurseries Act of Ontario.

Natalia TARYCHKINA,
Director

CONTACT INFORMATION

Address 1311 McWatters Rd. Ottawa ON K2C3E7

Telephone (613)866-0705 (613)596-5123

Email russian_school@rogers.com

Web site rodnik.ca

Our program is licensed to offer full day care for:

- 10 Toddler's (18 months up to 30 months)
- 13 Preschool children (30 Months up to 6 Years)
- 10 Kindergarten's (44 months up to 68 months)

Subsidized spaces are available in these programs. Eligibility for subsidy is determined by the Child Care Subsidy Office of the City of Ottawa. To apply you must first create an online application through the City of Ottawa at <http://www.ottawa.ca/daycare>.

St.Cyril and Methodius Education Org. is a non-profit, multi-service organization established in 1982 to serve children and families in the Ottawa area. We are happy to have you and your children with us. The health, safety and quality of your child's experiences are foremost at all times, ensuring that they and you enjoy a positive experience in our program.

LICENSING/REGULATIONS

Our centre is licensed under the *Child Care and Early Years Act (2014)* of the Ontario Ministry of Education Child Care Quality Assurance and Licensing Office and under goes an annual licensing review process. We are required to meet all regulations of the *Child Care and Early Years Act*, as well as Health, Safety and Fire regulations dictated by the Department of Public Health, the City of Ottawa, the Ontario Fire Marshall, and the Ottawa Fire Services. The Program Advisor, from the Ministry of Education, monitors standards for safety, staff training, program quality and compliance with the *Child Care and Early Years Act*. The License and Summary of License are posted in the centre for your information.

HOURS OF OPERATION

Monday to Friday 7:30 a.m. to 5:30 p.m.

You must be here to pick up your child **no later than 5:30 p.m.**

Children should be in care for the amount of hours needed to cover your work or school schedule. We encourage children to be in attendance no longer than 9 hours per day. It is very beneficial for the children to be in attendance by 10:00 a.m. for the morning program, so they can actively participate in the many activities offered prior to our lunch and rest time. We do request that you please call us if your child is going to be absent.

Day care will be closed on all Holidays: New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Day, Labour Day, Thanksgiving Day, Christmas, Boxing Day.

STORM DAYS

Occasionally, during our hours of operation, a storm arises making travelling conditions slow and possibly dangerous. In an effort to enable our employees to leave their workplace and travel home at their usual time we may call parents to request that they depart earlier than routine to ensure timely/early pickup of their child(ren).

Our policies addressing late pick-ups will not be altered due to poor weather and travel conditions.

ITEMS AND SERVICES PROVIDED BY DAYCARE

Breakfast, lunch, snack, rest and nap time, art, craft, manipulative activities, verbal communication activities, outdoor play.

Daycare prides itself on its well-stocked toy, reading, and arts areas. If by chance we required any additional supplies or equipment from the parents, we will put these requests in writing and will set a date by which these items will be required.

OUR PROGRAM

We believe that a challenging and stimulating environment will encourage mental and physical development. Children may choose to participate in scheduled activities, or simply engage in play. Group participation is encouraged but never forced. Our program is constantly re-evaluated through frequent staff meetings to ensure that the needs of each child are being met. Supervisor and teacher meetings are held every 12 weeks and individual parent-teacher meetings are held every 4 months to ensure this objective is achieved.

Our Program Plan includes the following activities:

- 1. group and individual activities*
- 2. active and quiet play*
- 3. activities designed to promote gross and fine motor skills*
- 4. activities to promote language and cognitive skills*
- 5. activities to promote social and emotional development*
- 6. at least 2 hours of outdoor play is provided for children of all ages, weather permitting.*
- 7. every child between the ages of 18 months and 4 years has a rest period not exceeding 2 hours following lunch. Children that don't feel sleepy may engage in quiet play.*

BEHAVIOUR GUIDANCE

The emotional and physical well-being of children in our care is a priority of RODNICHOK Day Care. Positive forms of behaviour guidance with emphasis on discussion, encouragement and positive reinforcement comply with the our philosophy to promote the healthy development of the children.

Daycare RODNICHOK does not use any form of 'time outs' in the program as a behaviour management strategy.

The staff at Daycare believe that children need guidance, understanding, and a few easy-to-follow rules in order to learn appropriate behaviour. It is our policy to help children learn appropriate behaviour by establishing clear limits, explaining those limits in a positive when it is necessary for a child to understand why the limit is there..

Our three simple rules, encompass our philosophy:

- 1) you may not hurt yourself,

2) you may not hurt others, and

3) you may not damage things, furniture, toys, etc.

Children who cannot be managed using these measures and are consistently presenting a discipline problem for the caregiver will be required to withdraw from care.

AT OUR DAYCARE

MEALS

We have a full time cook who prepare for us a fresh meal every day.

Daycare serves only warm, nutritious and well balanced meals and snacks. Snacks will include fruits, vegetables, or whole grain products To minimize behavioral problems and to ensure that children receive well balanced meals and snacks, parents are requested NOT to send candy or other snacks with their child. If your child arrives at daycare with candy or snacks, they will be taken away until the end of the day when you come to pick up your child.

MEAL SCHEDULE

Breakfast: 8:45 a.m. to 9:15 a.m.

Lunch: 12:00 p.m. to 12:30 p.m.

Afternoon snack: 3:30 p.m. to 4:00 p.m.

NAP TIME

Nap time is after lunch between 13:0 p.m. and 3:00 p.m. All children are expected to respect this “quiet time”. The children need this time to rest and we need it to be able to clean up and prepare for the afternoon activities, catch up on paperwork etc. Please do not visit or call during this time unless it is very important.

YOUR CHILD'S TOYS

The children are free to bring toys to daycare if they wish. However our rule is, “If you bring it, you share it”. The child must be prepared to share the items they bring and let the other children play with them. If the toy is delicate or of great sentimental value, please do not bring it to day care. We will not be held responsible for toys that get broken when brought to day care. The children are supervised consistently, but accidents happen and toys break. Children bring toys at their own risk.

POTTY TRAINING

We will work in conjunction with parents during potty training. If you have a method that has been working for you, please let us know and we will adopt it for your child. We will work with you - but not for you. Should you discontinue potty training at home, please let us know. If a child shows no interest in potty training, we may choose to discontinue and try again at a later date. Please do not ask us to offer “treats” to the child for going “potty”.

EMERGENCY

Emergency telephone numbers are posted at each telephone, as are our emergency evacuation plans. Once a month children and staff will practice these fire, emergency, and severe weather evacuation plans.

In the event of a serious accident or illness, the parent will be contacted immediately. If the parent is not available, we will notify the emergency contact person of the problem.

WHAT TO BRING

- ✓ diapers, wipes,
- ✓ special diet food (if child needs it),
- ✓ weather-appropriate change of clothing,
- ✓ extra change of clothes in case of an accident,
- ✓ indoor shoes,
- ✓ small empty bottle for water.

Please label all your child’s belongings including clothing. We cannot be held responsible for lost or missing items

ADDITIONAL INFORMATION

Children should wear clothing which is comfortable, and which you do not mind getting dirty. Proper foot wear is required as children must be wearing shoes at all time. (i.e. running shoes).

There are usually two outdoor play periods a day (weather permitting) and we ask that the children be dressed accordingly: very warm, water-resistant clothing for winter; cool clothing with **sun hats** and sun screen for summer. It is extremely important that a complete change of clothing (mitts, hat, pants, shirt, socks, underclothes, and shoes) is provided to be kept at the centre. The centre does, however, have a small stock of spare clothes on hand to aid in dealing with emergencies.

Parents are responsible for bringing in diapers for their child. A helpful reminder note will be posted on your child's cubby, when diapers are running low.

WAITING LIST

- Children will be accepted into the program on a first come first served basis when spots become available in the required age group. Priority is established by the date of the tour/application, however siblings of children currently enrolled in our program will be given priority status.
- In order to have your child added to our waiting list, parent and child must first have a tour of the centre to ensure the centre is a 'good fit' for the family. There is no fee to have your child placed on our waiting list.
- When a space becomes available, the family at the top of the waitlist, with a child of the required age, will be contacted and invited to accept a child care spot. If the family accepts the offer we move to the next step. If the family, for any reason, declines the spot then we will offer the spot to the next family on the list. Any family that declines a spot will remain on the list in the same sequence unless they request to be removed from the waiting list. At times, we may call a number of families in one day to offer one spot. In this case, the spot will go to whoever accepts the offer first.
- However, the fees will be charged once a child has been offered and accepted entrance into the child care centre.
- Parents are welcome to call the office for an update of their child's status on the waiting list at any time.

REGISTRATION

Registration is not complete, and care will not commence until all the paper work is done! Prior to the start date of care the following must be received by St. Cyrill and Methodius Education Organization/ Day Care Rodnichok for each child:

- Child Information Sheet
- Child Medical Form
- Copy of Immunization Form
- Child-Care Agreement

a discipline problem for the caregiver will be required to withdraw from care.

WITHDRAWAL / DISCHARGE

1. Children may stay in the program until the end of their 5th year.

2. We respectfully request one month of written notice of pending withdrawal, and require at a minimum two weeks' notice. If the required notice is not provided, fees will be charged in lieu of the notice period.
3. Parents who wish to temporarily withdraw their child from the program (e.g. for an extended holiday) may request to have their child's name placed on the waiting list for readmission. Regretfully, no guarantee can be given that a space will be available when needed. Please note this does not eliminate the notice period requirements as described above.
4. Should a child that demonstrates challenges, developmentally and/or behaviourally be enrolled in the program, the program will seek to access additional support and resources in a timely manner. However if it is concluded that the staff and program can no longer meet a child's needs and that there is a safety risk to the child, other children and staff, then the decision to discharge a child may be warranted.
5. The program also reserves the right to give notice of withdrawal of service if the parent does not abide by all policies and procedures.
6. If the centre's programs are not meeting the needs of your child or family we will discuss possible solutions and provide assistance in finding alternatives.

FEES FOR SERVICES

Monthly fees include all sick days, holidays and vacation time - these are paid days. Fees are based on booked days not attendance. Refunds and credits will not be given for days where your child does not attend.

We have a purchase of service agreement with the City of Ottawa to provide care for families eligible for fee subsidy as well as full fee families.

Parents seeking a childcare subsidy will need to upload all required documents to the City of Ottawa Child Care Waiting List to see if they qualify for the subsidy. Please note: families using a childcare subsidy are entitled to 36 absent days per calendar year, any additional absent days will be billed to the family at the full fee rate. Please see the Manager to discuss special circumstances.

FOR PAYMENTS OF ACCOUNTS

All monthly fees (full time and part time attendance) will be paid **on the first day of each month in advance**. Drop-in fees are payable per occurrence. Unpaid fees are subject to immediate suspension or termination of care.

Full time and part time fees are based on booked days, not attendance, therefore parents are responsible for fees whether child attends or not. (This includes sick days, holidays and vacation time).

There is a late fee of \$10.00 per day added for each day that payment is late (up to 30 days).

A fee of \$25.00 will be charged for all NSF cheques. Upon a second occurrence of an NSF cheque, all subsequent payments must be made in cash.

Parents are responsible to pay for all late payments, late fees, and one month prior of accorded withdrawal. Parents will also be held responsible for all court, attorney and collection agency fees involved in collection of late payments, late fees or one-month payment for immediate withdrawal.

We will provide a minimum of one month of notice regarding any fee increases.

Daycare RODNICHOK offers 2 methods of fee payment: Post-Dated Cheques or Cash
Post-Dated Cheques - Parents choosing to pay with post-dated cheques will submit a series of cheques dated for the first day of each month. Cheques should be made payable to St.Cyril and Methodius Education Org.

NUTRITION

We are fortunate to have a cook working at RODNICHOK who provides us with nutritious and varied food. We have a full time cook who prepare for us a fresh meal every day.

Our weekly menus for the current and following week are posted in the courtyard near the kitchen area along with any dietary restrictions, allergies and / or anaphylaxis are posted in each food preparation and serving areas.

All menu planning follows the recommendations set out in the Health Canada documents. Special dietary and feeding arrangements are to be carried out in accordance with the written instructions of a parent of the child.

The program provides water and milk at all meals; we do not serve juice or other food items that contain high sugar and sodium levels.

We are a nut safe zone and request that food with any traces of nuts not be brought into the centre.

HEALTH

We are under very strict guidelines with regards to disease control; hence there may be times when we are either forced to send an ill child home, or not to accept an ill child into care. For that reason parents would be wise to have a plan for alternate care. If a child becomes ill at the centre, parents will be notified and required to remove the child immediately if a child exhibits any of the following symptoms:

1. Fever of 38 degrees Celsius or higher
2. Vomiting
3. Diarrhea
4. Croupy cough
5. Any unexplained rash or skin irritation
6. Complains of a bad headache or sore throat
7. Eyes/ears that are oozing any form of discharge (must be on antibiotics for 24 hours prior to readmission)
8. Strep Throat (must be on antibiotics for 24 hours prior to readmission)
9. On occasion the Centre may be in an Outbreak; this is when more than 15% of children and/or staff are sick with the same symptoms. In this case the mandatory exclusion for vomiting and diarrhea is 48 hours symptom free

If any of these symptoms develop while your child is at home we ask that you keep your child at home until they are symptom free for 24 hours. Please do not give your child Tylenol and bring them to the program as they are contagious.

Please call the centre should your child become ill and provide us with their symptoms so that we may track all illnesses as per regulations. Should your child become ill while in the program you will be contacted to please pick your child up immediately. All symptoms of illness are documented by the staff.

The children must be able to participate in all facets of the program. **If you feel your child is too ill to go outside then your child may not attend the program.**

ALLERGIES AND ANAPHYLAXIS

Some children in our programs have life-threatening food allergies (Anaphylaxis) and, for this reason, it is imperative that you **DO NOT bring any outside food into the centre**, unless otherwise arranged with the Program Coordinator of the program.

All staff is trained in the use of an Epinephrine auto injector (EpiPen). For children who may have an Anaphylaxis, there is a detailed Ministry Policy which must be adhered to and parents must fill out all appropriate papers which includes authorization from a doctor. If your child requires an Epinephrine auto injector (EpiPen), the staff must be made aware of this and be given the auto injector when you drop your child off.

ADMINISTRATION OF MEDICATION

If your child requires medication while in the program, you are required to complete and sign a Permission to Administer Medication Form which provides details about the medication, including the time and amount of the dosage. Should your child be prescribed antibiotics, they must have been taking the antibiotics for 24 hours prior to returning to the Centre.

Please be advised that by *Child Care and Early Years Act* standards, we can only accept medication which is in its original container and the container or package must be clearly labelled with the following:

PROHIBITED PRACTICES

No licensee shall permit, with respect to a child receiving child care at a child care centre it operate or at a premises where it oversees the provision of child care,

- 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.

STAFF QUALIFICATIONS, TRAINING

All centre staff have current Standard First Aid and Infant/Child CPR Certification. All staff, volunteers and students placed at our daycare complete Vulnerable Sector Checks prior to their work/placement and on a regular basis.

Prior to starting work, each employee must provide the licensee with a health assessment and record of immunization as recommended by the local medical officer of health.