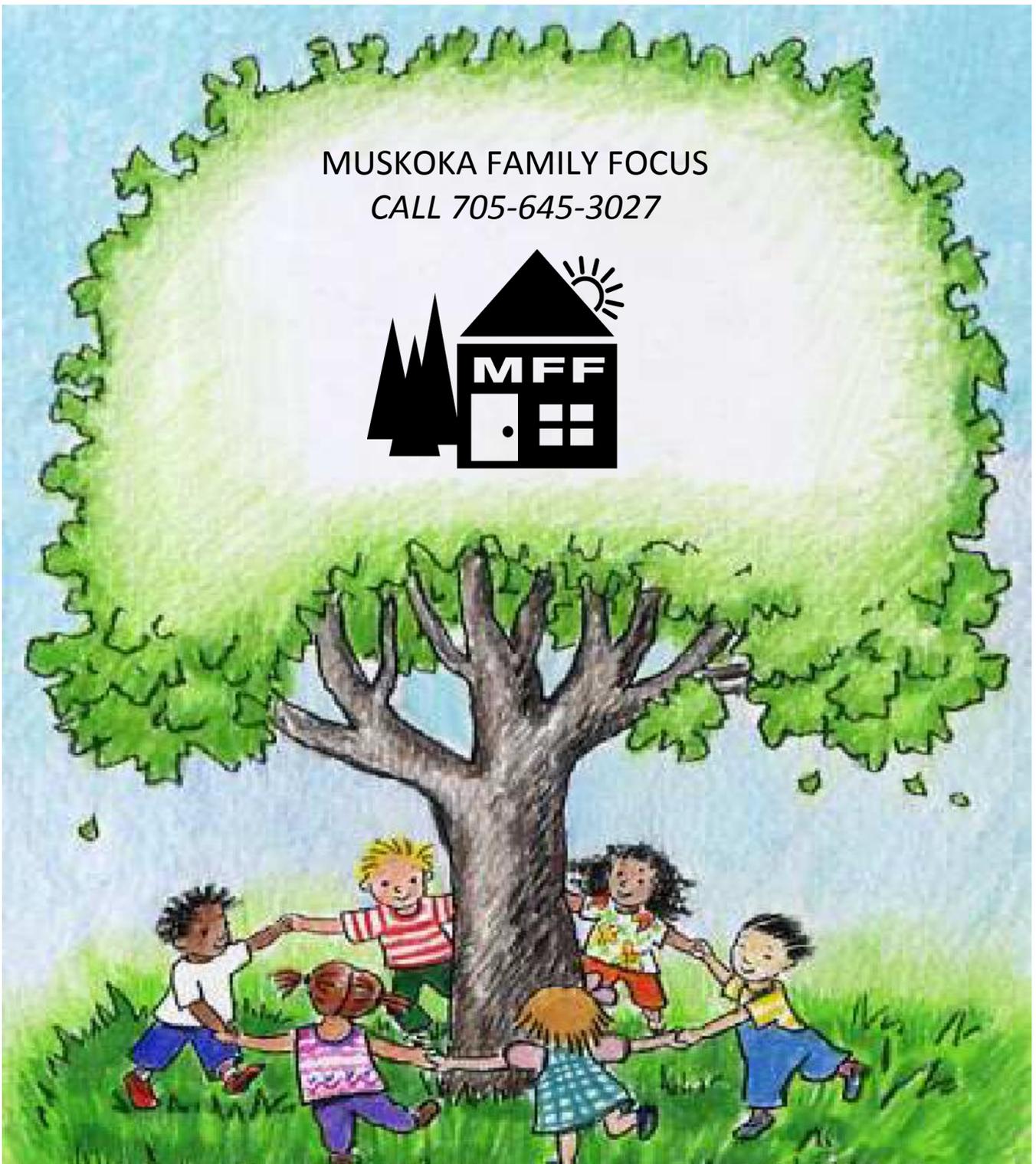


Muskoka Family Focus
Summer School Age Camp
www.muskokafamilyfocus.com

Bracebridge
Gravenhurst
Huntsville

MUSKOKA FAMILY FOCUS
CALL 705-645-3027





Before & After School Care

Program Booklet

Updated May 30, 2018

Huntsville Programs

Supervisor: (705) 644-1858

Pine Glen: (705) 783-0176

Emergency Shelter: Faith Baptist Church

Bracebridge Programs

Supervisor: (705) 644-1520

Macaulay: (705) 641-1269

Emergency Shelter: Macaulay Treehouse

Gravenhurst Programs

Supervisor: (705) 644-2484

GPS: (705) 644-1143

Emergency Shelter: Oliver's Coffee

Program Statement:

Our School Age Programs strive to provide a positive learning environment for your child to enhance his or her level of development through play experiences and the guidance of professionally trained Early Childhood Educators (and assistants) who are members of and in good standing with the Ontario College of Early Childhood Educators. Staff, students and volunteers will review this program statement prior to interacting with the children and at least once annually and when this statement is modified.

We believe children are "competent, capable, curious and rich in potential".

Our Licensed Childcare Programs use the *How Does Learning Happen, (HDLH) Ontario's Pedagogy for The Early Years - 2014¹* as the document to guide programming and pedagogy²

For the children, their families and our staff, our program strategies are designed to foster physical, social, emotional, intellectual, creative and spiritual development by offering experiences that promote:

- a) Health, safety, nutrition and well-being;
- b) Curiosity, creativity, initiative and independence;
- c) Self-esteem, confidence and decision making capabilities;
- d) Respect for themselves, others and their environment;
- e) Encourage responsive feelings of friendship and consideration;
- f) Communication and interaction to foster positive responsive relationships;
- g) Self-regulation and co-operation;
- h) Inquiry based play through child initiated exploration and adult-support experiences;
- i) A well balanced daily schedule that includes active indoor and outdoor play as well as rest/quiet time that provides consideration to individual needs;
- j) Integration of children with challenging needs. Along with the assistance of various resource services in the community, we strive to meet the needs of all children.
- k) Document and review the impact of the strategies set out in (a) to (j) on the children and their families.

As stated in the *How Does Learning Happen?* document, "Learning and development happens within the context of relationships among children, families, educators and the environment." Our qualified staff, students and volunteers guide the early learning environment to promote the Four Foundations of *How Does Learning Happen?* These four foundations include: Belonging, Well-Being, Engagement and Expression. Our staff, students and volunteers use these foundations to provide a nurturing environment that creates a vision for all children's future potential. Our staff, students and volunteers are supported to participate in continuous professional learning. They are required to document and review the impact of the strategies as stated above on the children and their families. Our staff, students and volunteers are also monitored throughout the year to ensure that all components of this program statement are implemented in the operation of each program.

Our goal is to provide a secure and safe learning environment through enjoyable experiences for all children attending our programs. We involve local community partners and allow those partners to support children, their families and our staff, students and volunteers.

¹The HDLH document can be found on the Min. of Ed. website: www.edu.gov.on.ca/childcare/HowLearningHappens.pdf

² Pedagogy - The method and practice of teaching, especially as an academic subject or theoretical concept.

Program Statement Goals Approaches

Health, Safety, Nutrition and Well Being (a) (g)

- Staff, students and volunteers create positive eating environments
- Staff, students and volunteers are responsive to children's cues
- Stimulating, safe environment available for intentional active play that supports individual children's abilities
- Challenging experiences in available that support varied abilities in order for children to practice self-regulation skills and work towards mastering a skill
- All meals, snacks and beverages must meet the recommendations in the Canada's Food Guide
- Child health check completed daily (on attendance)
- Safe, calming and nurturing environment
- Self-regulation and co-operative skills encouraged
- Children are dressed appropriately for the weather

Inquiry Play Based Programming (b) (h) (i) (k)

- Well balanced daily schedule
- Outdoor time (2 hrs) with activities offered OR indoor physical activity during inclement weather
- Indoor physical activity
- Creative opportunities available
- Diverse age appropriate books available
- Science/nature exploration available
- Music/language opportunities available
- Block play available
- Sensory experiences offered
- Dramatic play opportunities available
- Co-operative opportunities offered to children
- Area available for spiritual reflection ie: cozy tent
- Quiet/rest period offered with appropriate activities
- Program plans current and posted based on the interests of the children
- Various documentation is visible to support the pedagogical learning of all children

Interactions with Children (c) (e) (f) (j)

- Tone of voice is calm and nurturing to the children
- Genuine interest shown to each child
- Children are listened to and respected to help foster positive reciprocal relationships
- Children are supported with positive reinforcement to build self-esteem, self-confidence and to nurture decision making skills
- Children's emotions are recognized and responded to with empathy through responsive communication between educators and children
- Educators, students and volunteers at child's level role modelling and encouraging independence, curiosity, initiative and self-help skills through reciprocal age appropriate conversation
- Educators, students and volunteers communicate with children to identify feelings/emotions encouraging friendship and consideration of others ie: 'bucket filling' and inclusion of all

- Educators, students and volunteers encourage children to be respectful of others and themselves
- Frequent age appropriate verbal interaction with children to foster a sense of security
- Frequent appropriate physical contact with children
- Appropriate use of body and verbal language to foster positive communication and relationships
- Each child greeted (by name) and acknowledged
- Children encouraged to meet individual developmental goals
- Children with special needs are integrated including the development and implementation of Individual Support Plans (ISP)
- Focus is on children as opposed to the adults in the room

Interactions with Families and Our Community (f) (j) (k)

- Families are greeted daily by name in a friendly welcoming manner (eye contact)
- Family inquiries answered or redirected/referred
- Communication between educators, students, volunteers and families is respectful to foster positive relationships between the children, parents and educators
- Families are encouraged to participate in the program ie: scheduled visit, drop in, call, etc.
- Respect for individual differences, sensitivity to differing parenting styles, culture, etc...

Sanitary Practices (a)

- Staff, students and volunteers follow all recommendations by the Simcoe Muskoka District Health Unit
- Children helped to wash before eating, after toileting, outdoor play, and as needed
- Surfaces cleaned and disinfected as appropriate
- Equipment/toys cleaned and disinfected per policy
- Cots cleaned and disinfected, linens laundered at least weekly
- Children assisted/encouraged to use sanitary practices when using the toilet

Safety Practices (a)

- Children supervised AT ALL TIMES
- Cleaning supplies inaccessible to children
- Children sitting while eating or drinking

Environment (d) (g)

- Educators, students and volunteers use the environment as a 'third teacher' ie: children are involved in room set up
- Respect for the environment is woven into all activities throughout the day
- The environment is designed to accommodate varied children`s sensitivities and arousal states and to allow for a calm, focused, alert state as well
- Toys/equipment to promote all areas of development – inquiry play based learning
- Toys/equipment suitable to developmental levels

Food Handling (a)

- Allergies listed – staff, students and volunteers aware of allergies, list up to date
- Staff, students and volunteers sit with children during meal times and it is a friendly social time
- Good eating habits and manners encouraged
- Children are assisted when needed

- Children are encouraged to serve themselves
- Proper food eating techniques modelled (use of utensils, dishes, cups)
- Proper use of dishes ie: wet food must be on a plate or in bowl

Kitchen Maintenance and Duties (a)

- All meals, snacks and beverages must meet the recommendations in the Canada's Food Guide
- Culturally diverse options offered
- Individual food preparation opportunities offered to children ie: fruit sticks
- Healthy meals and snacks are being prepared with as much 'homemade' food as possible ie: homemade granola bars
- Low fat, aspartame, trans fat and high sodium food are not included in our menus
- Homogenized milk is being served to children under 2 years of age
- Water is offered and available throughout the day
- Kitchen floor swept daily
- Cleaning and disinfecting happens regularly throughout the day
- Cleaning checklist is completed daily, weekly, etc.

Staff/Program Structure: The programs are staffed by qualified personnel including Registered Early Childhood Educators and Assistants approved by the Ministry of Education.

Where there are enough children enrolled to warrant having the group separate into two groups we will offer a Full Day Kindergarten (FDK) program for students in JK/SK age children. The Program Supervisor will notify you of this.

Hours of Operation: The **Summer School Age Camp Programs** operate from 7:30 am until 5:30 p.m. from Tuesday July 3 to Friday August 17, 2018. The program does not operate on Statutory Holidays.

Fees and Payment: Accounts are paid by preauthorized debit, online payments or interact payments only. Invoices will be emailed to your email address. We reserve the right to discontinue care if payment is not received. You will not be billed for statutory holidays or any other days the programs are closed. **You will be billed for all days your child is registered including days your child does not attend the program due to illness, vacation or for any other reason based on the calendar you completed.** We will not be able to accommodate schedule changes where you need to change days, however, if we have space available, you may add days to your schedule. Please talk to the Program Supervisor directly if this need arises.

We require 2 weeks' notice in writing when withdrawing your child from the program. If 2 weeks is not given in writing, you will be billed for the 2 week notice period.

The fee for children:

JK/SK age is \$35.00 per day per child

Grade one and up is \$33.00 per day per child

Financial Assistance: The District of Muskoka can provide financial assistance for families who are eligible. You may call the District office Community Services department at 645-2412 or 1-800-461-4215 Monday through Friday and ask to speak to an intake worker.

Wait List

Families will be placed on the wait list on the date they confirm they would like a space at the centre. The entry on the wait list will be dated and include information about the childcare needs of the family; name and birth date of child, days of care required, requested start date, name and contact information of parents and any other specific information the family wishes to include. The program supervisor maintains the waitlist and contacts parents regularly



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Updated May 30, 2018

when it is known a space will be available. Families are contacted in order of the date they were placed on the waitlist and offered a space once available, in order of the date they were placed on the waitlist ie: the family who has been on the list the longest will be offered the first available space. Each time the supervisor contacts the family or attempts to contact the family, the date, time and method of contact will be noted on the wait list. The supervisor will keep accurate updated notes about the communication to strive to meet the needs of the family. There are no fees charged to families for adding their name to the waitlist. Families are asked to contact the program supervisor should they wish to be removed from the wait list or if they have any changes to the original information provided. If after 3 attempts to communicate with the family the supervisor does not receive a return phone call or e-mail, the family will be removed from the wait list. Families are able to confirm they are on the wait list by requesting to view (in the presence of the program supervisor) their spot on the list confirming the wait list is managed according to our policy with the correct dates in the order in which the family was placed on the waiting list without contravening confidentiality. Other family/children's names will not be visible to the inquiring family to maintain the privacy of all children listed on the wait list.

Inclement Weather: The closure of the program will be at the discretion of the Program Supervisor. **Please check our website at www.muskokafamilyfocus.com, our Facebook page or follow us on Twitter @MuskokaFamFocus, for updates. Families will be billed if an inclement weather day is a regularly scheduled day for your child(ren), UNLESS the school itself is deemed closed by the school board.**

Arrival and Departure: To ensure the safe arrival of your child(ren), program staff will need to know in advance if your child will not be attending the program due to illness or will be arriving late please inform the program facilitator by calling the number on the cover of this document. This is the facilitator's cellular phone, which has a message centre. Messages are checked at the beginning of the program and the phone is in use while the program is open. Your child will not be permitted to leave the program with anyone other than those documented on the release consent form UNLESS written permission is received or in an emergency, a telephone call may be acceptable. Anyone picking up your child must be 13 years or older. Staff will ask for identification from the person who is picking up the child. **The Facilitator of the program will call to confirm your child's absence or additional days of attendance.**

Pick Up Info: In the case of a separation between parents, both parents will need to agree to the authorized people on the pickup list. If legal court documents specify otherwise then that is what will be followed. Any changes to the authorized pick up list must be in writing. Parents must provide us with any legal documents pertaining to their custody arrangements and provide updates as they happen.

Fire Procedure: In order to prepare for a quick and safe departure from the building in the event of fire, a fire procedure is posted for your information and regular monthly fire drills are conducted.

Emergency Management Procedure: MFF&CP has emergency management procedures in place including: in the event this facility has to be vacated an emergency location has been established and is listed on the cover page of this document. All parents would be notified by phone as to a designated pick up spot in the case of an emergency. This information will also be posted on our Face Book page and our website and announced on the local radio station. **In the event of an emergency where our staff feel medical attention is necessary, 911 will be called.*

Nutrition and Allergies: Please send a nutritious lunch and snacks for your child each day as well as a re-fillable water bottle. Our educators will encourage children to drink plenty of water throughout the day to ensure we all stay hydrated. We will aim to break for snack in the morning and in the afternoon and lunch will be around noon each day depending on our schedule for the day. Please remember we strive to be peanut safe, just the same as the rules at school.

Please do not send any food containing nut products to our programs; we appreciate your co-operation in keeping all kids safe!

Field Trips and Outdoor Time: Our summer programs will involve excursions away from the premises. You will be advised of any major outings and asked to sign a permission form allowing your child to participate. Children will play outdoors for a minimum of 2 hours every day, weather permitting. Please send your child with a hat and sunscreen. Please apply sunscreen in the morning before your child arrives and we will ensure it gets applied again in the afternoon prior to going outside. When the temperatures/humidity is high, we will have fun with our physical activities indoors. It is quite possible we will still play outside and explore in the rain unless there is an actual storm. Appropriate dress and shoes for the outdoors/weather conditions will be helpful to ensure your child can participate in

all activities. We believe strongly in the positive benefits of children connecting to nature and we will spend as much time as possible outside.

Accessibility for Ontarians with Disabilities Act (AODA) – Customer Service Standard Policy: Muskoka Family Focus is in compliance with the AODA. We are committed to developing policies, practices and procedures that provide accessible quality services to its clients and their children. Services will be provided to clients with disabilities in a manner that promotes and respects dignity, independence, integration and equal opportunity. MFF is dedicated to ensuring all programs and services are accessible to clients and their children in accordance with Ontario Regulation 429.07 Accessibility Standards for Customer Service.

Late Pick Up: If you are unable to pick up your child by 5:30 p.m. please authorize someone else to do so. No child will be released to a person not authorized **in writing** by you. Names of authorized people must be indicated on the Release Consent section of the registration form.

- The Program closes at 5:30 p.m. promptly and a **\$1.00 per minute fee will be charged to parents who are late**. This amount will be billed on your invoice. If this happens 3 times, we reserve the right to discontinue care.
- If you foresee being late, please call and let us know; perhaps some arrangements can be made.
- Try to be punctual; educators have families to get home to.
- If by 5:30 p.m. a parent has left no message, the emergency person named on your registration form will be called. If this person cannot make arrangements to pick up the child at once, the C.A.S. will be called to pick up the child at 6:00 p.m. The educators cannot be made responsible.

Prohibited Practices:

Muskoka Family Focus & Children's Place will not permit the following Prohibited Practices:

- a. Corporal punishment or restraint of a child by an employee, a student, a volunteer or by another child or group of children.
- b. Deliberate harsh or degrading measures that would humiliate, shame or frighten a child or undermine a child's self-respect, example: name calling, yelling or singling a child out in a negative way.
- c. 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 on as a last resort and only until the risk of injury is no longer imminent.
- d. Deprivation of a child of basic needs including food, drink, shelter, clothing, bedding, sleep and toilet use.
- e. Locking or permitting to be locked without adult supervision for the purpose of confining a child, the exits of any building or structure where children are in attendance at any program operated by MFF&CP. *The exception to this section of the procedure is during an emergency when children could be confined to a room temporarily until the emergency is resolved as it relates to MFF&CP Emergency Management Plan. The use of a locked or lockable room or structure to confine or isolate a child, who has been separated from other children.
- f. Inflicting any bodily harm on children including, but not limited to making children eat or drink against their will.

Our program philosophy includes the use of positive verbal reinforcement to encourage respectful behaviour.

Our programs are 'BULLY FREE'. Our educators model respect, empathy, kindness and positive communication so all children have a sense of belonging; the children are expected to conduct themselves in the same way. Children are encouraged to settle their own differences as much as possible to acquire problem-solving skills. The educators aim for a positive approach when handling any incident, and will redirect the child if the incident is of a minor nature. Open, calm communication is necessary to solve problems and to ensure children feel confident to express themselves honestly in any situation at our programs.

If the incident is more involved, the child may be removed from the immediate area, but not from the total environment, with a brief explanation. He/she will sit by the side of the educator for a "cool down period" and then may return to the group with an understanding about his/her ability to interact and engage in a respectful and co-operative manner.

Only if the incident is of a severe nature, (e.g. tantrum, violent behaviour towards others) is the child removed from the playroom accompanied by a Facilitator. A Facilitator remains with the child adopting a limited speaking but supportive

attitude until the child has calmed down and is no longer a possible threat to him/herself or other children, normally no longer than a few minutes. As a last resort, if inappropriate or unacceptable behaviour continues, the parents/guardians will receive written notice asking that the child (may) be asked to leave the Program.

Our educators will complete an incident report when necessary. You will be asked to sign the report indicating you have received a copy and a copy will be given to you. This process applies for accidents as well.

Supervision of Volunteers and Students

Muskoka Family Focus and Children's Place supports the ongoing learning for volunteers and students. Volunteers and students occasionally participate or complete placements at our programs. Volunteers and students are required to provide a vulnerable sector check and the following are adhered to:

- No child is supervised by a person under 18 years of age
- Volunteers and students will be supervised at all times by a MFF&CP employee
- Only employees will have unsupervised access to children
- Volunteers and students may not be counted in staffing ratios

Serious Occurrence Notifications: The safety and well being of our children in licensed childcare programs is our highest priority. Operators of licensed childcare centres work 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.

The Ontario government has introduced a new policy that requires licensed childcare centres to post information about serious occurrences that happen at a centre or home location. To support increased transparency and access to information, a "Serious Occurrence Notification Form" must be posted at the program in a visible area for 10 days.

A serious occurrence could include: serious injury to a child, fire or other disaster on site, complaint about service standard

Licensed childcare centres are already required to report serious occurrences to the Ministry of Education, which is responsible for childcare licensing. This new policy requires childcare operators to post information in their facilities so that parents also have access to it.

Health, Safety and Illness: We are unable to administer prescription or non-prescription medication with the exception of asthma medication, Epi-pens or other medications for life threatening conditions.

If your child becomes ill during the day our educators will strive to find a quiet, supervised spot (isolation) for him/her to rest and notify you for pick up. Occasionally when there is one educator with the group at a program it becomes difficult to isolate, however we will do our best as per our guidelines provided by the Simcoe Muskoka District Health Unit (SMDHU). Children may not attend the program if they have a fever, diarrhea, vomiting, or any infectious illness. They may return to the program after they have been symptom free 24 hours. Should the SMDHU deem our program to be in an outbreak, we will follow the direction given to us by the health unit.

Personal Belongings: Children may bring books, games or activities to our programs, at the discretion of the educators. Please talk to your child's educator to ensure items your child may want to bring are appropriate and welcome. Please make sure they are clearly marked with their names, as we cannot be held responsible for lost or stolen items.

Items not welcome at our programs:

- iPods, tablets
- Cell phones
- Electronic games, cameras, etc.
- Any valuable items – MFF is not responsible for any stolen or lost items

Communication: The educators at the summer camp programs enjoy and appreciate the opportunity to communicate openly with the parents of the children they care for at different times of the day as long as it does not take their attention away from the children. We encourage parent engagement at our programs. Departure time works well for many parents to converse with our educators. Please allow adequate time for discussion when picking up your child. (Please note that the program closes at 6:00 p.m.) **Please advise the program facilitator in writing when there are any changes in information to your child's registration form.** It is to your child's benefit to keep our records up to date. If you have any suggestions or concerns, please feel free to discuss them with the program

facilitator or call the Program Supervisor whose number is listed on the cover page of this document. Please keep this parent handbook for easy reference.

Please advise our educators if your child's needs change throughout the summer. For example, if your child is experiencing emotional stress such as a family separation or any other trauma, speak to one of our educators or feel free to call the Program Supervisor so we can ensure we have an understanding of any potential behaviours that are not typical of your child. A meeting can be arranged through the Program Supervisor if requested. We want your child to have a positive and fun experience at our program, feel free to inform us of what we can do to better meet your child's needs if necessary. Also, please let us know if there are any other changes we need to know about. For example: change in contact information for parents or emergency pick up people.

Conflict Resolution for Parents

If a parent has a concern or complaint, this section outlines the procedure for the parent to follow. Muskoka Family Focus supports open discussions between our staff and families through a fair and transparent conflict resolution process. It is our goal to address all issues in a timely manner. Concerns and complaints received by employees, students or volunteers should be brought to the centre Supervisor's attention. The Supervisor will respond in writing or via e-mail to the initial concern and/or complaint within one week of it being received. The Supervisor will discuss with the Management Team the concern and/or complaint. An appropriate resolution will be determined. The suggested resolution will be communicated back to the complainant in writing or via e-mail. If the matter is not resolved, a written submission from the complainant may be made to the Management Team and a further investigation and discussion will take place. The Management Team will respond to the concern and/or complaint within one week of it being received. If deemed necessary by the Management Team, the concern and/or complaint will be forwarded to the Board of Directors where a resolution will be decided upon. The Management Team will then respond to the concern and/or complaint in writing or via e-mail with a final resolution.

Toilet Trained: Your child needs to be **fully** toilet trained in order to attend our summer camp program.

Other Important Information:

- Please ensure your child is informed about their day, for example: who will be picking them up and at approximately what time, does your child need to be picked up for an appointment during the day, etc.
- Please have a conversation with your child about our expectations with regards to appropriate behaviour. We will do the same with the entire group. The children need to know we are all working together.
- Please label all belongings. We will have a spot for left over items/lost and found.
- Please know that separation anxiety is typical especially when your child is in a new or different environment. We will assist in the most effective way possible if this is a challenge for you or your child. Some of the most helpful tips we can provide for this type of circumstance: reassure your child they are in a safe place and that they can go to any of our educators at any time for comfort, help, etc., let him/her know you (or the pick-up person) will be back to pick them up at the end of the day, try to keep your routine consistent in the mornings, at drop off time, once you say you are leaving, say good bye and go. Feel free to call our program cell phone at any time if you need to check in. If our educators don't answer right away it means they are busy caring for the children and they will call you back.
- All children will be given opportunities to 'lead the way'. This will be demonstrated in a variety of ways depending on what the group of children and educators decide. For example: children may be asked to choose the 'song of the day', lead our 'meeting', add to our program plan, etc.

Please Send the Following Every Day:

- Nutritious lunch and at least 2 snacks
- Refillable water bottle
- Towel
- Bathing suit and/or change of clothes
- Sun hat
- Sunscreen (no spray please, this is a request from the school)
- Sun glasses if you feel necessary

Thank you for choosing Muskoka Family Focus and Children's Place to meet your child care needs.