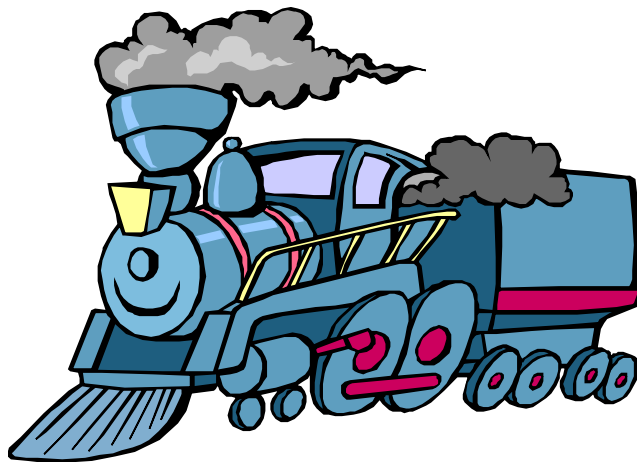


DISCOVERY STATION

2012/2013

OAKVILLE PARENT-CHILD CENTRE



GENERAL INFORMATION


Main Location

461 North Service Road West

Unit 17

Oakville, ON

L6M 2V5

 (905) 849-6366

Satellite Location

1500 Sixth Line

Oakville, ON

L6H 2P2

Satellite Location

74 Florence Drive

Oakville, ON

L6K 1V6



2012/2013 Fee Schedule

NORTH SERVICE ROAD - MAIN

Start/End Dates

Fee Per Month

Morning Program:


Toddler – Ages 18-30 months

2 Days: Tuesday and Thursday, 9:00-11:30 am Sept. 11, 2012 – June 20, 2013 \$240.00/month

2 Days: Wednesday and Friday, 9:00-11:30 am Sept. 12, 2012 – June 21, 2013 \$240.00/month

Preschool – Ages 2½ to 5 years

3 Days: Monday/Wednesday/Friday, 9:00-11:30 am
Preschool Room Sept. 10, 2012 – June 21, 2013 \$285.00/month

 3 Days: Monday/Wednesday/Friday, 9:00 am-12:00 pm
Early Learning Room Sept. 10, 2012 – June 21, 2013 \$340.00/month

2 Days: Tuesday and Thursday, 9:00-11:30 am
Preschool Room Sept. 11, 2012 – June 20, 2013 \$225.00/month

5 Days: Monday – Friday, 9:00-11:30 am
Preschool Room Sept. 10, 2012 – June 21, 2013 \$510.00/month

Afternoon Program:

Preschool – Ages 2½ to 5 years

3 Days: Monday/Wednesday/Friday, 1:30-4:00 pm Sept. 10, 2012 – June 21, 2013 \$260.00/month

2 Days: Tuesday and Thursday, 1:30-4:00 pm Sept. 11, 2012 – June 20, 2013 \$200.00/month

5 Days: Monday - Friday, 1:30-4:00 pm
Preschool Room Sept. 10, 2012 – June 21, 2013 \$460.00/month

SIXTH LINE

Morning Program:

Preschool – Ages 2½ to 5 years

3 Days: Monday/Wednesday/Friday, 9:00-11:30 am Sept. 10, 2012 – June 21, 2013 \$285.00/month

Afternoon Program:

Preschool – Ages 2½ to 5 years

3 Days: Monday/Wednesday/Friday, 1:30-4:00 pm Sept. 10, 2012 – June 21, 2013 \$260.00/month

FLORENCE DRIVE

Morning Program:

Toddler – Ages 18-30 months

2 Days: Monday and Wednesday, 9:00-11:30 am Sept. 10, 2012 – June 19, 2013 \$240.00/month

Preschool – Ages 2½ to 5 years

2 Days: Tuesday and Thursday, 9:00-11:30 am Sept. 11, 2012 – June 20, 2013 \$225.00/month

DISCOVERY STATION -***WHO ARE WE?***

The Oakville Parent-Child Centre is an Ontario Early Years Centre. We offer a variety of programs and services, which include drop-ins, parent workshops, nursery school, toy and resource libraries.

The mission of the Oakville Parent-Child Centre is to support, nurture and empower families, children and their caregivers. The goals which enable us to achieve this Mission are:

- Awareness and a network of strong partnerships within the community
- Progressive and accountable organizational performance
- Delivery of quality and diverse education, support and resources which address evolving needs
- Dedicated, skilled and qualified staff
- Dedicated and active volunteer base
- Financial responsibility

DISCOVERY STATION - PHILOSOPHY

Our Nursery School is offered as a means to support the concepts addressed in the Oakville Parent-Child Centre's Mission. Our program provides a safe, positive and nurturing environment for your child. We strive to encourage the growth of independence, self-confidence and respect for others at a level appropriate to each child's development. We believe that a child learns through play. Our program offers many varied opportunities for play, which will cultivate natural curiosity and love for knowledge.

QUALITY FIRST

The Oakville Parent-Child Centre licensed nursery school program "Discovery Station" is a **Quality First** program. Quality First is an early learning initiative providing all licensed childcare programs in Halton region with the opportunity to participate in a developmental model for quality improvement.

**What Quality First means to your child**

Quality First helps to create positive, meaningful and sustained change in the design and delivery of quality child care and learning in the Halton child care community by:

- Developing the professionalism of individuals involved in the care and education of young children
- Improving the level of quality indicators in children's programs
- Collaborating with local colleges to promote professional readiness of early childhood educators

INCLUSION POLICY

Our Centre takes pride in offering our programs to all children, regardless of the level of their need. All children are welcomed into our programs and our staff promotes inclusive social play and full participation in all routines and activities in the classroom. This philosophy fosters an environment of mutual respect and understanding which supports the whole family during their preschool journey. Working collaboratively with professionals from Children's Resource Services, Halton Region and our community partners, our staff strives to ensure a positive outcome for all families and children.

GENERAL INFORMATION

Nursery School Licensing

Our nursery school program is licensed under the Day Nurseries Act. Each location is inspected annually by the Ministry of Education – Child Care Quality Assurance and Licensing Branch. The Day Nurseries Act contains requirements specific to staff qualifications and ratios, program content and equipment. The Ontario government is committed to increasing transparency and parent access to information about licensed child care programs across the province by visiting the Licensed Child Care Website <http://www.ontario.ca/ONT/portal61/licensedchildcare>. The Licensed Child Care Website will also provide more detailed licensing information for our centre. Parents are welcome to ask for an explanation of the inspection findings, and/or can review the licensed summary report.

Program Schedule

The fall schedule of programs will commence the week of September 10, 2012. For details specific to days, times and cost, please refer to the **Fee Schedule**.

How To Register

At the time of registration, please submit:

- Your completed Registration Form which includes a second and third choice of program**
- The Consent form**
- The Statement of Immunization form**
- \$50.00 Registration Fee – currently dated**
- A currently dated cheque for one (1) month's fee which covers your June 2013 payment**
- Pre-authorized payment form completed with a void cheque attached**

What Is The Registration Fee?

The Registration Fee is \$50.00 per child, and is a non-refundable administrative fee.

Tax Receipts

Receipts will be issued at the end of the calendar year and will be mailed to you in February. If you misplace your receipts, please contact the Program Manager to obtain

a duplicate. ***A fee of \$10.00 per receipt will be charged for each duplicate requested.***

Returned Cheques

Any cheques that are returned by your bank (NSF, etc.) are subject to a \$20.00 administration fee.

Withdrawals/Transfers

A **\$25.00 administration fee is charged for each withdrawal** from a program or for transfers between programs. The transfer fee does not apply to families who are on the waitlist. Upon withdrawal or transfer from a program, **the \$50.00 Registration Fee will not be refunded.**

In addition:

- If you withdraw your child prior to the September commencement date, 30 days written notice is required. If 30 days written notice is not given, your deposit will be withheld.
- Once your child begins the program, 30 days written notice is required if he/she is to be withdrawn. The 30-day period commences on the date written notice is received by the Oakville Parent-Child Centre. If the 30-day notice is received, your deposit will be returned ***less a \$25.00 administration fee.*** If a child is removed without notice, your deposit will be withheld.

Inclement Weather & Closures

The program will be cancelled if the **Halton District School Board** cancels transportation or closes the schools for the Oakville/Burlington area due to weather conditions. You can check their website for up-to-date information at www.hdsb.ca, listen to your local radio station, watch CHCH television station or sign up to receive notification via e-mail regarding school closure information. You can sign up for our email on our website @ www.op-cc.ca ***Please note that we do not call parents on snow days.*** Parents will not be reimbursed for cancellations due to weather conditions.

The Oakville Parent-Child Centre also follows the Board's scheduled closures for two weeks at Christmas and one week at March Break. The Centre is closed for all Statutory Holidays as well as Family Day and Easter Monday. **There are no fee reductions for any of these closures.**

If a program room is closed due to circumstances beyond our control and an alternative room is not available, parents will be reimbursed for each day the class is cancelled with the exception of the first day that the program room is closed.

Professional Development Training

The Oakville Parent-Child Centre is committed to providing Professional Development training for our staff. We will be implementing a half day session in October and as a

result this may affect your child's program. We will inform you in September of this Professional Development day. Parents will not be reimbursed for this time.

Videotaping & Photographs

The Oakville Parent-Child Centre will only permit parents or guardians to use their cameras or video cameras at Discovery Station special events when parents are invited to participate i.e. Christmas, Farewell party etc. If a parent objects to their child being in a picture or being video taped at this time, it is their responsibility to make staff aware of their concern.

Supervision Policy for Volunteers and Students

Under the Day Nurseries Act, every operator is required to ensure that every child who is in attendance in a day nursery is supervised by an adult at all times. Oakville Parent-Child Centre will ensure that no child is supervised by a person under 18 years of age. Only employees will have direct unsupervised access to children. Occasionally students/volunteer may be part of our program and will always be supervised by all the employees at all times. Students and volunteers will not be counted as part of the teacher/child ratios.

PROGRAM INFORMATION

Meet and Greet

The first day of your child's program in September is Meet & Greet. This is an opportunity to come to school, stay with your child as you visit the classroom, meet the teachers, classmates and get a brief overview of the program. Your child's first day on their own will be the second day of the program. A reminder notice will be sent home in August with more details.

Age Groupings

We offer a Toddler program for children 18 to 30 months and a Preschool program that is for children 2½ to 5 years. In both of these age groupings, we may be able to accept a child who is 17 months in the Toddler group and a child who is between 2 and 2 ½ years in the Preschool group. If you would like more information on these spaces, please contact the Centre before submitting your registration.

Arrival And Pick-Up

When you arrive, you will be required to sign your child in to the program and indicate who will be picking up your child at departure time. Please notify a member of the program staff that your child has arrived prior to leaving the Centre.

"Departure" from Discovery Station is of equal importance, so please be available to collect your child by their pick-up time. When you pick-up your child, you will sign your child out and notify a member of staff that you are leaving.

In the interest of safety, we cannot allow a child to leave the classroom with someone we do not know. Your child will only be released to those people designated on your registration form. In the event of extenuating circumstances, changes to the designated people must be submitted in writing from a parent or guardian to the Teacher. We require that any new authorized pick-ups provide photo identification at departure time.

Program Content

The following outlines the program content for our Discovery Station programs. This schedule may vary based on the ages of the children registered in the program and activities proposed for the individual program. Weekly plans for each individual group are posted on the Discovery Station bulletin board at each centre:

- Free choice of play; an opportunity to explore various learning centres throughout the room. Centres include; dramatic play, building & floor toys, free choice creative, playdough, puzzles & cognitive toys, easel activities, quiet book corner, science & special interest table. Also, an opportunity to have one-on-one learning with the teachers.
- Opening circle that includes welcoming children, familiar songs and discussing learning concepts. This encourages imagination, social interaction, listening skills, increasing attention spans and fosters new knowledge.
- Washroom Routine and Snack
- Creative projects related to the unit, sensory, cognitive and gross motor activities
- Story Time Circle
- Occasionally we have special visitors that visit our classroom (e.g. Humane Society)

Walks

Our Discovery Station Nursery School includes walks as a regular part of the program.

Walks are conducted throughout the year, and depend upon how quickly the group settles into routines etc. This will determine how soon we go on a walk.

Teachers ensure that safety is the first priority. Teachers are required to complete a walk checklist to make sure all policies and procedures are covered before leaving on a walk. The procedure of the walk is discussed with the children and they are assigned a walking rope handle to hold on to during the walk.

Walks typically happen with our preschool groups only; however, again depending on the children, our toddler groups might go on a short walk in the spring.

We try to let parents know ahead of time if the groups are going out, but sometimes the weather is wonderful and we may want to venture outside to see the signs of the seasons! If we are planning a nature walk, it will be posted on our monthly calendars, but will be dependant on the weather.

We take the children to local areas only. Depending on the site where your child is registered, this could be in the neighbourhood, to the grassy area near the centre, or to a park close by. If the children walk to a park, it would be to have snack or play games. Children are not allowed to use any of the park equipment or play structures.

Walks are a great way to introduce your child to different signs of the seasons, sounds and a chance to see what is happening in the neighbourhood. We keep the walks short and simple. Please ask your child's teacher to explain where they might be taking the group, or clarify any other questions you may have.

Clothing

Children should wear comfortable clothing. Each child should have an extra set of clothing including underwear, socks, T-shirt, pants and an indoor pair of shoes (no slippers or flip-flops please). Please provide a backpack on a daily basis with your child's initials to store the extra clothing (e.g. "JT"). All creative supplies used in program are non-toxic, safe and washable, but not all stains wash out!

Diapers

It is not anticipated that all children will be toilet trained, so if necessary please provide spare diapers and wipes for your child. In all of our programs, both Toddler and Preschool, there is a washroom routine however if your child needs their diaper changed outside of this routine it will be attended to. If you are toilet training, please discuss any special requests with the staff. We'll be happy to help!

Snack

We provide a nutritious snack along with filtered water. Children's special dietary needs and allergies are posted both in the snack preparation area and in the classroom. Monthly snack menus are posted on the Discovery Station bulletin board. We attempt to provide a nut free environment. If a parent/caregiver of a child who has a special diet wishes to bring in their own snacks, they may. Any snack items that are provided by a parent/caregiver, must be labeled with the child's name and the ingredients.

Special Days

We celebrate your child's birthday in our program. Due to the increased number of allergies we have decided to avoid any edible birthday treats in your child's class. Please enjoy the birthday treats at home! Thank you for your continued co-operation.

Toys

Although your child may wish to bring favourite toys from home, we strongly encourage you to leave personal items at home. It is often difficult for children to share special toys and to ensure that the toy is not misplaced. We have a "Show and Share" day throughout the year where your child is allowed to bring something from home and show it during circle. Watch your child's monthly calendar for these days.

Visits

During the school year we invite the parents to join their child's program. This is a great opportunity to spend a morning/afternoon with your child and learn more about their interests and routines in the class. A sign up schedule will be posted outside your child's classroom in January. Please note you will be required to make alternate arrangements for siblings. Detailed information will be provided in January.

Progress Reports

A progress report is completed on each child and distributed in the spring in the preschool classes only. The report is designed to focus on typical developmental milestones.

YOUR CHILD'S HEALTH AND WELLBEING***Sanitary Procedures***

Appropriate procedures are followed with regard to sanitary procedures, as required by the Day Nurseries Act and the Public Health Department.

Toys - Toys will be washed and disinfected on a weekly basis, or more often, depending on use.

Washroom Routine - Each child will wash their hands before snack and after toileting. Liquid soap and paper towels are available for hand-washing.

Furnishings - The washroom is tidied and disinfected, the floor is damp-mopped, and the carpet is vacuumed after each program.

Health Care Policies

Parents are required to keep their child at home if they display any of the following:

- ❖ Fever (anything over 38.5° C)
- ❖ Respiratory symptoms
- ❖ Diarrhea/vomiting
- ❖ Skin problems(undiagnosed)
- ❖ Eye/Nose drainage- thick mucus or pus draining from an eye or nose
- ❖ Sore throat
- ❖ Cough (persistent)
- ❖ Itching (persistent of body or scalp)
- ❖ Head lice

For your information, a list of communicable diseases and incubation and isolation periods are posted on the Discovery Station bulletin board. The Oakville Parent-Child Centre, at the discretion of the Program Manager/or Executive Director, may require a Doctor's note for a child to return to the program.

We collect and use personal information in order to communicate with you. This information is for the sole use of the OPCC staff and their representative. However, we are required by the Public Health Department to report any suspected communicable diseases as per the Health Protection & Promotion Act (1983) and personal information may be provided.

In the event that your child becomes sick during a program, the parents are called first and then, if the parents cannot be reached, we call the emergency contact to pick up your child. Appropriate care is provided until the parents or emergency contact arrives. If your child is ill or will be absent from the program, please inform the teacher at departure time on the previous day or contact our office at 905-849-6366.

A first-aid kit is kept in the classroom and accessible to all staff. The teachers are required to have CPR training annually.

Allergies and Administration of Medication

The Centre will not administer any medication (prescription or non-prescription ie; Benadryl, Tempera etc.), except in the event a child requires emergency medication in response to an allergic or life threatening condition. If your child has an epi-pen, **please contact the Program Manager to complete the Anaphylactic Policy forms. This package must be completed before your child can start in the program.** If there are any changes in a child's medical condition, it is the parent's responsibility to contact the Program Manager immediately.

The Oakville Parent-Child Centre, at the discretion of the Executive Director, may refuse to undertake responsibility for administering medications or procedures, which staff do not have the expertise to administer.

CHILD GUIDANCE

It is the purpose of the Oakville Parent-Child Centre and this program to provide a warm, caring environment in which each child feels safe and secure. Consistent limits for behaviour have been set, appropriate to the developmental level of the child and deal with health and safety, appropriate use of the equipment and the rights of each individual. We believe that the child responds best to positive direction, using encouraging language and tone of voice. The child learns respect for others by being given respect for himself/herself. Our child guidance policies reflect this philosophy. Methods used include:

- Redirection – guiding a child into an acceptable option when engaged in an unacceptable activity
- Natural and Logical Consequences
- Limit Setting – boundaries are developed by the teachers for the children as a group or for individual children, according to each situation
- Modeling

- Providing choices
- Anticipating conflict – planning and preparation of the environment
- Positive reinforcement and encouragement

If a difficult situation arises with the child, the teacher may discuss appropriate solutions in co-operation with the parent.

Any disciplinary practice based on negative control technique is not allowed. These practices include physical discipline, such as spanking or hitting; intimidation – use of size to create fear in a child; verbal abuse, including humiliation, threatening, yelling, sarcastic comments or discussion of a child within the child’s hearing range.

The staff is committed to providing a safe, caring environment for each child. Failure to comply with our behaviour management policies by a member of staff will result in a verbal warning, followed by a written warning, and finally, dismissal. Various criteria will be considered when determining which disciplinary measure to take, including:

- Seriousness of offence
- Actual or potential risk or harm to the child
- Past performance
- Recent performance
- Frequency of occurrence
- Previous disciplinary action taken

REPORTING PROCEDURES

Incident/Accident Forms

The Oakville Parent-Child Centre is required to complete an Incident/Accident Form in the event of an injury. These forms are shared with the parents and must be signed. They are then kept in the child’s file.

Serious Occurrence

A severe situation or injury warrants immediate attention and action. It is the responsibility of the Teacher to report immediately any occurrence, or suspected occurrence, to the Program Manager and/or the Executive Director. A preliminary report will be completed by the Program Manager/Executive Director, and the occurrence will be reported to the Ministry of Education-Child Care Quality Assurance and Licensing Branch and the Region of Halton.

Part of our serious occurrence procedure is to post the Serious Occurrence Notification form at the site of the incident so parents can have access to this information. This will be posted in a visible area for 10 days.

Legal Responsibilities

It is public responsibility to report a child in need of protection. Every person who believes on “reasonable grounds” that a child is, or may be, in need of protection must

report promptly the belief and the information upon which it is based, to the Children's Aid Society.

This booklet has been designed to provide you with detailed information regarding our Nursery School program. If you have any questions or concerns, please give us a call at 905 849-6366.