



TODDLER AND PRESCHOOL CARE PROGRAMS

Banbury Child Care Centre (Preschool)
Kiddy Korner Daycare (Toddler & Preschool)

JULY 2021 - JUNE 2022

**PARENT HANDBOOK
AND
REGISTRATION PACKAGE**

WELCOME to the Boys and Girls Club of Brantford

Thank you for taking the time to consider enrolling your child/ren in our licensed Toddler and/or Preschool Care Program(s). The following parent/guardian handbook outlines a variety of areas which are pertinent to providing quality child care and developing positive relationships with the staff and agency your child is involved in.

The Boys and Girls Club of Brantford is a community organization committed to providing quality recreational programs which are accessible and affordable to children and youth. Over the years, the Boys and Girls Club of Brantford has grown to become a valued and contributory agency within our community. We are extremely pleased that you have considered us to address your family's needs.

The Boys and Girls Club of Brantford sponsors licensed Child Care Programs, with over 30 years experience serving children 18 months to 12 years of age and their families. The three programs are; Banbury Child Care Centre (including Kindergarten & School Age After School Care), Kiddy Korner Daycare (including Kindergarten After School Care), and Boys and Girls Club School Age After School Care Program.

The Club operates under a Provincial Charter and is governed by a Board of Directors made up of citizens who are community minded and are responsible for its' operation. The Club is a member of Boys & Girls Clubs of Canada, a cooperative encompassing almost 100 Clubs. We are also a Brantford United Way member agency.

VISION

All children and youth discover and achieve their dreams and grow up to be healthy, successful and active participants in society.

MISSION

To provide a safe, supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.

MANDATE

The Boys and Girls Club of Brantford is a leading provider of afterschool and critical hours programs, recognized for significantly contributing to the healthy development of young people – especially those who need us most. With families and others in the community, we help children to grow up to be:

- **Healthy**
- **Confident**
- **Responsible**
- **Successful in life**

CORE VALUES

BELONGING – We welcome everyone in a safe, accepting environment based on belonging and positive relationships.

RESPECT – We ensure that everyone – children, youth, families, volunteers, and staff – is heard, respected, valued and treated fairly.

ENCOURAGEMENT AND SUPPORT – We encourage and support every child and youth to play, learn and grow to achieve their dreams.

WORKING TOGETHER – We work together with young people, families, volunteers, our communities and government.

SPEAKING OUT – We speak out with children, youth and families so that we can make our world better.

PROGRAM STATEMENT

For almost 50 years the Boys and Girls Club has been helping young people to discover, develop and achieve their best potential by engaging them in activities that challenge and help them develop healthy minds and bodies. Our programs promote positive outcomes in education, active living, nutrition and mental health. Our leaders act as positive role models and take an individualized and strength-based approach to every child's potential.

Achieving ...

EDUCATION

The Boys and Girls Club of Brantford keeps young people on track for a successful future with academic support and fun, hands-on learning experiences.

In our early years programs we use the *Pedagogy* framework (*method and practice of teaching*) when designing program and content (*How Does Learning Happen?*), that is specific to creating goals for children that support self-regulation, identity, social inclusion, health and well-being, language & thinking skills and physical literacy.

During the middle years our after-school programs help young people see themselves as learners in an informal, hands-on environment. We enhance existing skills and provide after-school homework help, mentoring, and access to technology in environments that promote a love of learning and encourage young people to set and achieve academic goals.

Ensuring...

SAFETY

Leaders promote the health, safety, nutrition and well-being of each child by providing a clean and safe environment, nutrition is based on the Canada's Food Guide, access to drinking water, safe transitions, addressing environmental issues, and reducing hazards that may cause injury. Leaders are aware of information relating to medical conditions, allergies, food restrictions, medication requirements, and parental preferences in respect to diet, exercise and rest time.

Promoting...

PHYSICAL LITERACY & NUTRITION

Children participate daily in indoor and/or outdoor physical literacy, active living & play activities such as parachute games, cooperative games, basketball, soccer, baseball and obstacle courses.

Our active living programs and activities instill healthy habits and attitudes and support the unique needs of the children in our care. When warranted quiet/rest time opportunities are also provided for children, which include but are not limited to reading, puzzles, computers and creative arts. With opportunities to increase daily physical activity, engagement in nutritional awareness and healthy eating habits, young people through structured and informal play, learn about physical health and well-being enabling them to make healthy and balanced choices.

Fostering...

CREATIVITY

Leaders foster children's need for exploration, adventure, play and inquiry by providing a variety of activities in an environment that encourage choices and active play. Leaders provide child-initiated and adult supported experiences and introduce new ideas, concepts, and opportunities that expand children's knowledges and experiences. Leaders observe children's interactions and engagement, using that information to plan and create positive learning environments that are based on the interests of the child.

Encouraging...

POSITIVE COMMUNICATION

Children are encouraged to interact and communicate in a positive fashion. Leaders support their ability to self-regulate, acknowledging that children are competent, capable, curious and rich in potential. Leaders provide opportunities, support and encouragement that assist young children learn to self-regulate. Leaders encourage and model a calm and focused environment that supports the ability for children to regulate their emotions and the impact these can have on others engaged in the program.

Regular and ongoing communication with parents is an important component of each day. Leaders support positive and responsive interactions among the children, parents, and child care providers. Communication may be in person, by phone, e-mail or through written and posted communication tools. Parents will be advised of community resources outside of the centre such as Ontario Early Years Centres, Lansdowne Children's Centre, City Child Care services, Brant County Health Unit, etc., as it is an integral part of supporting our children and their families.

As appropriate, communication will come from all levels of the organization; the Board of Directors, the Executive Director, Supervisors and Program Leaders.

Respecting...**MENTAL HEALTH**

Respectful, inclusive and engaging environments where young people feel welcomed, accepted, valued and respected are provided. Programs cultivate caring relationships and connections with peers, family members and community. Leaders nurture young people's confidence and provide them with opportunities to develop and grow their skills. Programs enable children to sustain meaningful relationships, develop positive self-image, and be respectful of themselves and others. Resilience is fostered by working with young people, their families and our community.

Reflecting...**PRACTICES**

Leaders are reflective practitioners who learn about children through listening, observation, documentation, and discussion with others, families in particular, to understand children as unique individuals. They observe and listen to learn how children make meaning through their experiences in the world around them, and use this to have meaningful interactions, and engage children on a daily basis.

Building...**RELATIONSHIPS**

The Club builds on the strength of families by supporting parents/guardians in their role of raising and educating their children. Parents/guardians are respected as their child's first teachers and a strong partnership between home and the Club is essential.

As a community based organization it is imperative that the Club has positive and well established relationships and partnerships with other community agencies such as Woodview Mental Health & Autism Services, City of Brantford Child Care, Lansdowne Children's Centre, Family & Children's Services, Brant County Health Unit, etc., in order to meet the needs of our families effectively.

The Boys and Girls Club of Brantford is committed to the UN Convention on the Rights of the Child, the principles of the Ontario Human Rights Code and the Child Care and Early Years Act.

Supporting...**PROFESSIONAL DEVELOPMENT**

Ongoing opportunities for Leaders and other individuals who interact with our children, which will enhance professional capacity, engage in reflection and discussions with others about Pedagogy and related practices. Supporting ongoing professional development occurs through a variety of ways including online learning, workshops, conferences, etc., Leaders build a climate of trust, support, honesty, collaboration, mentorship and respect, building on healthy professional relationships that encourage continuous growth & development.

Leaders continually review and reflect on the Program Statement, documenting the impact it has on children and their families.

The Developmental Assets® Framework

Time spent with caring adults outside of the home and classroom can have a profound impact on how children and youth see themselves and the world around them. We know that out-of-school programs ranging from mentorship, sports, creative arts, technology, leadership or academic support, have the

potential to build social and emotional skills that are critical to young people's success.

Search Institute has identified 40 positive supports and strengths that young people need to succeed. Half of the assets focus on the relationships and opportunities they need in their families, schools, and communities (external assets). The remaining assets focus on the social-emotional strengths, values, and commitments that are nurtured within young people (internal assets).

The Club believes that with a focused and intentional approach when working with our children and youth we can provide opportunities, experiences and relationships that build upon and strengthen their assets. We employ trained Search Institute Developmental Asset trainers who provide workshops, resources, guidance and supports to our employees working with school-age children and youth.

SECTION A - GENERAL INFORMATION

We are very pleased to welcome you to the Child Care Division of the Boys and Girls Club of Brantford. We feel privileged to share in the responsibilities and joys of seeing your child develop socially, emotionally, intellectually and physically.

Safe reliable care is provided by our trained staff to small groups of children in a warm, stimulating and positive environment.

Activities include games, sports, crafts, clubs, and special events. All activities encompass gross motor, creative, group time, and cognitive skills, as required by the Ministry of Education.

Our interest is in establishing children's personal values, developing physical, social, intellectual, emotional and language skills. There are a variety of activities offered to enable each child to further him/her during their time spent with us.

Ours is an 'Open Door' policy. You are more than welcome to come in and see your child in his/her setting of imaginative, creative and interactive play with other children.

The purpose of this handbook is to make you aware of our policies and procedures and all other pertinent information about the program. Please read this handbook carefully and keep it for future reference. If you have any questions, please feel free to contact the program Supervisor.

Note: The Boys and Girls Club **Before/After School Care Programs have a separate Parent Handbook/Registration Package.**

AGES

Children ages 18 months – 30 months can be registered in the Toddler Program
(Kiddy Korner program only)

Children ages 2.5 – 5 years can be registered in the Preschool Program
(All programs)

RATIOS/GROUP SIZE

Our programs are licensed by the Ministry of Education to a capacity of;
26 children per day – Kiddy Korner Daycare (16 PS/10 Tod)

16 preschool children per day – Banbury Child Care.

Dependent on resources available (ie. staffing, etc.) we may limit a program to a manageable capacity of children per day.

According to the Child Care and Early Years Act, staff to children ratio is;

1 staff per 5 children (toddler)

1 staff per 8 children (preschool)

LEADERS, STUDENTS, VOLUNTEERS

Our leaders are committed to the provision of high quality care.

All Early Childhood Educators are registered with the Ontario College of Early Childhood Educators.

All leaders are encouraged to become members of the Early On Child and Family Centre. Workshops, information groups and resources on issues related to the child care field are available for employees at the Early On Child and Family Centre. All leaders within our programs maintain current First Aid and CPR Certification.

Students from community educational institutions often take part in our program as part of their learning. Volunteers may also assist in our program. All leaders, students, and volunteers are interviewed and must have an approved Criminal Background check prior to joining the program.

PROGRAM DEVELOPMENT

The Boys and Girls Club Child Care Division offer diverse programs that strive to meet the needs of all children entrusted in our care.

Programs are evaluated regularly using an environmental rating tool to assist leaders with providing care of the highest quality.

When required, each program has access to support from a Resource Teacher from Lansdowne Children's Centre. The resource teacher assists the child care teachers with providing an inclusive environment that assist children with special needs in achieving identified goals.

CHILD'S DEVELOPMENT

The Boys and Girls Club Child Care Division strives to meet the needs of all children entrusted in our care. A record of each child's development is kept and opportunities provide to parent's to review and discuss with staff members as desired or required.

DAYS/HOURS OF OPERATION

Banbury Child Care Centre

Operates 12 months of the year

Monday through Friday

Preschool Program – 7:30am – 5:30pm

Kiddy Korner Daycare

Operates 12 months of the year

Monday through Friday

Toddler Program – 7:15am – 5:00pm

Preschool Program – 7:15am – 5:15pm

HOLIDAYS

All programs are Closed on the following holidays;

1. New Year's Day
2. Family Day
3. Good Friday
4. Victoria Day
5. Canada Day
6. Civic Holiday
7. Labour Day
8. Thanksgiving
9. Christmas Day
10. Boxing Day

Parent/guardians will be notified of any additional days of closure through notices posted on the sign in/out sheet. During the winter months please keep tuned to CKPC Radio for indication of closures due to weather conditions.

There will be no refunds for unpreventable closures due to bad weather.

PARKING

Please be aware of small children and take extra care when driving on the premises. Please do not park in the spots marked for those with disabilities unless you are entitled to do so. Please be respectful of our

'no-idling' zone and help us help the environment.

PERSONAL BELONGINGS

The programs are not responsible for any lost items or belongings.

It is recommended that your child/ren leave any valuable items at home.

If your child is prone to accidents, we ask that he/she is sent to the program with an extra set of clothing in case of accidents or emergencies.

WHAT TO BRING

- Extra Set of Clothes
- Water bottle (stays at the centre)
- Diapers/Diaper Cream/Wipes (if required)
- Blanket for sleep time (stays at the centre)
- Weather appropriate clothing (mitts, hats, boots etc)

FUNDRAISING

Fundraising initiatives are usually held two times a year. Once in the fall and another in the spring. All monies raised within an individual program are kept within that program and are utilized to purchase equipment.

SNACKS/LUNCHES

Each full day program offers 2 healthy snacks and a nutritious lunch daily. All menus are posted for families to view. Please be mindful of participant food allergies and please inform leaders if you would like to bring in special treats for special days (ie. Birthdays).

PLEASE NOTE: The program CANNOT accept treats that are homemade. Any treats brought into the program must be purchased from an establishment which has been regulated and approved by the Brant County Health Unit.

FIELD TRIPS

A notice, including all information of your child's excursion will be sent home prior to a trip. We ask that you review the information and submit the signed form back to the program asap.

RELIGION

We recognize that there are many different religions and cultures within our community and we attempt to be aware of their practices. We invite families to share information with us regarding their cultural

backgrounds so we can be understanding and sensitive to their needs. In our program we follow activities as scheduled, however, we can provide separate activities for those who choose not to join in due to religious or cultural beliefs.

It is your choice as a parent/guardian, whether or not to send your child to the program on special holidays or occasions. Absolutely no segregation of children will occur for any reason. There will be no refunds for days in which you choose not to send your child to the program.

TOYS AND CANDY

We request that no guns, violent toys, or other toys which may be of a destructive nature be brought into the program. If toys are brought in which may be deemed of this nature, your child will be asked to keep it in their cubby/gym bag.

Candy is not permitted unless it is stored in your child's school bag.

Gum is not permitted in the program. If your child arrives with gum they will be requested to dispose of it.

VIDEOS

Videos are considered an enhancement to the program when used in the proper context (ie. to provide the opportunity to see or learn about a topic of interest.)

During extended periods of weather that prohibits outdoor play, videos may be viewed in conjunction with a rainy day gross motor plan. As videos are not part of regular planning, they are used only as previously stated, staff will consult with their supervisor prior to use.

The types of videos permitted:

- < rating - general or family
- < age appropriate
- < follows interest of child
- < transmits culture - exposes children to other cultures
- < supports music, dance or art
- < thirty (30) minutes maximum

The name of the video, length, rationale and rating will be recorded in the daily log.

ORIENTATION/PLAY VISIT

The Orientation process enables new children and families to get their bearings in a new situation, to adapt to the environment prior to beginning in the program and become familiar with leaders.

It familiarizes new families with the philosophy and the policies of the organization.

All new program registrants will have at minimum, one play visit scheduled prior to official entry into the program. Additional visits may be scheduled at either the request of the Program Supervisor or parent, until all parties are comfortable

PARENT/GUARDIAN FEEDBACK

Please remember ours is an 'open door' policy and we encourage you to speak with your program Supervisor at anytime regarding the continuous involvement in your child's care.

Monthly newsletters are created and distributed throughout the programs, containing topics of interest, special dates and child care news.

PARENT/ISSUES AND CONCERNS

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 leaders, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Our leaders 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 the Boys and Girls Club of Brantford 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 2 business day(s). The person who raised the issue/concern will be kept informed throughout the resolution process.

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

Confidentiality

Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents/guardians, children, leaders, students and volunteers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or Brantford Family and Children Services).

Conduct

Our organization maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.

If at any point a parent/guardian, provider or leaders feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or licensee.

Concerns about the Suspected Abuse or Neglect of a child

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.

If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact Brantford Family and Children Service directly.

Persons who become aware of such concerns are also responsible for reporting this information to Brant Family and Children Services as per the “Duty to Report” requirement under the *Child and Family Services Act*.

For more information, visit

<http://www.children.gov.on.ca/htdocs/English/childrensaidthereportingabuse/index.aspx>

FINAL

Procedures

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Leader and/or Licensee in responding to issue/concern:
<p>Program Room-Related</p> <p>E.g: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the classroom leader directly <p>or</p> <ul style="list-style-type: none"> - the supervisor or licensee. 	<ul style="list-style-type: none"> - Address the issue/concern at the time it is raised <p>or</p> <ul style="list-style-type: none"> - arrange for a meeting with the parent/guardian within 2 business days. <p>Document the issues/concerns in detail. Documentation should include:</p> <ul style="list-style-type: none"> - the date and time the issue/concern was received; - the name of the person who received the issue/concern;
<p>General, Centre- or Operations-Related</p> <p>E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the supervisor or licensee. 	<ul style="list-style-type: none"> - the name of the person reporting the issue/concern; - the details of the issue/concern; and - any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.
<p>Leader-, Duty parent-, Supervisor-, and/or Licensee-Related</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the individual directly <p>or</p> <ul style="list-style-type: none"> - the supervisor or licensee. <p>All issues or concerns about the conduct of leaders, duty parents, etc. that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	<p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p> <p>Ensure the investigation of the issue/concern is initiated by the appropriate party within 2 business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.</p> <p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>
<p>Student- / Volunteer-Related</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the leader responsible for supervising the volunteer or student <p>or</p> <ul style="list-style-type: none"> - the supervisor and/or licensee. <p>All issues or concerns about the conduct of students and/or volunteers that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	<p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>

Escalation of Issues or Concerns: Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to Director of Programs and Services and/or the Executive Director.

Issues/concerns related to compliance with requirements set out in the *Child Care and Early Years Act, 2014* and Ontario Regulation 137/15 should be reported to the Ministry of Education's Child Care Quality Assurance and Licensing Branch.

Issues/concerns may also be reported to other relevant regulatory bodies (e.g. local public health department, police department, Ministry of Environment, Ministry of Labour, fire department, College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers etc.) where appropriate.

Contacts:

Child Care Supervisor (Kiddy Korner) – 519 752 2964 ext 121

Child Care Supervisor (Banbury) - 519 751 2808

Director Programs and Services – 519 752 2964 ext 133

Executive Director – 519 752 2964 ext 114

Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or childcare_ontario@ontario.ca

SECTION B- FINANCE/ADMINISTRATION

REGISTRATION PROCEDURES

Once the decision has been made to register a child in our program, a Registration Package must be completed. Registration must occur in person, not by phone or fax.

Incomplete registration packages will not be accepted or processed.

Once the package is completed in full and submitted to the appropriate location, accompanied with COMPLETE payment for dates desired, the child's registration will be secured in the program.

Registration is limited and is on a first come, first served basis.

FEES

Fees for the Programs are as follows:

PROGRAM	CURRENT FEE	EFFECTIVE JAN 1 2022	EFFECTIVE JAN 1 2023
Toddler (Full Day)	\$39.50	\$41.50	\$43.50
Toddler (Half Day/No Lunch)	\$25.50	\$25.75	\$27.00
Toddler (Half Day/W Lunch)	\$29.00	\$30.50	\$32.00
Preschool (Full Day)	\$37.00	\$39.00	\$41.00
Preschool (Half Day/No Lunch)	\$24.50	\$25.75	\$27.00
Preschool (Half Day/W Lunch)	\$28.15	\$29.75	\$31.25

FEE PAYMENT PROCEDURES

Fee's for services are required weekly, bi-weekly or monthly. All fees' are to be paid in advance of services being provided. (ie. payment received on **Thursday** for services provided the following week, payment received on the first day of each month for the upcoming month). Program will accept post-dated cheques for payment, providing they are dated before services are accessed and utilized. Please check with the program to establish your fee payment procedure.

Fee's can be paid in cash, cheque, visa and debit. All cheques are to be made payable to the **Boys and Girls Club of Brantford/Program Name**.

An **NSF fee of \$30.00** is charged for cheques that have been returned due to insufficient funds available.

IMPORTANT INFORMATION

Although the agency recognizes there are times when payment for services may be made by another individual other than that who has signed the registration package, it is important to note that the agency's contract is with the individual who has signed the registration package. Should accounts be in arrears the agency will expect payment in full from the individual who has signed the registration package. Should payment not be received this is the individual who's information will be forwarded to our collection company.

INCOME TAX RECEIPTS

Income tax receipts will be distributed at the time that payment is received.

If a copy of the receipt is required at a later date, a \$25.00 administrative fee will apply PER REQUIRED RECEIPT.

REFUNDS

There are no refunds for statutory/public holidays or days missed by a child, due to illness or in the event the program is closed for reasons beyond our control (ie. long disruption in essential services, bad weather).

There are no refunds given unless a child is TOTALLY withdrawing from the program and adequate notice is given (2 weeks written).

In extreme circumstances, refunds may be considered when a doctor's note is produced by the parent/guardian.

LATE FEE PENALTY PAYMENT

Parent/guardians who pick up their child after the program's closing hours (by the program's clock) are subject to a late fee penalty.

The late fee is as follows:

\$1.00 per minute per child that the parent/guardian is late

The late fee is paid directly to the staff member who has been required to stay past their shift to supervise the child.

This fee is not included in the parent/guardian's receipt/tax receipt.

ENROLLMENT AND WITHDRAWAL

An interview is arranged with families prior to their child's enrolment to familiarize themselves and their child with the program and leader.

Leaders are available to answer any questions or assist the parent/guardian in completing the enrolment forms. Packages can be picked up at program locations.

Written notice of 2 weeks must be received in order for a parent/guardian to withdraw their child from the program. If the required 2 weeks written notice is not given, the parent/guardian will be invoiced for the 2 week time period.

TERMINATION OF SERVICES

Our program is operated in the best interest of the children and leaders who take part in the program offered. At least one of the following criteria must be met if the program wishes to terminate the services offered to a child or family;

- the child exhibits behaviour which may be detrimental or bring harm to those around him/her
- the safety and/or health of the children and leaders within the program is in jeopardy
- the centre and its staff are not able to meet the needs of a child
- behaviours of parent/guardian are deemed detrimental to the programs and services
- established fees have not been paid in advance of service

To implement the Termination of Services Policy, the following steps must first be taken;

- Program Supervisor will notify parent/guardian, in verbal and written form, with their concerns and explain the steps being taken by the agency as they attempt to resolve the behaviours in question. The agency will note the steps they have taken and the outside resources which have been contacted. These resources should include such agencies as Brant Family and Children's Services, Family Counselling Centre, Lansdowne Children's Centre, Woodview Children's Centre and/or the Ministry of Education.
- A meeting with parent/guardian and Program Supervisor will be arranged at a convenient time for both parties. It will be at this time when outside professionals may be approached for further assistance with written permission from the parent/guardian. A plan will be developed and appropriate time lines negotiated.

NOTE: In extreme cases where the safety of the participants and/or staff is in jeopardy, the child may be asked to leave the program until a plan of care can be determined

- When the agreed upon time line has passed and the program feels the concern's have not been resolved, written notice will be provided noting the termination of services for the child in question at the end of a two week period *or immediately if deemed necessary.*

Throughout this process written documentation will be maintained and made available to the child's parent/guardian upon request.

Note: If termination is due to overdue accounts, the above process does not apply and termination procedures would be determined at the discretion of the Program Supervisor and/or Executive Director.

ARRIVAL AND DEPARTURE

Young children depend on regular routines for their own security. It is recommended to families that they establish fixed hours to drop off and pick up their child.

When a child arrives it is the parent's responsibility to ensure a leader is notified of their presence. Similarly, when a parent is picking up their child it is their responsibility to ensure a leader is informed they are leaving with their child.

The programs have sign-in/out forms which parent/guardians are required to utilize. The parent/guardian or authorized adult who picks the child up must complete the sign out sheet. This gives an accurate record of attendance in the case of an emergency and indicates a handing over of responsibility for the care of the child.

Unless otherwise arranged, children will not to be released to any other person than those who are specified on the child's enrolment forms.

Please make all authorized individuals for pick up aware that if a particular staff member is not familiar with them, that they will be required to produce photo identification issued by the Province of Ontario or the Government of Canada for verification purposes.

WAITLIST

The Boys and Girls Club develops and maintains a waitlist for each of its MEDU licensed programs
Priorities

- 1) Siblings of current participants - Parent/Caregiver must provide the program with a written request for a child to be placed on a program waitlist – this must include name, age , requested program and number of days required.
- 2) Families waiting to transfer from one program to another
- 3) Returning families - Parent/Caregiver must provide the program with a written request for a child to be placed on a program waitlist – this must include name, age , requested program and number of days required. The time span between the withdrawal of a family and their new waitlist request must not exceed 2 years.

Special Consideration: Special consideration may be given to families on the waitlist who risk losing fee subsidy if they are not able to secure a child care space within a specific time frame, and to children referred to the Club by support organizations with which the Club has a partnership.

NOTE: Waitlist priorities render the waitlist dynamic, which means that a first place on the waitlist may be pushed down by a new waitlist family with a higher priority.

Waitlist Management

To ensure that families gain access to Club programs in the shortest time possible, the following practices are put in place:

- The date of registration on the waitlist will reflect the date the registration form was received by the supervisor
- A family who refuses a space the first time offered or fails to return a first call within one week will retain its priority on the waitlist
- A family who refuses a space when offered a second time or fails to return a second call within one week will be placed at the end of the waitlist
- A family who refuses a third offer for a space or fails to return a third call within one week will be withdrawn from the waitlist. Once withdrawn from the waitlist, a family must forward a new written request to be placed on the waitlist

- It is the parent/caregiver’s responsibility to call or email the specific program supervisor to bring changes to their contact information

When a space becomes available, the family at the top of the waitlist will be contacted, whether the space is full-time or part-time. Once a child is registered, it becomes possible to eventually accommodate for more specific needs, for example, going from a part-time to a full-time space or changing program location.

Access to Waitlist

Family Identification

When a family is placed on the waitlist, they will be given a ‘identification code’ – this code will be a letter selected from the alphabet (eg. Family ‘A’). All other identifying information regarding the child(ren) or family will be kept confidential.

Chart

Each centre will have a waitlist chart, posted on the parent information board that will reflect the following information:

- Family identification code
- Columns listing programs
- ‘X’ to identify requested program

This chart will be updated and posted monthly

Example

Family ID Code	Toddler PT	Toddler FT	Preschool FT	Preschool PT
A	X			
B	X		X	

Access

If a family inquires as to their status on the waitlist they can either be given this information:

- Verbally from supervisor
- Waitlist can be forwarded electronically (email)
- Viewed on parent information board

SECTION C - BEHAVIOUR MANAGEMENT

Child Behaviour and Guidance Techniques

- Participants will be guided in a positive manner that is appropriate to their age and developmental level
- Guidance will assist participants to understand and learn self discipline and appropriate behaviours
- All rules and guidelines will be clearly outlined to all participants - they will be repeated and reviewed as necessary
- Regular leader intervention will be in the form of praise, encouraging comments, recognition, and reminders to participants of acceptable behaviour - where possible, intervention will permit logical consequences; physical contact with participant will be discouraged
- Leaders, students, and volunteers will use positive, supportive voices and vocabulary, model acceptable behaviour and not discuss the child's misbehaviour in front of them
- Snacks - participants will be encouraged to feed themselves and to at least taste all foods - force feeding or the withholding of any food or drink is not allowed
- Participants will be encouraged to work both independently and cooperatively with other participants and staff
- If a leader feels her/himself losing patience with a participant or situation, they will seek assistance. This is not viewed as a weakness but rather as professionalism, it happens to everyone occasionally but will never be a reason to penalize a child
Leaders and volunteers who are having difficulties with any aspect of their position are encouraged to seek guidance or assistance the program supervisor

Strategies for Challenging Behaviours

In the event that any participant misbehaves, one or more of the following techniques will be employed;

1. Leaders will watch for potential problems and intervene before problems arise. Example: change activity, separate participants
2. Wherever misbehaviour is considered attention seeking, it will be ignored, unless it poses a potential danger
3. Participants will be given clear direction by staff regarding the limits of the program/activities
4. Leaders will observe the undesirable behaviour or obtain as much information as possible prior to forming judgements
5. Leaders will bring the inappropriate behaviour to the participant's attention, explaining why it is inappropriate. Engage in a problem-solving process with the participant to determine behaviour modification and consequences if the behaviour re-occurs
6. If the behaviour re-occurs, the participant and leaders will review the problem-solving process and follow the pre-determined consequences. Consequences may include:

- redirection to another activity
 - time out: Time outs will be seen as an acceptable. Following the time out, staff will review the problem with the participant and determine how the problem can be solved/prevented in the future. Length of time out is based on the readiness of the participant to return to the program (i.e. de-escalation has occurred).
7. Continuous poor behaviour will result in removal from all activities and a report will be made to the parent/guardian
 9. Leaders will acknowledge the child's feelings
 10. Leaders response to misbehaviour will be in a supportive voice-focus on the intervention not the child

Prohibited Practices

No leader or student or volunteer shall permit/use;

- a) Corporal punishment
- b) Physical restraint, such as confining a child to a high chair, car seat, stroller or another device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent
- c) Locking the exits of the centre for the purpose of confining a child, or confining a child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of emergency management policies and procedures
- d) Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten a child or undermine his or her self-respect, dignity or self-worth
- e) Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
- f) Inflicting any bodily harm on a child including making a child eat or drink against their will

SECTION D - HEALTH & SAFETY

CUSTODY POLICY

It is the function of Club personnel to take care of the children. Club personnel are not lawyers or judges, and are not trained to interpret court Orders, or mediate disputes between parents. Therefore, it is incumbent on sole and joint custody parents, to cooperate fully with Club personnel, and one another, in regard to this policy, in order to advance the best interests of the children.

THE AGENCY WILL REMAIN NEUTRAL AND REFRAIN FROM OFFERING ADVICE AND/OR PROVIDING WRITTEN DOCUMENTATION IN REGARDS TO THE STATUS AND/OR WELL BEING OF A CHILD IN OUR CARE.

Sole Custody

Upon enrolment, the program requires a photocopy of the court Order stating that it is a sole custody arrangement.

A copy of the court Order is to be retained in the child's file.

This is extremely important documentation for the program to have - without a court Order showing proof that one parent does not have access to a child, the agency and/or police department cannot stop a parent from taking a child.

Joint Custody

Upon enrolment, the program requires a photocopy of the court Order stating that it is a joint custody arrangement.

Because both parents in a joint custody arrangement have shared rights and responsibilities, and because a variety of joint custody arrangements are possible, it is recommended that both custody parents register the child(ren) in the program.

If one of the two parents (ie. Primary care parent) has exclusive decision-making responsibility with regard to care responsibilities, then it is permissible for that for that parent alone to register the child(ren) in care, in accordance with the court Order.

Where there is any particular, special child care, or emergency notification requirements, the parents or primary care parent have a responsibility to advise the program of any such requirements in writing upon registration of the child(ren). For instance, if one or both parents are to be notified or contacted in case of emergency or other important situations arise, then it should be specifically mentioned in the application for care.

A copy of the court Order is to be retained in the child's file.

Custody Changes

If a parent has recently changed their custody arrangements, it is the parent's responsibility to provide the program Supervisor with the necessary copies of the court Order.

SUPERVISION

To help support the safety and well-being of children within our programs, the Club will ensure that every child who is in attendance in one of our licensed programs is supervised by an adult at all times. No child will be supervised by a person under 18 years of age. Only employees will have direct unsupervised access to children and volunteers or students will not have sole supervision responsibilities for children at any time. Additionally, volunteers and students may not be counted in the staffing ratio.

SERIOUS OCCURRENCES

All licensed child care programs are responsible for delivering services that promote the health, safety and well-being of children. Serious occurrence reporting is one of the many tools that provide's licensed programs with an effective means of monitoring the appropriateness and quality of service delivery. Parents also benefit from information about accidents that occur in licensed child care programs, the immediate actions taken to respond to incidents and any longer term actions the operator has taken to minimize the recurrence of the incident.

Following submission of the Serious Occurrence Report to the ministry, the centre will complete a Serious Occurrence Notification Form to communicate information to parents about serious occurrences that have occurred. The SONF will be posted near the child care license and licensing summary chart. This form will be updated as additional actions or investigations are completed. The SONF will be 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.

EMERGENCIES

We ask that all CHANGES of address, telephone number, employment, doctor's etc., be reported to the Program Supervisor immediately. It is the parent's responsibility to notify the Supervisor of any changes. Current information is kept on file in case of emergencies and consent forms must be signed in the event that the parent or guardian cannot be reached.

MEDICATION AND ADMINISTRATION OF DRUGS

A medication authorization form must be completed by the child's parent or guardian before any drugs can be administered to a child.

ALL MEDICATION MUST BE BROUGHT TO THE PROGRAM IN THE ORIGINAL CONTAINER THAT IT WAS PRESCRIBED IN, WITH THE NAME OF THE CHILD AND THE DOSAGE REQUIRED ON A PHARMACY/DOCTOR'S LABEL. ONLY THE EXACT AMOUNT LISTED WILL BE GIVEN.

IMMUNIZATIONS

Immunizations are required **BEFORE admission** into the program and they are to include;

- < Diphtheria
- < Measles
- < Pertussis
- < Mumps
- < Tetanus
- < Rubella
- < Polio

Dates are to be included with immunizations on all forms.

IF A CHILD HAS NOT RECEIVED IMMUNIZATION, A STATEMENT OF CONSCIENCE OR RELIGIOUS BELIEF MUST BE OBTAINED FROM THE HEALTH UNIT PRIOR TO REGISTRATION.

ILLNESS

All children attending our program are informally assessed for symptoms of ill health daily, before admission into the program. Children will be excluded if they show symptoms of a contagious nature or infections. These symptoms may be;

- green/yellow runny nose if accompanied by any one or combination of the following;
- acute cold
- runny eyes
- sore throat
- undiagnosed rash
- vomiting
- diarrhea
- fever of 101F or higher
- infected hair or skin
- open sores

The child cannot return to the program until they are symptom free for 24 hours, with few exceptions. When a child develops symptoms while in the program, all symptoms will be recorded in a Symptoms of Ill Health Form located inside each child's file.

The child's parent/guardians or emergency contact will be notified immediately of the child's condition and will be asked to come and pick the child up.

OUTBREAK POLICY

When an outbreak is suspected (the Brant County Health Unit considers two or more cases of an illness to be an outbreak), the program supervisor will contact the Health Unit and inform them of the symptoms and the number of children involved. The Health Unit will determine whether the seriousness and number of cases determines an outbreak. During an outbreak, all toys will be disinfected on a daily basis

and children will be excluded from the program until the Medical Officer of Health judges them well enough to resume attendance.

COMMUNICABLE DISEASE (*Chicken Pox*)

Previously the Health Unit has stated and advised, that children with chicken pox have a seven day incubation period or until their scabs have formed. A revision from the Health Unit now states that children are contagious prior to the break out of sores, therefore can return to school while sores are still visible.

It is our policy, that in order to protect the child from further infection and disease that the child stays at home until scabs have formed. This precaution will ensure continued protection against further complications to the child's health.

Although we adhere to the Health Unit's standards and use universal precautions, it is always necessary to cover open sores of any type. By the very nature of care and children's developmental levels, germs and disease can be passed on through contact. In order to protect a child from untold complications to open sores and also protect the majority, it is much safer to use extra precautions and preventative measures of the seven day time period.

Pediculosis (Head Lice)

Children who show any evidence of head lice will not be permitted in the programs. It is the responsibility of parents/guardians to ensure their children are properly and thoroughly treated before returning to the program.

ANAPHYLAXIS (Allergies)

Anaphylaxis is an instant allergic reaction in all the major body-organ systems. Unless there is a medical intervention, the victim may suffer a drop in blood pressure, loss of consciousness, and death. This can occur within minutes of exposure to the triggering substance. Even a small amount of the allergen can be fatal.

In addition to peanuts, the foods most frequently implicated in anaphylaxis are tree nuts (ie. Hazelnuts, walnuts, almonds, cashews), cow's milk and eggs. Fish, shellfish, wheat and soy are potentially lethal allergens as well, and anaphylaxis is occasionally induced by fruits and other foods. Non-food triggers of anaphylactic reactions include insect venom (especially bees), medications, latex, and rarely, vigorous exercise. Most individuals lose their sensitivity to milk, soy, egg and wheat by school age, but reactions to peanuts, tree nuts, fish and shellfish tend to persist throughout life.

Ensuring the safety of anaphylactic children or youth within the Boys & Girls Club programs is a shared responsibility that necessitates the cooperation of all. The Club strives to provide a safe environment for children and youth, **but it is not possible to reduce the risk to zero**. The Club will take reasonable efforts to restrict the presence of known life-threatening allergens in our programs when participant's lives may be threatened by the presence of those allergens.

Responsibilities of the Parent/Guardian of an Anaphylactic Child

- inform the program in writing of the child's allergies including updated information on the latest testing and latest anaphylactic response
- provide a medic alert bracelet for the child
- provide the program with written medical documentation that clearly outlines a physician prescribed protocol for the administration of medication
- if required by physician instructions, provide the program with an additional up-to-date injection kit and keep it current
- provide support to club personnel as requested
- provide a body pouch for transport of the EpiPen
- provide training to the child in use of the EpiPen (age appropriate)
- provide the program with an auto-injection kit if such is indicated in the doctor's instructions
- verify ambulance service response time to the child's program
- Teach their child to (age appropriate)
 - i) recognize the first symptoms of an anaphylactic reaction
 - ii) know where medication is kept and who can get it
 - iii) communicate quickly to others when they feel a reaction is starting
 - iv) always carry their own auto-injector in a body pouch as part of a continued lifestyle
 - v) say no to shared lunches and snacks
 - vi) understand the importance of hand washing
 - vii) report bullying and/or threats to an adult in authority

Responsibilities of All Parent/guardians

- respond cooperatively to requests from the Club to eliminate allergens from packed lunches, snacks and other special occasions foods
- participate in parent/guardian information sessions
- encourage children to respect an anaphylactic child and all Club procedures in place to protect the affected child
- learn to recognize symptoms of anaphylactic children
- avoid sharing food with other children
- follow Club rules about keeping allergens out of the program

WEST NILE VIRUS (*seasonal*)

Ensuring the safety of leaders, children and youth within the Boys & Girls Club program is a shared responsibility that necessitates the cooperation of all. It is important for staff, parents/guardians to understand the facts and take preventative precautions when possible to help reduce the risk. It is the responsibility of the parent/guardian to supply their child with an insect repellent. The insect repellent container must be labelled with the child's full name. Leaders will apply and/or supervise the application of insect repellent to all participants who have a signed waiver from their parent/guardian before all outdoor exposure.

EMERGENCY MANAGEMENT

Leaders will ensure that children are kept safe, are accounted for and are supervised at all times during an emergency situation. The club does have an emergency management best practice. As soon as possible, Program Supervisor or designate will notify parents/guardians of the emergency situation. When safe to do so, parents will be notified via telephone; email; radio; website; Facebook; or voicemail box.

FINAL

SECTION E –

REGISTRATION PACKAGE AND CHECKLIST

REGISTRATION CHECK LIST

When registering for the one of our Child Care Programs, please ensure you have completed the following;

- Registration Package
Indicate program location and program need
Ensure name/address/emergency/medical/custody information etc., is provided in full
- Completion of Forms
Medication Authorization Form
Individualized Plan For a Child With Medical Needs (**ONLY FOR THOSE REGISTRATIONS WITH ACUTE or CHRONIC MEDICAL CONDITIONS**)
Emergency Response Form
(**ONLY FOR THOSE REGISTRANTS WITH A LIFE THREATENING ALLERGY**)
Support Agency Involvement Form
(**ONLY FOR THOSE REGISTRANTS RECEIVING SERVICES FROM A SUPPORT AGENCY**)
- Signed Acknowledgement of Enrollment Policies
- Copy of Immunization Record is included
- Schedule and Payment for Dates Required

The above information and documentation is required before registration can occur. **Without this information, registration packages will be returned and spots will not be guaranteed.**

LICENSED CHILD CARE PROGRAMS
REGISTRATION FORM

Please indicate how you became aware of our programs

- Program Brochure
- Social Media
- City of Brantford Child Care Services
- Early On Child and Family Centre
- Community Event
- Program recommended by another family

Other: _____

Please indicate the Program your Child/ren will be attending

- Banbury Child Care Centre
 - Preschool
- KiddyKorner Day Care
 - Toddler
 - Preschool

OFFICE USE ONLY

<i>Date of Admission</i>		<i>Discharge Date</i>	
<i>Restart Date</i>		<i>Discharge Date</i>	
<i>Days of the Week</i>		<i>Time of Day</i>	
<i>Program Entered</i>		<i>Program Change/Date</i>	
<i>Fee Payment Received in Advance</i>		<i>Date of Orientation/ Play Visit</i>	

INFORMATION ON CHILD

(please print clearly)

Child's Full Name	
Birth Date (MM/DD/YYYY)	
Home Address <i>(include postal code)</i>	
Telephone Number	
INFORMATION ON PARENT(S)/GUARDIANS	
Parent/Guardian's Full Name	
Home Address <i>(include postal code)</i>	
Email Address	
Home Telephone Number	
Parent/Guardian's Employer/Telephone/Address	
Parent(2)/Guardian's Full Name	
Home Address <i>(include postal code)</i>	
Email Address	
Home Telephone Number	
Parent(s)/Guardian's Employer/Telephone/Address	
EMERGENCY INFORMATION	
Emergency Contact Person #1 (Other than parent/guardian)	
Relationship to Child	
Address	
Home Telephone Number	

Ensure this person is also identified as an 'authorized individual for pick up' of your child

Work Telephone Number	
Emergency Contact Person #2 (Other than parent/guardian)	Ensure this person is also identified as an 'authorized individual for pick up' of your child
Relationship to Child	
Address	
Home Telephone Number	
Work Telephone Number	
MEDICAL INFORMATION	
Family Doctor	
Telephone Number	
Address	
Allergies (food / drugs) Health Concerns (ie. Asthma)	<input type="checkbox"/> Yes; please provide details on medical form included in package <input type="checkbox"/> No; I am not aware of any allergies
Is/has your child received services from a support agency? (ie. Lansdowne CC, Woodview CC, Speech & Hearing, etc.)	<input type="checkbox"/> Yes; please see Support Agency Involvement Form <input type="checkbox"/> No; but I have concerns – please speak with Program Supervisor <input type="checkbox"/> No; I have no concerns at this present time
CUSTODY INFORMATION	
Who Has Legal Custody?	<input type="checkbox"/> Both Parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian
Is there a court order regarding custody arrangements? If yes, a photocopy including conditions must be included with these forms.	<input type="checkbox"/> Yes <input type="checkbox"/> No
GENERAL INFORMATION	
Siblings	
Pets	
Favourite Toys	

Favourite Activities	
Language Spoken at Home	
Eating Habits/Favourite Foods/Dislikes	
Sleeping Habits – afternoon naps? – early or late bedtimes? – favourite sleep toy?	
Are there any behavioural challenges we should be aware of?	<input type="checkbox"/> Yes; please see Program Supervisor <input type="checkbox"/> No; I have no concerns at this present time

FINAL

LICENSED CHILD CARE PROGRAMS 2021-2022

EMERGENCY INFORMATION FORM

* This form is kept in program locations and taken with staff on all out trip excursions *

Child's LAST NAME	Child's FIRST NAME	Age	Birth Date (MM/DD/YYYY)
1)			
2)			

Child(ren)'s Address	Postal Code	Phone Number

Email Address

Emergency Contact Person	Relationship	Phone Number(s)
1)	Parent/Guardian	H: W:
2)	Parent/Guardian	H: W:
3)		H: W:
4)		H: W:

Child's Name	Allergies/Reaction	Medications
1)		
2)		

I understand that my child/ren will be treated by a physician, hospital staff member or Boys and Girls Club employee will administer First Aid/CPR should there be an accident, sudden illness or emergency.

Signature of Parent/Legal Guardian

Date

AUTHORIZED PICK UP

I grant the Boys & Girls Club of Brantford permission to release my child into the care and custody of the following individuals.

NOTE: Only those listed will be considered authorized and your child will not be release into the care of anyone who is not listed on this form.

Legal Parent/Guardian MUST BE INCLUDED in authorized individuals for pick up.

AUTHORIZED INDIVIDUAL(S) TO PICK UP MY CHILD/REN FROM THE PROGRAM

Name	Relationship	Verify Age Group	Phone Number
	Parent/Guardian	NA	
	Parent/Guardian	NA	
	Emergency Contact <small>(this person MUST be able to pick up your child if you are not available)</small>	<input type="checkbox"/> 12 to 14 yrs <input type="checkbox"/> 16 to 18 yrs <input type="checkbox"/> 18 yrs +	
	Emergency Contact <small>(this person MUST be able to pick up your child if you are not available)</small>	<input type="checkbox"/> 12 to 14 yrs <input type="checkbox"/> 16 to 18 yrs <input type="checkbox"/> 18 yrs +	
		<input type="checkbox"/> 12 to 14 yrs <input type="checkbox"/> 16 to 18 yrs <input type="checkbox"/> 18 yrs +	
		<input type="checkbox"/> 12 to 14 yrs <input type="checkbox"/> 16 to 18 yrs <input type="checkbox"/> 18 yrs +	
		<input type="checkbox"/> 12 to 14 yrs <input type="checkbox"/> 16 to 18 yrs <input type="checkbox"/> 18 yrs +	

Please identify the relationship of other authorized persons to the parent/guardian(s)

Please inform the listed individuals that if they have not attended the program in the past and the leader does not recognize them, they will be asked for *VALID photo identification issued by the Province of Ontario or the Government of Canada* for verification purposes if they are over 16 years of age. Those under the age of 16 years will need to provide a photo ID student card or similar photo ID.

If you require someone other than an individual listed to pick up your child on any given day, we require written authorization, including a physical description of the person, name and phone number, before your child will be released into their care. Please ensure the letter is signed and dated by you.

We (parent(s)/guardian) forever release and discharge the Boys & Girls Club of Brantford, its directors, employees, or agents from any and all claims or demands of any kind relating to or arising from the release of the child to the authorized individual(s) listed herein.
I understand, acknowledge and agree to the above.

Signature of Parent/Legal Guardian

Date

IMMUNIZATION

Has your child been immunized? Yes _____ No _____

A copy of your child's immunization record must accompany the registration package.
IF YOUR CHILD HAS NOT RECEIVED IMMUNIZATION, A STATEMENT OF CONSCIENCE OR RELIGIOUS BELIEF MUST BE OBTAINED FROM THE HEALTH UNIT PRIOR TO REGISTRATION

MEDICAL INFORMATION

All medications must be brought to the Club in the container in which they were prescribed. Medication will be administered only as directed on the label and only to the child named on the label. A medication authorization form must be completed and signed.

***If your child suffers from a life-threatening allergen
an additional Emergency Response Planform must be filled out.***

It is important to us that your child/ren have the best possible experience within a Boys & Girls Club program. Any suggestions that would assist our staff in working with your child/ren more positively and effectively are very useful and helpful. Please indicate any special needs or behaviour which might affect your child/ren's experience.

Signature of Parent/Legal Guardian

Date

Boys and Girls Club of Brantford
 Licensed Child Care Programs
MEDICATION AUTHORIZATION FORM

This form MUST be filled out should you require staff to administer medications to your child/ren. Only medications which have been prescribed by a physician will be administered. **ALL MEDICATIONS MUST BE BROUGHT TO THE CENTRE IN THE CONTAINER IN WHICH THEY WERE PRESCRIBED. MEDICATION WILL BE ADMINISTERED ONLY AS DIRECTED ON THE LABEL AND ONLY TO THE CHILD NAMED ON THE LABEL.**

I hereby give permission for a Boys & Girls Club staff member to administer the following medication(s) to my child/ren.

Name	Medication	Dosage	Administering Time

 Signature of Parent/Guardian

 Date

Record of Medication Administering

Date	Child's Name	Time	Dosage	Signature

Boys and Girls Club of Brantford
 Licensed Child Care Programs

INDIVIDUALIZED PLAN FOR A CHILD WITH MEDICAL NEEDS

This form must be completed for a child who has one or more acute or chronic** medical conditions such that he or she requires additional supports, accommodation or assistance.*

Child's Full Name:

Child's Date of Birth:

(dd/mm/yyyy)

Date Individualized Plan Completed:

Medical Condition(s):

- Diabetes Asthma
- Seizure Other:



Prevention and Supports

STEPS TO REDUCE THE RISK OF CAUSING OR WORSENING THE MEDICAL CONDITION(S): <i>[Include how to prevent an allergic reaction/other medical emergency; how not to aggravate the medical condition (e.g. Pureeing food to minimize choking)]</i>
LIST OF MEDICAL DEVICES AND HOW TO USE THEM (if applicable): <i>(e.g. feeding tube, stoma, glucose monitor, etc.; or not applicable (N/A))</i>
LOCATION OF MEDICATION AND/OR MEDICAL DEVICE(S) (if applicable): <i>(e.g. glucose monitor is stored on the second shelf in the program room storage closet; or not applicable (N/A))</i>
SUPPORTS AVAILABLE TO THE CHILD (if applicable): <i>(e.g. nurse or trained staff to assist with feeding and/or disposing and changing of stoma bag; or not applicable (N/A))</i>

Symptoms and Emergency Procedures

SIGNS AND SYMPTOMS OF AN ALLERGIC REACTION OR OTHER MEDICAL EMERGENCY: <i>[include observable physical reactions that indicate the child may need support or assistance (e.g. hives, shortness of breath, bleeding, foaming at the mouth)]</i>

PROCEDURE TO FOLLOW IF CHILD HAS AN ALLERGIC REACTION OR OTHER MEDICAL EMERGENCY: <i>[Include steps (e.g. Administer 2 puffs of corticosteroids; wait and observe the child's condition; contact emergency services/parent or guardian, parent/guardian/emergency contact information; etc.)]</i>
PROCEDURES TO FOLLOW DURING AN EVACUATION: <i>(e.g. ice packs for medication and items that require refrigeration; how to assist the child to evacuate)</i>
PROCEDURES TO FOLLOW DURING FIELD TRIPS: <i>(e.g. how to plan for off-site excursion; how to assist and care for the child during a field trip)</i>

Additional Information Related to the Medical Condition (if applicable):

This plan has been created in consultation with the child's parent / guardian.

Parent/Guardian Signature:

Print name:	Relationship to child:
Signature:	Date: (dd/mm/yyyy)

The following individuals participated in the development of this individual plan (optional):

First and Last Name	Position/Role	Signature

Frequency at which this individualized plan will be reviewed with the child's parent/guardian:

Boys and Girls Club of Brantford
 Licensed Child Care Programs

EMERGENCY RESPONSE PLAN

(ONLY for those participants with life-threatening allergies)

PARTICIPANT INFORMATION (To be completed by Parent/Guardian)		
Name of Participant:		PARTICIPANT PHOTO REQUIRED
Address:		
Home Phone #	Date of Birth	
Name of Father	Business #	
Name of Mother	Business #	
Emergency Contact	Phone #	
PHYSICIAN INFORMATION (to be completed by Family Physician)		
Allergy Description: The above named child has a dangerous, life-threatening allergy to the following:		
<input type="checkbox"/> foods _____ <input type="checkbox"/> and all foods containing them in any form in any amount, including the following kinds of items: _____		
<input type="checkbox"/> bee/insect stings <input type="checkbox"/> medications _____ <input type="checkbox"/> latex <input type="checkbox"/> vigorous exercise		
Symptoms of Reaction:		
<i>EMERGENCY RESPONSE PLAN</i>		
-2-		
Recommended Response to Reaction:		

Medication:	Dosage:
Additional Instructions or Information:	
Name of Physician:	Telephone:
Signature of Physician:	Date:
MEDICATION INFORMATION (to be completed by licensed program)	
Medication is located: _____	
Medication Expiry Date: _____	



Boys and Girls Club of Brantford
Licensed Child Care Programs

**PARENTAL ACKNOWLEDGMENT
OF
AGENCY ANAPHYLACTIC PRACTICES AND PROTOCOL**

Ensuring the safety of anaphylactic children or youth within the Boys & Girls Club programs is a shared responsibility that necessitates the cooperation of all. The Club strives to provide a safe environment for children and youth, **but it is not possible to reduce the risk to zero**. The Club will take reasonable efforts to restrict the presence of known life-threatening allergens in our programs when participant's lives may be threatened by the presence of those allergens.

I fully understand and agree with the practices and protocol the Boys and Girls Club of Brantford has developed and initiated in their attempt to create a safer environment for my child.

Signature of Parent/Guardian

Date

being the parent and/or legal guardian of _____, do
Full Name of Child

hereby authorize the Boys and Girls Club of Brantford to obtain and/or release all pertinent records, medical and education history on the above named child to/from;

Name of Agency

It is acknowledge that the exchange of such information shall not be regarded as a breach of confidentiality and it is understood that the information shared will be used to serve my child's health care, educational, social and emotional well-being.

This authorization may be terminated at any time by the undersigned by submitting a written request to the Boys and Girls Club of Brantford.

I hereby waive all claims against the Boys and Girls Club of Brantford, its employees, directors, officers and agents, in connection with the above noted release of information.

Signature of Parent or Legal Guardian

Witness

Date: _____
Day Month Year

Boys and Girls Club of Brantford
Licensed Child Care Programs

Enrolment Policies

1. *I understand* that my child/ren will not be released to anyone not listed on the authorized individuals form, unless a staff member is notified in writing of a change or verbal permission has been granted, noted in the child's file and then initialled by the parent/guardian. In a case where a taxi is used, I will inform the Club which company I am employing. If a person comes to pick up my child and is unknown to an employee or the child (excluding taxi drivers), proper identification will be requested and required.
2. *I understand* there are no refunds for days missed by my child, including those due to illness or in the event the school is closed for reasons beyond our control (ie. long disruption in essential services, bad weather).
3. *I understand* that in order for the program to comply with the Child Care and Early Years Act, I will be asked to remove my child from the program if he/she exhibits any of the following symptoms - fever, vomiting or diarrhea, etc. (Please refer to illness policy located in the parent handbook). My child may return when they have been symptom free for 24 hours. I understand this policy is strictly enforced and is for the protection of my child and his/her playmates.
4. *I understand* if my child is on a prescribed medication, the Club can administer this for me, provided I have filled out a medication authorization form. I understand the medication must be in its original container, with my child's name and dosage clearly marked. No outdated medication can be administered by Club leader.
5. In the event that immediate medical attention must be given to your child and we are unable to reach yourself or the emergency contact person, we require your acknowledgement that qualified Boys and Girls Club leader will administer first aid/CPR to your child/ren, prior to an emergency room doctor administering any necessary treatment to your child. In addition, we require your acknowledgement to authorize a qualified doctor to administer the treatment necessary.

I understand that my child/ren will be treated by a physician, hospital staff member or Boys and Girls Club employee will administer First Aid/C.P.R. should there be an accident, sudden illness or emergency.

Signature of Parent/Guardian

Date

6. *I am aware* that offsite activities may be planned as enrichment to our program. I give permission for my child/ren to participate in offsite activities.

- Yes
 No

Signature of Parent/Guardian

Date

7. *I understand* fee's for my child's care is required weekly, bi-weekly or monthly. I am aware all fee's are to be paid in advance of services being provided. (ie. payment received on Thursday for the following week, payment received on the first day of each month for the upcoming month). The Club will accept post-dated cheques for payment, providing they are dated before services are accessed and utilized. Fee's can be paid in cash, cheque, visa, debit. All cheques are to be made payable to the Boys and Girls Club of Brantford/Program Name.
I am aware a NSF fee of \$30.00 will be charged for cheques that are returned due to insufficient funds.
I understand that should I require an additional copy of the tax receipt there will be a \$20.00 administrative fee applicable.
8. *I understand* that should I pick up my child/ren after the program's closing time (by the programs clock) I am subject to a late fee penalty. The late fee penalty is \$1.00 per minute per child that the parent/guardian is late.
The late fee penalty is paid directly to the leader who has been required to stay past their shift to supervise your child. The fee is to be paid on the same day.
This fee is not included on monthly statements or tax receipts.
9. *I understand* that written notice of 2 weeks in advance must be received in order to withdraw my child from the program. Once notice has been received, any post-dated cheques will be returned. If I have given 2 weeks notice and my child does not attend the program during this notice period, I will not receive a refund. In addition, if I do not give the required 2 weeks notice, I will be invoiced for the amount owing. All outstanding accounts will be directed to a collection agency.
11. *I understand* that all of my children's belongings need to be labeled with their name. Children are encouraged to leave money and valuable items at home. The Club is not responsible for any lost items or belongings
12. *I am aware* that all CHANGES of address, telephone number, employment, doctor, etc., are to be reported to the Supervisor immediately.
13. *I am aware* there may be children enrolled in the program with life-threatening allergens.

14. *I fully understand* my responsibilities as either a parent/guardian of an anaphylactic child or a parent/guardian whose child may be participating in the program. I support the Club in their attempt to restrict the presence of known life-threatening allergens in the programs.

Signature of Parent/Guardian

Date

15. Where the courts have issued Orders concerning custodial arrangements, *I understand it is my responsibility* to provide the program with a photocopy of the full court Order stating that it is either a sole or joint custody arrangement, and the conditions attached to the Order. *I also understand* that should there be changes made to the Order over the course of time that a photocopy of the revised Order is provided to the program.

Signature of Parent/Guardian

Date

16. Your child may participate in an event or activity where photos, video or audio of Club participants may be taken for promotional/educational/fundraising purposes. Please read this Media Consent Form carefully and indicate below your permission. I hereby give Boys and Girls Clubs of Canada/Boys and Girls Club of Brantford consent to use and reproduce my child's/youth's first name/image for promotion purposes related to Boys and Girls Clubs of Canada/Boys and Girls Club of Brantford. My child's/youth's first name (unless otherwise authorized) image may be published or used in newspapers, promotional videos, television commercials, program brochures, posters, World Wide Web or otherwise displayed to the public or used for other educational/fundraising purposes, either in whole or part by Boys and Girls Clubs of Canada/Boys and Girls Club of Brantford. I release Boys and Girls Clubs of Canada/Boys and Girls Club of Brantford and its agents from any and all claims, of any nature, based on any uses of the above.

I Accept

I Decline

Signature of Parent/Guardian

Date

17. Permission is granted for my child to view movies from time to time as part of the programming.

Yes

No

Signature of Parent/Guardian

Date

18. I give permission for a Club leaders to apply insect repellent to my child.

- Yes
- No

Signature of Parent./Guardian

Date

19. I give permission for a Club leaders to apply diaper cream to my child.

- Yes
- No

Vaseline: _____

Non-Prescription Diaper Cream: _____

Name of Product

Signature of Parent./Guardian

Date

20. I give permission for a Club staff to apply sun screen/block to my child, which I have supplied.

- Yes
- No

Signature of Parent/Guardian

Date

21. I give permission for a Club staff to apply hand sanitizer to my child, which has been supplied by the club.

- Yes
- No

Signature of Parent/Guardian

Date

22. *I am aware, that although payment for services provided may be made by an individual who has not signed this registration package, should my account become in arrears, it is my responsibility to make payment in full.*

I do hereby represent that all statements and information made on all required enrolment forms are correct.

I have read, understand and agree to abide by all of the enrolment policies as stated.

Signature of Parent/Guardian

Date

BOYS AND GIRLS CLUB OF BRANTFORD FUNDING DEVELOPMENT

I authorize the Boys and Girls Club of Brantford to include in their funding development database my name, address (home/email) and telephone number and I am fully aware that this database is use to inform individuals of up-coming fund raising initiatives of the agency, solicit potential donors as part of an annual giving campaign and/or solicit funds as part of other funding development opportunities the agency may design/develop.

- Yes
 No

Signature of Parent/Guardian

Date

CHILD CARE REGISTRATION DAYS

- PLEASE INDICATE WHAT DAY(S) YOU REQUIRE CARE

- MONDAY
 TUESDAY
 WEDNESDAY
 THURSDAY
 FRIDAY
 PER SCHEDULE (** DAYS CANNOT BE GAURANTEED BASED ON ENROLLMENT)