



green apple kids
a place to learn and grow

PARENT MANUAL

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**We worry about what a child will become tomorrow,
yet we forget the child is already someone today.
~Stacia Tauscher**

Dear New Family,

Welcome to *Green Apple Kids* – a unique childcare centre serving West Toronto. We hope your time here with us will be a happy, healthy and productive one for you and your child(ren).

We are pleased that you have chosen *Green Apple Kids* for your family's needs and will work towards giving your child a fulfilling and enriching experience. It is our desire and purpose to facilitate learning through play for the children in our program – encouraging them to develop socially, emotionally, cognitively, physically and creatively.

The information contained in our Handbook is very important. Please read it carefully. Upon enrollment, we will ask you to acknowledge by your signature that you have read and understood the contents. As such, please feel free to ask about anything that is unclear.

If you at any time have a question or concern, you are encouraged to speak to the Director who will clarify the issue or resolve the problem efficiently.

It is our desire for all of our families to not only be content and confident with the childcare they are receiving, but to know that they are part of a special organization that strives to go beyond where most childcare centres do.

Once again, welcome to childcare at *Green Apple Kids*. We look forward to getting to know you and your child better.

WELCOME!



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ABOUT OUR CENTRE

a) Philosophy & The Green Tree Method™

Our licensed centre is committed to high quality childcare. Our goal is to help every child be happy, secure and develop to his or her true potential. To meet this goal we offer families safe, nurturing education and childcare opportunities that reflect their values.

Our Mission Statement: The Green Tree Method motivates children, encouraging their natural curiosity, leading them to independent inquiry while building their confidence.

The *Green Tree Method*™ is a guide to the quality care and education of young children from infancy to six years. Our *Green Tree Method*™ believes in:

- Providing a safe, nurturing environment for children to grow in.
- Setting up our classrooms in a way that is conducive to learning. Providing opportunities for small group experiences help foster creativity and encourage each child's natural curiosity and desire to explore and learn.
- Integrating areas such as numeracy, literacy, arts, drama, science and gross motor into all classroom activities.
- Having all of our staff participate in each child's play experiences as nurturers and learning partners.
- Observing and documenting all the varying milestones in each child's life help ensure age appropriate development. As each child learns at their own pace, the use of individual portfolios, posted observations and photographs enhances each child's daily experiences.

Our principal goal is to promote the learning and development of each child. We support and train our educators as they help the children flourish.

Green Apple Kids believes that children learn best through active play experiences, rather than through guided or sequenced activities. Our staff continuously adapts to promote these experiences and are trained to participate as play partners in children's activities to help guide us in their learning.

Great attention is given to the look and feel of each classroom. Everything in the environment is designed to be meaningful and have a purpose. The *Green Tree Method*™ believes that children learn best by pursuing their personal interests. Our setting encourages children to make choices about a wide range of natural materials and activities throughout the day. As they pursue their own choices and plans, they will explore hands-on by beginning to ask and answer questions, problem solve and learn how to interact and socialize with their peers. All children are naturally capable learners. We believe their ideas and experiences are an important component to the *Green Tree Method*™.

We here at *Green Apple Kids* believe that our natural interactive curriculum and environment is consistent with our understanding of how we feel children learn and grow. These early years are the times when children develop a sense of self worth and belonging. By developing their self-esteem, this helps form the solid foundation on which learning is built.

There will be a bi-annual communiqué at the end of each term providing parents with an on-going, informational and inclusive summary of each child's accomplishments and abilities.

The licensed age range for this program is from birth up to and including 5 years. We offer full-time and part-time programs, along with two full French classrooms.

Our facilities are new and up-to-date with the following features:

- Creative and colourful surroundings
- Natural daylight flooding the classrooms that are beyond current childcare guidelines
- "Real Food For Real Kids" organic/locally sourced caterers
- 3 separate large playgrounds, for different age groups, created by award-winning *Gardens by Nature* natural playgrounds offering children a place to explore their imagination and use their creativity
- Enhanced programming with activities such as yoga, dance, art, music, drama, languages and organic gardening



- Parking for easy drop off and pick up
- Conveniently located close to public transit.

b) Status

Green Apple Children's Centre Inc. (*Green Apple Kids*) is an incorporated company.

Our centre is licensed by the Ontario Ministry of Community and Social Services and follows all guidelines set out in the Day Nurseries Act.

We accept children from birth to five years of age, who are accommodated in the following groups:

Group	Max. Enrollment	Age	Staff/Child Ratio	Duration
Infant	10	Birth -18 months	1:3	Full Days
Toddler	15	18 to 30 months	1:5	Full Days
Toddler	15	18 to 30 months	1:5	Full Days
Toddler	16	18 to 30 months	1:5	Full Days
French Toddler	10	18 to 30 months	1:5	Full Days
French Preschool	24	31 mths. to 5 yrs	1:8	Full Days
Preschool	24	31 mths. To 5 yrs.	1:8	Full Days
Preschool	16	31 mths. To 5 yrs.	1:8	Full Days

c) Location

We are located at 3605 Dundas West, just west of Jane Street in Toronto, Ontario.

d) Staffing

All of the full time staff are either Early Childhood Educators registered with the College of Early Childhood Educators or Early Childhood Assistants with ECE assistant accreditations. The Director manages the daily operation of the Centre and is also ECE qualified, and registered with the College of ECE.

e) Supervision policy

Students/volunteers are not permitted to be left alone with the children and are not to be counted in staffing ratios at anytime. All students/volunteers will review all Green Apple Policies and Policies including, but not limited to: Behaviour Management, Anaphylaxis Policy, Individual Anaphylaxis Plans, and Emergency Procedures, prior to their start date, whenever any amendments are made, and annually, with a sign-off confirmation. All staff/students/volunteers have an intensive orientation session with the Director/In-Charge staff prior to starting work/placement at GAK. All students/volunteers are informed of all children with allergies/sensitivities and anaphylaxis reactions and receive EPIPEN training prior to entering the classroom. Students/volunteers sign-off on both the policy and the training. Criminal reference checks and immunization records must be carried or on file with all students/volunteers.

f) Hours of Operation

We operate daily, (7:30am to 6:00pm) throughout the year, except as indicated below. We are closed on all statutory holidays. The Centre is also closed on the days between Christmas and New Year's. Easter Monday is reserved for a staff development day and the centre will be closed that day.

Please Note: We are unable to guarantee your child's placement if withdrawn for any part of the year.



g) Full-Time Day Care Program

The centre is open Monday to Friday from 7:30 am to 6:00 pm. The full-time childcare is a 5-day per week, 12-month program that operates during the summer. Two snacks and a hot lunch, which are organic/locally sourced, will be provided daily, along with our enhanced programming.

There is a “flat monthly fee” with no adjustments made throughout the year (e.g., no exemptions for vacations, days not used, etc.) Please note that tuition fees are not refunded due to illness or vacation. Our current monthly fees (*subject to change with 30 days written notice) are as follows:

Program	Infants	Toddler	Pre-School/JK/SK	French Toddler	French Pre-school
Monthly	\$ 2080*	\$ 1820*	\$ 1560*	\$1980*	\$1690*

For convenience, monthly payments will be done through automatic debit withdrawals. Fees will be paid on the 1st of each month. A one-time non-refundable registration fee of \$250 is required to secure a spot for your first child. Subsequent siblings will incur a registration fee of \$150 each.

***We raise our fees annually to reflect changes in the operating costs of the program.**

There is an NSF cheque charge of \$50.00, for each occurrence.

A copy of our fee policy is appended for your review.

h) Part-Time Children Fee Schedule

We are pleased to also offer a part-time program for the toddlers and pre-schoolers. This program can be offered for two days per week or three days per week. Similar to the full-time program, the Centre is open Monday to Friday from 7:30 am to 6:00 pm and is a 12-month program that operates during the summer. Two snacks and lunch, which are organic/locally sourced, will be provided, along with our enhanced programming.

Program	Toddler	Pre-School	French Toddler	French Pre-school
2 Days per Week (monthly)	\$ 850*	\$ 740*	\$930*	\$830*
3 Days per Week (monthly)	\$ 1250*	\$ 1070*	\$1340*	\$1200*

A one-time non-refundable registration fee of \$250 is required to secure a spot for your first child. Subsequent siblings will incur a registration fee of \$150 each.

***We raise our fees annually to reflect changes in the operating costs of the program.**

There is a late payment charge of \$50.00 and an NSF cheque charge of \$50.00 for each occurrence.

A copy of our fee policy is appended for your review.

ENROLLING YOUR CHILD

a) Application Procedure for Waiting List

Parents/guardians are invited to make an appointment with the Director who will explain the program and answer any questions.

A scheduled tour of the Centre can be conducted so you can meet the staff, observe their interactions with the children and view the facilities.

If you wish your child to be placed on the waiting list, a request for enrollment form must be completed and you must submit a non-refundable registration fee of \$250. The Director will contact then you when/if a space becomes available.



b) Admission Procedure

Once a place for your child has been confirmed, you will be required to complete a registration package for your child, including a medical form with a record of immunization, and an emergency contact form. Once accepted, we will request a one-month deposit to be held until the child is withdrawn from the centre.

Green Apple Kids will accept new children when there are vacancies, on a first come, first serve basis, giving priority to siblings of children currently enrolled. No family will be discriminated against on the basis of race, language, culture, gender or sexual orientation or special need.

We strive to ensure:

- That other organizations in the community have information about the Centre, including pamphlets and posters.
- That a waiting list is maintained for each age group.
- That we keep the waiting list current by contacting families on it every three months to see whether they are still interested in the program.
- That we offer only the highest quality childcare.
- That we advocate for all children.
- That we offer a centre tour, and entrance transition to all families and children coming into the centre.

c) Disruptive Children

As per our behavioural policy, please note that should a child enrolled in the Centre be continually disruptive to the functioning of the program, the Director will consult in private with the parents/guardians. If sufficient improvement is not observed by the Director and/or the staff at the centre within one week, the Director reserves the right to seek an external consultant's assistance in evaluating the child. If the parents/guardians do not give their permission to do so, then we will ask that the child be withdrawn from the centre within two weeks.

d) Deposit Policy

A deposit equal to one month's fee is required to be paid for all children at the time of enrollment. This one-month fee deposit is retained by the Centre and applied to the last month's fees provided 30 days written notice prior to withdrawal is given. It is forfeited if less than 30 days written notice is given. If the fees are increased, the last month's fee deposit will be adjusted at the time of the increase.

e) Receipts

Income tax receipts are issued at the end of each calendar year. Receipts for monthly fee deposits are issued in the year that the deposit is applied to the last month's fee.

f) Withdrawal Policy

One full calendar month prior written notice to the Director for the withdrawal of the child(ren) is required. The initial deposit fee paid at the time of registration will be used as the last month's fee. If your child does not show up for 15 days, your child will be considered withdrawn from the program.

OUR COMMITMENT TO YOUR FAMILY

a) Health and Safety, and the Environment

In accordance with the Day Nurseries Act, every effort is made to provide a safe and healthy environment for the children and staff. At *Green Apple Kids*, we go above and beyond the ministry requirements. Given what is at risk, there are good reasons to take precautionary action, as there is growing concern about the effect that exposures to toxic chemicals and hazards in indoor and outdoor environments can have on prenatal and child health.

At *Green Apple Kids*, we seek to create a program with environmental considerations such as only using products that do not off-gas, low VOC paint, natural/sustainable products, and a "living playground"



that matures and changes every year. We also strive to recycle products and to use email and other forms of communication to reduce paper waste.

Infection control procedures for allergies (i.e. milk, peanuts) are posted in each classroom, along with a picture of the child(ren) affected. Allergy charts are posted in the kitchen and classrooms.

Children are also encouraged to practice good dental hygiene, and parents/guardians, if they choose, can provide us with toothbrushes and non-fluoridated toothpaste to be used after meals.

The general information form has questions relating to allergies and your child's medical history. If you have specific needs for your child(ren), please let us know and we will do our best to accommodate your needs. A record of immunization is required to be filled out for Toronto Public Health prior to the enrollment of the child(ren).

b) Emergency Procedures/Centre Closures Due to Weather

Even with the best precautions, accidents can happen.

In case of emergency medical care, the Centre will call the parents/guardians immediately and transport the child to St. Joseph's Health Centre. For this reason, it is imperative that we have on file:

- Up to date home/work/mobile telephone numbers.
- Names and telephone numbers of at least two other adults we can contact in an emergency.
- Child's health card number.
- Signed consent for emergency transportation and treatment card.

The Centre has a procedure regarding fire drills/lock down drills that must be followed in case of an emergency. These drills are conducted on a regular basis. In case of emergency, the children must vacate the Centre to the "EVACUATION SITE" located at the Jane & Dundas Public Library (620 Jane Street, Toronto, Ontario, M6S 4A6. Phone: 416-394-1014. In case of Emergencies, Centre staff will contact parents/guardians by phone after the children are moved to safety.

If the Public or Catholic School Board closes its schools, due to inclement weather or other emergency situations, the Centre will also be closed. Please listen to closure information on the radio and to call the Centre office number for a recorded announcement of closure after 6:45 am. Every effort will be made to call the parents/guardians as soon as possible if the closure happens during the day. Calls will be made in order of usual arrival to the Centre.

In the event of any natural disaster (ie: severe weather warnings, power failure, flood) the centre is not able to operate and will remain closed until it is deemed safe. In these situations, fees will not be reimbursed. Again, every effort will be made to contact parents/guardians as promptly as possible. Please check the message on centre answer machine for up-to-date information prior to heading to the centre.

c) Cuisine

We have collaborated with "Real Food for Real Kids", which prepares natural and organic foods. Food in its purest state - unadulterated by artificial additives, sweeteners, colorings and preservatives - is the best tasting and most nutritious food available. Organic foods are used as possible in the menu because of the whole and freshness of foods.

"Real Food For Real Kids" food is free of trans-fats, artificial coloring and artificial preservatives. Meats and produce used in the menus are from Ontario local farmers. Dedicated farmers are committed to supplying food that is raised without using sub-therapeutic antibiotics and growth promoting hormones. "Real Food For Real Kids" places a strong emphasis on using as much local and organic content as possible. The preparation of food is free of the most common allergens, and very low glycemic index, partially hydrogenate fats and gluten-free containing omega-3 fatty acids, which play a vital important role in children's nutrition.

This program not only offers excellent quality in its prepared foods and freshness all around due to the company's philosophy on the type of food it selects, but the program has a structured menu design of



food alternatives that provide for children with allergens of dairy, gluten and vegan; including complex allergens that exist today due to the growth of children's dietary restrictions, which the Whole Kids program supports in preparing food to support children's restrictions.

The meals are served 'family style' in small groups. We also provide AM and PM snack to our children.

Alternate menu items are provided for children with allergies or dietary restrictions. Please let us know, in writing, what your preferences are for your children.

Our weekly menus are posted in the kitchen and on the Parent/Guardian Information Board. Copies of the four-week seasonal rotating menus are also available on the website.

Please Note: For the safety and well-being of all children, please DO NOT allow your child to bring any food in to the centre at any time.

d) Nut-Free

Please note that we are not legally defined as a nut-free Centre.

However, every effort is made in our meal planning not to include nuts or nut products. Should you have any concerns, please feel free to discuss them with the Director.

e) Behaviour Management

A child's behaviour is managed in a positive manner, appropriate to their age and actions.

This may include re-directing the child to another activity, or giving them choices and explaining their actions as well as teaching the child strategies to resolve conflict on their own.

If your child's teacher or the Director has any concerns regarding their behaviour, they will discuss it with you directly. No form of corporal punishment is ever allowed.

f) Child Abuse

Child abuse is defined as any form of physical harm, emotional deprivation, sexual mistreatment or neglect, which can result in injury or psychological damage to the child. Abuse can be either actively hurting a child or passively failing to take proper care of a child.

Green Apple Kids' staff have the responsibility to protect the children in their care. It is a requirement by law to report any suspicion of child abuse.

g) Serious Occurrence Policy

The safety and well-being of our children is the highest priority. We 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. A serious occurrence could include serious injury, fire/other on-site disaster, or a complaint about service standards. Currently all agencies are required to report serious occurrences to the Ministry of Education, whom are responsible for licensing. Effective November 1, 2011, GAK is required to post information about all serious occurrences. The posting, hung in a prominent location for 10 business days, will provide parents with information about the incident and outline follow-up actions taken and the outcomes. Please note the privacy of all individuals involved will be protected. Long-term actions taken by the operator will also be included to prevent similar incidents in the future. The posting of the "Serious Occurrence Notification Form"/"SONF", provides greater transparency for parents and supports the safety and well-being of children.

In the event of **Allegations of Abuse**, postings are only provided once the CAS has concluded its investigation and the allegation is either verified or not verified; or CAS has determined that an investigation will not be conducted; and the Ministry has investigated any associated licensing non-compliances. Once investigations are completed, the form will provide clear, concise information, confirmation whether CAS conducted an investigation, and identification the Ministry conducted an investigation into licensing compliance. The form will identify whether:



CAS has/not verified the allegation

Operator has taken action on any other directions given by CAS, if applicable

The operator has address any associated licensing non-compliances identified by the Ministry, if applicable.

In the event of **Complaints**, once the operator has filed a serious occurrence report, verified the complaint and has taken actions to address the issue, the Serious Occurrence Notification Form is posted within 24 hours of the occurrence. If the complaint has not yet been verified, the SONF will not be posted within 24 hours. It is posted only when verified.

The information letter provided by the Ministry, outlining the purpose of the SONF, is provided to parents with their registration packages. Details regarding the policy are also outlined in the parent handbook. Parents are required to sign that they have read, comprehend, and will follow the protocol outlined in the parent handbook. All students, staff, volunteers are also required to sign off on the noted policies and procedures. For more information please go to:

<http://events.digitalmedia.telus.com/ontariochildcare/092011/index.php> or

<http://events.digitalmedia.telus.com/ontariochildcare/101211/index.php>

h) Anti-Bias and Anti-Violent

Green Apple Kids supports and encourages an anti-bias environment, free from prejudice, stereotyping and bias.

We support this approach to challenging prejudice through our policies and curriculum. It is necessary for each individual to actively intervene to counter the personal and institutional behaviours that perpetrate aggression.

Should anyone observe or experience any conduct that is in violation of human rights, please inform the Director immediately.

Green Apple Kids has a zero tolerance for violent play, toys or videos. Parents/guardians are asked that children do not bring these items into the Centre.

i) Status Updates

We always keep open communication between the staff and parents/guardians. We will hold 2 parent/teacher interviews twice per "school year" to discuss your child's progress.

j) Special Activities

Throughout the year, the teachers may program community trips, which can include the local library, fire station, local parks or tours of community businesses. Each parent/guardian will be asked to sign a consent form that will cover all walking tours from the centre.

k) Educational Tours

On occasion, we will have groups of educators/child care professionals from Early Childhood Education organizations tour our facilities. This is a great opportunity for us to share our resources of what quality childcare should look like. These tours are conducted in controlled circumstances with no more than 10 individuals at a time, with supervision at all times by a minimum of 2 *Green Apple Kids* staff/administration. Photos of children will not be permitted. Those touring the building will only be permitted in the classrooms when they are vacant. *Green Apple Kids* will have a full list of all participants and which organization they represent. All families at *Green Apple Kids* will have a minimum of 48 hours notice of the tour and have every opportunity to request more information or address any concerns.



l) Separation Anxiety

All children go through an adjustment period (especially the younger children) and this is perfectly normal. To make the adjustment period a gradual one for your child, we suggest children be introduced gradually over a few days. We suggest that, if it is your child's first experience in daycare, that their first visit will only be three hours long. On the first days at the Centre, you or someone on the Emergency Contact List available during the day for early pick up. We recommend you talk to your child before coming to the Centre to prepare them. As well, if you can pick up your child early for the first few days, your child will learn to understand you will return and become more comfortable. Some teachers find it helpful when you leave a family picture so we can post it at the Centre, or leave something of yours for your child to hold during the day. All children adjust differently and it is common for you to observe changes in your child's behaviour. Some children may cry. Others still have toileting accidents, and change their sleep patterns and/or appetite. Other children jump right into the program and others will be more cautious and observe. Your child's teacher will be available to work with you to ensure your child's transition period is a positive experience. There will also be changes for you as a parent/guardian during this time. When picking up or dropping your child to the Centre, it is always a great opportunity to talk to teachers about any special or unusual events at home that will affect the child's daily routine at the Centre. Throughout the year, there are several special activities at the Centre in which you are encouraged to take part. There are many areas where you can help such as group outings or getting involved in special events. If you have a particular talent or interest, you are invited to share them with us.

m) Toilet Training

In the Toddler program, we work with you to help teach the children good toileting techniques and practices. We expect that all pre-schoolers that come to our centre are toilet-trained or in a transition stage. We will meet with you if toileting goals have not been met to discuss other options. It is important that we have consistent parent/guardian cooperation throughout the process for us to work together to help them achieve their goals. Some signs your child is ready include:

- Dry "pull up" for extended periods of time (overnight or for over 4 hours)
- Communicates that they want "use the potty" or "needs to go"
- Hides in a corner showing they are aware of their need to go
- Asks for you change their wet or soiled training pants
- Wants to sit on the toilet.

Please speak to your child's teacher to work out a strategy for a consistent routine to ensure the success of this critical stage in their development. We will create an environment that is reassuring and positive to children. A Toileting Contract will be created with parents/guardians to help guide everyone through the experience and provide additional support where necessary.

If your child is in the process of toilet training, we encourage parents/guardians to provide a knapsack with lots of changes of clothing (shirts, pants, underwear and socks) and shoes because accidents are common before five years of age. Our staff will inform parents/guardians when supplies are running low. Please replenish supplies before they run out. Each centre has a small supply of extra clothes excluding underwear. In the event that your child does not have extra underwear and has a toileting accident, parents/guardians will be contacted to pick up their child. We may not be able to accept children that do not have the appropriate supplies. We ask that, in order to make certain our program starts on time, you take your child to the washroom upon arrival at the Centre.

Children entering the Junior and Senior Kindergarten classes are required to be fully toilet trained to ensure the success of the child's learning.



OUR PROGRAM

a) Daily Routine

Routine is important for young children and helps develop feelings of security and order.

Each classroom has a general schedule that includes time for indoor and outdoor play, lunch and snacks, hygiene and structured activities. This schedule is posted daily for both adults and children.

Our opinion is that small children benefit greatly from a quiet rest period every day, after lunch. If the child chooses not to sleep, an early riser room/area is available where they can engage in quiet play.

Bedding is provided by the Centre. All bedding is washed every week. You can feel free to send your child with a favourite soft toy and pillow to help encourage resting.

In accordance with the Day Nurseries Act, the children spend 2 one-hour periods each day outside. In the winter, we will not go out if the temperature/wind chill factor is below -15 Celsius. Children will be inside before it gets dark. In the summer, we will not go out if there is a smog warning or heat alert exceeding 27 degrees Celsius. If we do go outdoors on these smoggy days, it will be for short periods after 4 pm. We will have plenty to drink, and will engage in small group activities in shaded areas, or water play activities. We will not engage in any heavy gross motor activities, and each child will be monitored while outdoors. Any child with any respiratory condition, will not go outside on such days.

b) Program/Activities

Each month we email a newsletter and a calendar outlining activities the children will be involved in for the coming month. This calendar will also be clearly posted near each classroom. A planned development program is designed around weekly themes. Areas covered include creative/art, science, dramatic play, cognitive, gross motor, sensory, music, drama and social emotional. The program is based on age appropriate goals to aid in development of communication skills, social skills, organization, the ability to problem solve, as well as fine and gross motor skills. The classrooms are set up in separate play areas to compliment the weekly themes. Children can move freely from one to another during free play, or may all participate together in a planned activity. The weekly program is posted outside each classroom. Parents/guardians are always encouraged to discuss their child's development with the teachers.

c) Goals and Expectations

Studies have shown that the most important stage of life for learning and development is from birth to 6 years. It is here that the groundwork for future learning is established. When children are playing, they are 'working' to learn all about the world around them. The staff at *Green Apple Kids* are dedicated to caring and encouraging your child(ren). Activities are carefully planned and the environment structured for development and learning. We aim to promote the individual child's self-esteem and independence, while fostering the child's identity as part of a group and community.

WHAT WE ASK OF YOU

a) Arrival and Pick-up Times

Regular times of drop-off and pick-up are a comfort to young children.

Please try to arrive at the Centre by 9:00 am so that your child can participate in all our programmed activities. Some days however we may request an earlier drop-off because of special trips. Your cooperation is appreciated in these matters and you will be given ample notice time.

It is important that you take your child(ren) directly into their classroom and let a staff member know that he/she has arrived, likewise, at pick-up time, let a staff member know that you are taking your child.

Parents/guardians are encouraged to drop off and pick up their child(ren) in a timely manner (i.e. within 10 to 15 minutes upon arrival).



Please call the centre by 8:00 am, if:

- Your child will not be attending that day.
- Your child will be arriving late (for example, past 9:00 am).
- You will be picking up your child early.
- Someone other than a parent/guardian will be collecting your child. ID must be presented to the staff upon request.
- Someone other than a Green Apple Kids staff member will be collecting your child from their school.

Please note that staff may not be able to answer the phone but messages are checked in a timely fashion and phone calls are returned as soon as possible.

Staff will not release your child to anyone who has not been named as an authorized pick up person. In the event that someone else that you have designated to pick up your child arrives at the centre, they will need to show 1 piece of photo ID to the staff on duty in order for us to release your child in to their care. This individual will need to show photo ID on subsequent visits as well, in order to ensure that all staff in the building are familiar with the individual who is picking up your child.

Please note that the combination lock on the entrance door is for the safety of the children. Please do not give the number to your child(ren) or any other person except those named as an authorized pick-up person.

b) Late Pick-up Policy

The Centre closes at 6:00 pm. If you expect to be late, please call us as soon as possible.

There will be a charge of \$1.00 per minute, per child. Late fines are recorded in a book, signed by you and paid directly to the staff on duty.

If you are late three times, you will receive a written warning. If you are late a fourth time, you will be asked to withdraw your child(ren), as our hours are not meeting your needs. Please note that if your child has not been picked up by 6:45 pm and any attempts to reach either the parent/guardian or an emergency contact have failed, the centre is required by law to contact the Children's Aid Society.

c) Illness

Illness can pass easily from child to child.

Please do not bring your child(ren) to the Centre if your child is unable to participate in regular activities due to fever (i.e. 100°F/38°C), diarrhea, vomiting, ear infection, eye infection, green runny nose, head lice, ring worm, or other contagious diseases, unexplained pains, rashes or itching.

If your child(ren) exhibits any of these symptoms during the day, you will be contacted and asked to pick up your child within one hour of being notified, or as soon as possible. If we cannot reach the primary contact, we will call the alternate caregiver on our emergency form.

If your child has an infectious or contagious disease (i.e. influenza, chicken pox, pink eye, impetigo, lice), please advise us of his/her condition so we may watch the rest of the group for symptoms, and when appropriate, advise all parents/guardians. A medical note must be brought back to the centre when the child returns to the centre in order to ensure they are free of any communicable infections.

Your child must be symptom/medication free for at least 24 hours before they can return to the centre. A written note will be given to the parent upon pick up of their ill child, which will outline when the child may return to the centre. In assessing the wellness of a child and his/her ability to participate in the programmed activities, the decision of the Director must be regarded as final.

Please note that the Day Nurseries Act requires that all children participate in outdoor play. No exception can be made for children returning after an illness.

d) Medication

According to the Day Nurseries Act, only ECE staff can administer prescription and non-prescription medication. The medication must be in the original container and clearly labeled. Non-prescription



medication can only be administered with a doctor/parent written consent. Parents/guardians are responsible for completing a medication form each day the child is to receive the medication. All medications are locked in the appropriate medication boxes (refrigerated or non-refrigerated).

We are not allowed to administer any form of medicine on cuts or scrapes, and we do not remove splinters. Cuts are cleaned with soap and/or water and a bandage is applied, as per the Toronto Public Health guidelines.

If your child requires an EpiPen to be kept at the centre, parents/guardians are responsible for advising the staff of the child's allergy conditions, fill in a child specific emergency procedure and must review the EpiPen Policy. All EpiPens are stored in designated backpacks that the teachers in the child's class will have with them at all times. All emergency contact information, your child's specific emergency procedure form as well as instructions on how to use an EpiPen will also be in the backpack. All Green Apple Kids staff have been fully trained on how to administer an EpiPen, should the situation arise.

e) Clothing and Toys

Please label all clothing and belongings that your child brings in to the centre.

Although parents/guardians may think that children can easily identify their clothing, this is not always the case. Every year we end up with stacks of extra clothing, which are not properly labeled. We will donate these items to a charity if they are not claimed by year's end.

Your child should have a complete change of clothing, appropriate to the weather, in his/her classroom or cubby.

Spring/Fall splash pants, rain boots and raincoat (**please do not send your child to the Centre with an umbrella**)

Winter warm hat, 2 pairs of mittens, warm boots, and snow pants (**please do not send your child to Centre with scarves as they pose a choking hazard**)

Summer sunhat, apply sunscreen in the morning/Centre applies afternoon (if written consent is given).

Please no open toe shoes, crocs or sunglasses. They pose a safety hazard.

Please replace any soiled items sent home the next day. Weather permitting, time is spent outside every day.

Please make sure that your child has all appropriate clothing. Indoor shoes are to be non-slip.

Please provide a blanket and pillow for rest time. Please provide no other toys unless requested by staff. Please note that staff are not responsible for lost articles that are not labeled properly.

f) Birthdays and other Celebrations

We would like to celebrate your child(ren)'s birthday at the centre. Due to allergies, outside food is not allowed into the Centre. We will provide Chapman's Vanilla Ice Cream for each birthday celebration in our centre throughout the calendar year.

Although the Centre is non-denominational, we do celebrate major Christian holidays like Easter and Christmas through non-religious programming.

We welcome the opportunity to learn about and join in other cultural and religious festivals. If you would like to share a special festival with us, talk to the Director or your child's teacher. We can assist you in planning an activity for your child's class.

g) Parental/Guardian Involvement

There are ways to get involved with the Centre. Field trips, demonstrating a skill or hobby, story telling, are all fun ways to participate in the program and strengthen the relationship between the staff, parents/guardians and children. Please be advised, that all parents who wish to volunteer at the centre



require a clear City of Toronto Police Records Screening that costs approximately \$50. The cost of this is NOT paid for by *Green Apple Kids*.

h) Parental/Guardian Responsibilities

- Abide by policies, procedures and by-laws. These will be posted clearly near the entrance of the centre, for reference purposes.
- Respect the leadership of the teachers and all members of the Centre's community.
- Timely pick up and drop offs.
- Engage the staff in discussions of your child(ren)'s care without interfering with staff responsibilities on the program.
- Submit payment, as per the aforementioned payment schedule.
- Provide the necessary medical information.
- Ensure that your child(ren) has/have season-appropriate clothing.
- Treat all members of the Centre's community with courtesy and respect.

i) Questions or Concerns

We look forward to serving you and your child. If you have any questions or concerns, please do not hesitate to contact the Centre.

The Board of Directors at Green Apple Kids reserves the right to modify, change and/or update any of the centre's policies at any time. All families will be given notice of the changes, once they have been approved.

j) Smoke free policy

GAK strives to maintain a healthy workplace for all of it's participants, families and employee's. To protect and enhance our indoor air quality and to contribute to the well being of all, GAK shall be an entirely smoke free building.

Smoking is prohibited:

- In all enclosed areas inside the centre
- In all enclosed areas outside the centre
- On GAK property
- In any washroom facility within the building
- In the Kitchen
- In the Play Space Outdoors
- In the GAK Parking Lots
- In your car parked on the GAK site as smoke cannot be contained within your vehicle and will travel out once the car door has been opened
- On any pathways leading in to the Centre
- On the front entrance stoop leading in to the building
- At the rear of the building near the trash receptacles

Smoking is prohibited a minimum of 200 feet away from GAK Child Care Centre. All parents/guardians who smoke must dispose of their cigarette remains in the proper containers, and not on GAK property.



Appendices

APPENDIX A – Payment and Non-Sufficient Funds/Late Payment Policy

Fee Payments

For convenience purposes, fees will be paid through automatic debit withdrawal and are due by the 1st day of every month. Fees cannot be paid in cash.

Non-Sufficient Funds/Late Fee Payments

A non-sufficient funds (NSF) cheque is one that is rejected by the payer's bank. The parents/guardians will be notified in writing if a NSF payment has been submitted.

Green Apple Kids charges an administrative fee of \$50 for NSF payments. This fee is to be paid immediately, along with the month's fees that are outstanding.

This can only happen once. Afterwards the parents/guardians will be asked to withdraw their child(ren) immediately.

APPENDIX B – Behavioural Challenges, Special Needs and Protocol

Green Apple Kids recognizes the importance of diversity and the integration of children with different needs and abilities, including behavioural challenges and/or special needs, together in a childcare community. *Green Apple Kids* has a policy of inclusiveness that welcomes such diversity in its program. However, based upon the resources, programming and services that we have available to offer children and families, by necessity the number of vacancies for children with behavioural challenges and/or special needs is limited. Therefore, the availability of a childcare space for a child with behavioural challenges and/or special needs is always subject to this limitation.

In order to provide the best possible care for all of the children, including any child with behavioural challenges and/or special needs, when the teachers and/or staff of any part of the program identify a child who may be having difficulty conforming to the behavioural expectations of the group or where there is an ongoing concern about the behaviour of a child or where there is concern that the child has special needs, the teachers and/or staff shall implement the following protocol:

1. The Director shall open a file and teachers and/or staff shall maintain a written and chronologically dated record of any and all steps taken with respect to behavioural issues or concerns about the special needs of the child in question. The Director shall review all entries in the record and make any comments or recommendations as deemed appropriate by the Director. The parents/guardians of the child in question shall have access to this file upon request.
2. Teachers and/or staff shall consult with the program supervisor and Director, as applicable, to establish a strategy to help the child to adjust to the behavioural expectations of *Green Apple Kids*. The Director shall inform the parents/guardians of their concerns and meet with the program supervisor and parents/guardians to discuss the concerns and strategy. The strategy and goals for helping the child meet the behavioural expectations shall be in writing and be shared with the parents/guardians, and school teachers and/or staff where applicable. A time frame shall be established, typically 2 weeks, for the implementation of the strategy. Release of information forms, signed by the parent/guardian, may be requested by us at this time.
3. Should the strategy not prove effective within the time frame established, the Director may, at their discretion, convene a meeting with the teachers, staff, and parents/guardians of the child to plan and implement a new or adjusted strategy to meet the child's needs to be implemented for a further period of 2 weeks. Part of the new or adjusted strategy may be to initiate the involvement of an appropriate outside agency.



4. Should the new or adjusted strategy prove ineffective, and/or *Green Apple Kids* does not have the programming, resources or services available to meet the particular needs of the child in question and/or an assessment by an outside agency determines that alternative arrangements would better meet the needs of the child, the parents/guardians shall be consulted and, with the guidance of the appropriate support agency, a determination shall be made as to the best alternative arrangements to best meet the needs of the child.
5. Request to Withdraw: In the event that after the necessary consultations, including with the parents/guardians, teachers, staff and any outside consultants, it is the determination of the Director that a child's enrolment is proving to be detrimental the developmental needs and safety of the child and/or other children or teachers and/or staff, the parents/guardians the Director may make a recommendation to the Board of Directors that the parents/guardians of the child be asked to withdraw the child from the Centre. The final decision on the Request to Withdraw shall be made by the Board of Directors or, in the case of a pressing safety issue, their designate. In the event that a Request to Withdraw is delivered to the parents/guardians of the child, the withdrawal is to be completed within 10 business days of receipt of the request. Delivery and receipt of the request shall be documented in the child's file.
6. The Director, teachers and/or staff of *Green Apple Kids* shall offer assistance and support in finding appropriate alternative care for the child.
7. Where a child has not been identified with a behavioural challenge and/or special need at the time he/she enters our centre but is later so identified, or the teachers and/or staff determine that the child may benefit from a formal assessment of their abilities or possible special needs, the same protocol as above shall be followed.

The above protocol is premised on the full co-operation of the parents/guardians of the child. Where the parents/guardians is/are unable or unwilling to co-operate or recognize the efforts of the teachers and/or staff to assist in addressing the needs of the child, or where the child in question exhibits violent or abusive behaviour [either physical or verbal], the Board of Directors shall have the option of giving the parents/guardians notice in writing of the immediate withdrawal of services.

The Board of Directors at *Green Apple Kids* reserves the right to modify, change and/or update any of the centre's policies at any time. All families will be given notice of the changes, once they have been approved.

APPENDIX C – General Facts and Policies

Infant Facts

The staff ratio in the infant room is 1 staff per every 3 children. No 2/3 ratio exists when caring for infants.

Toddler/Preschool Facts

The staff ratio in the toddler room is 1 staff per 5 children. Our preschool room ratio is 1 staff per 8 children. We are permitted under our license to have a 2/3 ratio between the hours of 7-9 am, naptime and 4-6 pm.

Kindergarten Facts

The staff ratio in the kindergarten room is 1 staff per 10 children. We are permitted under our license to have a 2/3 ratio between the hours of 7-9 am, naptime and 4-6 pm. Parents may have their children nap in the preschool room.



Transitioning Your Child into the Centre

To allow transition to be effective and smooth, a child needs time to adjust to a new environment. Listed below is a suggested transition schedule (5 Days).

DAY 1- Child visits for 2 hours in the morning

DAY 2- Child visits and remains for lunch

DAY 3- Child visits and remains for afternoon nap

DAY 4- Child visits and remains until free play in the afternoon

DAY 5- Child visits and remains for the whole day

Each child's transition time will be modified to meet their individual needs.

Graduating Policy

It is our best intentions to provide care for your child in all our groupings. As the children grow, we would like to see them move up to the next group. To this end, prior to June of every calendar year, we will request that parents let us know if they intend to re-enroll their children for the up coming school year. However, if there is no space available when the transition should take place, we will follow these steps:

- Consider the ages and numbers in each room.
- Preschool children moving up to Kindergarten may stay in the preschool room until there is a spot available in the kindergarten room. Parents will be charged the preschool room rate.
- If your child is still not accommodated, we will put his/her name on the waiting list with top priority.
- Children are transitioned into new classrooms at the end of the school year, with priority given to parents who informed us of their intention to re-enroll their children with us.

Sick Credit Policy

There are **NO** financial credits issued for illness. These are common occurrences which happen frequently in young children.

Vacation Policy

There are **NO** vacation credits for time taken off. Payments are made for 52 weeks a year for all programs offered at *Green Apple Kids*.

Statutory Holidays

The Centre will be closed on the following days:

New Years Day	Thanksgiving Day
Family Day	Victoria Day
Good Friday & Easter Monday	Civic Holiday (Simcoe Day)
Christmas Day & Boxing Day	Canada Day
Labour Day	

Medical/Emergency Policy

The staff at *Green Apple Kids* provides a safe environment for all children; however, at times accidents do happen that are out of our control. If an emergency happens that requires immediate medical attention, an ambulance will be called to transport your child to the hospital. The child's parent or guardian will be called and will meet the staff member and child at the hospital. If the accident does not require emergency attention, staff will contact the parents or guardians and have them evaluate the situation and decide on whether further medical care is needed.



Emergency Evacuation

Should there be any reason to evacuate the building the children will be escorted to:

**Toronto Public Library
620 Jane Street at Dundas
M6S 4A6
(416) 394-1014**

Always ensure that the Centre has your most current contact information in case of emergency.

DNA Requirements

We here at *Green Apple Kids* are governed by all legal requirements outlined in the Province of Ontario's Day Nurseries Act. We ensure that we are meeting all standards each day. We have regular unscheduled licensing visits by the City Of Toronto licensing advisors throughout the calendar year, to ensure we are meeting all criteria. This is how our license is renewed each year.

West Nile Policy

West Nile Virus is a potentially serious illness. It is problematic during the summer and early fall months. West Nile Virus is a virus that is transmitted to people through the bite of an infected mosquito. Mosquitoes transmit the virus after becoming infected by feeding on the blood of birds which carry the virus.

Most people infected with WNV have the following symptoms which appear within three to fourteen days after they are bitten by the infected mosquito:

Mild Symptoms of WNV include, but are not limited to:

- Low grade fever
- Headache
- Body ache
- Nausea and vomiting
- Swollen lymph glands
- Rash on the chest, stomach and back

These symptoms can last for a few short days, or for a few weeks.

Severe Symptoms of WNV include, but are not limited to:

- High fever
- Neck stiffness
- Disorientation
- Convulsions
- Muscle weakness
- Vision loss
- Numbness and possible paralysis

These symptoms can last for several weeks.



It is important to take precautions during the WNV season. Insect repellent is an essential tool to help prevent mosquito bites. Choose an insect repellent that meets your needs. DEET was re-evaluated by Health Canada to ensure continued acceptable use and extra protection for children. DEET-based repellents at various concentrations offer different protection times. Examples of protection times based on DEET concentration are as follows:

Concentration Of DEET	Approximate Protection Time
30%	6 Hours
15%	5 Hours
10%	3 Hours
5%	2 Hours

The Canadian Pediatric Society Recommends the following for children:

Child's Age	Recommended Concentration of DEET
Under 6 months of Age	No insect repellents containing DEET should be applied
6 months to 2 years	5% and should not be applied to hands and face. Apply only once in a twenty four hour period
2 years – 12 years	10% and not applied more than three times in a twenty four hour period
12 years +	30% Should be re-applied as per the protection time guidelines

It is advised that DEET not be used for prolonged periods of time. **Green Apple Kids DOES NOT apply DEET to the children.** This is a guideline from The Canadian Pediatric Society and Toronto Public Health.

In order to protect against WNV it is also advised that:

- Contact your local Health Department in the event that you happen upon a dead bird. Do not handle it yourself.
- Be vigilant with insect repellent.
- Ensure all window screens are sealed and in good repair to keep mosquitoes out.
- Avoid mosquito breeding grounds: flowerpots with pooling water, birdbaths with pooling water, unemptied wading pools, parkette tire swings with pooling water inside the tire, etc.

The best way to prevent WNV is to be prepared and to be knowledgeable of the facts, signs and symptoms of this virus.

Sun Safe Policy

Children love being outdoors in the sun and it is great for their mental and physical health. Overexposure to the sun, which radiates ultra violet (UV) rays, can cause sunburn, immune suppression, and skin damage.

To avoid UV overexposure, it is essential to instill the sun safety basics at a young age:

- Avoid being in the sun between 11:00am and 4:00pm when the sun's rays are strongest
- Apply a generous amount of sunscreen on all exposed body parts twenty minutes before sun exposure, and every two hours thereafter
- Dress children in loose fitting , long sleeved clothing to protect against the sun's rays
- Wear a hat with a wide brim or flap that covers the back of each child's neck
- Seek shade wherever and whenever possible
- Check your local weather forecast to determine what the UV index is for that day and use this resource as a sun protection tool
- Model safe sun protection for your children



UV Index

UV Index Range	Protection Tips
0-2	If outside for longer than one hour, wear sunglasses and sunscreen
3-5	If outside for thirty minutes or more, look for shade midday. Wear long-sleeved clothing, a hat, sunglasses and sunscreen
6-7	Unprotected skin may become sunburned in only thirty minutes. Reduce time in the sun and seek shade when possible. Wear long-sleeved clothing, a hat, and sunscreen
8-10	Unprotected skin will be sunburned in less than fifteen minutes. Avoid the sun at midday and seek shade when possible. Wear long-sleeved clothing, a hat, sunglasses and sunscreen
11 or higher	Unprotected skin will burn in minutes. Avoid the sun and remain in the shade. Wear long-sleeved clothing, a hat, sunscreen.

At Green Apple Kids, we have put in to place a weather alert guideline as outlined earlier in this manual that we follow vigilantly. All of our decisions are based on the most current temperature readings from Environment Canada.

Before going outdoors each day, we apply sunscreen to each of the children in our care. We ask that families bring in a clearly labeled bottle of sunscreen for your child to use each day, and sign off on our sun safe policy. We do not share sunscreen, nor provide it to the children, as each child's skin type and condition is different from one another.

Children are particularly vulnerable to the UV because they have more skin relative to their body mass than adults, thereby making sunburns more dangerous, and that they often spend more time outdoors than adults and receive more UV exposure.



Parent Signature Forms

In order to complete your child's registration you must fill out these "Parent Signature Forms", along with the "Application Form" found on the website

The following is a checklist to ensure priority status on our waiting list:

- Visitation and/or Personal Interview
- Completed Application Form and Registration Fee of \$250.00 (non-refundable)
- Parent Signature Forms Completed & Submitted

Please make cheques payable to Green Apple Children's Centre Inc.

3605 Dundas Street West
Toronto, Ontario
M6S 2T1
PH 416/570-6096
FAX 866/897-6955
www.greenapplekids.ca

For infant, toddler and preschool programs, please remember that your requested enrolment date at the time of application is **not guaranteed**. Every effort will be made to accommodate your family's needs. Approximately 4-6 weeks prior to your anticipated start date, Green Apple will contact you to discuss upcoming availability. A security deposit is due upon confirmation of start date. The deposit is refundable based on a one month written notification of withdrawal, at which time it will be applied to the last month's invoice.



Green Apple Kids Late Pick-Up Policy

Our centre is open Monday through Friday from 7:30am to 6:00pm.

All children are to be picked up promptly by 6:00pm each evening. In the event that a parent or caregiver is late to pick up their child, *Green Apple Kids* reserves the right to charge a late fee surcharge.

We outline our late fee as follows:

- Arrival between 6:01pm and every minute thereafter is additional \$1.00 dollar per minute per child. This late fee is payable to the staff on duty at the time of pick up. This Late Fee cannot be added to your monthly childcare fees.

It is our expectation that you arrive each evening to pick up your child by 6:00pm. If a parent or caregiver is consistently late, alternative childcare arrangements may need to be made in order to meet the family's later pick up needs.

This decision will be made by the Centre's supervisor in agreement with the centre's Board of Directors. Two weeks written notice will be given to the family, in order for them to make alternative childcare arrangements for their child, as per our parent handbook, which all families are given once they enroll at *Green Apple Kids*.

In the event of inclement weather, such as a snowstorm, *Green Apple Kids* reserves the right to charge our families a late fee. This is determined in the following manner:

- If a snowstorm has been "called for" and the weather is progressively deteriorating throughout the day, it is our expectation that you allow yourself plenty of travel time to make it to the centre to pick up your child by 6:00pm.

As a parent, I have read and fully understand the centre's Late Fee Policy, and will comply with its content.

Date _____

Child's Name _____

Parent Signature _____

Supervisor's Signature _____



Green Apple Kids Authority and Release Form

At Green Apple Kids, we strive each day to maintain the safety and well-being of all children in our care.

All families are asked to list alternate emergency contacts that we are able to contact in the event that you cannot be reached. This form also authorizes the emergency contact to pick up your child from the Centre.

We require a phone call the day your child will be picked up by someone other than yourself.

Photo Identification is required the first time the individual picks up the child from the centre, and may be required on subsequent pick-ups.

Any person or persons picking up a child from the centre must be at least sixteen years of age, before a child is released in to their care.

As part of our commitment, we ask all families to complete and return this form to the Childcare office, so that we are able to access it as needed.

Date _____

Child's Name _____

Parent Signature _____

Supervisor's Signature _____

Authorized Emergency Pick Up Contact Name & Phone Number:



Green Apple Kids Anaphylaxis and Allergy Awareness Policy

Anaphylaxis is a serious reaction and can be life threatening. The allergy may be related to food, insect stings, medication, latex, etc. This policy is intended to help support the needs of a child with any allergy, and provide information on anaphylaxis and awareness to parents, employees and students, and volunteers.

In order to reduce the risk of exposure to anaphylactic reactions:

1. Avoid certain foods/materials that may be contained in any craft or sensory programming materials.
2. Advise the Centre caterer of any food restrictions and limitations.
3. Do not use latex gloves - use vinyl gloves ONLY.
4. Advise families, employees and volunteers that no outside food is to be brought in to the Centre. Child birthdays and other special events will be celebrated with ice cream provided by the Centre.
5. An anaphylactic procedure must be posted in each classroom.
6. An up-to-date allergy list must be posted in each classroom.
7. Any child who carries an EpiPen needs to be identified via a personal photo and completed Anaphylactic Procedure signed and dated by their parents and physician. All EpiPens will be stored in the front pocket of the classroom backpack, clearly labeled.
8. Each child with a dietary restriction or limitation will have a food substitution checklist that is to be filled in each lunch day that the main menu has been modified. These records need to be kept on file for one year.

Parents of Children with Allergies must:

- Complete the required Ministry of Education forms, providing a detailed description of the allergy of their child. This form will be posted in each classroom for the staff to refer to at all times.
- Provide training on the use of the EpiPen and individualized allergy plan of their child(ren) at the commencement of attending childcare and annually to all staff/students/volunteers. The Centre Director and Assistant Director can also be trained by the parent who will then be responsible for training the staff/students/volunteers upon commencement of working/volunteering at the centre and annually. All staff/students/volunteers will sign off on this training.
- Provide the Centre staff with the monitoring and avoidance strategies used in the home.
- Provide a written list of signs and symptoms for staff and volunteers to look for should a child have an allergic reaction.
- Provide consent for *Green Apple Kids* to administer the child's EpiPen should the need arise.
- Ensure the Centre has up-to-date emergency contact information.
- Update any changes to their child's allergy, medication or treatment, including if the child outgrows their allergy and no longer requires any medication to manage it.
- Provide centre with a current EpiPen, and any other medication that is required to treat the child's allergy, along with a medical note from the child's doctor giving *Green Apple Kids* consent to administer the medication and the appropriate dosage to give the child based on their age and/or weight. The note will remain with the EpiPen or Over the Counter medication at all times.

Medication Storage

- EpiPens will not be locked up. They will be stored in each room in classroom in the front pocket of the class back pack.
- All over the counter medications needed to treat and/or manage the symptoms of the anaphylactic or allergic reaction will be locked in the Centre Dry Storage Medication Box that is located in the CENTRAL RECEPTION AREA, under to counter. The keys are labeled and located outside the office door hanging on a designated hook, for employees to access.



Employees must:

- Have up-to-date CPR & First Aid training
- Be trained in how to administer an EpiPen
- Educate themselves as to all forms of allergic reactions experienced by children at the Centre
- Be able to recognize the signs and symptoms of an allergic reaction
- Follow the outlined policies and procedures when dealing with an allergic reaction

The Law: An Act To Protect Anaphylactic Students: Sabrina's Law

- Sabrina's Law received royal assent in June 2005 and in May 2007 it became a Law in the Province of Ontario
- Each School in the Province is to provide an Anaphylaxis Management Plan that will reduce the risk of exposure to anaphylactic causative agents in the classrooms and common areas
- Causative Agents include, but are not limited to: Peanuts, Shellfish, Eggs, Tree Nut Proteins and All Other Nuts

As a parent, I acknowledge, and am aware of the life-threatening allergy to Peanuts, Nuts, Shellfish and Eggs in our Centre.

I consent to **NOT** bring in any outside food into the centre, or send my child with outside food.

I have read, and fully understand the *Green Apple Kids* Anaphylaxis Awareness Policy and Procedure.

Date _____

Child's Name _____

Parent Signature _____

Supervisor's Signature _____

Green Apple Kids Photo Release Form

Green Apple Kids strives to maintain the privacy and confidentiality of each of its clients.

In order to enhance to quality of the childcare setting, and to help enhance each child's self esteem, we often take digital photographs of each of the children engaged in every day activities. We also take photos of the children for our classroom displays, and for their personal spaces or cubbies.

We would ask that each parent read, and sign the form below, authorizing the *Green Apple Kids* staff to take a photo of your child(ren) for our Childcare Centre purposes only. The photos will not be replicated, traded or used for any other purpose that those stated above.



I hereby give *Green Apple Kids* permission to take photos of my child engaged in any childcare related event (concerts, parent events, room activities), and for centre adornment purposes ONLY.

Date _____

Child's Name _____

Parent Signature _____

Supervisor's Signature _____



Green Apple Kids Neighborhood Nature Walk Release Form

Green Apple Kids plans occasional of Neighborhood Nature Walks to expand on, and enhance our regular curriculum.

Walk Procedures

- All forms must be signed by a parent before leaving the site.
- Attendance list must be taken with the group and a copy of the attendance list must be left at the centre. Staff will check attendance at regular intervals and before and after each transition etc.
- First aid kit & classroom emergency knap sacks and emergency information must be taken on the trip.
- Review rules and expectations with the children before the trip.
- One staff at the front of the group and one at the rear, mixing additional adults in the middle.

The centre supervisor will ensure that all child contact information is kept up to date at all times. It is up to the individual room staff to ensure that their classroom emergency knap sacks are complete. A copy of this policy must be included in each classroom knapsack, along with a copy of all Green Apple Kids emergency contact phone numbers.

I hereby give Green Apple Kids permission to take my child on local neighborhood Nature walks.

Date _____

Child's Name _____

Parent Signature _____

Supervisor's Signature _____

Green Apple Kids Medical Consent Form

In the event of an emergency with my child, the staff at Green Apple Kids have my consent to act as my agent and use their discretion in authorizing any medical attention which may be required for my child until I can be reached. Calling an ambulance, administering an EpiPen, administering any required medications, administering any First Aid until medical help arrives, authorizing any types of routine hospital tests such as x-rays, or any other procedures that we deem to be necessary in an emergency fall in to this decision making process. These decisions will be made solely by senior centre staff, until such time as I arrive to take over the responsibilities.

Date _____

Child's Name _____

Parent Signature _____

Supervisor's Signature _____



Green Apple Kids Policy Acknowledgement Form

I have read and acknowledged the *Green Apple Kids Policies Parent Handbook* I have been given with honesty and integrity.

I fully understand and will comply with them.

Date _____

Child's Name _____

Parent Signature _____

Supervisor's Signature _____



Green Apple Kids Sun Safe, Skin Care/Teething Care Permission Form

I, _____ parent of _____ give the staff at Green Apple Kids permission to apply the products listed below to my child as needed.

The brand of sunscreen that I have provided to the Childcare is _____ and the expiry date on the bottle is _____.

I have left a clearly labeled bottle of sunscreen on site for the staff to use on my child each day.

I acknowledge and understand that I the parent am to apply sunscreen to my child each morning before they are dropped off at the centre if they are arriving after 8:30am.

Skin/Teething Protection Products: 1 _____

2 _____

3 _____

Date _____

Parent Signature _____

Supervisor's Signature _____



Green Apple Kids Pre-Authorized Debit (PAD) Agreement

Customer Information

Child's Name _____

Name of Account Holder: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Bank Account Information (Payor)

Branch Transit Number:

--	--	--	--	--

Financial Institution Number:

--	--	--	--

Deposit Account Number:

--	--	--	--	--	--	--	--	--	--	--	--

Financial Institution: Name _____

Branch Address _____

Pre-Authorized Debit (PAD) Details

You the Payor authorize Green Apple Children's Centre Inc. (Payee) to debit the bank account identified above as per my instructions for monthly regular recurring payment and/or one time payments from time to time, for payment of all charges, and service fees arising under my account. Regular monthly payments for the full amount of services delivered will be debited to my specified account on the **1st day of each month.**

Additional Terms and Conditions

This Payor's PAD agreement only applies to the method of payment between the Payor and Payee. Any agreement and any termination of the PAD agreement does not affect whatsoever the contract for services between Payor and Payee.

The Payor must give **written notice** to the Payee of any change with respect to the account against which has designated PADs to be drawn.

Any NSF transactions from the Payor's account will result in a charge of \$50, debited directly from the Payor's bank account and/or by cheque if the account details have changed.

You the Payor may revoke your authorization at any time, subject to providing **notice of 30 days**. To obtain a sample cancellation form, or for more information on your right to cancel a PAD agreement, contact your financial institution.

Signature of Account Holder

Signature of Joint Account Holder (if applicable)

Name (please print)

Name (Please print)

Date

Date

You have certain rights if any debit does not comply with this agreement. You have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD agreement. To obtain more information on your recourse rights, contact your financial institution. **Please drop off completed application to along with a void cheque.**