

## Whitehaven Kindergarten School Age Centre – Parent Handbook (Updated 2023)

### Table of Contents

Introduction	Page 3
CWELCC Info	Page 3
Philosophy	Page 3,4
Program Goals	Page 4
Hours of Operation	Page 5
Schedule of Operations	Page 5
Child Vacations	Page 5
Licensing	Page 5,6
Admission	Page 6
Fees	Page 6,7
Absenteeism	Page 7
Discharge Policy	Page 7
Early Withdrawal	Page 7
Child Drop Off	Page 7
Child Pick-up/Release	Page 8
Late Pickup Policy	Page 8
Emergency Closure	Page 8,9
Learning Environment	Page 9
Physical Layout	Page 9
Fire Regulations	Page 9
Serious Occurrence	Page 9, 10

Parent Participation	Page 10
Field Trips	Page 10
Transportation	Page 10
Nutrition	Page 11
Health Requirements	Page 11
Allergies	Page 12
Medication	Page 12
Clothing	Page 12
Toilet Training	Page 12
Toys from Home	Page 12
Staff Qualifications	Page 13
Part-time, Volunteers, and Students (Co-op ECE)	Page 13
Board of Directors	Page 13
Behaviour Guidance Policy & Practices	Page 13, 14, 15, 16
Smoke Free Policy	Page 16
Lice Policy	Page 17, 18
Emergency Management	Page 18, 19
Parent Issues & Concerns	Page

## **Introduction**

Welcome to Whitehaven Kindergarten School Age Centre! We are happy to have your child(ren) with us. It is important to the staff and the Board of Directors that you and your child(ren) have a positive experience with our Centre. It is our goal to help each child develop to his/her fullest potential. Therefore, we appreciate working together with our parents to meet the needs of our families, keeping the interests of the children in mind at all times. If, at any time, you have any questions or concerns, please feel free to ask the staff in person or telephone them at 613-759-8364. This handbook is designed to assist you, the parent(s), in understanding the procedures, policies and regulations involved with the operation of our Centre. Thank you for reading the handbook and signing the acknowledgement at the end. If any part of the handbook is confusing or misleading, or if you have any suggestions for improvements, please include your comments on the form provided or inform one of the staff.

## **CWELCC**

Whitehaven Kindergarten School Age Centre Inc. (WKSAC) is enrolled in the Canada-Wide Early Learning and Child Care system (CWELCC). A reduction will be applied to: Preschool and Kindergarten rates for those children that qualify. WKSAC will continue to follow all guidelines in accordance with the Canada-Wide Early Learning and Child Care system (CWELCC).

### **Eligibility for reduced fees:**

Children aged 0-5 are eligible and are entitled to a childcare fee reduction retroactive to April 1, 2022, up to a minimum of \$12.00 per day.

A child remains eligible until the end of their 6<sup>th</sup> birthday month.

### **Fees:**

**Preschool (2.5 - 4 years of age) - \$437.06/month**

**Kindergarten - \$258.00/month / \$525.00/month (ineligible children)**

**School Age - \$359.00/month (Blended rate for children enrolled Full-time) / \$525.00/month for Summer Care or \$35.00/day (PD Days & Summer Care).**

## **Philosophy**

In recognition that a child's early years affect the quality of his/her life, the Whitehaven Kindergarten School Age Centre cares for and educates young children physically, socially,

emotionally and intellectually, promoting healthy growth. The Centre provides support, assistance and direction so that children will come to understand their potential; accept not only their own differences but also those of others and gain knowledge to deal with everyday life experiences. Our Centre's staff strives to provide positive learning opportunities. We do this in a child-centered environment where children can safely learn through play. We promote social skills, life skills, and knowledge of self through activities which are developmentally appropriate for the children in our care.

Our educators are fully qualified registered Early Childhood Educators. We work very hard to provide a secure, loving environment to give each child a chance to learn more about life and experience his/her place in the family, community and society of peers.

### **Program Goals**

To help each child develop a positive self- image and join those on the journey of realizing their potentials:

- i) First-hand experiences in social relationships
  - ii) Physical development of large and small muscles
  - iii) Finding acceptable outlets for their emotions
  - iv) Stimulating experiences which encourage them to think, analyze problems and arrive at different possible solutions
- To provide a program that follows our stated philosophy
  - To meet the child's social, physical, emotional and intellectual needs
  - To provide a loving, safe atmosphere, with consistent guidelines for behaviour, care and social interaction
  - To encourage each child to express themselves through materials, movement and language by providing ample time and adequate opportunities
  - To stimulate language development through hearing and using language
  - To encourage independence
  - To give each child a thirst for and to increase their knowledge by asking questions and exploring their environment. To help each child develop a sense of curiosity by providing ample first-hand experiences
  - To provide experiences with other children of the same age
  - To meet each child's needs as individuals and as a group
  - To encourage each child to develop a positive attitude towards peers, teachers and learning
  - To provide some experiences which they do not have at home

## **Hours of Operation**

Preschool Program - 8:00 a.m. - 5:00 p.m.

Kindergarten and School Age Programs - Instructional - School Days - 7:30 a.m. - 9:00 a.m. / 3:00 p.m. - 5:30 p.m.

Non-Instructional Days (PD Days / School Holidays) - 7:30 a.m. - 5:00 p.m.

## **Schedule of Operations**

Monthly fees are based on the days of operation defined by the Board of Directors. Fees will not be reimbursed for holidays or additional closures determined by the Board of Directors. The Centre is closed on statutory holidays and days designated by the Board of Directors.

January – New Year’s Day

August – Civic Holiday

February – Family Day

September – Labour Day

March/April - Good Friday

October - Thanksgiving

-Easter Monday

December -Christmas Day

May – Victoria Day

-Boxing Day

July – Canada Day

Whitehaven K.S.A. Centre is closed Christmas Eve through to New Year’s Day. The Centre will be closed on the last Friday before Labour Day.

## **Child Vacations**

We all look forward to a change of pace in our lives and so does your child. Just as you look forward to your vacation from work or school, your child needs a break from their routine. We recommend a minimum of two weeks plus a few spontaneous long weekends during the year.

## **Licensing**

The Centre is licensed under the *Child Care and Early Years Act* (CCEYA) by the Ministry of Education of Ontario. It is required to meet all regulations of this Act, as well as health and fire regulations of the City of Ottawa, the Ontario Fire Marshall and the Ottawa-Carleton District School Board. The licensing Inspector from the Ministry of Education spends time in the program and interviews program staff to ensure our program meets the government’s licensing

standards. The licensing inspector monitors standards for safety, staff training, program quality and compliance with the *Child Care and Early Years Act*.

### **Admission**

Our Centre accommodates children 2.5 years to 12 years old. Each program is designed to meet the developmental needs and interests of the children within that group. To qualify for a kindergarten/school age space, children must be living within our school boundary (determined by Ottawa Carleton District School Board). Children are admitted for an age group, generally on a first come first served basis. Admission depends on the Centre's ability to meet a child's needs, as well as the needs of the children already enrolled in the program. Where admission is denied, a written statement will be provided by the Board of Directors, explaining the reasons for the denial.

The following steps are involved in admitting children to the program:

- The child visits the program with their parent(s).
- Parent(s) meet with the Director. The Parents will be provided with a copy of our Parent Handbook. Parents and the Director will discuss the family's needs and our program's ability to meet these needs. Parent(s) will receive a tour of the Centre and an overview of our program.
- Parent(s) fill out and return all required forms (within five business days) for review by the Director. Withheld information is cause for discharge.
- Child enters the program. The child's first days in the program should be short, allowing for the child to adjust. Close communication between the parents, the teaching staff and the Director is highly encouraged, especially during this time of transition.
- A non-refundable deposit (to hold the space) of \$200.00 is required upon enrollment which will be applied to the first month's fee.

**Admission of special needs children.** Whitehaven K.S.A.Centre will make all reasonable efforts to accept and support children with special needs into our program. Should we be able to accommodate the child adequately, then admission into our program will be granted. If funding is granted by Andrew Fleck, we will work in collaboration with Children's Integrative Support Services to create a team plan of care for the child in our program. Parents will be required to provide detailed documentation of their child's needs. Parents will be expected to continuously communicate with Whitehaven K.S.A.Centre with regards to their child's development in order for the Centre to provide appropriate programming.

## **Fees**

Our program is licensed to serve a given number of children. In an attempt to help meet the need for quality subsidized child care in the community, this program has a Purchase of Service Agreement with the City of Ottawa. The child care offered is budgeted based on cost recovery. Success of such a non-profit corporation is dependent on full enrollment. The Centre is approved by the City, which requires that fee-paying parents must pay an amount that is at least equal to the amount we receive from the City for any subsidized children.

Fees are pro-rated for the twelve months per year. There is no rebate for any sick days or holidays taken. Fees are due in full on the first day of the month. Post-dated cheques are requested for each term. Ample advance notification of fee increases will be given to parents. If you have questions regarding fees or wish to discuss subsidy availability or status, please do so with the Director.

## **Absenteeism**

If your child is going to be absent from the program, for any reason, the Centre's staff is to be notified as soon as possible.

## **Discharge Policy**

Whitehaven Kindergarten School Age Centre reserves the right at any time to cancel a registration and discharge due to:

- Disrespecting the Centre's philosophy
- Disrespecting a staff member
- Defacing the property of the Child Care Centre
- Failure by parent(s) to meet their financial obligation to the Centre over a period of time (time period is established by the Board of Directors)
- Behaviour exhibited by the child that is harmful or abusive to the child, the staff, other children in the Centre or the quality of the child care environment
- Intentional disregard by a parent to adhere to the policies and procedures of the Centre
- Physical or verbal treatment of a staff member by a parent or child resulting in a staff member feeling intimidated, harassed, threatened or abused

## **Early Withdrawal**

In the case of an early withdrawal, the parent must submit in writing, a notice of intent to withdraw their child from the program. This notice must be provided a minimum of one (1) full

paid calendar month before the date a child is withdrawn. This notification is to allow sufficient time to fill the vacancy caused by the withdrawal.

### **Child Drop Off**

Children must be delivered directly to the Centre. We are not responsible for the welfare of the child (ren) until he/she is escorted by a parent into their respective child care room.

Preschool - children are to be dropped off to the program by 9:30 a.m.

Kindergarten/School Age -children are to be dropped off by 10 a.m. on full days  
(p.a. days, march break, summer)  
-on field trip/special guest days an earlier drop off may be required

### **Child Pick-Up / Release**

- Children must be picked up by their parent(s) before the closing time of the Centre
- No child will be released to persons other than the parents or persons authorized to pick-up without written permission given to the Centre in advance
- Parents are responsible for ensuring that their child's arrival and departure times are documented in the sign-in / out book while using the program
- In the event of an emergency or other situation where a parent is unable to pick up their child, it is the parent's responsibility to:
  - arrange an alternate person to pick up the child
  - advise the Centre's staff that an alternate person is going to be picking up the child (a telephone call will suffice)
- We will not release a child to a parent if there is a reason to believe the child is at risk (i.e. intoxication or violent)
- We are not permitted by law to deny access of a child to a biological parent unless we have a copy of a legal court order on file at the Centre

\*\* If a person picking up a child is unknown to the Centre's staff, proper photo identification must be presented before a child will be released.

### **Late Pickup Policy**

The Centre closes each day at 5:30 p.m. The children are tired and anxious to go home. The staff's workday is done at 5:30 p.m. and they have commitments after their work day. A late fee of \$1.00 per minute for every minute after 5:30 p.m. will apply. This policy was adopted by the Board of Directors to discourage frequent late pickups. If frequent late pickups persist, the child (ren) can be discharged from the Centre.



### **Emergency Closure**

In case of the emergency closure of D.Roy Kennedy Public School during regular school hours, the children in the Centre will be taken to the emergency alternative site: St. Paul's Presbyterian Church, 971 Woodroffe Avenue.

Parents will be notified by the staff of this action, if the alternative is also closed; parents will be contacted and are required to pick up their child (ren) as soon as possible. Where possible, in inclement weather, the staff will attempt to find an emergency shelter close to the Centre.

Due to unforeseen circumstances (fire, flood, loss of electricity and / or property damage) our Centre may be deemed unsafe. In this event, the Ottawa Carleton District School Board will close D.Roy Kennedy Public School and the Centre located in the school. Parents will be notified via radio, telephone (message on machine) and if possible, by a sign posted on the Centre's outer door. Parents will be required to make alternate arrangements until official notice is given with regards to the Centre reopening. The Centre will also be closed if the City of Ottawa declares a "state of emergency". Parents are again reminded of the importance of escorting their child (ren) into the Centre in the morning.

**No fee rebate will be given should these circumstances occur.**

### **Learning Environment**

The Centre is set up to provide a positive, enriched learning environment designed to meet the individual needs of each child. Children are encouraged to participate in a variety of group and individual activities, which are facilitated by the use of learning areas in the Centre, outdoor play and special guests/outings.

### **Physical Layout**

The Centre consists of a room or rooms that meet the requirements of the *Child Care and Early Years Act*.

### **Fire Regulations**

The Centre follows the fire regulations as set out by the Ontario Fire Marshall, the Ottawa Fire Department and the OCDSB.

### **Serious Occurrence**

The safety and well-being of our children in licensed child care programs is the highest priority. Our Centre works diligently to provide a safe, creative and nurturing environment for each

child. In spite of all the best precautions, serious occurrences can sometimes take place. A serious occurrence could include:

- Serious injury to a child
- Fire or other disaster
- Complaint about service standard
- Abuse of a child while in attendance at the Centre
- The death of a child while in attendance at the Centre

### **Parent Participation**

Since most of the children attending our Centre have working parents, we do not require parent participation at the Centre. However, we do have an open-door policy. Parents are welcome to come to the Centre during program hours. Parents may further participate through assisting staff during field trips, as well as becoming members of the Board of Directors.

### **Field Trips**

All children like to go on a field trip. A field trip could include a walk in the neighbourhood, a trip to another child care centre to see a special presentation or another special outing by bus. Permission for any field trips within walking distance of our Centre is covered in the registration package however, for field trips that require transportation, a separate form will be sent out requiring a signature by a parent.

The *Child Care and Early Years Act* is specific in its requirements of child/teacher ratios and demands full participation by staff in field trips that are planned for the entire enrollment. Should participation in a field trip, due to unusual circumstances (i.e. health problems, etc.) prevent a child's participation, it is the parent's responsibility to arrange alternate care.

Guidelines established by the City of Ottawa for daycare budget submissions do not provide for total cost coverage for field trips. Therefore, the costs of field trips must be shared between the parent(s) and the program (i.e. transportation, entrance fees etc.). However, should the cost of a specific trip place a financial burden on any family, the program will attempt to find an alternate source of funding for each individual situation, as it arises.

### **Transportation**

Children are to be brought to the Centre and picked up, in accordance with other policies, and with exceptions as specified elsewhere in these policies. For children attending school outside D. Roy Kennedy Public School, bus transportation to and from the Centre will be discussed on an individual basis. The Centre will attempt to accommodate a child's pickup and/or delivery needs, but is not bound to do so. In cases where it is not possible for Centre staff to

accommodate these needs, responsibility rests with the parent(s) to ensure pickup/delivery between the bus and the Centre.

For field trips, transportation (if required) will be by the public bus system or by chartered school bus. Special permission for children to participate will be required on these occasions.

## **Nutrition**

### **Preschool Children:**

- Centre provides two snacks and a meal (lunch) each day
- Menus will be posted for two weeks in advance on parent board
- Menu is guided by recommendations by the Canada Food Guide

### **Kindergarten / School Age**

- Centre provides two snacks each day (morning and afternoon)
- Menus will be posted for two weeks on parent board
- Menu is guided by recommendations by the Canada Food Guide
- Lunch supervision for kindergarten / school age is provided by the school (or the Centre on non-instructional days)
- Hot foods must be preheated at home and brought to the Centre in an appropriate thermos (one designed for hot foods)

## **Health Requirements**

Communicable diseases (measles, chicken pox, etc.) contracted by a child enrolled in the program must be reported to the Director. The Director will then post a notice to advise other parents. The affected child must be kept at home until the disease is no longer contagious to other children.

The staff must maintain a high standard for proper hygiene and sanitation to ensure the health of the children attending the Centre. Children who are “not well enough” to play outdoors or attend school cannot attend the Centre. On arrival at the Centre, or during the day, the Director may judge that a child is “not well enough” to attend the Centre. In such cases, the child will either not be accepted into the Centre or the parent(s) will be informed that the child must be picked up as soon as possible.

If your child is sent home because of illness (vomiting, fever, diarrhea), your child must be free of symptoms for at least 24 hours before returning to the Centre.

Symptoms your child (ren) may need to stay home include:

- Fever
- Vomiting
- Red or runny eyes
- Green discharge from nose

### **Allergies**

If your child suffers from allergies of any kind, it must be indicated on the medical forms that are completed when a child is accepted into the program. Please note, in the case of a child with a life threatening allergy, his/her parent(s) must read and sign off on Whitehaven K.S.A. Centre's Anaphylactic Policy (separate form).

### **Medication**

Only prescription medication may be given to children while attending the Centre. All medication must be in its original container with the child's name and the prescription number visible. All medication must be hand delivered to staff by parents. **DO NOT SEND MEDICATION IN YOUR CHILD'S LUNCH BOX OR BACKPACK.**

Appropriate forms must be completed, signed and given to the Director before medication can be administered by Centre staff.

### **Clothing**

All children should wear clothing that is comfortable and clothing that you do not mind getting dirty (spilled paint, glue, etc.). All children should be dressed according to the weather for outdoor play (snow pants, hats, mitts, etc.). It is advisable for the parent(s) to label all their child (ren)'s belongings.

Preschool children must have two complete changes of clothes (underwear, pants, shirt, and socks). All preschool children should have a sweater that remains in their cubby.

### **Toilet Training**

- All preschool children must have completed or be in the process of completing toilet training.
- Parents must supply pull-ups and wipes for their child (ren) who are still wearing pull-ups.
- Parents are responsible for ensuring that pull-ups/wipes are well stocked at all times.
- Please keep staff informed of your child's bathroom routine at home.

### **Toys from Home**

Toys from home are only permitted on non-instructional days for **kindergarten / school age** children. Please note, children must be responsible for their own belongings.

### **Staff Qualifications**

The staff shall consist of a Director and Registered Early Childhood Educators (R.E.C.E.), registered with the College of ECE's and has a range of experience befitting their positions. Staff must have a police records check for the vulnerable sector, and current first aid and CPR training.

### **Part-time, Volunteers and Students (ECE and Co-op)**

Part-time staff, volunteers or students who work in the Centre will have an orientation session where they will be provided with a handbook of policies and procedures. They will be expected to become aware of and act according to said policies and procedures. They will be expected to provide a police records check for the vulnerable sector.

### **Board of Directors**

The Centre is owned and operated by a non-profit corporation: the Corporation of the Whitehaven Kindergarten School Age Centre of Ottawa-Carleton. It is administered by a Board of Directors, usually comprised of two staff and five interested parents/community members.

### **BEHAVIOUR GUIDANCE POLICY AND PRACTICES**

Educators work together to help the child develop his/her sense of self-discipline. The Educators recognize the importance of stressing the positive with children, redirecting them as much as possible. Limits are expressed clearly to the children with reasons and consequences.

Neither physical nor verbal punishment, withdrawal of love or affection are used to discipline the children. We ask you to respect these guidelines while in the program. The method of adult intervention used allows for decision-making and self-discipline on the part of the child resulting in a positive, rather than a negative, experience.

### ***Monitoring***

1. All staff must read, date and sign the behaviour guidance policies of the centre as a condition of employment.
2. Regular classroom, playground and field trip observations of staff, students and volunteers interacting with the children will be conducted by the Director/Assistant Director of the centre.

Observations are done on a daily/casual basis, with their awareness of the process. Meetings with individual staff are held to assist and support staff in developing behaviour management skills. The Director/Assistant Director will provide examples of appropriate techniques to be used.

3. Staff evaluations take place within the first three to six months for every new employee and are conducted annually thereafter. Behaviour guidance practices are reviewed during this time. All reviews are documented.

4. Any concerns regarding behaviour guidance practices are discussed at regularly scheduled staff and team meetings, and strategies developed together. A written record is kept of all meetings.

5. All records related to the signing and reviews of behaviour guidance practices will be retained at the centre for a minimum of two years.

### ***Behaviour Guidance Policy***

The goal of behaviour guidance strategies is to assist the children in developing self control, self confidence and respect in their interactions with others and the environment.

### ***Preferred Behaviour Guidance Practices***

#### **Plan the Environment**

The environment includes elements of space, time and materials.

When space is carefully planned children can work and play more comfortably and harmoniously. Space which is aesthetically pleasing, ordered and organized contributes to good mental health and diminishes potential problems.

#### **Time**

Schedules and routines serve as a framework from which children gain trust, security and order. In order to meet children's needs we must plan an appropriate balance between active and restful periods, individual and group activities, teacher initiated and child initiated activities.

#### **Materials**

Ensure toys and materials are in good supply, are well organized and are age appropriate. This will help children to develop autonomy, to resolve problems with peers and to become involved in productive learning experiences.

### ***Verbal Guidance and Redirection***

Focus on the behaviour, rather than the child. Use positive messages in a consistent manner.

Set appropriate expectations for the developmental levels of the children. Channel the child's energy to another area.

Ignore inappropriate behaviour that is not dangerous. Provide frequent positive verbal reminders.

Provide positive reinforcement of desired behaviours. Redirect a child who is not managing to a closely supervised activity. Discuss and explain all consequences of inappropriate behaviours

### ***Prevention***

Staff need to be aware of potential problems and work towards preventing difficulties before they arise.

Establish close physical proximity when it appears that a child or group of children may be losing control.

Position staff throughout the room or play yard so that all areas of the room or yard are visible.

Arrange furniture, toys and equipment so that lines of vision are left open. Personal chatter and business are not permitted while supervising children. Use the Buddy system for children leaving the rooms. No more than two children permitted to leave the room at one time. Personal safety will be discussed with the children on an ongoing basis.

### **Prohibited Behaviour Guidance Practices**

The following forms of behaviour guidance shall not be permitted by anyone including staff, students and parents during the operation of the program:

- 1) Corporal punishment (spanking, hitting, shaking, dragging, etc.)
- 2) Deliberate harsh or degrading measures that would humiliate or undermine a child.
- 3) Deprivation of a child's basic needs such as food, shelter, clothing or bedding.
- 4) Being confined in a locked room or area.
- 5) Locking the exits of a child care facility for the purposes of confining a child.

### **Contravention of Behaviour Guidance Practices**

All adults, while at the child care centre, are **required** to comply with the program's policies regarding behaviour management and the requirements set out in the Child Care and Early Years Act, 2014. Failure to comply with the behaviour management policy may result in:

### **For Staff, Students and Volunteers:**

A verbal warning, a written warning, termination of placement for students and volunteers, termination of employment for staff.

### **For others, including parents:**

Verbal warning, other action deemed necessary by the child care centre Board including, but not limited to the person not being allowed on the premises.

The following information may be considered by the Director and Board of the child care centre in determining which action is necessary.

- 1) The seriousness of the offense.
- 2) The risk, or harm, to the child.
- 3) The frequency of the occurrence.
- 4) Previous disciplinary action taken.

Where action is necessary it will be taken immediately by the Director of the centre in the case of staff, students and volunteers, parents and others, and by the Board in the case of the Director.

### **Review and Retention of Policies and Procedures**

- 1) An orientation takes place for each new staff members, volunteers, and students. All program policies are discussed and signed at this time. All policies are reviewed annually.
- 2) Ongoing discussion of policy takes place throughout the year.
- 3) Complaints regarding behaviour guidance will be brought to the Director and investigated using the Contravention Procedure.
- 4) Serious Occurrence Procedures (M.Ed.) will be followed as necessary.
- 5) Records of behaviour guidance practices and performance evaluations will be kept in employee/personnel files, for at least two years.
- 6) Reviewed annually by the Board of Directors or the Executive Director as designated by the Board of Directors to ensure it remains appropriate and up to date.

### **Smoke Free Policy**

#### **3.8 SMOKE-FREE ONTARIO ACT:**

**Effective May 31, 2006, in accordance with the Smoke Free Ontario Act, smoking became prohibited in private homes of Providers contracted by licensed home child care agencies. The legislation requires that Providers, household members and visitors do not smoke on the premises (in the home, garage, front/back yard and driveway) whether or not the children are present.**



## Smoke Free Ontario

In accordance with the Smoke Free Ontario Act, smoking became prohibited in enclosed public places and all enclosed workplaces, including restaurants, bars, schools, private clubs, sports arenas, work vehicles, offices and entertainment venues.

Smoking or handling a cigarette by any person is forbidden in the Child Care Centre or on School Board Property at any time.

1. No Smoking signs are posted at the entrance to the Centre.
2. Smoke free policy will be read at commencement of employment and reviewed annually.
3. Smoke free policy will be reviewed with parents upon enrollment. Smoke free policy is in the parent handbook.
4. Smoke free policy will be reviewed with all volunteers.

## **Lice Policy**

Due to the fact that lice can spread easily and quickly from child to child, Whitehaven K.S.A. Centre's policy regarding lice will be strictly enforced and is as follows. If a child is found to have live lice or nits in their hair (discovered at home, at school or at the Centre), they must not return to the program until treated with an appropriate lice shampoo and nits have been picked out of the hair. In order for the Centre to contain a lice outbreak, parents and the Centre must work together.

### Responsibilities of Whitehaven K.S.A. Centre:

If a child is found to have head lice while at the Centre, the parent will be called to pick up their child in order to start treatment and to help prevent the spreading of head lice to other children within the program.

Post the number of cases of head lice to be at the Centre (names are not posted, only the number of current cases).

At the discretion of The Board of Directors, The Lice Squad may be hired to do a thorough check of children's and staff's hair. If The Lice Squad needs to be called in as a result of high number of lice cases or repeated cases of head lice, parents may be asked to contribute towards the cost of this service.

Communicate with parents regarding ongoing lice treatments.

Remind children to play without touching heads, to not share items such as hats and to place their belongings in their backpacks instead of tossing them up on a shelf.

### Responsibilities of Parents:

Notify Whitehaven K.S.A. Centre immediately upon discovering your child has head lice (discovered at home or at school).

Pick up your child from the Centre when informed of your child having head lice in order to begin treatment.

Even after the shampoo treatment has been applied, you must pick the nits (eggs) from your child's hair. Continue to pick the nits from your child's hair every night until after the second treatment has been applied.

Anything that has touched your child's head will need to be laundered (or at least run through a dryer on high for 30 minutes). Items may also need to be put aside for several days that cannot be washed. Mattresses and furniture should be vacuumed to prevent reinfections of your child after treatment. Items to think about: brushes and combs, bedding and pillows, towels, clothing, stuffed animals, hats, mitts, scarves and neck warmers, coats, backpacks, hair elastics, headbands, etc.

### Emergency Management:

#### **Instructional Days:**

Whitehaven Kindergarten School Age Centre will follow the emergency management policies and procedures in accordance with the Ottawa Carleton District School Board.

#### **Non-Instructional School Days:**

Whitehaven Kindergarten School Age Centre will follow our own Emergency Management Policy and Procedures as follows:

In the event of an emergency situation that makes our premise unsafe; the children, staff, families, and volunteers will be evacuated from the building. Our emergency shelter site will be – St. Paul's Presbyterian Church – 971 Woodfroffe Avenue, Ottawa (613-729-3384)

We understand the importance of communicating with parents/guardians regarding welfare and location of their children in emergency evacuation situations. Depending on the circumstances; the following forms of communication will be used;

- Phone call – directly to parent/guardian
- General message on Centre's Voicemail System

- Posting on Centre's Website
- Radio-Media Alerts
- Signs posted outside our facilities
- Email will be sent out through our email chain