



YMCA of Northeastern Ontario

Licensed Home Child Care Family Information Guide










Welcome to the YMCA of Northeastern Ontario. The YMCA puts the interest of your child as its top priority and values parents as the experts of their children. We look forward to embarking on a partnership with you to ensure your child reaches their full potential.

We hope that you find the enclosed information helpful in your child care journey with the YMCA. At the YMCA, we have an open-door policy, and your feedback is always welcome and appreciated. If you have any questions, please do not hesitate to contact any member of our Early Learning Child Care Team.

Thank you for choosing the YMCA of Northeastern Ontario Licensed Child Care Services.

Respectfully,

Jacqueline Grube, RECE,
Vice President, YMCA Child, Youth & Family Development

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Privacy Policy

As a charitable, community-based organization, the YMCA of Northeastern Ontario is committed to protecting your right to privacy. The personal information you share with theYMCA is used to support the work of the YMCA. If you have a question or concern regardingyour privacy, please email us at communications@ymcaneo.ca.

Registration Information

Hours of Operation

Licensed Home Child Care Providers are independently contracted and have the flexibility and control to determine the terms of their services, opening hours, as well as the number and ages of the children (always compliant with the Home Child Care and Early Years Act).

Child Care Services Offered

Depending on the Provider, the program can be available seven days a week, up to 23.5 hours a day including:

- Full and part-time care and non-traditional hours available for those working shifts
- Flex care or on call
- After-hours' care
- Weekend care

Please feel free to speak with our Licensed Home Child Care Consultant or Supervisor for more information.

Flexible Child Care Services

The YMCA understands the diverse needs of families when it comes to having access to high-quality, flexible child care. As we continue to assess and listen to the needs of our communities, we do our very best to accommodate them.

Waiting List

Families requesting child care are provided our child care program statement (which is available on our website as part of our Family Information Guide) for information on our services so they can make an informed decision about their child care needs. Families are informed of our waitlist procedure at the time of requesting care around our 24-hour response period and, though the procedure is part of our Family Information Guide, families may request a copy of our waiting list guidelines at any time. In order to have their child(ren)'s name(s) on our respective program waitlists, families can apply as follows:

- YMCA of North Bay: www.onehsn.com/Nipissing/
- YMCA of Sudbury: www.onehsn.com/sudbury/ux_2_0

Waitlist Guidelines

There is no fee for a family to be placed on our waiting list. No fees and/or deposits are charged for the placement of a child's name on the waiting list.

- Families on the waitlist can contact the supervisor at any time to determine their standing on the waiting list.
- Families transferring from other YMCA child care centers, YMCA staff or siblings of children who are already registered will have priority for the next available child care space.
- Available child care spaces are to be filled by families on the waiting list according to the sequential order of their child care request date.

Wait list procedure:

1. When a space becomes available with one of the Providers, we choose families from the wait list that are a "good match" for the space.
    a. "Good match" indicators include:
        i. Age (ratio's must be maintained).
        ii. Hours of care required (each Provider has varying hours - self-employed).
        iii. Requested area of town.
        iv. Full-time/part-time care

Program Information

2. Provider with space availability is contacted with family information and requested care.
3. If the Provider is interested in conducting an interview, the Provider contacts the family directly.

Parents are informed that the Licensed Home Child Care is based on finding a "good match" rather than position on the list. The Provider's conduct interviews for both the Provider and parent to determine if this is a good fit. Both must agree that it is a good fit to secure space.

A family has 24 hours after initial contact has been made to confirm their acceptance of the child care interview. Families on the waitlist can contact the supervisor at any time to determine their standing on the waiting list.

Interview

Once you have been contacted by the Home Child Care Provider, you and your child will be invited for an in-home interview/meet and greet. This practice will help to ensure families are well informed about our program philosophy, curriculum, and that our programs meet your child and family's needs. If the interview is a success, parent(s) will be invited to sign a contract with the Self-employed Home Child Care Provider and to register their child(ren) with the YMCA.

Parent/Provider Agreement

This is where the parents and Home Child Care Providers agree on the days and hours of care. This agreement is used for attendance and billing purposes. Should your care needs change at any time, you and your Home Child Care Provider will need to complete a new agreement and ensure that the office receives a copy.

Registration

To register, parents will bring/email their Parent Provider Agreement to the Licensed Home Child Care office located at:

- 790 Norman Ave North Bay (email: lori.jarvis@ymcaneo.ca) or
- 140 Durham Street Sudbury (email: barb.landiault@ymcaneo.ca)

to receive a registration package. All forms must be returned one week prior to your child beginning child care. It is crucial that all information be completed, including payment authorization with either banking or credit card information, immunization record and emergency contacts to ensure the safety of your child. If a child's care is being paid for by more than one payer/account, both payers must sign our pre-authorized agreement.

Returning in September

In the spring of each year, we ask that all families complete a "September Child Care Needs" form so that parents can confirm their children's registration for September. This confirms your child's space and is the basis for billing your child care fees for September. If your child does not need their child care space in September, you must provide two weeks' written notice. If notice is not given, parents will be billed accordingly. Timely notice for withdrawal allows the YMCA to register a waiting family in child care for the start of school.

Child Care Fees

Daily fees vary based on the community in which families reside. A list of child care fees can be found on our website or parents may ask for a printed copy at any time. Should you have any questions, please feel free to speak with your supervisor at any time. We do our very best to keep fees affordable, but from time-to-time, annual cost of living and increased operational costs are considered in order for us to ensure our programs are keeping with high-quality

Canada Wide Early Learning and Child Care Program (CWELCC)

standards. Therefore, child care fees are subject to change and a minimum of one month's notice in writing will be provided to families.

Child Care fees are paid through pre-authorized payment on the first of the month for that month. You will be given a payment schedule to view your upcoming payments by email (if provided). This amount is based on the number of days your child(ren) is registered to attend care. Any changes to your registered days must be submitted in writing and approved by the supervisor to ensure there is space.

Returned Payment

If a payment is returned for any reason, the balance owing plus the applicable service charge of $30.00 will be due. If the balance due is not paid within 7 days of being notified, child care may be suspended until payment is received in full or special arrangements are made with our Child Care Finance Department.

Tax Receipts

The YMCA will provide your child care tax receipt on or before February 28th of each year for the prior year's fees. If you require a copy, please contact the Child Care Finance Department.

Canada Wide Early Learning and Child Care Program (CWELCC) Information

The YMCA of Northeastern Ontario has enrolled into the Canada Wide Early Learning and Child Care Program (CWELCC).

We have long advocated for a high-quality licensed child care system that is affordable and accessible. As experts in early learning and child care, we have developed and honed a research-based early learning curriculum that is now delivered across Canada. We know that high-quality early learning and child care can set a powerful trajectory for lifelong learning, resiliency and wellbeing.

Through CWELCC funding, children under the age of 6 will be eligible for a fee reduction of 25%, retroactive to April 1, 2022. Effective January 1, 2023, fees will be reduced an additional 27.75% for a 52.75% total fee reduction.

Please see the adjoining chart to see how and when fees will be affected at our Licensed Home Child Care locations.



Canada Wide Early Learning and Child Care Program (CWELCC)

NORTH BAY

Enrolled Program	Current Daily Rate 0-5 Years	Current Daily Rates 6-12 Years (effective June 30, 2025)
Base Rates		
MONDAY to FRIDAY		
Full Day	$22.00	$49.00
Half Day	$17.96	$39.00
Before School	$10.00	$11.00
After School	$12.00	$16.00
Before and After School	$12.00	$27.00
Extended Day	$22.00	$54.00
Overnight	$22.00	$59.00
WEEKEND CARE		
Full Day	$22.00	$57.00
Half Day	$21.74	$47.00
Extended Day	$22.00	$62.00
Overnight	$22.00	$67.00
Any care before 7am or after 6pm will be bumped to the next care code.		
Non-Base Rates		
Admin Fee	N/A	$10.00
NSF fee	$30.00	$30.00

SUDBURY

Enrolled Program	Age group	Current Daily Rate 0-5 Years	Current Daily Rates 6-12 Years (effective June 30, 2025)
Base Rates			
MONDAY to FRIDAY			
Full Day	Infant	$22.00	$49.00
	Toddler	$22.00	$49.00
	Preschool	$22.00	$49.00
Half Day	Infant	$17.96	$39.00
	Toddler	$17.96	$39.00
	Preschool	$17.96	$39.00
Before School		$10.00	$11.00
After School		$12.00	$16.00
Before and After School		$12.00	$27.00
Extended Day	Infant	$22.00	$54.00
	Toddler	$22.00	$59.00
	Preschool	$22.00	$59.00
Overnight	Infant	$22.00	$59.00
	Toddler	$22.00	$59.00
	Preschool	$22.00	$59.00
Non-Base Rates			
NSF fee		$30.00	$30.00

Program Information

Statutory Holidays

YMCA Home Child Care Programs close on the following statutory holidays; New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving, Christmas Day and Boxing Day. If a statutory holiday falls on a weekend, we will be closed the following Monday. However, fee payment is required for all statutory holidays if they fall on your regularly scheduled days. Please speak to your Home Child Care Provider if you are working these days, as possible accommodation may be available.

Vacations, Absences

Operating costs for child care programs are prorated, which means that our daily rate is based on the number of days annually. Therefore, there is no reduction in fees for vacation, illnesses, absences, snow days, or statutory holidays, including weather conditions or events out of our control.

Program Closure

In this event of any interruption in child care services due to circumstances beyond our control, Providers will always attempt to contact you or your emergency contact in order for you to pick up your child. Closures are not applicable for refund of your child care fees.

Government Financial Assistance

YMCA licensed child care programs hold a purchase of service agreement with regional municipal offices. Families can apply for child care fee subsidy by contacting:
Nipissing: 1 (705) 474-1923
Parry Sound: 1 (800) 461-4464
Sudbury: 705-674-4455 extension 4279

YMCA Strong Kids Campaign Financial Assistance

As a charity that serves all segments of our community, the YMCA provides financial assistance in times of need. This is a short-term support made possible due to the generosity of our donors, members, volunteers, staff, corporate and community partners. For more information on how to apply, please ask your YMCA home child care supervisor.

Privacy Policy

The YMCA strives to ensure that volunteers, staff and Providers conduct their relationships with each other, participants and all other Association contacts with integrity, good judgement and fairness. The YMCA respects the rights of individuals as to the protection of their personal information. The YMCA is committed to maintaining the confidentiality, privacy, and accuracy of personal information it collects, uses and discloses about its participants, members, donors, parents/guardians, children, staff, Providers and volunteers.

Program Information



Withdrawal of Service

The YMCA is an inclusive organization that strives to meet the needs of children and families. In situations where the program is having difficulty meeting the child's needs, it may be deemed, in the interest of the family and/or YMCA, to end care.

Child care services may be cancelled at any time upon receipt of proper written notice (10 business days). Failure to provide proper written notification will result in your payment being processed as agreed. No refund will be provided as your space has been held. Please note we are unable to accept change requests or withdrawals by phone.

Admission and withdrawal of children is at the discretion of the YMCA Provider. In each situation where it may be necessary to withdraw services, the YMCA of Northeastern Ontario considers the following:

• Special resources and other outside agency support have been exhausted or are unavailable and we are unable to best meet the needs of the child.

• One-week written notice of withdrawal will be given and documentation of meetings and discussions with special needs support staff (if applicable) will be shared with parents. Two-week written notice of withdrawal will be given to parents.

In extreme circumstances, suspension or termination of care may be immediate due to health or safety purposes without 2 week-notice. The following additional situations may be considered cause for suspending or terminating care:

- Non-payment of program fees.
- Chronic late pick-up.
- Situations that require specialized services that the YMCA is unable to provide.
- Parents or children who exhibit unsafe or unacceptable behaviour towards children and families, staff, Providers, students or volunteers.
- Refusal by parent/guardian to meet with the YMCA staff and/or consent to the use of support services for children if deemed necessary.



Program Information

Licensing and Quality Assurance

The delivery of safe and reliable programs and services is important to the YMCA. That's why we take great pride in our own program integrity support and the good work of our community partners and the Ministry of Education in the following initiatives:

Ministry of Education

YMCA Licensed Home Child Care is licensed through the Ministry of Education. Licensing requires a yearly renewal with the Ministry which includes home inspections by a Ministry Advisor. Inspections include: ensuring that proper ratios are met; Home Child Care & Early Years Act standards are met as well as quality of programs and Self-employed Home Child Care Providers.

Program Monitoring and Support

Unannounced visits are conducted by a Licensed Home Child Care Consultant and/or Supervisor at least quarterly. During these visits, the Consultant conducts an assessment provided by the Ministry to ensure overall quality indicators are met. The Consultant then generates a monitoring visit report to support the Home Child Care Provider with any feedback, suggestions, recommendations or positive reinforcements and is shared with the Home Child Care Provider.

College of Early Childhood Educators and Other Bodies

The College of Early Childhood Educators is the professional self-regulatory body for Early Childhood Educators in Ontario. The College mandate is to protect the public interest and ensure quality standards of practice of early childhood education.

Providers who are teachers and/or social workers adhere to the College of Teachers, the College of Social Workers or College of Social Service Workers. Providers with a diploma or degree from either of these colleges must hold a current, clear membership with their college and proof given to the LHCC supervisor as it is tracked to ensure compliance and placed in their personnel file. The LHCC supervisor is responsible for verifying that their membership is current and clear prior to employment.

Providers are responsible for renewing their memberships annually.

Inclusion

In keeping with our Charitable Purpose, Vision and Core Values, the YMCA believes in the development of healthy and confident children. We're committed to treating children with respect and dignity to help them grow in a safe, nurturing and learning environment to reach their full potential.

Diversity and social inclusion is central to our work at the YMCA. We believe that all children and families should have an inclusive and respectful experience in our programs.

- YMCA programs are designed to develop children in spirit, mind and body • Every child is a unique individual and adds value to our program
- Parents and families are involved, consulted and informed partners with YMCA Providers
- YMCA Providers strive to ensure the environment and programs are adapted to meet the needs of all children.
- YMCA Providers seek out community partners to enhance our ability to support children with special needs through training and consultation

Program Information

Arrival and Departure

Each YMCA location ensures the safe arrival and departure of children through a guided, step by-step process that all Educators are familiar with.

Safe Arrival procedures include:

- Morning Wellness Check Phone Calls, for all children in all programs
- Afternoon Wellness Check Phone Calls with School and/or Transportation Providers to confirm attendance, and Afternoon Wellness Check Phone Calls to Parent/Caregiver for school age children

Morning Wellness Checks for all children will be made between 9:00 and 11:00 am, depending on the child's routine, to confirm attendance or absence. If we are unable to reach a Parent/Caregiver, the secondary Emergency persons will be contacted.

Afternoon Wellness Checks for School Age Children will be made immediately following school dismissal.

If we are unable to confirm a child's whereabouts, Emergency Services will be contacted, and a Serious Occurrence will be filed with the Ministry of Education.

Safe Departure procedures include:

- Authorization in writing for all adults picking up a child.
- Advance notification from Primary Caregiver when another Authorized Person will be picking up a child.
- Contacting the Primary Caregiver if another Authorized Person arrives without advance notification.
- Consent to Release to Supporting Agencies Forms that must be completed, signed, and dated by the Parent/Caregiver and Supervisor/Site Lead that will allow children to participate in school-sanctioned extra-curricular activities and/or receive third-party supports during YMCA program hours.
- Consent For Walking Children Forms that must be completed, signed, and dated by the Parent/Caregiver, Supervisor, and Manager to allow a child at least 10 years of age to arrive at and/or leave the YMCA program unsupervised.
- Procedure for Educators to follow if a child has not been picked up by the end of the program day.

When Someone Else Picks Up Your Child

Please notify the Home Child Care Provider when an alternate person is picking up your child. For safety purposes, no child shall be released to an adult not authorized by a parent to pick up. The person must be listed on the child's registration form (as an emergency contact or authorized pick-up person) and must have photo identification. Any additional persons authorized to pick-up must be in writing. The YMCA will not release to anyone under the age of 16, unless we have a written letter from the legal parent giving permission for further consideration.

Parenting Plan for Custody Agreements

The topic of divorce or legal separation can be very difficult for children and everyone involved. Ensuring that the YMCA has a clear and legally-binding custody agreement in place at the time of registration is imperative for all parties. The parent or custody agreement should clearly outline who has sole or joint custody for drop-off, pick-up and communication purposes.

Please note: The YMCA cannot deny access or information to any legal parent or guardian without a current legal custody agreement.

Program Information

Sleep Supervision and Position Requirements

YMCA Providers are required to follow the guidelines set out in the *Joint Statement on Safe Sleep* from the Public Health Agency of Canada which states that infants under 12 months of age are to be placed on their backs to sleep until such time that they can independently flip over onto their stomachs.

Your physician may recommend otherwise in writing. It is preferred that infants under 12 months do not have any blankets or toys in the crib. The YMCA Provider will monitor your infant and remove the item from the crib as soon as they fall asleep. Families will be consulted respecting their child's sleeping arrangements at the time the child is enrolled and at any other appropriate time. YMCA Providers routinely perform direct visual checks of sleeping children. Anytime a Provider observes a significant change in a child's sleeping patterns or health during sleep it will be communicated to parents.

Student and Volunteer Supervision

The YMCA promotes opportunities for personal growth, community involvement and volunteerism. Students and volunteers are welcome in our licensed child care programs. All volunteers and students participate in an orientation and review of all relevant policies and procedures. All adult volunteers complete a Police Record Check, Vulnerable sector screening through Police Services. Students and volunteers do not have unsupervised access to children in any of our licensed child care programs and are never counted in ratios. They are always paired and mentored by a YMCA Provider and overseen by the program supervisor.

YMCA Child Guidance Procedure

At the YMCA, we believe that everyone has the right to feel safe and welcome while participating in our programs. We promote respectful interactions between children and their peers and between children and adults. As early educators, we understand that children may become frustrated and will need our support to redirect their actions for positive outcomes. Our Providers receive ongoing support and training internally and externally through our community partners/experts to help guide children's behaviours in a positive way.

Some of the strategies we use include, but are not limited to:

- Acknowledge the child's feelings and restate how they are feeling;
- Try to involve the child in solutions or ideas of how to help them with their problem; and
- Support positive interactions and help guide challenging behaviour.

As Providers the following strategies are used, but are not limited to:

- Redirection (I.e. Would you like to do a puzzle or read a book together?);
- Use logical and natural consequences (I.e. How do you think that makes your friend feel?);
- Setting Limits for all children (I.e. Use your words, hands hurt.);
- Role modeling and praise providing choices and time for children to adjust and plan for transitions;
- Providers can anticipate reactions or behaviours by observing or to be close by to assist; and
- Support self-regulation (help the child with their coping skills).

The YMCA follows the below strategies as outlined from the College of Early Childhood Educators (CECE):

- Nurturing responsible relationships;

- Forming positive perspectives;
- Promoting the development of self-regulation; and
- Reflecting on professional practices

Unfortunately, there may be times when the above-noted strategies are just not working and the behaviour affects the health, safety or well-being of the child, other children, adults, or participants. In these cases, each situation is treated individually and consultations with the supervisor, family and external supportive partners may be required to find the best resolution for a positive outcome for everyone.

Should the behaviour be consistently intentional and harms others (physically or emotionally); the YMCA will contact the parent to discuss the behaviour and strategies. However, depending on the seriousness of the behaviour, the child may be required to be picked up early or care suspended if the behaviour is consistent and affects the safety and well-being of all participants. All other strategies will be put in place before suspension is a consideration.

YMCA Child Care is a shared experience for everyone to enjoy. The YMCA of Northeastern Ontario holds the right to discontinue services if the well-being and safety of others are at risk.

Thank you for your understanding and for helping to make the YMCA a safe place for everyone.

Accident or Incident Reporting

Children are active and curious. It is not uncommon for young children to experience cuts, scrapes, and bruises while running, jumping, and playing. All YMCA Providers hold valid certification in Standard First Aid and CPR-C (Adult, Child and Infant CPR) and have been trained in emergency procedures. When an accident or incident occurs, YMCA Providers will record the details on the YMCA Child Care Accident/Incident Report and provide you with a copy.

In the event a more serious incident involving your child occurs, YMCA Providers have been trained to respond based on the severity of the injury. YMCA Providers will either call emergency support services (911) and/or you or your designated emergency contacts to take your child for medical evaluation/support.

Serious Occurrence Reporting

Serious incidents are reportable by the YMCA to the Ministry of Education Child Care Quality, Assurance and Licensing Unit within 24 hours of the supervisor becoming aware of the incident. Details regarding the serious occurrence will be posted near the entrance of the program for 10 days. A serious occurrence incident is defined as; a life-threatening injury or illness, an allegation of abuse and/or neglect by a Provider, student, or placement volunteer, a missing or unsupervised child, unplanned disruption of normal operations, or the death of a child.

Our Legal Duty to Report Suspected Child Abuse

We all share a responsibility to protect children from harm. This includes situations where children are abused or neglected. Ontario's Child and Family Services Act (CFSA) provides for protection for these children.

Section 72 of the Act states that the public, including professionals who work with children, must promptly report any suspicions that a child is or may be in need of protection to a children's aid society (CAS). The Act defines the phrase "child in need of protection" and explains what must be reported to a CAS. It includes physical, sexual and emotional abuse, neglect, and risk of harm.

For more information, please contact your local CAS or the following link: www.children.gov.on.ca/htdocs/English/childrens aid/reporting abuse/abuseandneglect.aspx

Program Information



Police Record Check (Vulnerable Sector)

The YMCA of Northeastern Ontario places a high regard of trust in the integrity of its Providers who work with children or vulnerable persons attending YMCA programs.

The YMCA recognizes its responsibility to promote safe environments and practices and to protect children and vulnerable persons from abuse and exploitation. To help in this mission, we require all Providers, students and volunteers to obtain a Police Records Check (Vulnerable Sector) and must be dated within six (6) months prior to commencement of signing a contract. This policy is in addition to our Association's Protecting Children & Vulnerable Persons Policy regarding the recruitment and selection of Providers and volunteers.

The YMCA must ensure that all Providers, volunteers and students obtain a new vulnerable sector check every three (3) years or upon request and provide offence declarations for every year that vulnerable sector checks are not required.

Program Information

Personal Belongings

Items that are brought into a program from home must be labelled with the child's name. Please be advised that the YMCA is not responsible for any lost or stolen items.

Your Child's Toys

Our Home Child Care Providers have a variety of age-appropriate toys and activities for your child to enjoy, and children are encouraged to share as part of their learning experience. We ask that children keep their personal toys at home. Designated 'Show and Share' days allow your child to bring in a special toy from home on that day to talk about and share with their peers.

What to Bring?

You will need to supply the following:

Infant/Toddler

- Complete change of clothing
- Seasonal outdoor clothing
- Lightweight and breathable blanket for rest time
- Diapers and wipes
- Bottles/sippy cups
- Refillable water bottle
- Formula or expressed milk if your child has not transitioned to 2% milk. Health Unit recommends 3% for children under two years
- Sunscreen
- Appropriate indoor footwear (flip flops are not considered safe for play)

Preschool

- Complete change of clothing
- Seasonal outdoor clothing
- Blanket for rest time
- Pull-ups and wipes
- Sunscreen
- Appropriate indoor footwear (flip flops are not considered safe for play)
- Water bottle

School-Aged

- Complete change of clothing
- Seasonal outdoor clothing
- Backpack or gym bag
- Appropriate indoor footwear (flip flops are not considered safe for play)
- Hat
- Refillable water bottle
- Sunscreen
- Insect Repellent (Optional)



Program Information

Anaphylaxis Policy

We strive to minimize the risk of exposure to known allergens to the children in our care. If a child has an anaphylaxis allergen, it is the parent's responsibility to inform the Provider of a child's allergy at the time of registration and update us if any changes occur. Parents are asked to provide and/or complete a detailed "Individual Anaphylactic Plan" (IAP) for their child and to train the Provider prior to the first day of care. Allergy lists are posted in all program areas. An Anaphylaxis Alert Poster is placed at the entrance of the program.

Any special dietary and feeding arrangements based on written instructions from the parent of the child must be followed. Families are required to provide their own specialty items (including infant formula or baby food). Due to children with allergies and food restrictions, the YMCA requests that certain foods from home not be brought into our programs. These items are posted.

There may be special circumstances or occasions, such as celebrations where you would like to provide a treat. Prior to bringing them in, however, they must be first approved by the Home Child Care Provider.

Well-Being

Illness in group settings is often unavoidable. If your child shows symptoms of ill health such as fever, vomiting or diarrhea, your child will not be admitted to care. In the case of discharge from eyes or ears and rashes unknown by Providers, a physician's note may be required stating the nature of the illness and that the child is cleared to return to group care. If your child develops symptoms of ill health while in our care, you will be contacted to pick-up your child. In order for children to attend care they must be well enough to go outside and participate in all aspects of the program. Exclusion periods vary per illness. Please speak to the supervisor or refer your local health unit guidelines to determine when your child can return to care.

Head Lice

Head lice and nits are usually present in our community at any given time.

To child care programs and schools, this nuisance is usually more prevalent after each major school break: after summer and winter holidays and after the March Break.

Throughout the year, spot checks will be conducted on children and Providers. If a child has either nits or lice, contact will be made to immediately have the child picked up. The child must then be treated and all nits must be removed prior to admittance to the program. There are no exceptions to this policy in order to ensure the lice is contained to the best of our ability.

Your cooperation is greatly appreciated in this matter.

Chronic Illness and Children with Medical Needs

When a child is under a doctor's care that requires on-going medication or treatment, it is considered a 'chronic illnesses. Illnesses such as allergies, asthma, diabetes, epilepsy, etc. are considered chronic; which simply means the child requires ongoing care. In most cases, children with chronic illnesses attend YMCA programs with no difficulties. However, it is up to the supervisor and manager to assess the child's chronic illness at the time of registration or when the illness has been identified to ensure the YMCA is able to manage the illness and/or condition. Parents are required to complete an "Individual Medical Plan" (IMP) in cooperation with or reviewed by the supervisor and signed-off by the Provider, students and volunteers prior to their child beginning care.

Program Information

Infectious and Communicable Diseases

The YMCA follows the Ontario regulations under the Health Protection and Promotion Act. Working with the Sudbury and District Health Unit and the North Bay Parry Sound District Health Unit, the YMCA has developed guidelines for proper disinfection and follows their direction regarding reporting of communicable diseases and exclusion periods from our programs.

Medication*

Prescription medication must be prescribed by a licensed physician or accompanied by a doctor's note to be administered. Parents are required to complete and sign a Medication Consent form outlining dosage and times to be given. Over-the-counter medication will only be given if accompanied by a note from a licensed physician stating the medication name, dosage and time-frame to administer. All prescription or non-prescription medication must be in the original container, labelled with the child's name, date of purchase, name of drug, dosage, storage instructions and accompanied with the assigned measuring device.

Please note: parents may sign an authorization for application of ointments and other creams.

**All medication must be given to a YMCA Provider. It can never be left in the cubby area or backpack.*

Water Safety Guidelines

Sensory exploration is an integral part of the "How Does Learning Happen?" curriculum. A part of sensory exploration is the use of water play tables, splash pads, sprinklers and hoses. When these items are used, a Home Child Care Provider must be positioned directly in the area of play. If no other outdoor play activities are taking place at the same time, all Home Child Care Providers are expected to supervise the water play activities. Portable wading pools are not to be used for water-based activities.

When visiting a regulated public pool, the Home Child Care Provider must ensure that the following is in place:

- A qualified lifeguard is on duty at all times
- Rules and regulations of the public pool are followed
- Children are directly supervised by an adult (18 years or older) at all times
- Parents are advised and have signed-off permission for their child to participate in the field trip
- Child Care & Early Years Act ratios and public pool ratios are maintained at all times
- All children under 6 years are wearing an approved life jacket (check weight) at all times
- Parents must provide life jackets

Home Child Care Providers must prohibit the use of and access to all standing bodies of water (e.g. ponds) and recreational in-ground/above-ground swimming, portable "kiddie" inflatable wading-type, and hydro-massage pools, hot tubs, and spas located on the premises.



Program Information

Nutrition

Our Home Child Care Providers offer a variety of nutritious morning snacks, lunches and afternoon snacks. To ensure that your child receives a well-balanced meal, our menus follow Eating Well with Canada's Food Guide and are planned in consultation with the YMCA Licensed Home agency, North Bay Parry Sound Health Unit, and the guidelines set by the Ministry of Education.

Due to children with allergies and food restrictions, the YMCA requests that certain foods from home not be brought into our programs. These items are posted.

There may be special circumstances or occasions, such as celebrations where you would like to provide a treat. Prior to bringing them in, however, they must be first approved by the Home Child Care Provider.

Nuts and Other Allergens

We are a peanut/nut sensitive environment. If you provide food for your children, please ensure that all food does not contain nor may contain nuts or peanut products. Please check with your child(s) program for a list of food restrictions.

Infant Food and Beverages

The YMCA is required to have written instructions from a parent with regard to feeding for all children under one year of age. Instructions are to be kept in the child's file, Baby food should never be fed to a child directly from the jar/container. Transfer the food from the jar to a bowl/plate.

Do not save leftover formula, milk, or expressed milk from a bottle that has been served to a child.

Expressed Milk

Expressed milk must be treated like any other body fluids. Safe handling, storage, thawing, and dispensing are required to minimize the risk of illness for children and adults.

Do not microwave expressed milk or formula because microwaves often heat unevenly and scalding can result. In addition, microwaving expressed milk may affect its quality.
If plastic baby bottles (polycarbonate) are used, ensure that the heating of milk or preparation of formula is done in non-plastic containers. Allow the liquid to cool to lukewarm in a non-plastic container and then transfer it to bottles. Heat can break down plastic and cause chemicals such as bisphenol A (BPA) to leak into beverage/food.

How to Handle Expressed Milk:

1. Wash hands before and after handling expressed milk.
2. Wear vinyl gloves when dispensing expressed milk from one container to another. Wash hands after removing gloves.
3. Ensure expressed milk storage containers and bottles are labeled with the child's name, name of child's mother, and date breast milk was produced.
4. Expressed milk must be kept refrigerated at 4 degrees C (40 degrees F) or lower and separate from other foods (e.g. plastic container with lid) until served.
5. Discard any leftover expressed milk in bottle/cup after child has finished drinking.

Children drinking expressed milk need to be supervised closely to prevent sharing with other children. If a child drinks expressed milk intended for another child, contact Public Health for guidance and inform the parent of the child who drank the breast milk.

Program Information

You can also access a copy of the Eating Well with Canada's Food Guide at www.hc-sc.gc.ca/fn-an/food-guide-



Outdoor Play

The YMCA strives to make outdoor play safe, adventurous and fun for all children. We follow the Child Care and Early Years Act which requires that children who are enrolled in full day care have two hours of outdoor play each day, weather permitting. Before and after school programs have 30 minutes of outdoor play each day. Please ensure that adequate clothing is provided so that your child can participate comfortably in these daily outdoor activities.

Extreme Weather

During extreme weather alerts, including, cold, heat, smog, wind chill advisories children will not participate in the outdoor program and an alternative indoor plan will be implemented.

Sunscreen Policy

Parents are asked to provide personal sunscreen from home. Each full day program uses sunscreen with SPF of 30 or higher that offers UVA and UVB protection for all children over one year of age. This will be applied both morning and afternoon during the summer months. It must be nut free and labelled with their child's name.

West Nile Protocol

Human illness from West Nile virus is rare, even in areas where the virus has been reported. In accordance with the Sudbury and District Health Unit, the North Bay Parry Sound and District Health Unit, the YMCA is taking this health situation seriously. From May 1st until September 31st, a YMCA Provider may apply insect repellent that you have provided upon written consent.

Off-Premises Activities

Throughout the year, trips are made available based on the interests of the children. A permission form will be given to parents outlining the planned destination, method of transportation, time, date and learning objectives. These forms must be signed and returned to your child's Provider in order for your child to participate. Children participating in off-site activities are supervised by an adult at all times. Furthermore, students or volunteers are never counted in ratios or left alone with a child or a group of children.

Parents and/or family members are welcome to volunteer for their child's planned trips. Please contact us if you would like to do so.

Please note: All volunteers for field trips must be 18 years of age. Prior to volunteering, they are required to obtain and submit a Police Records Check (Vulnerable Sector), current within six months and/or sign a declaration for special occasion volunteering.

Program Information

Emergency Management

The YMCA has developed clear policies and procedures for emergency management.

Home Child Care Providers roles and responsibilities are clearly outlined in the event of an emergency, the most important being that Providers will ensure that children are kept safe, are accounted for and are supervised at all times during an emergency situation.

All YMCA Providers, students and volunteers are required to sign-off on the "Emergency Management Plan for Child Care" annually and when changes are made.

If an emergency occurs, every attempt will be made to contact parent(s). If they can't be reached by telephone, parents will be informed by local radio/television stations, our website and/or social media postings.

The YMCA conducts monthly and annual emergency drills so that the children and Providers are well-prepared in the event of an emergency.

Smoke Free Policy

All Home Child Care Providers and persons who are ordinarily residents or who are regularly at the premises are notified that smoking or vaping (tobacco or cannabis) is prohibited. Signage must be posted indicating that smoking/vaping (tobacco or Cannabis) is prohibited, ensure that there are no ashtrays inside the premises where home child care is provided and ensure that any individual who refuses to comply with the requirements does not remain at the premises. Failure to comply could result in a penalty of up to $5,000.00

Parent Partnership

Parents are encouraged to participate in the program whenever possible. Parental involvement is a key element to the success of your child's experience in YMCA Child Care. Participation can include verbal or written feedback, sharing information about your child's development, attending meetings or events.

In addition, the YMCA sends out an Annual Family Survey to help provide us with feedback to ensure that we are providing your child with the best possible care. The surveys are shared with the Providers to give them your positive feedback and/or recommendations.



Addressing Parental Concerns

Resolving Parent Issues and Concerns

YMCA Providers are dedicated and committed to connecting, partnering, and engaging parents to provide the best possible care for each child. Daily conversations benefit the child, family, and the Provider and help provide consistency to understand the child and plan for their success. These daily interactions provide families and the Providers an opportunity to discuss their child's progress and any concerns or challenges.

In these situations where an issue or concern arises, the YMCA takes these concerns very seriously and will together work with the family as a YMCA team to reach a resolution in a timely, confidential, fair, respectful manner in keeping with our YMCA Core Values. All parent issues or concerns are taken seriously and will be responded to within a 24-hour time frame of being advised.

Steps for Resolving Parent and/or Guardian Issues or Concerns

Every effort will be made to resolve issues or concerns with the Provider, Supervisor or Program Manager. The person who raised the issue will be contacted, the issue or concern will be reviewed, and the YMCA will outline the findings and will explain how the YMCA proposes to resolve the issue/concern to the mutual satisfaction of both parties whenever possible.

The YMCA recommends the following process to help resolve a concern or issue:

1. Speak to the Provider/staff person involved;
2. If unresolved, speak with the program supervisor;
3. If unresolved, contact the Program Manager;
4. If unresolved, contact the Vice President of Child, Youth & Family Development;
5. If unresolved, contact the Chief Executive Officer; or
6. If still unresolved, contact the Board Chair, The contact information for the above-persons is available at each child care and school-age program.

Possible Nature of Issues or Concerns and Steps for Parents to Report

Program Room-Related
(E.g.: sleep, feeding or diapering, toilet training, daily activities, etc.)

- Bring forward your issue or concern to the Provider directly or the supervisor.

General, Home or Operations
(E.g.: child care fees, hours of operation, staffing, waiting list, menus, etc.)

- Bring forward your issue or concern to the supervisor and/or Manager.

Concerns about a YMCA Provider or Consultant/Supervisor Conduct

- Bring forward your issue or concern to the individual directly or to the supervisor.
- If it's concerning the Provider, then the supervisor or management will address the issue or concern.
- If it's concerning the supervisor, the issue will be addressed by management or the Vice President of Child, Youth & Family Development.

Student/Volunteer-Related

- Bring forward the issue or concern to the Provider responsible for

Addressing Parental Concerns

- supervising the volunteer or student or the supervisor.

Important: All issues or concerns about a Provider, student or volunteer's conduct that puts a child's health, safety and well-being at risk should be reported to the supervisor immediately.

Steps for YMCA or Provider in Responding to Issue or Concern

1. Address the issue or concern at the time it is raised; or
2. Arrange for a meeting with the parent/guardian within 24 hours.
3. Document the issues/concerns in detail (YMCA Incident Report):
    a. Date and time issue received;
    b. Name of person who received it;
    c. Name of person reporting it;
    d. The details of the issue/concern; and
    e. Any steps taken to resolve it and/or information given to the parent regarding next step
4. If the person being notified is unable to address the matter, provide contact information for the appropriate person.
5. Ensure the issue/concern is investigated by the appropriate party within 24 hours or as soon as reasonably possible thereafter. If delays, document reasons in writing.
6. Provide a resolution or outcome to the parent/guardian who raised the issue/concern

Concerns about Suspected Abuse, Neglect or a Disclosure

Concerns about suspected child abuse, neglect or a disclosure is reportable to the local Children's Aid Society. Everyone, including the members of the public and professions working closely with children is required by law to report suspected cases of abuse, neglect or a disclosure. If a parent or guardian expresses that a child is being abused or neglected, that person will be advised to contact the local Children's Aid Society directly. The YMCA also has a legal duty to report once informed, or if a staff, Provider, student or volunteer suspect child abuse, neglect or there is a disclosure.

Escalation of Issues or Concerns

If after the above-noted processes have been tried and fair resolution to the mutual satisfaction of both parties, the YMCA would encourage parents and/or guardians to contact the Ministry of Education, Child Care Quality Assurance and Licensing Branch or any of the relevant regulatory bodies where they see their issue or concern may fall, such as, but not limited to; the local Children's Aid Society, local Public Health, local Police, The Ministry of Environment, local Fire Department, The College of Early Childhood Educators, The Ontario College of Teachers, The College of Social Workers and/or the local Municipality for Children's Services.

Each program has the contact information of the above-noted regulatory bodies

YMCA Home Child Care Program Statement

Program Statement Introduction

Welcome to YMCA Licensed-Home Child Care. Our program statement describes how our home child care programs support and foster early learning as well as provide a nurturing home environment. It will outline our view of the child, our philosophy and pedagogy as well as the goals and approaches used to ensure healthy child development.

It will also outline how we evaluate our home child care programs and Home Child Care Providers to maintain quality and how we support the Home Child Care Providers who care with the children.

The YMCA Licensed-Home Program Statement is reviewed annually to ensure it is aligned with the Minister of Education's Policy Statement.

Philosophy
The study of the theoretical basis of a particular branch of knowledge.

Pedagogy
The method and practice of teaching. Goal An aim of desired result.

Approach
A means of attaining a goal.

Holistic Development
The philosophy or view of human development that recognizes the necessity to include all aspects or domains of development in order to understand the whole person.

Sanction
For a recognized authority to give approval of something.

Innate
Existing from birth (i.e. born with).

Our View of the Child

Every child is special in the eyes of their parents and those who love them. The children are also special to us. As educators of young children, we know that each child is an individual of great human worth and potential. Every child is different in their looks, their growth patterns, their genetic make-up, their previous experience, the way they think and in every aspect of what makes them human beings. We appreciate each child's uniqueness and view the child's growth and development as occurring in a holistic manner.

At the YMCA we understand that children learn through play. Play by definition is enjoyable, spontaneous, active, and undertaken without external goals and sanctions. This means children are self-learners and do not require an adult to choose what or how they should learn. When the child's natural activity of play is supported by caring and responsive professionals in positive, developmentally appropriate learning environments, we believe, a child will flourish. The child's innate competence, capacity, curiosity and potential will be maximized.



YMCA Home Child Care Program Statement

YMCA Licensed Home Child Care Curriculum

The YMCA of Northeastern Ontario's Licensed Home Child Care Services follows the frame work of "How Does Learning Happen?", which promotes a shared understanding of what children need and what can be done to help them grow and flourish. It is not a checklist of tasks to complete or a template for a "one-size-fits-all" approach, and it is not a rating scale for measuring quality. Rather, "How Does Learning Happen?" emphasizes how important positive relationships are to success of early learning licensed-home child care programs. The four foundations of this document, which Home Child Care Providers practice, are Belonging, Well-being, Engagement and Expression.

The term quality means different things to different people. In How Does Learning Happen? quality refers to the kinds of programs that, according to research and practice from around the world, contribute to positive experiences and outcomes for children.

The term pedagogy refers to the process of understanding and supporting learning.

In addition to meeting children's basic health and safety needs, Home Child Care Providers:
• Build positive and responsive relationships;
• Focus on children's social, emotional, physical, creative and cognitive development in a holistic way;
• Provide environments in which children learn through exploration, play and inquiry;
• Engage with families and value their strengths, contributions and unique perspectives;
• Use pedagogical documentation to study, interpret, make visible and help inform children's learning and development; and
• Support children as they learn along a developmental continuum and allow for smoother transitions from one program to another.

Minister of Education's Policy Statement on Programming and Pedagogy
www.edu.gov.on.ca/childcare/programCCEYA.pdf

"How Does Learning Happen?" Ontario's Pedagogy for the Early Years
www.edu.gov.on.ca/childcare/pedagogy.html

Early Learning for Every Child Today (ELECT)
www.edu.gov.on.ca/childcare/oelf/



Curriculum
The deliberately organized part of the child's experience and the experience that occurs through everyday aspects of life. Playing to Learn is a curriculum based on play development.

Social Learning
The process of acquiring knowledge about individuals and groups by observing, imitating and interacting with others.

Emotional Development
The complex changes within the individual over time that involves the self and feelings and regulating behaviour.

YMCA Home Child Care Program Statement

Our Statement on Play

Each child can reach his or her full human potential through play. Our intention is to provide the best possible environment that allows the best possible play for all children in our care. We endeavor to meet the play needs of all children and must do whatever possible to support their natural urge to play.

Play helps the child to be both engaged with everyday realities and to be absorbed in an ecstatic self-forgetfulness. It ensures involvement, enjoyment and various forms of success. Play can be powerful or profound, but it is always purposeful.

Play is a vehicle that propels learning and development. Play and development are intertwined; neither precedes the other. All domains of development are supported by play, and play has the additional benefit of being self-initiated and therefore a joy rather than a chore. Play makes discovery pleasurable, but it also propels the child into the vast realm of learning.

Play fosters **skill** development. It offers opportunities for gaining new skills as well as refining existing ones.

Play is directly linked to the child's learning. His or her **cognitive** development and academic success are enhanced by the play experience.

Play is **physical** and increases activity levels, fitness, balance, gross motor skills and fine motor actions. A wide range of scientific, mathematical, perspective-taking and other cognitive processes in discovery and other types of play.

Play is **social** and aids in **language** learning while supporting social skills development. Self-concepts and emotions are better understood through play, as is the building of **emotional** intelligence. Important **self-regulatory** skills may be acquired and reinforced through play.

Play builds **resilience** and can help children **manage stress**. There are often therapeutic benefits to play. Typically children direct their play in ways that address their own socio-emotional issues.



Learning
The process of changing existing understanding to accommodate new ideas; acquiring new knowledge, skills, and/or dispositions; discovering through play.

Body
The physical self.

Mind
The individual's place of thinking; human consciousness emanating from the brain.

Spirit
The part of the self that transcends the physical self or thought processes.

Developmental Domains
The categories that academics and practitioners use to manage the vast amount of information about human development.

Skill
A learned behaviour.

Cognitive
Related to thinking or reasoning.

YMCA Home Child Care Program Statement

Licensed Home Child Care Curriculum Goals & Approaches

1) Promoting Health, Safety, Nutrition, Well-Being and Inclusiveness:

Keeping children healthy and safe is a priority at the YMCA and we understand that the well-being of a child is a parent's # 1 concern.

Therefore, we have developed comprehensive, research-based procedures to support children. Some of the procedures in place at the YMCA include:

- Safe home environment and supervision of children
- Working with community agencies to support Individual Support Plans.
- Child protection procedures and training
- Sanitation and disinfection procedures
- Menu planning following the Canada Food Guide
- Communicable disease prevention
- Emergency procedures
- Standard First Aid and CPR training
- Police Record Checks (Vulnerable Sector) for Home Child Care Providers, Back-Up Providers and anyone living in their home over 18 years of age.

2) Supporting Relationships:

At the YMCA, we understand that young children flourish in all areas of development when they are in positive and responsive relationships with adults. YMCA Providers build a foundation of trust with children by being available, sensitive, responsive, and caring. We work alongside community agencies to ensure all children are supported through individual program plans.

YMCA Providers create an inclusive and respectful environment to foster positive, equitable, and collaborative relationships. When children feel safe, secure, valued and a contributing member of their world they are able to explore, discover, try new things, grow, learn and develop. To support your child's care, growth and development, YMCA Providers interact and communicate with parents on a daily basis sharing observations, documentations, and reflections.



Gross Motor Skills
Learned actions involving the large muscles of the body. (E.g. kicking a ball)

Fine Motor Skills
Learned actions involving the small muscles of the body, including the hands, mouth and feet. (E.g. cutting with scissors)

Self-Regulation
The child's conscious or unconscious control of their body, relationships and other aspects of him or herself.

Resilience
The ability to recover quickly from difficulties.

Well-Being
The state of being comfortable, healthy or happy.

Responsive Caregiving
The process of offering consistent, reliable care via careful observation of cues.

YMCA Home Child Care Program Statement

3) Encouraging Children to Interact, Communicate, & Self-Regulate:
The YMCA believes that it is the role of the adult in a child's life to support them to learn how to interact effectively with the world around them including other children, adults, and the environment.

Generally self-regulation involves gaining a degree of control over one's bodily functions and impulses, managing one's emotions, changing one's behaviours and maintaining focus or attention on something or someone.

"The better a child can stay calmly focused and alert, the better he integrates the diverse information coming from his different senses, assimilates it and sequences his thoughts and actions." (Shanker 2012)

"Caring consistent relationships with adults, provide external supports that serve as the basis for developing self-regulation." (Gillespie & Seibel 2006)

Some of the approaches implemented by YMCA Providers to set the stage for positive interactions among children include:

- Home Child Care provides a small group experience that allows for more individualized adult attention,
- Providers role model inclusive, respectful, and collaborative interactions with children and other adults,
- Providers ensure the learning environment is flexible so they can respond in the moment and build on or scaffold the children's interests,
- Providers ensure toys, equipment and materials are plentiful and available to children at all times,
- Children are given freedom to make choices,
- By engaging as a play partner with children, Providers are able to demonstrate pro-social skills including promoting discussion, problem solving when conflict arises and understanding how their actions affect others, and
- Providers attend trainings that address self-regulation and resilience.



Discover
To find something unexpectedly.

Observation
The informal or formal perception of an individual or group of people, or the perceptions gained from looking at an environment or object.

Documentation
The process of observation, data collection, careful analysis and reflection resulting in display that is an integral part of a play curriculum.

Reflective Practice
The capacity to reflect on action so as to engage in a process of continuous learning.

Strategy
A plan or method of achieving a goal.

4) Fostering Exploration, Play & Inquiry:
Children are born with a natural sense of curiosity and wonder. They play naturally. As parents and educators, we watch children explore their world through their senses, repetition of tasks, imitation, asking questions, pretending. But what are children really doing? Children are putting together all the pieces of how the world works through exploration, play and inquiry.

YMCA Providers understand the importance of play. They foster, expand and scaffold this natural talent called "play" by being:

- Active participants,
- Architects of the play space,
- Keen observers & reflective practitioners,
- Planners & reporters, and
- Collaborators.

Observing a day-in-the-life of a YMCA child care program, you will note that the majority of activities are directed by the children. Children decide where, when, what and how they wish to play. Their decisions are based on their interests and curiosity. The Provider responds by adapting the environment and adding new toys, materials and equipment, posing questions, and being a play partner. This sets the stage for further play, inquiry, discovery and learning.

For example, an initial interest in bugs was extended into the interest of insects and worms. Whatever the children currently know about bugs, insects and worms is enhanced when the environment is transformed to promote independent and co-learning opportunities. A butterfly cove and ant farm could be set up to stimulate conversation and respect for nature while building on their existing knowledge new information is provided. Upon invitation to play, the Provider becomes a play partner to promote inquiry and discovery following the child's lead.



The Provider's role is to support play so that learning and development flourishes.

Role-Modeling
Demonstrating appropriate behaviour that can be seen by the children so that they can observe and internalize what they see; showing how a particular role is conducted.

Scaffold
The role of the adult (or more mature child) in providing a mental bridge to support a child's learning.

Pro-Social Skills
Learned behaviour that demonstrates empathy, esteem, honour and consideration to another person.

Curiosity
Mental interest that leads to behaviours of discovery and learning.

Inquiry
The act of asking questions in order to gather information.

We may investigate the parts of an ant, grab our magnifying glasses and head outdoors on a special adventure searching for bugs. As we scaffold learning by studying life-cycles of caterpillars and bees, we might extend it to include plants and trees. When we interact with the children, we introduce new vocabulary and *experiences related to their interests. The* activities provided in the math centre could allow opportunities to compare and classify things that grow from seeds. Planting seeds could lead to a hypothesis regarding how long it will take to grow and they might create a graph to chart the growth. The spontaneous exploration will occur naturally and the Provider will respond by being a keen observer, recorder, modeler and responder.

5) Providing Child-Initiated & Adult-Supported Experiences:

Children and parents are warmly greeted upon arrival and after a brief check-in to share news from the evening before, the children get down to the serious business of playing.

The home is set up with a variety of activities that support the observed interests of the children. The children might join some friends at the creative art table to work collaboratively on a collage, or they might work on a Lego structure they safely stored on the counter to complete the next day.

There are no expectations imposed by the Provider or curriculum on where children play, or whom they play with, or how long they play at one activity. That is for the child to choose based on their interests.

You may overhear a small group of children in the dramatic play centre dressed in costumes acting out a scene of being “mama, papa, and baby at the doctor”. The Provider has been assigned the role of “doctor” by the children and takes this opportunity to ask the children questions that expand their understanding of what happens at a check-up.

Tomorrow the Provider supports the children’s interest by adding books about doctors and hospitals to the dramatic play centre hoping to build on the children’s interest and spark more questions and play; resulting in more learning.



Child Directed Play

Spontaneous activity initiated by the child that is allowed to take the course decided upon by the child; may involve careful adult planning.

Play Partner Relationship

One or more individuals playing together with a shared interest; in the case of adult-child play partnership, the adult allows the child to take the lead.

Dramatic Play

Sustained pretend play in which the child acts out a role using movement and props.

Child Centered Education

A philosophy of childcare and education that emphasizes the importance of the child’s need to direct his own activity, to make play choices spontaneously, and to learn at a self-determined level.

YMCA Home Child Care Program Statement

6) Planning Learning Environments to Support Every Child's Learning:

At the YMCA we understand that the parent is the child's first teacher, the YMCA Provider is the second teacher and the learning environment is the child's third teacher.

The YMCA's unique approach to planning and creating learning environments supports children's play so that early learning and healthy development is maximized.

The home setting provides children with a nurturing and safe environment that includes soft furnishings, items from nature like: plants and pets, photographs and accessories which make children feel comfortable and safe.

Our Home Child Care Providers understand that children learn holistically, not in one area of development at a time. We understand that riding a tricycle involves gross motor and fine motor skills but the play children engage in while riding a tricycle involves many more - communication skills, social skills, etc.

Therefore you may find books, paper and crayons in the block area because children are using these items to figure out how to build a bridge from one shelf to another. Or you may find play dough in the dramatic play area where children are making pizza. And on a beautiful day you may see indoor furniture move outdoors to take advantage of the weather.

Planning
The act of preparing and designing experiences and activities (in this instance in accordance with YMCA curriculum).

Environment
Aspects of the immediate surroundings including the delineation of space, the presence or absence of objects, furniture, light, colour, toys and play things and the inclusion/exclusion of indoor and outdoor space.

Learning Centres
Specially prepared places where materials are provided to respond to children's interests or trigger new ones; spaces for learning in content specific areas; discovery or inquiry-based spaces designed by educators for small groups of children.

Play Materials
Any found items or purpose-made manufactured items that are used for props, for creative enterprises or construction.

Whole Child
A concept of the child that sees all developmental domains as interacting, the child being more than the sum of domains.



YMCA Home Child Care Program Statement

7) Incorporating Indoor, Outdoor, Active, Rest & Quiet Activities:

Our Home Child Care Providers design a daily schedule that meets the needs of the children and provides for a balance of activities throughout the day.

Consideration for the care requirements, age, developmental level, energy level, and interests of the children are included.

Generous blocks of time for children to explore, play, and inquire are included both indoors and outdoors.

Periods of active and quiet play are interwoven throughout the day both indoors and outdoors.

Outdoor play is to be included as part of the daily program. All children attending for more than six hours per day will be involved in a minimum of two hours of outdoor play, weather permitting (1 hour outdoors at a time is the maximum for infants). For before and after school children, a minimum of one half hour period outdoors per day is required.

At the YMCA, we don't let the weather stop us from having fun in nature. The children love to bundle up in warm dry clothes and head out to jump in puddles or make snowballs. In very poor weather, active play takes place indoors so that children get the physical activity their bodies require.

YMCA Providers are trained to keep transitions from activity to activity to a minimum so children get to play more.

However, young children thrive on regular schedules and feel secure when they can predict what will occur throughout the day; therefore snacks and meal times are consistent as is the rest period in the afternoon for young children.

Transitions

Aspects of the planned and unplanned day that create changes from one type of activity or event to another.

Family

A number of people who decide to live together or who are bonded by birth-ties, who share a home and who share common values and similar lifestyles; adults taking on a parental role and one or more children living and functioning as a unit.

Engagement

Time spent paying attention to something or someone.

Communication

The two way process of sending and receiving information to reach a shared understanding.



8) Child Guidance:

All Providers, volunteers and placement students will follow our
core values of caring, inclusive, responsible, honesty, respect and collaborative. They will ensure that every child has a sense of belonging, is developing a sense of self, health and well-being, every child is an active and engaged learner who explores their world with body, mind and senses and is a capable communicator who expresses themselves in many ways. Providers support children in developing strategies to remain calm and to regulate their emotions while recognizing the effects of their actions on others.

Any practice based on a negative control technique is not part of the YMCA Child Guidance Practices and Core Values and will be addressed promptly with the supervisor and documented accordingly (following our "Monitoring Compliance and Contraventions" Procedure).

The following **Prohibited Practices** that put children at risk or inhibit their growth, self-esteem and healthy development are unacceptable:

a) **Corporal punishment** of any child in our care;
b) **Physical restraint** of a child, such as confining a child to a high chair, car seat, stroller or other 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 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 the YMCA's 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 the child or undermine his or her self-respect, dignity or self-worth;
e) **Depriving a child of basic needs** including food, drink, shelter, sleep, toilet use, clothing or bedding; or
f) **Inflicting any bodily harm** on children including making children eat or drink against their will.

Child Protection

Everyone, including members of the public and professionals who work closely with children, share a responsibility to protect children and vulnerable persons from harm. The YMCA recognizes its responsibility to promote safe environments and practices to protect children and vulnerable persons.

YMCA Providers are trained to recognize the indicators of neglect and abuse and are legally required to report any suspicions that a child may require protection. The role of the child protection agency is to investigate and determine if there is any proof of abuse or neglect and implement supports for the child and their family. It is important that YMCA Providers ensure all reports are kept confidential, including only discussing with the family that a report has been made if the child protection agency authorizes them to do so.

9) Process for Monitoring Compliance and Contraventions

The following processes are in place to monitor compliance and contraventions:

Monitoring:

- Supervision of program areas on a regular basis conducted by supervisor or designate.
- All YMCA Provider's interactions and observations are monitored three (3) times per year (or as required) to ensure they:
    - Provide constant supervision of all children;
    - Use appropriate voice-tone;
    - Provide positive verbal reinforcements (feedback);
    - Respond to children in a gentle and welcoming manner;
    - Are positive role models for the children;
    - Establish and maintain control of their playspace, and
    - Show a genuine enjoyment for their educator role.
- The Home Child Care Consultant will use the Ministry's approved checklist as a tool to monitor compliance and contraventions of all policies, procedures and individualized plans under the Regulation. Reviewing specific policies and procedures is often a component of our monthly visit agenda.

The Ministry requires a thorough knowledge and policy review of the following procedures:

- Anaphylaxis, Emergency Management Procedures, Evacuation & Lockdown, Fire Safety, Individual Anaphylactic Plans (I.A.P.), Individual Medical or Support Plans (Medical or Specialized Needs), Medication, Playground Safety, Police Records Check (Vulnerable Sector), Program Statement & Implementation (includes Prohibited Practices and Process for Monitoring Compliance & Contraventions), Procedures for addressing with Parent Issues or Concerns, Ratios and Group Sizes, Sanitary Practices, Serious Occurrences, Sleep Supervision, Staff Training & Development, Supervision of Volunteers and Students, Waitlist Procedure., and COVID-19 Policies. The YMCA maintains sign-offs for all Providers, volunteers and students to verify compliance.

Measures Used to Deal with Contravention of Policies and the Use of Prohibited Practices:



- Any reports involving breach of the above prohibited practices and all YMCA Child Care Policies or Procedures are taken seriously and will be addressed with YMCA Management and our Human Resources Department.
- Individuals who violate the prohibited practices and this procedure are subject to disciplinary and/or corrective action up to and including termination of contract or volunteer assignment.
- Communications will occur with all appropriate governing agencies as required throughout the process (example: Ministry of Education, Employment Standards, Police, College of Early Childhood Educators, Ontario College of Teacher's, Children's Aid Society, etc.).
- Child Protection Policies are reviewed upon signing a contract and annually thereafter.

10) Fostering Engagement & Communication with Families:

At the YMCA we understand that a parent is the most important person in a child's life. YMCA Providers play a supporting role with parents or guardians. YMCA Providers and parents communicate on a daily basis about children's activities and health.

Getting to know family members is critical and including them in the program helps a child to feel a greater sense of belonging. Other strategies to engage parents include:

- Posting planning documents that include observations of children's interests and activities introduced by YMCA Providers,
- Celebrations & events,
- Parent surveys,
- Displays of children's artwork, projects and creations,
- Photographs of children at play.

YMCA Home Child Care Program Statement

11) Individualized Support Plans and Inclusive Programming:



Each YMCA Provider develops and reviews strategies for dealing with children who have special requirements as each child is different and each home will have their own particular environment and structures. The YMCA Child Care will ensure that an up-to-date individualized support plan is in place for each child with individual circumstances and includes:

a) A description of how the child care Provider will support the child to function and participate in a meaningful and purposeful manner while the child is in our care;

b) A description of any support aids, or adaptations or other modifications to the physical, social and learning environment that are necessary to achieve clause (a); and

c) Instructions relating to the child's use of the supports or aids referred to in clause (b) or, if necessary, the child's use of or interaction with the adapted or modified environment.

d) A plan that is developed in consultation with a parent of the child, the child (if appropriate for the child's age) and a regulated health professional or other person who works with the child in a capacity that would allow the person to help inform the plan.

12) Involving Community Partners:

The YMCA works closely with local community agencies and partners in order to support the children and families in our programs. We view the community as a valuable resource and our Providers plan learning opportunities to engage the community in our programs and we also invite other agencies to provide in-service training for our Providers to extend their knowledge and skills.

The YMCA actively seeks out opportunities to share our knowledge and to learn from others in the community through networking opportunities, community planning tables and conferences.

YMCA Home Child Care Program Statement

13) Supporting Providers Continuous Professional Learning:

The YMCA is committed to the ongoing professional development of all our Providers. What the Provider learns will benefit the children once the information is passed along and it will reinforce for the Provider what has been learned.



Home Child Care Providers are required to keep legislated training requirements like First Aid/CPR certification up-to-date, which means that all Home Child Care Providers are trained and maintain their Standard First Aid, including Infant, Child and Adult CPR.

On a day-to-day basis, the Home Child Care Supervisor and Consultant are responsible for the leadership, mentorship, coaching and development of Home Child Care Providers. Based on the learning needs of the Home Child Care Providers, the Home Child Care Supervisor or Consultant may meet with Home Child Care Providers to suggest strategies or to focus on a particular area, conduct regular visits to reflect and plan, offer regular training sessions or provide materials including links, articles, and various readings to supplement Home Child Care Provider's professional learning.

14) Documentation:



Quality assurance documentation includes:

- Monthly unannounced visits are conducted and documented to ensure quality control in all areas of the Child Care and Early Years Act,
- Quarterly Health and Safety inspections in the Home Child Care Providers home,
- Home Child Care Providers contracts are reviewed annually,
- Annual licensing and other regulated inspections,
- Daily program plan reflects children's interests, activities and developmental learning goals,
- Interactions between the Home Child Care Providers, children and family members are documented through behaviour management monitoring (every three months),

Home Child Care Providers also participate in a continuous cycle of observation:

- Observing children's play,
- Determining the children's interests,
- Planning activities that support their interests,
- Reflection of activities and the learning environment.

This process of continuous program assessment is called reflective practice. At each visit, Consultants are observing and engaging with Home Child Care Providers and children and evaluating the effectiveness of the learning environment to build on children's interests. The Home Child Care Providers review the planning process to look back on what did and didn't work and then plan for the future. They also work on supporting children's learning and development through their activities, interactions and play space.

Annual Review

All YMCA Providers, volunteers and placement students must adhere to a number of policies and procedures, our Child Care Program Statement including; Ministry of Education, Municipality/DSSAB, Municipal Quality Assurance, Fire and Health Regulations. All Providers, volunteers and placement students will review our Child Care Program Statement prior to working in program with the children and annually thereafter or upon substantive changes or modifications.



The YMCA Vision

My Y – a place to belong, achieve my potential and strengthen my community.

The YMCA Charitable Purpose

We are dedicated to the growth of all persons in spirit, mind and body with a sense of responsibility to each other and the global community.

The YMCA Core Values

Caring • Inclusive • Responsible • Honesty
Respect • Collaborative

For More Information

For a conversation regarding your child care needs, please contact any of our child care locations or administrative office at:

North Bay 705-475-2334 ext. #3
Sudbury 705-688-7300 ext.2126

Thank you for choosing YMCA Child Care Services!

The YMCA of Northeastern Ontario also offers a variety of programs that support the whole family.
Health, Fitness and Aquatic centers are located in North Bay and Sudbury.

The YMCA Employment Centre, Immigrant Settlement Services and Outreach Program in Sudbury provides opportunities to assist in career development and outreach services.

YMCA Camps: Rotary's YMCA Camp Tillicum & YMCA John Island Camp to provide an opportunity for children to experience camp.

For more information on these programs and services visit our website at www.ymcaneo.ca

When Changes are made to our Family Information Guide:

- Families are informed and are offered a copy for review.
- Staff, Providers, students and volunteers review and sign-off; and
- Copies are available on our website.