RAINBOW'S END DAY CARE CENTRE

Program Statement:

Rainbow's End Day Care Centre aims to provide a caring atmosphere in which children can feel secure while learning about themselves, others and the world around them. Learning situations occur throughout the day both in formal and informal settings. Activities geared to the developmental level of the children are designed to promote social, physical intellectual and emotional growth. We allow and encourage independence and promote peaceful conflict resolution between children.

Opportunities for large motor development include climbing, swinging, riding toys and tricycles as well as dancing and informal exercises.

Socially, the children are assisted in verbalising their concerns and encouraged to work out differences with staff help if necessary.

Creative and sensory materials are made available for the children to express themselves through paint, clay, water, sand, etc. Each group has a daily circle time where songs, stories, games and new concepts are introduced.

Opportunities for fine motor development include toys and puzzles as well as special activities set out and varied on a regular basis.

The dramatic play centre is set up to provide a base for changing scenes such as housekeeping, dress-up, shopping, a hospital, etc. This area promotes social interaction.

An opportunity for building and imagining is also provided in the block area. A variety of different types of blocks and building toys are provided. Props are added regularly to this area to facilitate imaginative play.

Activities and programs are geared towards the developmental levels of children and is planned based on the interests of the children and their abilities. The Emilia Reggio approach in incorporated into the program. Parents are involved in the planning of programs, as are the older children. Program, activities and materials are bias free, free of stereotypes and reflect all cultures, abilities. We take a holistic approach with regards to our program and we plan for the “Whole Child”.
Behaviour Management

The goal of Rainbow's End Day Care Centre is to provide quality care in a safe and nurturing environment. The Centre staff/student/volunteers are guided by Rainbow's End Behaviour Management Guidelines, and are required to review and sign it annually. A complete copy of the guidelines is available, upon request, from the Director. Our Behaviour Management Policy is also posted on the Parent Board for your review.

Staff: Staff at Rainbow's End Day Care Centre are Licensed Early Childhood Educators or Early Childhood Assistants. Staff attend ongoing professional development workshops to enhance the work environment with children and co-workers. Staff are trained in first aid and CPR and WHIMIS. Staff attend child abuse training, behaviour management training, and antibias training yearly as a part of our best practices.

Rainbow's End Day Care Centre fulfills its responsibilities by following all policies and procedures as set out by the DNA and the Toronto Operating Criteria. Our policies include: Child abuse, Behaviour Management, Descalating volatile situations, Playground, Missing child, Lock down, Fire and other emergency, Medication, Anaphalaxis, Lead flushing, Freezer and fridge monitoring, All policies are available for parents to review and have input as required.

Parent Involvement: Parents are most welcomed to join committees such as fundraising, Program planning, Staff development/recognition and involvement in our daily program. Parents have the opportunity to sit on our day care board of directors as required.

Community centre information is available to all parents

Program Information

Hours of operation

Rainbow's End Daycare Centre is licensed to open from 7:30 a.m. to 6:00 p.m. Monday to Friday, 5 days per week.
Admission Requirements
Rainbow's End Day Care Centre is licensed to accommodate:
10 children ages 18 months to 2 1/2 years – Toddler Group
24 Children ages 2 1/2 years to 5 years – Preschool Group

Our centre capacity is 34 children. We have a Purchase of Service Agreement with the City of Toronto to provide subsidized childcare to those families that qualify.

Fee Policy
An initial Registration Fee of $25.00 per family is required upon registration.

A current program fee schedule is posted. Fees for childcare programs are subject to increase with one month's notice to Parents.

Payments may be made by cheque, money order or cash. If payment is made in cash, $100 bills will not be accepted. Payment in full is due, on or prior to the first day of each month. Cheques are made payable to Faith Lutheran/Rainbow's End Day Care Centre, dated for the first day of each month, and given to the Director of the Centre. Receipts will be issued on a yearly basis. A charge of $15.00 will apply to all late payments, N.S.F. or returned cheques. Non-payment of fees could result in withdrawal of care. Parents pay for every day of the month, Monday through to Friday, including statutory holidays, days child is absent due to illness, and any vacation time taken.

On occasion families may wish to discuss special payment arrangements with the Director. Any special arrangements will be made on an individual basis and approved by the Board of Directors.

Statutory Holidays/Closure
Rainbow's End Day Care Centre will be closed on the following statutory holidays each year.
New Years Day Good Friday Christmas Day
Victoria Day Canada Day Boxing Day
Simco Day (Civic Holiday) Labour Day Thanksgiving Day
* Christmas Eve & New Years Eve – reduced hours Family Day
* Fee payment is required for all statutory holidays.


**Vacations**

Please inform the Director, in advance, when your child is on vacation from the centre. There will be no rebate or discount from fees during absence from the day care. The childcare space will be reserved for your child upon his/her return.

Subsidized Parents – 35 days will be allocated to subsidized children. The 35 days include vacation, sick time, etc. If you have used the maximum number of days for your child/children, after using 20 consecutive days the parent or guardian will be responsible for paying Rainbow's End Day Care the full day fee daily rate for your child care space.

**Child Absence**

Parents are requested to contact the centre by 10 a.m. for any absence of their child/ren so that it can be reported on the attendance sheets. Any extensive or frequent absence will be discussed with you. For subsidized families: If your child is absent due to illness for ten (10) days or more, or for more than three (3) days before or after vacation, you will be asked to fill out a "Declaration of Absence due to illness" form for the subsidy office.

**Immunization**

Parents are requested to provide updates of any new immunization that the child/ren receive, so that this can be recorded in the child's file for review by the Public Health Department. The Day Nurseries Manual requires that immunization records be kept up to date.

**Medication**

If your child requires medication, the centre staff can administer prescription medication. Parents will be asked to fill out and sign a medication dispensing form. Non-Prescription medication can be administered only if the enclosed "Non-Prescription Medication Form" is completed and signed by your doctor.

Non-prescription medication may be administered to children who have a doctor's note on file giving permission to do so. In the event the child has a fever, staff can administer the tempra/tylenol to keep the fever under control until the Parent/Guardian picks up their child. Any medication given by parents to administer to children must meet the requirements health Canada.

Children on asthma medication are required to bring in a doctor’s note stating specifically what administer as needed means. Specific instructions must be provided by the doctor/parent to the daycare staff on what time and how to administer the medication to the child.
Note: Children are not allowed to remain at day care with a fever, or diarrhoea (See "Illness" section of Handbook) or any contagious illness.

Late Policy

We are licensed to operate our centre from 7:00 a.m. to 6:00 p.m. If you should have a problem regarding picking up your child/ren on time, please arrange for someone else to come on your behalf. Please call the centre to notify the staff of the change. A late fee will be charged for Parents/guardians arriving after 6:00 p.m. to pick up their child/ren. The charge is $1.00 per minute according to the centre’s clock. Parents who are late picking up their child will be asked to sign our Late Fee Binder Book. This fee goes directly to the staff member on duty immediately upon picking up your child or the next morning.

Arrival/Departure

You are required to record the time of arrival and departure of your child in the centre. Our sign-in book is located on a table just inside our main day care entrance for your convenience. When dropping off your child/ren at the centre, please take them right into their room so that the teacher on duty can greet them and mark them on the attendance records. At the end of the day, when your child/ren goes home, please sign out your child and mark the time of departure. You can also check if there are any messages from your child’s teacher. This is a requirement of the Day Nurseries Manual. If for any reason your child will be arriving after 10:00 a.m. a phone call is required. Children can only be released to the people listed on the forms enclosed for pick-up. If the person picking up your child has never met the staff at the day care, identification is required.

Illness or Accident

If your child becomes ill or has an accident at the centre, the Director or centre staff will provide immediate first aid. Staff are trained on a yearly basis with the Link-to-Life First Aid course. We will contact you or the emergency contact person(s) on file. If required, we will ensure your child receives medical care at the nearest hospital or medical facility.

In the event that your child received a minor injury in care at the centre, the staff will prepare an accident form for you to read and sign. A copy can be made available to the Parent upon request. An illness report will be completed by the teachers and your signature will be required. Both the accident form and illness report will be completed by a staff member for you to read and sign. The forms will give you details of what happened and describe the first aid that was given. The form will be put in your child’s file.

If your child has an accident or injury at home, we would appreciate being informed when the child comes into care the following day.
When your child is returning to care after having a communicable disease, we will require a note from your doctor to confirm that the child is free from infection (e.g. pink eye, chicken pox, ringworm, lice etc.). We ask that Parents keep their child/ren home for a period of 24 hours after having a bout of diarrhea or fever. Public Health Department states that children should not be allowed to return to day care until they are "symptom free" for 24 hours with the absence of drugs. (Drugs such as tempra only "mask" the symptom.)

**Meals**

Our centre offers a varied menu of nutritional snacks (a.m. and p.m.) and hot lunches daily. Our current caterer is "Food for Tots". Food for Tots specializes in childcare centres. Menus are posted and copies can be made available upon request. If your child/ren have food restrictions due to allergies, medical conditions or personal observances, please inform the Centre Director so that accommodations can be made. No outside food is allowed in the day care. In extenuating circumstances if food is brought into the centre the food must meet the requirements of the public health. Food must be labelled and kept at a temperature as required by the public health, hot food at a temperature of 60 degrees © and above and cold food at 4 degrees below. All ingredients of food must be labelled on food items/products. We do not serve food with preservatives, transfat, pork or peanuts.

**Clothing**

All of your child's clothing, both for indoors and out, should be labelled with their name to assist staff at dressing time and to find items that may be misplaced. A second set of clothing should be kept at the day care in your child's cubby in case of accidents. (i.e. soiled clothing, wet sleeves, etc.) Please provide a pair of running shoes for your child to remain in their cubby. Parents of Toddler age children need to provide a supply of diapers and wipes for your child's use.

**Outdoor Play**

The Day Nurseries Manual states that children who are in full day care need to have two hours of outdoor play per day. Our centre is equipped with a CAS approved playground to provide activities which are physically challenging, with many opportunities for learning and interaction with other children. On adverse weather days, the centre will provide indoor activity periods (e.g. use of gym/gross motor room etc.).

Please ensure your child/ren are dressed appropriately for weather changes (e.g. summer – sun hat, sunscreen, running shoes; winter – snow suit, hat, mittens, boots, warm coat, etc.). Please give your child’s teacher written permission to apply sunscreen or any lotion or cream to your child.
Trips

Planned trips are incorporated in our program. When an off site trip is planned a consent form will be provided asking your permission for your child to participate on the trip. The trip form will outline the details of the trip including goals.

Withdrawals

Two weeks written notice is necessary when a child is to be withdrawn by the Parent. The two week period commences on the date notice is received by the Director. All outstanding fees must be paid in full. If a child is to be withdrawn at the request of Faith Lutheran/Rainbow's End Day Care Centre, two weeks notice is given when possible. For full information concerning termination of childcare services please refer to our Discharge Policy. Copies available at Parent's request.

Toys

We request that the children do not bring any toys from home to school with the exception of a soft toy to sleep with at rest time. Our centre is well equipped with a variety of learning materials. Home toys stay at home.

School Escort Policy

Teachers walk children, who attend Derrydown and Lamberton Public schools, to school from Rainbow's End day care. It is the parent/guardian's responsibility to register their child at any of these two public schools. Information about the time of registration will be sent to parents. Rainbow's End day care centre only accepts children attending morning kindergarten. Children must be at the day care centre by 8:15 a.m. if they are to be walked to school.

Children who attend Catholic school are bussed from and to the Rainbow's End Day care centre. Parents are responsible for registration and making bussing arrangements with the school.

Children are picked up by an Early Childhood Educator from Rainbow’s End day care centre from their respective school at dismissal time, which is between 11:30 and 11:45 a.m., and are walked back to the day care.
Children must be appropriately dressed to walk in inclement weather. Please note that staff will not drive children to or from school under any circumstances.

**Part Time & Nursery School**

Part time spaces are available at Rainbow's End Daycare Centre when full-time enrolment is low. Individual contracts will be drawn outlining the details of the part time care your child requires. Priority for full time spaces will be offered to our graduating toddler children. If there are no children to graduate to the preschool room, the part time child will be offered the full time space. If the part time child refuses the full time space, two weeks written notice will be given to the part time child to withdraw from the program. The space will be offered to a full time child on the waiting list. Please be informed that PRIORITY FOR FULL TIME SPACE IS OFFERED TO GRADUATING TODDLER CHILDREN.

Our Nursery School Program operates from **9:00 to 11:30 am** during the school year. (September through to end of June while our full time children attend kindergarten at the nearby schools.) Nursery school is not available during the March Break, Christmas Break and on Professional Development days during which or full time children will be attending the day care for the full day. Please inquire about the rates with the Director. All days children will be attending the nursery program must be specified by the parent/guardian. Spaces booked must be paid for regardless of attendance.

**Fees are due regardless of attendance**

Revised January 2009

Rainbow's End Day Care Centre  
96 Hucknall Road, Downsview Ontario M3J 1V8  
416 633 4718

Parent Handbook Sign Off Form
Child's Name: ____________________________

I/we have read, understood and agree to follow all of the policies in Rainbow's End Day Care Centre Parent Handbook.

Signature of Parent(s)/Guardian(s):    Date:

                                              Date:

Witness:    Date:

                                              Date:

• Please tear off this form and return to Rainbow’s End Day Care Centre.
• The Parent Handbook is for you to keep at home for future reference.