



WELCOME TO NORTHVIEW DAYSCHOOL



1000 Fairbairn
Street
Peterborough
ON
K9K 1C2
705-748-4626



Parent Handbook

Our Philosophy

Northview DaySchool is a centre firmly rooted in Christian values. We marvel in the curiosity of children and their ability to love freely and find joy in each new day. It was Jesus who said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." By celebrating the curious mind of a child and exploring with them as they see the world in wondrous new ways we are able to support learning in a more engaging way. We truly believe that we are stronger educators when we learn along side the children, making an effort to understand their perspectives and delving in to inquiries where the children lead the investigation. We hope to support them each day by creating a space that fosters a strong sense of belonging and well-being with the freedom to express themselves and be engaged in their environment and relationships.





Parent Handbook

Program Statement

At Northview DaySchool we have made great strides in transitioning our centre toward a more emergent program. By using the “How Does Learning Happen?” document as a framework we have been able to develop a program and pedagogy that is supportive of children, families, and educators. At Northview, we strive to provide all children, including children with individualized plans at our centre with the opportunity to develop and learn in their own way through play based learning. Educators, rather than informing the children of what will be learned, observe, listen, and support children’s inquiries and interests in order to develop an engaging program. The communication and interaction required for programming is made visible through observations and other various forms of documentation. All learning environments and activities are developed with the goal of providing each child with the support needed to allow for happy and healthy learning opportunities. Children are supported throughout the day by the educators through both planned activities and spontaneous inquiries that can be conducted in various group sizes from large to small, or even one on one. It is understood at Northview DaySchool that both the indoor and outdoor spaces are to be used throughout the day to allow for a good balance of indoor, outdoor, active, quiet, group, and independent activities. There are also policies in place to ensure that each child is given an appropriate amount of rest time each day. Our hope is that each educator provides unique opportunities for the children to explore, play, and be engaged in their surroundings. By building strong relationships based on respect and positive social interaction we hope to encourage confidence, curiosity, and caring within each child. The ability to self-regulate will also be fostered through the strong relationships developed within our centre. By developing an environment that is supportive of children’s differing needs and a program that allows for flexibility, it is possible to allow the children to develop unique strategies to better handle physical, emotional, cognitive, and social stressors throughout the day.

Review of the Program Statement

At Northview DaySchool we work to scaffold our learning and development to better ourselves and our facility. We currently are using the “How Does Learning Happen?” document as our framework to guide our program and pedagogy. In order to ensure we are maintaining our standards and continuing to grow we make use of a variety of reflective practices and assessment tools. We gain insight on how to change and adapt based on input from staff, families, administration, and regulations set out by the Board of Education. In response to these constant influences we believe it is important to annually assess the relevance of our Program Statement and ensure it still aligns with the Board of Education’s policies and our centre’s values and practices. To ensure awareness of our program statement, we have made it part of the Policy and Procedures Manual as well as our Parent Handbook. We ensure that all staff, students, and volunteers read the manual prior to working in the centre and that it is re-read on an annual basis and signed off on confirming an understanding of the contents. We also provide all families with a Parent Handbook prior to beginning at our centre. All staff and families will be notified of any revisions made to the Program Statement and informed of the availability of the new document.



Parent Handbook

Pedagogical Documentation in the Classroom



At Northview DaySchool we provide an emergent curriculum. With this the child is at the centre of all planning. Interests for the classroom are developed from observations of the children because we now recognize that children thrive and learn best when their interests are captured. This approach to learning requires flexibility and creativity which will allow for more open ended experiences. As learning occurs through play, the teachers will document what they observe and continue to develop the interests that are being explored. Part of our pedagogical documentation is taking photos that capture certain aspects of learning and stating our observations. Most documentation is posted throughout the classroom and shared on StoryPark to make learning visible and to share our daily experiences with families.

Photo Sharing Policy

Northview DaySchool is pleased to offer parents the option of receiving photos and learning stories of their child during the course of their time in their class at Northview DaySchool through the secure platform, Storypark. This is not a requirement for families but rather a great opportunity to see what their child is enjoying throughout their day.

Admission and Discharge Policy

You are encouraged to bring your child to visit our centre to become familiarized with the surroundings. An application package will be given to those interested and it must be completed and returned before any child will be accepted and enrolled. Parents are encouraged to call at any time to see how their child is adjusting to new surroundings.

Notice of withdrawal **in writing** must be given 2 weeks in advance. If notice is not received, full program fees will be charged. Any prepaid funds beyond the two weeks required will be refunded to the parent(s)/guardian(s). For those temporarily withdrawing for any reason it is important to know a permanent space cannot be guaranteed.

Northview DaySchool may terminate services if policies are not followed, fees are not paid, or if they feel that the program is not benefiting your child.

***Please Note:** Children are accepted into the program under the condition that, should the child not benefit from the program, Northview DaySchool has the right to terminate its services to you. If you as a parent/guardian do not comply with all or any of the policies we have laid out, Northview DaySchool has the right to terminate its services to your child.



Parent Handbook

Wait List Policy

There is a centralized waitlist that includes both subsidized and fee paying families. All families who wish to go on the waitlist must register on the online centralized waitlist that has been developed by the City of Peterborough. This site can be found at <https://onehsn.com/Peterborough>. You will need to provide the following information:

- Parent/Guardian's name
 - Contact information
 - Child's name
 - Child's Date Of Birth
- Any additional relevant information
- Allergies
 - Exceptionalities
 - Connections with various services (Five Counties, CAS, etc.)



There is no charge in order to be added to the waitlist but we also do not provide likely timelines in which you will be contacted. Parents/guardians are welcome to contact us directly to confirm their name is visible on our list. Families are also welcome to contact the office to receive updates on their child's current status on the waitlist. We move through the waitlist in an unbiased fashion and always select the next family on the list that has a child whose age matches the space available. It is important to note that Northview DaySchool does reserve the right to choose who will be selected for a space in the centre.

For instance, priority is given on our waitlist when a family that already has children in our centre requires a space for a child that has not yet attended Northview.

If a family declines a space that is offered to them around the date they required, but they wish to remain on the waitlist for a later date, the family's position on the waitlist will shift back to the bottom of the waitlist. This rule will not apply to families who are expecting a new child and they have not yet completed their parental leave.

Our procedure for offering a space at the centre is to email and call the parent/guardian. The following day if there has been no response, we will contact by phone again. We will hold the space for 48 hours. If we have not heard back by phone or email in that time the family will be removed from the waitlist. Families will also be removed from the waitlist if the child has reached school age and does not require a school age space or the number provided to the centre is out of service or no longer correct. If you are removed from the waitlist due to no communication but still wish to be on the waitlist you will need to re-register.



Parent Handbook

Parent Engagement

At Northview DaySchool we recognize the importance of the family in each child's learning and development. By keeping parents informed of daily developments and experiences in the classroom we hope to allow for the separation between school and home to be minimized. We work to keep the families informed of current discussions and interests to allow for continued discovery and play at home. We continue to seek insight from families through annual surveys, regular meetings with our parent board, and daily interactions in order to continuously grow and develop new ideas for engagement.

Ages of Children

Northview DaySchool has facilities to accommodate the following ages of children:

1. Full Days: 6 weeks of age through to 5 years of age.
2. Before and After School: Kindergarten to age 10

Inclusion Policy

At Northview DaySchool no child is excluded from the program on the basis of religion or ethnic background provided the family of the child accepts the program's policies and procedures. Children are not excluded on the basis of level or type of disability. Activities and routines are modified and adapted to include all children. Parents of children with disabilities have the same options that other parents have.

Health and Safety

At Northview DaySchool we have many policies and procedures in place to ensure that our facilities provide children and adults with a safe and healthy environment. By ensuring all necessary checks and assessments are conducted routinely and with the utmost of care we are able to maintain both indoor and outdoor spaces that allow for safe exploration and healthy interactions. To maintain strong sanitary practices someone from each classroom must wash the toys to avoid the spread of germs. In the infant and toddler rooms toys are washed on a daily basis while the older age groups wash toys each week unless cleaning protocols are intensified due to extenuating circumstances. All substances that are considered harmful, hazardous or poisonous must be stored in a locked area. All bed sheets are also washed on a weekly basis and any personal blankets kept at the centre for rest time are sent home each Friday for cleaning. In order to provide children with engaging and healthy outdoor opportunities it is necessary that all children spend a minimum of two hours daily outside (weather permitting).



Parent Handbook

Nutrition

A nutritious midday meal as well as morning and afternoon snacks will be provided. Children's special dietary needs, allergies, and food restrictions will be posted in the cooking and service area as well as any children's play areas both inside and out. Weekly menu plans will be posted on the parent board as well as on the centre's website for the current and following weeks. It is important to note that all chicken served on our menu is halal.

All meals are prepared according to the guidelines created by the Canada Food Guide and are in accordance with the rules and regulations stated in the Day Nurseries Act as well as the Childcare and Early Years Act 2014.

Peanut Allergies

As is the practice in many Schools and Day Cares, the Board decided that, effective July 2004, Northview DaySchool will no longer offer peanut butter on its menu. Further, we require that children no longer bring anything containing peanut butter or peanut products with them to the DaySchool.



Anaphylaxis Policy

An individual emergency plan is developed for each child with an anaphylactic allergy by the child's parent or guardian or can also be made in consultation with the child's physician/nurse practitioner. This "Emergency Response Procedures Plan" is reviewed with the Supervisor and placed in the "Ongoing Medications" binder in the Supply Office, the emergency evacuation binder, and the eating area. The child's picture and pertinent information for emergency care is posted on the parent board of the child's classroom. Parents are to advise of any changes to the plan or notify if their child has outgrown the allergy and no longer requires medication. All families that are providing food or drinks from home must be made aware of all anaphylactic allergies, milder allergies, and restrictions that are present in the classroom. All food brought into the building is required to abide by all restrictions laid out in the list provided by the Supervisor. The Supervisor also notifies the families if there are any changes to the allergy and restrictions lists and they must adapt the food or drinks they provide accordingly.

Illness

If your child becomes ill during the day, your child may be separated from the group and temporary care will be provided until you can be contacted, and your child taken home. There will be an ill health form filled out and added to your child's file any time their health is of concern to us and added to the communication book. If your child is in attendance and develops a fever, you will be called and your child must be picked up. In order to return to childcare we require that your child has been fever free, without the aid of over the counter medications, for a minimum of 24 hours and is feeling well enough to participate in regular activities. It is also advised by the Health Unit that any time the child has been experiencing vomiting or diarrhea that you keep the child home for a minimum of 48 hours.





Parent Handbook

Health and Administration of Drugs

Northview DaySchool must receive the completed health form before your child can be admitted. The Childcare and Early Years Act 2014 stipulates that prior to admission, each child must be immunized as directed by the local medical officer of health (County/City Health Unit). Immunization records are required unless there are objections due to medical or religious reasons. If this is the case the parent/guardian is required to submit a "Statement of Medical Exemption for Individual" and/or "Statement of Conscious or Religious Belief for Child," provided by the ministry. O.Reg.126/16.

It is directed by the health inspector that any child with any illness that can be passed from one to another remain at home so that illnesses are not being spread through the Centre. In addition we also request any child experiencing diarrhea or vomiting not rejoin the program until 48 hours have passed. All prescription drugs that are kept in the centre must be logged in the Drug and Medication Record and given to the person responsible for the administration of drugs, which is the supervisor or designate, to store in the locked box in the office. The only exceptions to this are sunscreen, moisturizing skin lotion, lip balm, insect repellent, hand sanitizer, and diaper cream which parents are able to sign off for in the enrolment package. Although they will not need to be listed in the Drug and Medication Record they will still need to be provided in original containers, labelled with the child's name, and the expiry date clearly visible.

Prescription and Non-Prescription Drugs:

We will administer prescription drugs only when the medication provided is in the original container, clearly labelled with the child's name, name of the drug, the dosage, the date of purchase and instructions for the storage and correct time of administration for the drug.

Life Threatening Medications:

Despite requirements for storage and administration of drugs an employee or the child may carry the child's medication if the individual is permitted to do so in accordance with the child's individualized plan and the medication is for asthma, emergency allergies, diabetes or epilepsy; or the licensee has documentation from a regulated health professional who is authorized to prescribe drugs, as defined in the *Drug and Pharmacies Regulation Act*, indicating that the nature of the child's medication is such that, without immediate access to the medication by the child, the child's health could be significantly at risk. O. Reg. 197/26, s. 13.

Head Lice Policy

If you find your child has head lice, it is recommended that you contact your pharmacist, health unit, or your family doctor to determine appropriate treatment. This is necessary to control the spread of head lice. Those children found to have head lice will be asked to leave the centre temporarily and the parents/guardian will be advised to follow the recommended course of treatment. When students return to the centre, they should report to the main office where the parent will remain while the student is checked to ensure all nits and lice are no longer present. If nits or lice are present, the parent will be asked to take the child home again and continue treatment.



Parent Handbook

Infant Sleep Room Supervision Policy

Each day prior to infants being placed in the sleep room it is required that a teacher check that any and all monitors are functioning properly.

When there are three or more infants in the sleep room it is required that a teacher be present.

The teacher responsible for supervising must do regular 15 minute checks to ensure a thorough knowledge of the health and safety of each infant in the sleep room.

All checks must be recorded on the Sleeping Supervision Chart.

Each child will have their own crib assigned to them that will be labelled with their name. All information about rest times will be discussed with the parent/guardian while in the infant room and as they move up through the centre.

On a daily basis the children's names and their placement in the room are recorded to ensure all staff are aware of who is in the sleep room at all times.

Our Infant Sleep Room Supervision Policy has been written in accordance with the document "Joint Statement on Safe Sleep: Preventing Sudden Infant Death in Canada" and the Public Health Agency of Canada (O. Reg. 126/16, s.23). If a parent/guardian is opposed to the centre's procedures, documentation from the child's physician is required in order to alter any and all sleep supervision strategies.

Rest Time Policy

Each child, toddler and preschool, will have a rest time not exceeding two hours in length following the mid-day meal. (Childcare and Early Years Act 2014) Each child will have their own cot that will be labelled with their name. Children are not obligated to sleep but a time of quiet resting is expected. On a daily basis the children's names and their placement in the room are recorded to ensure all staff are aware of who is in the room throughout rest time. All children will be monitored with regular visual checks to ensure there are no indicators of distress or unusual behaviours. In the toddler programs the teacher(s) responsible for supervising must complete rest time checks every 30 minutes. All Toddler rest time checks must be recorded on the Rest Time Supervision Chart.

Health Check Policy

A health check is documented within the first hour of rest time and filed. This health check is conducted to monitor changes and identify potential signs of illness. If symptoms of illness present themselves throughout the day it will be communicated to parents immediately and not limited to the health check form.

Medical Plans and Emergency Plans

An individual emergency plan is developed for each child with an anaphylactic allergy. An individual medical plan is developed for those with a chronic or acute medical condition. These plans are made by the child's parent or guardian and can also be made in consultation with the child's physician/nurse practitioner. These plans are reviewed with the Supervisor and placed in the "Ongoing Medications" binder in the Supply Office and the emergency evacuation binder. The individual emergency plans are also placed in the eating area and the child's picture and pertinent information for emergency care is posted on the parent board of the child's classroom. Parents are to advise of any changes to the plan or notify if their child has outgrown the allergy or condition and no longer requires medication. Staff, students, and volunteers must read and provide a signature confirming they have read all individual medical plans and emergency medical plans. They must also receive epi-pen training annually to insure they are prepared for an anaphylactic emergency.



Parent Handbook

Individual Program Plans

All children at Northview DayScool participate in the daily program routines, including children with individualized plans. Individual program plans are developed by the supervisor, teachers, and parents. They work together to determine the best strategies to assist each individual. Individual program plans can also be developed along with a qualified resource consultant, family physician, and other outside agencies. All staff, students, and volunteers within the centre will be made aware of all individualized plans.

Parent Issues and Concerns Policies and Procedures

When parents have an issue they wish to discuss we encourage them to approach their child's teaching team first. If the concern or conflict can not be resolved within the classroom it is taken to the supervisor to determine the best course of action. When there is an issue concerning the health or well being of a child brought forward the information will be shared with those involved. Administration, families, staff, students, and volunteers will work together in order to find a positive resolution as quickly as possible. If an issue is brought to us that requires further investigation or involvement from an outside resource the issue will be documented and filed as a resolution is found. Although it may take time to reach a resolution, the process will be initiated within twenty-four hours. It is our goal at Northview Dayschool to respond to situations with the utmost of respect to ensure families feel safe and supported within our facilities.

All issues or concerns will be taken seriously and handled in a respectful manner to ensure all parties are treated fairly and confidentially.

Clothing and Possessions

Your child should be dressed in clothing that is appropriate for physical activity, the weather and the season. A second set of clothing should be kept in the Centre in case of accidents. Parents with children in diapers are to supply enough for each day. Children in the process of being toilet trained should have a good supply of training pants and clothes left daily. Your child needs to bring his/her own blanket for sleep time which will be sent home for washing at the end of each week.

To aid in avoiding mix ups, please label your child's clothes, toys, blankets, diapers, etc.



Parent Handbook

Emergency Shelter & Emergency Closure

In case the DaySchool has to be evacuated for any reason, we will take the children to:

634 Lily Lake Road, Peterborough, ON
964 Fairbairn Street, Peterborough, ON



In case of an emergency the emergency binder (containing all phone numbers, parent emails, medical plans, etc.) will be used to contact parents as quickly as possible. Parents will be informed of what has happened and where their child can be picked up. When an emergency requires the centre to close fees can be charged for up to ten days. Every effort will be made to contact all parents and guardians with updates to keep everyone informed of the centre's status. The centre can be contacted for any further questions in regards to emergency protocols that are specified in our Emergency Management Policies and Procedures.

Field Trips

Activities away from the centre require careful planning and special arrangements for supervision. Beforehand, clear rules and guidelines should be developed and discussed with staff and parents.

For all excursions and field trips, children's medical information, medication (i.e. for severe allergies) and a portable first aid kit along with manual should be taken along. It is useful to have a backpack designated for this purpose. Where possible a staff should visit any new playground beforehand and investigate possible dangers.

Diapers

All diapers used at the DaySchool must be disposable and provided by the parent.



Holidays and Sick Leave

Northview DaySchool observes and closes for all statutory holidays.

The following is a list of holidays when the centre will be closed.

- New Years Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Civic holiday
- Labour Day
- Thanksgiving Monday
- Christmas Day
- Boxing Day

PARENTS, you will be charged for days your child is enrolled whether he/she is in attendance or not.



Parent Handbook

Supervision of Staff, Students, and Volunteers

Any potential hires as well as students or volunteers hoping to be involved at the centre are required to go through the interview process at Northview as well as complete the following:

- a) Read and sign a pledge of confidentiality.
- b) Read the policy and procedures manual.
- c) Date and sign that the policy and procedures have been read and understood on the provided sign off sheet.
- d) Medical Individual Plans are read and reviewed following any changes as well as any necessary training required.
- e) Individual Program Plans are read and reviewed following any changes
- f) Provide a current Vulnerable Sector Check conducted by the Police Force (copy of Vulnerable Sector Check is permitted but original with seal must be witnessed by the Supervisor). If you are 18 or under you will be required to provide a written statement disclosing if they have any previous findings of guilt under the Youth and Criminal Justice Act. If still working at the centre after turning 19 it will be required to obtain a VS within one month of your birthday.
- g) Provide immunization records. If the staff, student, or volunteer has any objections to immunizations due to religious or medical reasons they must submit one of the following forms, Statement of Medical Exemption For Individual or Statement of Conscience or Religious Belief.
- h) A Standard First Aid and CPR level C course that is provided by the Workplace Safety and Insurance Board is required for:
 - Every supervisor of a child care centre
 - Every employee of a child care centre who may be counted for the purposes of meeting the ratios is required
 - Staff are permitted a three month time period to obtain their certification as long as they work alongside a first aid certified employee. The uncertified staff will not be on their own with the children until they are certified.
- i) All staff, students or volunteers who remain at the centre longer than one year will be required to annually renew section A through E of the above list as well as signing a declaration ensuring the continued accuracy of their Vulnerable Sector Check until their five year anniversary where a new check would be required.

No students or volunteers are to ever be alone with the children. Each volunteer or student will be mentored by an RECE within the centre. Placement students/volunteers may not be counted in the staffing ratios. No child is supervised by a person under 18 years of age.

Smoking, Vaporizing, and Drug Use Policy

At Northview DaySchool there is a zero tolerance for any substance use at work, before work, or on the premises. If anyone is found to be under the influence of any drug or experiencing after-effects of harmful impairing substances they will be sent home and disciplinary action will be taken. In addition, we do not permit the use of any harmful substances such as tobacco, vaporizers, or cannabis in the building or on the property.

Arrival and Pickup

Fees being charged are for a 9 hour day. There will be an additional charge for time exceeding this amount.

Children are signed in and out by the teachers during drop off and pickup. It is very important the parent/guardian ensure the child is with the teacher during drop off and once the child is picked up they must stay with the parent/guardian.

If your child has not arrived by 10:00 a.m. and you have not made prior arrangements, your child may not be permitted into program. Parents are required to call the DaySchool by 9:00 a.m. if you are not planning on attending.



Parent Handbook

Incident/Accident Report

Whenever a child is hurt and/or it leaves a mark, a parent will be informed that day and provided with an incident/accident report that will explain what occurred, what care was provided to the child, and what will be done to avoid the incident/accident from happening again.

Serious Occurrences

Staff are expected to immediately gather facts after a serious occurrence. The staff or any other witness should report the occurrence to the Northview DaySchool supervisor/director at once.

Note: Providing any person with immediate medical attention is a necessity. The supervisor/director is responsible for conducting a preliminary inquiry following the steps listed below:

- (a) Contact the supervisor.
- (b) Contact involved child(ren)'s parent(s).
- (c) Ensure that all persons having knowledge of the occurrence remain at the site until excused.
- (d) The Director/Supervisor will complete and submit Initial Notification Report within 24 hours of being informed of the situation.

The Serious Occurrence Notification Form:

The Serious Occurrence Notification Form will be posted in a conspicuous place in the centre at or near an entrance commonly used by parents. The form will be posted near the child care license and Licensing Summary chart.

The Serious Occurrence Notification Form is updated as the operator takes additional actions or investigations are completed.

The Serious Occurrence Notification Form is posted for a minimum of 10 business days. If the form is updated with additional information such as additional actions taken by the operator, the form remains posted for 10 days from the date of the update.





Parent Handbook

Behaviour Management and Prohibited Practices to Safeguard Children

Northview DaySchool staff is responsible for planning and implementing a program that will foster a child's maximum individual development during a period of swift growth; mentally, physically, socially and emotionally.

Each child is considered individually in discipline.

When a situation arises where discipline is required, the following forms are used:

- (a) verbal direction;
- (b) redirection (i.e. Find another activity);
- (c) physical restraint (only to keep child from hurting self or another);
- (d) "time in" is used by the teachers.

The teacher will always explain that the action is unacceptable (not the child).

The staff is to implement all programs with respect, love and care to provide the children with a happy, safe and well balanced environment.

Northview DaySchool children are directed in a positive manner at a level that is appropriate to their actions and their ages in order to promote self discipline, ensure health and safety, and respect the rights of others.

As is stated in the Early Years Act 2014 O.Reg.126/16, and as is prescribed in regulation for the purposes of section 9 of the CCEYA. It is not permitted for any of the following practices to be conducted at Northview DaySchool by any staff, students, and volunteers.

(a) Corporal punishment of the child.

(b) 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, and is used only as a last resort and only until the risk of injury is no longer imminent.

(c) Locking the exits of the child care centre or home child care premises for the purpose of confining the child; or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures.

(d) Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame, or frighten the child or undermine his/her self-respect, dignity, or self-worth.

(e) Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing, or bedding.

(f) Inflicting any bodily harm on children including making children eat or drink against their will. Methods of discipline are discussed at staff meetings, and consistent disciplinary measures are agreed upon. Parents can discuss these methods of discipline with staff or

(g) Sexual abuse, sexual misconduct or engaging in a prescribed sexual act, as those terms are defined in the *Early Childhood Educators Act, 2007*.

Anyone working in or providing licensed child care who has been convicted of the offences laid out in section 9 of the CCEYA must notify their licensee immediately and cannot continue working in or providing child care.



Parent Handbook

Days and Hours of Operation

DAYSCHOOL:

This is open five days a week (Monday through Friday).
The hours are 7:00 a.m. to 6:00 p.m.

INFANT PROGRAM:

This is open five days a week (Monday through Friday).
The hours are 7:45 a.m. to 5:15 p.m.

SCHOOL AGE:

This is open before and after elementary school, five days per week. Our School Age program is open all twelve months of the year but it is important to note there are two types of care one must apply for. There is before and after school care, and there is full day care. Full days are for professional activity days, winter break, spring break and during the summer. This is a separate application process to before and after school care.
The hours for before and after school are 7:00 a.m. to 9:00 a.m.; plus 3:30 p.m. to 6:00 p.m. Please note if the buses are delayed for any reason Northview will continue to provide care until 9:30am. After this time parents/guardians will be contacted.

Fees

A registration fee is not required to add your name to the Centralized Waitlist. However, once you have accepted a space at Northview DaySchool, a \$50.00 deposit is required. This deposit is required within 48 hours once you have accepted the spot. This deposit will be deducted from your first invoice once your child has started at the centre. Cost of care for children ages 0-5 will not exceed \$22.00 per day, in accordance with the CWELCC program.

Daycare fees are due on the 1st and 15th of each month (in advance).

You are able to pay your daycare fees with cash, cheque, or as an e-transfer. All payments made by e-transfer can be sent to the email address listed below

~ndsfeepay@gmail.com~

Late fees will apply according to the day they are received.

There will be a LATE PAYMENT charge of \$5.00 for any fees that are not paid by the first day of the pay period and each day after you will be charged \$2.00.

Northview DaySchool reserves the right to terminate child care services if your account is overdue.



Late Charges

A charge will be made if you are late to pick up your child:
6:01-6:04 - \$5.00; Five minutes - \$10.00; Ten minutes - \$15.00; Fifteen minutes - \$20.00; Over 15 minutes - \$25.00; Over 30 minutes - \$50.00. Fees will be charged through the office and directed to the staff member who was waiting with your child.

Parking

T

here is plenty of parking at the rear of the Church. You can enter the DaySchool by the southeast doors. (Marked with DaySchool Entrance)



Parent Handbook

Safe Arrival and Additional Charges Related To Arrival and Dismissal

Children are signed in and out by the teachers in our daily attendance forms during drop off and pickup. At no time will the centre release anyone without parent(s)/guardian(s) approval. During drop off it is very important the parent/guardian take child(ren) directly to their class and not allow children to enter the centre without supervision. It is also important once the child is picked up that they stay with the parent/guardian as supervision is no longer being provided by the centre. In order to ensure the child has safely transferred into and out of our care we must always make an effort to greet and engage with the children, as well as discuss events of the day and convey important information that needs to be shared with the parent(s)/guardian(s). For any unfamiliar people (who have received parent approval for child pick up) we will require photo identification to confirm identity.

Parent(s)/Guardian(s) are strongly advised to notify the centre no later than 9:00 am about a late arrival or absence for the day. Attendance will be reviewed at 10:00 am. If your child is going to be absent or arriving later than 10:00 a.m. and you have not made prior arrangements, administration will begin by first sending a text message to the parent(s)/guardian(s) to ask for confirmation if the child(ren) will be in attendance that day. This will be documented in the communication book. After 15 minutes if there is no response we will call the parent(s)/guardian(s) followed by any additional emergency contacts that have been approved by the parent(s)/guardian(s). It is the responsibility of the parent(s)/guardian(s) to update the administration with any changes in contact information. At 10:45am your child will be marked absent and this will be documented in the communication book.

For our Before and After Care students who depart for school and arrive from school on the bus, the educators will walk the children to the bus and ensure all students are safely on the bus. Once the bus has departed the attendance is reviewed. For any children not in attendance who we have not received information about for that day, a text will be sent to the parent(s)/guardian(s) to ask for confirmation that the child(ren) were not to be in attendance that day for before care. This will be documented in the communication book. If there is no response after 15 minutes calls will be made to parent(s)/guardian(s) followed by any other emergency contacts listed for the child that have been approved by parent(s)/guardian(s). Your child will be marked absent for Before School Care and this will be documented in the communication book.

At the time of arrival for buses for After School Care educators will be waiting in the designated busing area. Attendance is completed as children exit the bus and enter into our care. The educator will go onto the bus to check for any possible sleeping children, lost belongings, etc. If a child is not on the bus and parents have not contacted the centre the educator will go to the office immediately to notify administration of the absence and phoning will begin. We call the parent(s)/guardian(s) for confirmation that their child(ren) will not be in attendance for after school care. We will document this in the communication book. If we are unable to reach a parent/guardian we will proceed to contact any additional emergency contacts approved by the parent(s)/guardian(s). Following these steps the child will be marked absent from daycare for After School Care and this will be documented in the communication book. If you fail to call the DaySchool when your child won't be returning on the bus from school \$5.00 will be billed to your account. Before and After School Care is provided even on days where buses are canceled, or schools are closed. Children are able to attend during the designated time of 7:00am-9:00am and 3:30-6:00pm. Due to the program remaining open it is important that families contact the centre before 9:00am if their child will not be in attendance.

At 6:00pm when the centre is closed the attendance is reviewed. Any child remaining in the centre's care beyond closing will remain in the care of a qualified staff member. First the parent(s)/guardian(s) will be contacted to confirm that someone is on the way. This will be documented in the communication book. If there is no response the next step will be to contact any emergency contacts provided and approved by the parent(s)/guardian(s). This step will also be documented in the communication book. If there is no response from anyone who was contacted the final step is to contact CAS. This step will also be documented in the communication book. The child will be offered a snack at this time and will remain in our care as we receive direction from CAS. We will follow CAS direction to ensure the child is in care and safely released. All steps taken in this process will be documented in the communication book. Children will only be released from the child care centre to individuals specified by the parent/guardian of the child and children will not be released from the child care centre at any time without supervision.





Parent Handbook

We are pleased to share that Northview DaySchool has opted in to the Canada wide Early Learning and Child Care System between the Province of Ontario and the Government of Canada and are receiving CWELCC funding. Cost of care for children ages 0-5 will not exceed \$22.00 per day, in accordance with the CWELCC program.

Rates

Infant Room

For ages 6 weeks to 18 months

5 days a week

Hours are from 7:45 a.m. to 5:15 p.m.

\$22.00 per day

Toddlers

For ages 18 months to 2 ½ years

5 days a week

Hours are from 7:00 a.m. to 6:00 p.m.

(Maximum of 9 hours/day)

\$20.32 per day

Pre School

For ages 2 ½ years to 5½ years

5 days a week

Hours are from 7:00 am. to 6:00 p.m.

(Maximum of 9 hours/day)

\$18.43 per day

Before and After School (School Age)

The following rates will be in effect as of June 30th 2025

Before and After School	5 Days Per Week Hours from 7am-9am and (If buses do not arrive promptly at 9am care will continue to be provided until 9:30am . After 9:30 am parents/guardians will be contacted.) 3:30pm-6pm	Full Days P.A Days, March Break, Christmas and Summer Vacation <u>Please note:</u> Our PA day and holiday group will be charged the full day rate as is specified below.)
Junior/Senior Kindergarten	\$12.00 /day	\$17.01 /day
Ages 6 and Up (not including the birth month the child turns 6)	\$24.00 /day	\$35.00 /day



Parent Handbook

Summary of Base Fees and Non Base Fees

Age Group	Base Fees Daily	Circumstances For Additional Fees	Non Base Fees
Infants	\$22.00	Late Payment after the 1st or 15th of each month	\$5.00 added on to base fee \$2.00 added each additional day after late fee
Toddlers	\$20.32		
PreSchool	\$18.43		
School Age (JK & SK) Before & After	\$12.00	Late Pick Up	\$5.00 - under 5 minutes late \$10.00 - 5 minutes late \$15.00 - 10 minutes late \$20.00 - 15 minutes late \$25.00 - over 15 minutes \$50.00 - over 30 minutes late
School Age (JK & SK) Full Day	\$17.01		
School Age (6 and up) Before & After	\$24.00		
School Age (6 and up) Full Day	\$35.00	Failure to notify child will not be arriving on the bus	\$5.00

Our Lending Library

There is a Lending Library available to all Northview community members. The Library hours are posted both on site and on our website at www.northviewdayschool.com



Partnership With Five Counties Children's Centre (Quality Inclusion Collaborative)

Our program is a community partner of Five Counties Children's Centre and more specifically the Quality Inclusion Collaborative. The mandate of the Quality Inclusion Collaborative is to ensure all early learning and childhood settings, and their educators have access to a range of supports, services, and resources as they continue to build inclusion for all children accessing early learning and child care in Peterborough and County.

By signing this Parent Handbook, you are aware of our partnership with the Quality Inclusion Collaborative and understand that the inclusion of all children is a community early learning and child care Quality Standard that our program supports.

Linked below is more information regarding our community's early learning and child care Quality Standards (2024):

https://www.fivecounties.on.ca/wp-content/uploads/2024/04/Quality-Standards_rev-Apr-2024_web.pdf
https://www.fivecounties.on.ca/wp-content/uploads/2021/12/Standards-of-Quality-2020-IIQ.pdf_fr-CA.pdf