



Ministry Licensed
Before and After School Care
Half-Day Pre-school
lilnijaschildcare@gmail.com

“Li’l Ninjas Childcare” Parent Handbook

Affordable Convenient Before/After Care Supervision
And
Half Day Preschool Program

905-527-8915

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DEFINITIONS

In this document, unless the context otherwise requires:

- a) “CCEYA” means the Ontario Child Care and Early Years Act, 2014, S.O. 2014 and, where the context requires, the regulations made under it, particularly Ontario Regulation 137/15, as amended or re-enacted from time to time
- b) “MCYS” means the Ontario Ministry of Children and Youth Services
- c) “HDLH” means the professional learning resource that guides programming and pedagogy in licensed child care settings
- d) “Supervisor” means the paid employee who is responsible for supervision of the classroom program and as defined by the CCEYA and in the staff policies section of this document.

PROGRAM STATEMENT

The mission of Li'l Ninjas Childcare is to provide quality care for the children in a safe, nurturing, and educational environment utilizing appropriate day to day activities to meet the children's needs. We utilize the HDLH to guide us in programming and pedagogy within our program.

Our Team: the children, the families, a Registered Early Childhood Educator, and support staff.

Together we foster and support the view of children being competent, capable, curious, and rich in potential. We understand every child's need to feel that he or she belongs and strive to deliver a program that values each child. We recognize children as individuals who are active contributors in their learning. As such we aim to follow the cues of the children recognizing each child is a capable communicator in determining what tasks and projects we may undertake.

- We believe all children are individuals and are to be treated with respect
- We believe children learn through play, instruction and by asking and answering questions
- We believe children need opportunities to develop physical, intellectual, social, emotional and language skills
- We believe children need guidelines for acceptable behaviour and to know that there are consequences for unacceptable behaviour
- We believe children should be taught the importance of having a positive attitude. This has been proven to raise self-esteem, boost grades in school and assist them in getting along with others

Our classroom environment is a key component in fulfilling our potential. A child who is comfortable and happy in their environment will naturally explore and interact. We strive to create a happy, warm, natural space with a flexible schedule that supports a child's growing self-regulation while continuing to promote the health and safety of the children. The classroom lends itself to different areas for arts and crafts, homework, imaginative play, reading and free flow play and generally is theme based. Our goal is to provide a safe space for children to learn and feel comfortable. This includes physical safety as well as mental safety. The classroom is kept in good order and is cleaned and inspected daily to note any deficiencies or hazards. In addition, we have the dojo where the children have a karate lesson as well as creative play and fitness periods. We believe that it is essential that children have outdoor play. This not only promotes physical and mental health but allows for different kinds of exploration and experimentation. We strive to have outdoor play periods a couple of times each week. Inspecting the play area thoroughly each time we go outdoors.

Children are encouraged to interact freely within the classroom, seeking out activities that interest them. Teacher-led activities are designed to be fun and educational and inclusive of all children. The teacher will gear each interaction to the individual needs of the child so that the child has a positive learning experience.

Our weekly program typically is based off of the interest of the children. The teacher will follow the lead of the children and flex the program to incorporate the suggestions of the children.

Children are encouraged to use their words to communicate their needs and wishes, and taught to listen to and respect the words of those around them. Children are aided in dealing with their strong emotions and inappropriate responses by redirection, and discussing expectations and consequences. Our goal is to help each child learn to self-regulate and understand our school's philosophy of respect, discipline and confidence.

Li'l Ninjas Childcare believes that healthy habits and choices developed in childhood contribute to healthy life styles later in life. We strive to provide a nutritious snack each day that consists of two food groups and adheres to Canada's Food Guide. The snacks are designed to promote good dental and physical health and that won't interfere with a child's appetite for meal time. In addition, we regard snack time as a wonderful opportunity for open discussions and social relationship building.

Our teachers play a vital role in the development of the children. They act as role models for social interactions, and education and are quite often the "sympathetic ear" the children need at the end of their school day. The teacher fosters and models positive and responsive interactions between all participants and in accordance with our policies. The supervisor is a registered early childhood educator and the other staff member acts as their assistant and also have the same credentials. The teachers support the children participating in the program and their families. The teachers are supported and encouraged to continue professional learning and growth.

We strive to keep the parents up-to-date with the happenings in the classroom via our bulletin board, one on one meetings, as well as through email. Parents are given a copy or told how to access the Parent Handbook, which outlines our policies in detail. Parents are encouraged to come in and watch their child or what is happening in the classroom. The teacher will always address any parent individually when there are any concerns. Parent input to the school and program are always welcome for consideration.

All children are welcome at Li'l Ninjas Childcare. We support all children to reach their full potential. We aim to include all children within our programs and services regardless of race; national or ethnic origin; colour; religion; gender; or mental or physical ability. Integration and inclusion are used to express the view that all people, including children with special needs, hold rights and responsibilities as equal and essential members of our community. We are committed to the provision of service irrespective of abilities. We aim to enhance our ability to support children with special needs through training and consultation. We strive to ensure that all possible modifications are made to promote the full participation of all children.

Hours of operation:

Before & After School Program:

7 – 9 am & 3 – 6 p.m. Monday to Friday / September through June
Closed on P.A. Days as well as Christmas Break and March Break
Open on Early Dismissal Days

Closed on inclement weather days (if the schools are closed)

Half Day Pre School-Program:

9 - 12:30 Monday to Friday/ September through June

Closed on Christmas Break and March Break.

Closed on inclement weather days (if the schools are closed)

Base Rate Late Fees

Base Rate Late Fees will be charged for children remaining after 6:00p.m for After school program and After 12: 30p.m for Preschool Program. The classroom clock will be used to determine lateness.

The late fees will commence from 12:35 p.m. onward (Preschool) and 6:05p.m onward (After School). A base fee of \$18.00 will be charged.

All monies are due and payable to the staff upon parent's arrival. We realize that there are emergencies and unexpected situations; therefore, your communication and cooperation are greatly appreciated.

Should there be a recurring trend of emergencies/unexpected situations, the staff will review these and a decision will be made regarding the application of late fees and or continued enrolment in the after-school program.

Enrollment Options:

Full Time

Part Time

Registration:

Registration by June 30th each year

All Fees are Base Fees.

Half Day Pre School-Fee:

The monthly fee structure is as follows:

Base Fees: \$35 Per Day

(2-day) Tuesday & Thursday mornings

(3-day) Monday, Wednesday, & Friday mornings

(5-day) Monday-Friday

One-month cancellation notice

Before and After School Program fee structure is as follows:

Base Fees: \$12.50 per child per day for Before Care

Base Fees: \$22.50 per child per day for After Care

Base Fees: \$35.00 per child per day for Before and After Care

Payment Method: Void Cheque – 1st, 15th or 21st of each month
One-month cancellation notice

No Refunds due to month-to-month payments.

There are no Non-Base Rate Fees for all Programs.

Program will include:

Half Day Pre School-Program:

Drop off at the Li'l Ninjas Center
Free Play
Morning Meeting
Dojo Play (Gross Motor) and Creative/ Group Activity
Snack
Circle time/Stories/Goodbye Song
Pick up at the Li'l Ninjas Center

Before and After School Program:

Drop off & Pick up from Earl Kitchener and St. Joseph Schools
Morning and Afternoon Snack
Afternoon Daily Karate lessons 2 days a week.
Study time/Quiet Time
Activity/Creative Time

- o Li'l Ninjas Childcare Supervisor is an RECE, experienced with supervising children Holds a First Aid Certificate/ CPR certification and has had a Vulnerable Sector Check completed.
- o Children attending Earl Kitchener School will be dropped off by 8:45 am and picked up at dismissal time by the End of Day Club Supervisor, and walked back to the Karate School
- o Children attending St. Joseph School will be dropped off by 8:55 am and picked up at dismissal time by the End of Day Club Supervisor, and walked back to the Karate School
- o A light nutritious snack will be provided for the children in the morning and afternoon for both programs.
 - o Any food that gets provided from home, must be clearly labeled with the child full Name by the parent.
- o There will be a 30-minute Karate Lesson in the afternoon 2 Days a week for After school Program.

- o Study/Quiet time will consist of children working on their homework if they have any, or if not, doing quiet activities like puzzles etc. (Before and After school Program).
- o Activity/Creative time will consist of a daily activity or creative project

HEALTH AND MEDICAL SUPERVISION POLICIES

Sanitary Practices

Li'l Ninjas Childcare strives to maintain an environment that is safe and healthy for the children. Staff follow directions from the Public Health unit with respect to food preparation, food storage and classroom cleaning and disinfecting.

- Upon arrival, children will be instructed to take off their shoes.
- Children will proceed to the bathrooms to use the facilities and wash their hands prior to having the snack.
- The bathrooms will not be used for drinking water or filling water containers. The children will not use the bathroom taps for drinking purposes.
- Prior to having their weekly karate lessons on the Dojo for Before and After school, or Daily Free Dojo play at the Half Day Pre-School, children must take off their socks before entering the dojo. If a child has a wart(s), they will be instructed to cover the wart with a band aid or leave their sock(s) on.
- Floors throughout the building, including the classroom and the dojo, are dry mopped and then mopped with a disinfectant solution daily.
- Washrooms are cleaned daily, and all surfaces disinfected.
- Tables used for snack are cleaned with a soap/water solution, followed by a disinfectant solution (Bleach and water).
- Dishes and utensils are washed daily in the commercial dishwasher.
- Toys are put through the dishwasher weekly and plush toys washed in a laundry machine weekly.
- The refrigerator is inspected regularly and cleaned as needed.
- Hand sanitizer is located outside the classroom for use upon entry as well as inside the classroom.

Serious Occurrences Policy

Li'l Ninjas Childcare supports child protection laws and the CCEYA and endeavors to provide a safe environment for staff, volunteers, and children.

It is mandatory that all serious occurrences be reported to the supervisor or the person in charge. In the event of a serious occurrence, the supervisor or administrator shall report the serious occurrence to the program advisor through CCLS, or if inaccessible, via telephone/email within 24 hours of the occurrence. A serious occurrence as per the ministry policy can be:

- Death of a child
- Serious injury
 - a. Caused by a service provider
 - b. Accidental
 - c. Self-inflicted/unexplained
- Alleged abuse/mistreatment
- Missing child
 - a. Whereabouts known
 - b. Whereabouts unknown
- Disaster on Premises
 - a. Fire
 - b. Flood
 - c. Long term power outage
 - d. Detection of carbon monoxide
 - e. Outbreak
 - f. Lockdown
 - g. Other
- Complaint about a service standard
 - a. Staffing/ratio
 - b. Food
 - c. Sanitary practices
 - d. Playground
 - e. Adverse water quality
 - f. Lead exceedance
 - g. Staff-child interactions
 - h. Supervision
 - i. Microbiological exceedance
 - j. Hazardous substance
 - k. Missing/stolen files
 - l. Other

Following submission of the Serious Occurrence Initial Notification Report (INR) to the ministry and within 24 hours of becoming aware of an occurrence or when the operator deems the occurrence to be serious as set out under the Ministry Policy, the supervisor will complete a Serious Occurrence Notification Form to communicate information to parents about the serious occurrences that have occurred at L'il Ninjas Childcare.

- The serious occurrence notification form will be posted in a conspicuous place in the classroom near the entrance commonly used by parents.
- The serious occurrence notification form is updated as additional actions are taken or further 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.
- L'il Ninjas Childcare shall retain the serious occurrence notification form for at least three years from the date of the occurrence and make the forms available for current and prospective parents, and licensing staff upon request.

Suspected abuse of a child not on the premise or a child that may be in need of protection must be reported immediately to the children's aid society in accordance with section 72 of the Child and Family Services Act. The person who has the reasonable grounds to suspect that a child is in need of protection must make the report directly to a children's aid society.

- C.A.S. 905-522-1121
- C.C.A.S. 905-525-2012

Responding to a Serious Occurrence

- Provide the child with immediate medical attention as needed
- Contact the appropriate authorities immediately depending on the nature of the occurrence (coroner for death, police or Children's Aid Society if applicable)
- Report the incident to the supervisor or in his/her absence, the assistant supervisor, the administrator, or person appointed as the identifiable authority.

L'il Ninjas Childcare shall ensure the protection of personal information and privacy

- The supervisor must ensure the information posted in the serious occurrence notification form protects personal information and privacy.
- To help support the protection of privacy and personal information, no child or staff names, initials, and age or birth date of child are to be used on the serious occurrence notification form.

The appropriate reporting procedures are outlined in the CCEYA. Forms are in the policies binder kept at the front desk.

Immunization of Children

L'il Ninjas Childcare ensures that all children in attendance have been properly immunized as recommended by the local medical officer of health.

L'il Ninjas Childcare requires all parents of children attending the program provide a record of their children's immunizations that will be kept in their files at the front desk.

The exception is when a parent supplies a written objection to immunization based on their religious convictions or conscience or a qualified medical practitioner gives medical reasons for not immunizing.

A copy of the assurance of immunization or the written objection is kept in the child's file.

Administration of Drugs and Medications

L'il Ninjas Childcare supervisor shall administer medication to children when a written authorization from the parent has been completed and the doctor's instructions are provided. Included with the authorization will be a schedule that sets out the times the medication is to be given and the amounts to be administered.

The medication is administered to a child only from the original container as supplied by a pharmacist or the original package. The container or package is clearly labelled with the child's name, the name of the medication, the dosage of the medication, the date of the purchase and expiration, if applicable, and instructions for storage and administration.

Medications will be stored in accordance with the instructions for storage on the label.

Medications will, at all times, be inaccessible to the children.

The supervisor will keep a written record of medication administration for each child, including time of administering and dosage administered in the Medication Administration Log

ANAPHYLAXIS POLICY FOR L'IL NINJAS CHILDCARE

Purpose: The following policy will serve to identify children with anaphylactic allergies, communicate their condition to all care-givers (volunteer or employed) who have contact with them, and to outline practices which will prevent any children from encountering their respective allergens.

Anaphylaxis is a serious allergic reaction and can be life-threatening. Allergies may be related to food, insect stings, medicine, latex, exercise etc.

Policy

1. Upon registration in L'il Ninjas Childcare Program parents/guardians of children identified as anaphylactic must fill out a personal Anaphylaxis Emergency Plan (AEP). The AEP must include:
 - (i) A list of all allergens to which the child may have an anaphylactic reaction.
 - (ii) A list of any medication which the child has been prescribed to be administered in the event of a reaction.
 - (iii) Signed consent of the parent/guardian for the caregiver(s) to administer any required medication in the method outlined/demonstrated by the parent/guardian.
 - (iv) A description of the symptoms the child may experience during a reaction.
 - (v) Any procedures the caregiver(s) must follow in the event of a reaction. This includes the provision of an emergency contact phone number.
2. All medication supplied by the parent/guardian must be current and prescribed by a doctor.
3. A copy of the child's AEP will be kept in the child's personal file as well as in the policies binder located at the front desk.
4. All caregivers and staff who work with or around the Li'l Ninjas Childcare will review each child's AEP at the time of the child's registration and at the beginning of each subsequent school year (ie. September)
5. Parents/guardians must review their child's AEP every six months and update if required.
6. The allergies of all children in L'il Ninjas Childcare will be taken into consideration in the planning of weekly snack menus, group outings and all other activities which take place in the building.
7. Proper sanitation will be observed between *all* events/activities as outlined in L'il Ninjas Childcare's Sanitary Practices Policy, in order to prevent any possible contamination from events not involving L'il Ninjas Childcare. Signs will be posted throughout the school relating to this premises being a peanut free environment.
8. The staff will review the Ontario Regulation 137/15 and the Anaphylaxis Policy before beginning employment and annually thereafter.

9. Each child's allergies will be posted in the classroom.
10. A parent may train the supervisor on what procedures are to be followed in the event of an anaphylactic reaction and how to recognize symptoms of anaphylaxis and administer medication. This individual can then train remaining staff/students/volunteers.
11. The parents and staff member will sign off that training has taken place. Each additional staff member that has been taught by the original staff member will sign off that they were trained.
12. Any food that gets provided from home, must be clearly labeled with the child full Name by the parent.

Smoke-Free Environment Policy

L'il Ninjas Childcare is a smoke-free environment. No person is permitted to smoke or hold lighted tobacco inside the premises of L'il Ninjas Childcare or on the premises outside. "No Smoking" signs are posted to advise staff, students, volunteers and visitors of such policy. This is in accordance with the Smoke-Free Ontario Act.

Safe Drinking Water Act Policy

Ontario regulation 243/07, made under the Safe Drinking Water Act, 2002, requires that where plumbing was installed post January 1, 1990, the plumbing be flushed weekly. This applies to L'il Ninjas Childcare. L'il Ninjas Childcare has a Drinking Water System Number.

Weekly flushing and documentation is done by the teacher per instructions displayed in the kitchen area.

Annual water testing is mandatory and is to be completed by a licensed laboratory unless the licensee has applied for and been granted reduced sampling status, in which case testing is to be done every three years.

L'il Ninjas Childcare has been granted reduced sampling status and a copy of the Notice of Reduced Sampling form is kept on file.

Arrangements for ill children

L'il Ninjas Childcare staff shall observe the children daily and record any symptoms of illness, including any information about symptoms provided by the parent.

If a child is ill upon arrival or becomes ill while in attendance in the program, staff will separate the child from the group and will notify the parent immediately so that arrangements for pick up of their child are made.

If a child has conjunctivitis (pink eye) or any condition where redness or discharge from the eye is observed, the child will be separated from the group and the parent will be notified immediately and arrangements made to pick up their child. The child must remain out of the program until treatment with antibiotic drops has been used for 24 hours.

If a child has lice, they will be separated from the group and the parent will be notified immediately and arrangements made to pick up their child. The child must remain out of the program until completion of the initial treatment.

These provisions are intended to protect the interests of the sick child, and to prevent the spread of infection.

Accident Reporting

If an accident occurs, L'il Ninjas Childcare staff will fill out an accident report describing the circumstances of the injury, the first aid administered and if follow up is required. If follow up is required, the staff will ensure that they speak with the parent to document what the follow up was. They will also make note of the accident in the daily written record.

Staff will have the parent sign the report and will provide a copy of the report to the parent. The accident report will be kept in the child's file.

Abuse Prevention Policy **Duty to Report**

L'il Ninjas Childcare will address the requirement to report child abuse, the suspicions of harm or the risk of harm to children, under section 125 of the Child, Youth and Family Services Act, 2017 (CYFSA). This is part of the College of Early Childhood Educators' (College) ongoing commitment to advise Registered Early Childhood Educators (RECEs) on their roles and responsibilities set out through legislation. As RECEs have a responsibility to protect children from harm, it is essential that we are knowledgeable about our duty to report to Children's Aid Society (CAS) under the CYFSA. It is not intended to provide specific legal advice.

Parent Issues and Concerns Policy

Parents/guardians are encouraged to take an active role in our child care centre and regularly discuss what their child(ren) are experiencing with our program. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, child care providers and staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Our staff are available to engage parents/guardians in conversations and support a positive experience during every interaction.

All issues and concerns raised by parents/guardians are taken seriously by our staff and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents/guardians within two (2) business days. The person who raised the issue/concern will be kept informed throughout the resolution process.

Investigations of issues and concerns will be fair, impartial and respectful to parties involved.

Students and volunteers will never be left unsupervised at any time. This Refers to parents helping out in classroom, and students taking place in a Co-Op Placements.

NUTRITION

Nutrition Policy

L'il Ninjas Childcare believes that healthy habits and choices developed in childhood contribute to healthy life styles later in life. Snacks should provide nutritional value as well as refreshment in a child's busy day. These foods should be easy for the child to handle and designed to promote good dental and physical health and that won't interfere with a child's appetite for meal time.

We strive to provide a nutritious snack each day in both the before and after care programs, that consists of two food groups and adheres to Canada's Food Guide. Any food that gets provided from home, must be clearly labeled with the child full Name by the parent.

Proper hydration is important for children, particularly during hot weather, and water suitable for drinking will be available at all times. In addition, we regard snack time as a wonderful opportunity for open discussions and social relationship building.

Menus are posted in the classroom outlining each day of the week's snack foods

Staff will ensure all allergies are taken into consideration when preparing daily snacks.

Staff will be vigilant in watching for signs/symptoms of choking or inhaling food/drink or other distress when eating. It is important to remember that children's appetites vary day to day. No child will ever be forced to eat, however, if the pattern persists, parents will be notified.

EMERGENCY PREPAREDNESS

FIRE SAFETY PLAN

**United Family Martial Arts
LOCATED AT
407 Charlton Ave. West Hamilton, ON L8P 2E6
905-527-8915**

PROCEDURES FOR OCCUPANTS

IN CASE OF FIRE:

- A) ALERT THE SUPERVISORY STAFF WHO WILL HAVE THE BUILDING EVACUATED IMMEDIATELY BY CALMLY NOTIFYING ALL OCCUPANTS OF A FIRE CONDITION.
- B) WHEN YOU ARE WARNED OF A FIRE LEAVE THE BUILDING IMMEDIATELY BY THE NEAREST AND SAFEST EXIT.
- C) CALL THE FIRE DEPARTMENT FROM A SAFE LOCATION BY DIALING 911, GIVING YOUR NAME AND SAY THERE IS A FIRE AT:

407 Charlton Avenue West Hamilton

- THE PERSON IN CHARGE SHALL MEET THE FIRE DEPARTMENT WHEN THEY ARRIVE AND DIRECT THEM TO THE SCENE OF THE FIRE AND HAVE AVAILABLE ALL KEYS NECESSARY AND ADVISE THEM OF ANY KNOWN TRAPPED OR ENDANGERED OCCUPANTS WHO MAY STILL REQUIRE ASSISTANCE IN EVACUATING THE BUILDING.
- IF POSSIBLE, EFFORTS SHALL BE MADE TO CONFINE, CONTROL AND EXTINGUISH THE FIRE USING AVAILABLE PORTABLE FIRE EXTINGUISHERS AFTER SOUNDING THE ALARM AND PHONING 911. IF SMOKE OR FIRE THREATENS THE SAFETY OF THE OPERATOR, LEAVE THE FIRE AREA AND CLOSE DOORS TO CONFINE THE SPREAD OF SMOKE AND FIRE.
- ALL FIRE HAZARDS IN THE BUILDING SHALL BE CONTROLLED AND ELIMINATED.
- ALL BUILDING FACILITIES PROVIDED FOR THE SAFETY OF OCCUPANTS SHALL BE MAINTAINED AND TESTED IN ACCORDANCE WITH THE APPLICABLE SECTIONS OF THE ONTARIO FIRE CODE.
- DURING ANY SHUTDOWN OF FIRE PROTECTION EQUIPMENT AND SYSTEMS OR PART THEREOF, THE PERSON IN CHARGE WILL ARRANGE FOR HOURLY ROUNDS OF THE AFFECTED AREAS TO BE CONDUCTED. A LOG BOOK RECORDING THESE HOURLY ROUNDS IS TO BE MAINTAINED.

- **A FIRE DRILL WILL BE HELD ON A MONTHLY BASIS.**
- THERE SHALL BE A RESPONSIBLE PARTY AVAILABLE WHILE THE BUILDING IS OCCUPIED TO PERFORM THE DUTIES AS REFERRED TO IN THIS PLAN. ALL SUPERVISORY STAFF AND OTHER OCCUPANTS SHALL READ THE FIRE SAFETY PLAN SO THEY ARE AWARE OF THEIR RESPONSIBILITIES FOR FIRE SAFETY.

A COPY OF THIS PLAN SHALL BE POSTED ON EACH FLOOR.

FIRE DRILL & EMERGENCY EVACUATION PROCEDURE

**L'il Ninjas Childcare
LOCATED AT
407 Charlton Ave. West Hamilton, ON L8P 2E6
905-527-8915**

IN THE EVENT OF A FIRE EMERGENCY

All L'il Ninjas Childcare occupants (including staff, children, volunteers, etc.) will:

- Adhere to the approved L'il Ninjas Childcare Safety Plan.
- Immediately stop all activities and gather at the classroom entrance door.
- Any additional staff will assist the classroom staff.
- The Director or Acting Supervisor will call 9-1-1 from a safe place, and will watch for fire trucks to direct them to the location of the fire.
- Exit out of the building through Exit A, the East exit door (exit door closest to the fitness room) , to the assembly point in the parking lot. If designated Exit A is not available, they will exit through the alternate Exit B, the North exit door (exit door closest to L'il Ninjas Childcare Class Room).
- Remain at the assembly point until directed by Hamilton Fire Department personnel that it is safe to re-enter the building.

STAFF RESPONSIBILITIES

L'il Ninjas Childcare will adhere to the fire drill requirements in compliance with subsection 2.8.3 of the Ontario Fire Code.

L'il Ninjas Childcare staff will:

- Participate in an annual review of the approved L'il Ninjas Childcare Safety Plan and this Fire Drill & Emergency Evacuation Procedure.
- Know the nearest Exit and alternate Exit from their locations.
- Participate in training regarding the fire drill and emergency evacuation procedures.
- Participate in all required fire drills.
- Remain calm and direct children to the nearest Exit or alternate Exit, the East exit door (exit door closest to the fitness room) or the North exit door (exit door closest to L'il Ninjas Childcare Room) as required.
- Ensure the children have vacated the building. Check the washrooms for children attending the Centre.
- If safe to do so, retrieve the attendance binder(s) and emergency contact files.
- If safe to do so, close the windows and doors.
- Take attendance of all staff and children present at the assembly point, under the roof overhang at Canadian Home Health Care. Ensure that 9-1-1 has been called and informed of the situation.
- Immediately advise the responding Fire Emergency personnel if occupants are missing.
- If this was a fire drill, record the date, time of day, time to complete the evacuation, and comments about the drill into the Fire Evacuation Log. Actual real time emergency evacuations may not be recorded as the required monthly fire drill.

EMERGENCY EVACUATION RE-LOCATION SITE

In the event that L'il Ninjas Childcare premises are not available for a limited amount of time, the staff and children will be relocated to the following Evacuation Site (Zarkey's Fine Foods).

L'il Ninjas Childcare will previously have received written authorization from the Evacuation Site owner confirming permission. The authorization form will be updated and confirmed annually by the Centre Supervisor. Any changes will be reflected on a new form

Evacuation Site

Site Name	Zarky's Fine Foods
Contact	Tony Zarcone

Phone #	905-574-1500x112
Address	264 Dundurn St. South Hamilton, On L8P 4K9

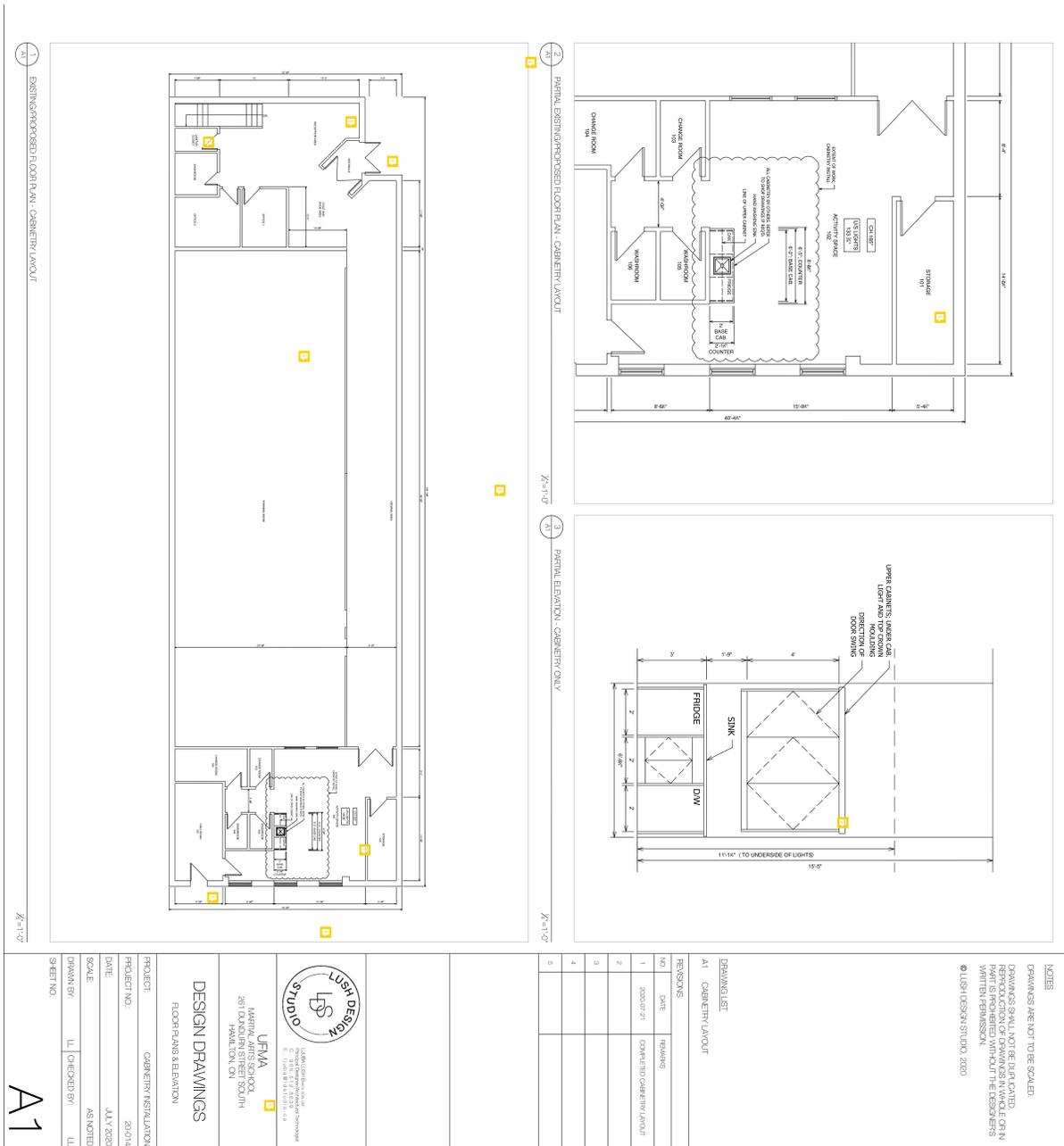


Evacuation Site Authorization Letter retained with End of Day Club Site Supervisor

DIAGRAM OF CHILDCARE CENTRE OCCUPIED AREAS WITH EXITS

Refer to the following site floor plan:

(UPPER Level)



(LOWER Level)

Emergency Management Policy and Procedures

L'il Ninjas Childcare has an Emergency Management Policy and Procedures that will be followed should an emergency be declared. L'il Ninjas Childcare is committed to ensuring the safety of children and adults in the Before and After school Program and Half Day Pre School Program in all situations. The purpose of the policy is to provide clear direction for staff to follow to deal with emergency situations. The procedures set out steps for staff to follow to support the safety and well-being of everyone involved. Clear policies and procedures will support all individuals to manage responses and responsibilities during an emergency, resulting in the safest outcomes possible.

Staff will follow the emergency response procedures outlined in this document. Response procedures are grouped into the following three phases:

- Immediate Emergency Response
- Next Steps during an Emergency
- Recovery

Staff will ensure that children are kept safe, are accounted for, and are supervised at all times during an emergency situation.

Parents and or guardians will be notified immediately if an emergency is declared. If parents are not able to be reached, then the emergency contacts listed for the child(ren) will be notified.

EMERGENCY CONTACT INFORMATION

L'il Ninjas Childcare keeps an up-to-date list of telephone numbers readily available in the room that includes contact information for:

- Emergency services
- Poison control centre
- Hospitals
- Taxi service

PARENT CONTACT INFORMATION

L'il Ninjas Childcare keeps an up-to-date list of parent and emergency contact information, including home and work addresses, and telephone numbers, readily available in the children's files, the computer and in the room in the supervisor's binder. Any special medical or other information provided by the parent(s) that could be helpful in the case of an emergency is also kept readily available.

PLAYGROUND SAFETY POLICY FOR L'IL NINJAS CHILDCARE

Weekly the students in the L'il Ninjas Childcare Before and After School Program will be taken to the play area behind Earl Kitchener School by the L'il Ninjas Childcare supervisor.

There is play equipment for the children to use, such as climbers etc. The play equipment is CSA approved and is inspected annually by the City of Hamilton.

The supervisor will ensure the safety of the students

- by doing a site inspection each visit
- by knowing where all students are at all times
- by engaging the children in age appropriate and safe games
- by making sure that both of the teachers are present when the children play on the CSA approved equipment thereby enabling them to keep track of the L'il Ninjas Childcare students
- by picking a time of day to go to this area when there are no other or at least very few other children using the equipment, thereby enabling them to keep track of the L'il Ninjas Childcare students and to remove the concern of maximum number of children on the apparatus.

The supervisor will complete a site inspection prior to the students entering the area. The supervisor will document her findings in the Playground Inspection Log. Injury Reports will also be documented in this log.

The appropriate ratio of staff to students will always be upheld during these outings.

All staff will review the policy prior to commencing employment and annually thereafter. A written record of the review will be signed by the staff and kept on file for at least two years from the date of entry.

STAFF POLICIES

As per the CCEYA, L'il Ninjas Childcare employs a supervisor who is a member in good standing of the College of Early Childhood Educators and has at least two years of experience providing licensed child care.

The other staff member (the assistant) is not required to be a RECE; however, we do look for previous child care experience.

HEALTH ASSESSMENTS AND IMMUNIZATION OF STAFF

In accordance with requirements set forth in the CCEYA and by the City of Hamilton, L'il Ninjas Childcare requires all staff working in the classroom and interacting with the children to be tested for tuberculosis (TB) and to have up-to-date immunizations.

A doctor's slip identifying proof of a TB skin test (or x-ray, if not a skin test) along with the results of this test must be submitted prior to beginning work. A test that was completed within the past calendar year will be accepted.

All staff will provide proof of their immunizations.

TB test results and immunization records provided by staff will be kept in the file of the individual.

Vulnerable Sector Check/Criminal Reference Check Policy

L'il Ninjas Childcare requires all employees providing direct service to, or having direct contact with the students, to have a Vulnerable Sector Check, completed within the last five years.

All potential staff for this program, as well as any other staff which may come into contact with the children, must have their VSC done prior to hiring.

A new vulnerable sector check will be required on or before every fifth anniversary after the date of the most recent vulnerable sector check; and an offence declaration, in every calendar year except a year in which a vulnerable sector check is obtained.

Each offence declaration shall be current to within 15 days of the anniversary date of the previous offence declaration or vulnerable sector check and shall address the period since the most recent offence declaration or vulnerable sector check.

(An offence declaration is a written declaration signed by an individual that lists all of the individual's convictions for offences under the *Criminal Code* (Canada), if any, up to the date of the declaration, that are not included in the most recent police vulnerable sector check obtained by the licensee.)

All applicants that are asked to attend an interview for a position within L'il Ninjas Childcare will be notified that they will need to obtain a Vulnerable Sector Check or Criminal Reference Check prior to an offer of employment being made.

Procedures:

All interviewees being considered for employment within L'il Ninjas Childcare will be given instructions on how to obtain a Vulnerable Sector Check/ Criminal Reference Check.

- i) Go to your local police station- ask for records dept.
- ii) Present two pieces of photo identification
- iii) Pay the applicable fee
- iv) Go back at the end of the waiting period, as described by the Police Dept., and pick up the Vulnerable Sector Check/ Criminal Reference Check.
- v) A conditional offer of employment may be made until the Vulnerable Sector Check/ Criminal Reference Check is obtained and presented to the employer. Any employee that has a PVSC pending will not be left alone with the children.
- vi) The Vulnerable Sector Check/ Criminal Reference Check will be kept in the staff personnel files and its confidentiality will be assured by the licensee.

Positive PVSC/ Reference Checks

Should a positive reference check occur, L'il Ninjas Childcare will consider the nature of and circumstances surrounding the charges and convictions. References obtained from past employers and rehabilitative and other efforts made by the candidate will also be considered. Upon review of all of the above, a decision will be made as to the eligibility of the candidate.

Daily Written Record

L'il Ninjas Childcare supervisor will maintain a daily written record of significant events that take place in the program.

The daily written record will contain a dated entry for every day the program operates.

Daily Observation of Children

L'il Ninjas Childcare staff will observe the children daily upon arrival and prior to interaction with other children.

If staff detects any symptoms of ill health, such as fever, rash or gastrointestinal symptoms, they will record them on the health monitor form.

Staff will also be mindful of changes to a child's behaviour or mental state such as, eating patterns, toileting and speech, and will report these changes to the parent immediately.

Staff will encourage parents to communicate or share information about changes to the child's home environment which might cause atypical behaviour.

Health monitor forms will be kept in the child's file.

SUPERVISION POLICY FOR STUDENTS AND VOLUNTEERS

L'il Ninjas Childcare believes that all staff, students and volunteers providing services within the Before and After school program and Half Day Pre-School Program should receive appropriate training and oversight to provide those services.

The program administrator shall ensure that all staff, students and volunteers who provide direct service to the children in our program shall review the policy manual with particular attention placed on the following policies:

- Vulnerable Sector Check/Criminal Reference Check Policy
- Behaviour Management Policy
- Procedure for Monitoring Behaviour Management Policy
- Anaphylaxis Policy

All staff, students and volunteers providing direct service within the program shall provide a Vulnerable Sector Check/Criminal Reference Check in accordance with the Police Reference Check Policy in the program policy manual

A qualified staff member shall be in attendance during all program services.

The program administrator or qualified staff member shall be responsible for the direct supervision and mentoring of all students and volunteers related to their direct contact and provision of service to the children within the program.

The mentoring for students and volunteers shall include the program administrator or supervising staff member meeting with any new student or volunteer and ensuring they fully understand the expectations set out for them including the policies listed above.

Any student or volunteer providing service within the program will be provided a comprehensive orientation by the program administrator. This orientation will include review of the program policy manual with particular attention placed on the above noted policies as well as the expectations of them within the program.

All children must be supervised by a qualified staff member and volunteer at all times.

Any student or volunteer shall not be allowed unsupervised contact with the children receiving service from the program.

L'il Ninjas Childcare will have an insurance policy that provides coverage for bodily injuries sustained by any employees (paid and unpaid) and volunteers, including staff, parents, and students due solely to an accident occurring during the course of performance of his or her duties on behalf of L'il Ninjas Childcare.

Standard First Aid Policy

Every employee in L'il Ninjas Childcare shall have a valid certification in standard first aid, including infant and child CPR, issued by a training agency recognized by the Workplace Safety and Insurance Board or otherwise approved by a director.

Recertification shall take place as needed and sessions will be offered by United Family Martial Arts facility.

Employee files shall contain a copy of valid certification in standard first aid and CPR.

L'il Ninjas Childcare supervisor inspects the first aid kits regularly and requests items that are needed to restock the kits. The first aid manual is kept with the first aid kits and referred to as necessary. The first aid kits are kept in the classroom and are easily accessible to the staff. The travel first aid kit and manual accompany the supervisor on all outings.

Staff Training and Development Policy

Staff Training and Development

Orientation

All employees prior to commencing work at L'il Ninjas Childcare shall take part in a day of orientation. Policies and procedures will be gone through and the employees shall sign off that the policies/procedures have been read and understood. Classroom and storage rooms shall be part of the orientation, outlining the condition and cleanliness and organization of these rooms. Dress code for working in the program shall be outlined.

Policies and procedures will be reviewed and signed off on annually, for employees that continue working in the program.

First Aid/CPR Certification

Every employee must have a valid certification in standard first aid and CPR, issued by a training agency approved by the Workplace Safety and Insurance Board or otherwise approved by a director.

Professional Development

Employees are encouraged to take courses that will enhance their skills or further their education in their field.

Employees are made aware of resources such as The Early Years Portal website, The Ministry of Education's "How Does Learning Happen" document and the College of Early Childhood Educators' framework for Continuous Professional Learning (CPL).

Behavior Management Policy

Child Guidance Techniques

1. Children will be guided in a positive manner that is appropriate to their age.
2. Limits or rules of any activity or play area will be clearly outlined to all children. They will be repeated as necessary.
3. Staff will use soft, supportive voices, model acceptable behaviour and not discuss the children's misbehaviour in front of them.
4. Children in attendance will be supervised by an adult at all times.
5. If anyone feels herself/himself losing patience with a child or a situation, it is important to ask someone for help or relief. This is not viewed as a weakness but rather as professionalism. It happens to everyone occasionally but should never be reason to penalize a child

Methods of Managing Misbehaviour

In the event that any child misbehaves, one of the following techniques will be employed.

1. Wherever misbehaviour is attention seeking, it will be ignored, unless it poses a potential danger.
2. Children will be given a clear direction regarding the limits of the play area or routine.
3. Children unable to comply will be redirected to another activity.
4. Children will be given a choice of 1 or 2 alternative activities.
5. Staff will acknowledge the child's feelings
6. Staff response to misbehaviour will be in a soft, supportive voice. Focus of the intervention shall be the deed, not the child.
7. Where discipline is deemed necessary, staff will use the least restrictive alternative. Time limited abstinence from an activity may be one alternative.

Prohibited Practices

No staff shall use:

1. corporal punishment of any kind, nor shall she/he permit corporal punishment by another child or group of children
2. deliberate harsh or degrading measures that would humiliate a child or undermine a child's self-respect
3. deprivation of a child's basic needs

No staff shall:

1. lock or permit to be locked for the purpose of confining a child, the exits of the L'il Ninjas Childcare facility
2. use a locked or lockable room or structure to confine a child who has been withdrawn from the other children

Staff Contraventions

Staff is expected to follow and comply with the program's policies with respect to behaviour management. Failure to comply could result in a verbal warning followed by a written warning and then, dismissal. Serious contraventions of the prohibited practices policy will be reported to the College of Early Childhood Educators.

Criteria considered before action is taken may be:

- seriousness of the offence
- legal requirements under the Child Care Early Years Act, Ontario Regulation 137/15, or any other related laws
- actual or potential risk/harm to the child
- past performance of the individual
- frequency of the occurrence
- previous discipline required

Review of Policy with Staff

1. Any person involved with the children must read the Behaviour Management Policy and Procedures prior to commencing work with the children. This will include staff, volunteers and students.
2. Staff, volunteers and students will sign and date a signoff sheet after reviewing the program's policies.
3. The policy will be reviewed with all staff and will be signed at least annually.

4. Behaviour management techniques shall be discussed at staff meetings.
5. The behaviour management policy will be reviewed annually and revised when necessary.

Monitoring Behaviour Management Practices

All staff and volunteers working with children will be monitored biannually by the program administrator. The program administrator will be monitored biannually by the owner of the school.

The monitoring results shall be documented and kept on file.

Documentation for Behaviour Management Policy
Monitoring
2019/2020

Date	Name			
<hr/>				
AREA		OBSERVATION		
Actively participates in supervision and guidance of children		Yes	No	Not Observed
		Yes		
Classroom		Yes	No	Not Observed
Snack		Yes	No	Not Observed
Creative		Yes	No	Not Observed
Dojo		Yes	No	Not Observed
Park		Yes	No	Not Observed
During routine situations			No	Not Observed
During transitions		Yes	No	Not Observed
<u>Encourages in a positive manner compliance with:</u>				
Safety Rules		Yes	No	Not Observed
Sanitary Practices		Yes	No	Not Observed
Classroom Regulations		Yes	No	Not Observed
In Compliance with the Behaviour Management Policy of L'il Ninjas Childcare		Yes	No	Not Observed

Additional Comments:

Observed By: _____
Lauren Rutlidge
Anderson
Program Administrator

Withdrawal Policy

Cancellations are permitted only when one month's notice is submitted to the office. There is a discharge form available, which is required to be filled out as the written notice.

The discharge form is kept in the student's file.

Once the discharge form is received the automatic payment will be stopped for the following month.

Registered families may change the student's enrolment status/schedule by contacting the administrator of the program.

There is no discount for sick days, vacations, and/or Snow Days.

Parents are required to pay for all days registered

DISCHARGE FORM

Name of Program: _____

Name of Student: _____

Name of Parent: _____

Date: _____

Please accept this letter as my four-week written notice to withdraw my child,

_____,

from this Program, effective _____, for the following reason(s)...

Parents Signature: _____

Safe Arrival and Dismissal Policy

Purpose

This policy and the procedures within help support the safe arrival and dismissal of children receiving care.

This policy will provide staff, students, and volunteers with a clear understanding of their roles and responsibilities for ensuring the safe arrival and dismissal of children receiving care, including what steps are to be taken when a child does not arrive at the childcare centre as expected, as well as steps to follow to ensure the safe dismissal of children.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding the safe arrival and dismissal of children in care.

L'il Ninjas Childcare will ensure that any child receiving childcare at the childcare centre is only released to the child's parent/guardian or an individual that the parent/guardian has provided written authorization the child care centre may release the child to.

Children may only be released to an adult. The adult picking up a child from the center must have a valid photo ID if picking up for the first time. If there is an individual who is not authorized to pick up a child parents must inform the center of this immediately. Parents are encouraged to update the drop off/pick up and emergency contact permission section of application form periodically with any changes.

ADMINISTRATIVE POLICIES

REVIEW OF POLICIES AND PROCEDURES

To ensure that the policies and procedures held and implemented by L'il Ninjas Childcare are relevant and meet applicable requirements, the administrator will review the policies and procedures annually.

L'il Ninjas Childcare will ensure that the policies and procedures are reviewed as follows:

- With employees, before they begin their employment.
- With volunteers or students who will be interacting with children in the program before they begin to volunteer or before they begin their educational placement.
- With each person described above at least annually after the first review, and at any other time when substantive changes are made to the policies and procedures.

L'il Ninjas Childcare will keep a record with the date of each review of the policies and procedures outlined above. The record will be signed by the person who did the review. The review will be conducted by the administrator.

MONITORING OF COMPLIANCE WITH APPROVED APPROACHES AND PROHIBITED PRACTICES

It is essential that all persons working with children within L'il Ninjas Childcare comply with the approaches set out in the program statement developed by L'il Ninjas Childcare and do not engage in any of the prohibited practices listed in this document and the CCEYA. In order to monitor compliance, L'il Ninjas Childcare requires that an evaluation of each staff member, volunteer and student be conducted at least once annually. In addition, staff will be supervised by the administrator to ensure compliance. Any non-compliances with the list of prohibited practices and any non-compliances with L'il Ninjas Childcare statement that are deemed to be critical (e.g., safety-related) will be addressed immediately, documented, and filed. Any non-critical non-compliances with L'il Ninjas Childcare program statement will be addressed within one week of the non-compliance.

STAFF EMPLOYMENT POLICY

The terms of staff employment shall be contained in a contract completed annually. The probation period is three months. A performance evaluation will be completed prior to the completion of the year.

REGISTRATION/REFUND/FEE PAYMENT POLICY

***Li'l Ninjas Childcare has made the decision to Opt. out of the CWELCC.**

Registration Fees:

Half Day Pre School-Fees (30 months (2.5 yrs.)- 4 yrs.):

Registration by June 30th each year

The monthly fee structure is as follows:

(2-day) Tuesday & Thursday mornings

(3-day) Monday, Wednesday, & Friday mornings

(5-day) Monday-Friday

Base Fees: \$35 Per Day

Payment Method: Void Cheque – 1st, 15th or 21st of each month

Billing is based on the days of the week in need of care on a month-to-month basis. The monthly payments are made by PAD.

One-month (30 Day) cancellation notice

Before and After School Program Fees (this includes all age groups for Before and After school for both Upper and Lower-Level Classrooms):

Registration by June 30th each year

Base Fee:

\$12.50 per child per day for Before Care

\$22.50 per child per day for After Care

\$35.00 per child per day for Before and After Care

Payment Method: Void Cheque – 1st, 15th or 21st of each month

Billing is based on the days of the week in need of care on a month-to-month basis. The monthly payments are made by PAD.

One-month (30 Day) cancellation notice

Hours of operation:

Before & After School Program:

7 – 9 am & 3 – 6 p.m. Monday to Friday / September through June

Closed on P.A. Days as well as Christmas Break and March Break

Open on Early Dismissal Days

Closed on inclement weather days (if the schools are closed and are Non-Refundable)

Pre School-Program:

9 - 12:30 Monday to Friday/ September through June

Closed on Christmas Break and March Break.

Closed on inclement weather days (if the schools are closed and are non-Refundable)

Base Rate Late Fees:

Base Rate Late Fees will be charged for children remaining after 6:00p.m for After school program and After 12: 30p.m for Preschool Program. The classroom clock will be used to determine lateness.

The Base Rate late fees will commence from 12:35 p.m. onward (Preschool) and 6:05p.m onward (After School). A flat fee of \$18.00 will be charged.

All monies are due and payable to the staff upon the parent's arrival. We realize that there are emergencies and unexpected situations; therefore, your communication and cooperation are greatly appreciated.

Should there be a recurring trend of emergencies/unexpected situations, the staff will review these, and a decision will be made regarding the application of late fees and or continued enrolment in the L'il Ninjas program.

Refund Policy:

No Refunds due to month-to-month payments.