

Ontario Early Years Centres



A Place For Parents And Their Children.

Mothercraft[®]

Ontario Early Years Program

Policies and Guidelines for Parents and Caregivers



Updated September 2014

OUR COMMITMENT TO EXCELLENCE

Our vision is: ‘To support healthy child development and strengthen families.’

At Mothercraft, we strive to ensure that, regardless of where children begin in life, they are on a path to reach their full potential. Since 1931, we have been leaders in supporting healthy child development, while working with our many community partners to meet the changing needs of families. We are committed to excellence, continually testing new concepts and ideas related to healthy child development. We are known for our ability to translate these critical research learnings into everything we do – from our high-quality child care and enrichment programs, to our services for children and families with special needs, and specialized training programs for child care providers and other professionals. Mothercraft values diversity and strives to create an environment that is welcoming and inclusive.



POLICIES AND GUIDELINES FOR ALL MOTHERCRAFT ONTARIO EARLY YEARS PROGRAM SITES

The policies and guidelines are for the benefit of all parents, caregivers and children who participate in our programs. If you have any questions or comments, please ask any Mothercraft Ontario Early Years staff.

ON YOUR FIRST VISIT:

Parents and/or caregivers are asked to complete a general registration form. You will be given a ‘family number’ to use when you attend our programs. Please use this number when you register for programs.

ON EVERY VISIT:

Parents and/or caregivers are asked to sign-in and out on the Sign-in Sheets for every visit to a program. Please keep your ‘family number’ with you and enter all required information, including the last name of the child.

***All our programs are free to families and caregivers
with children 0-6 years of age.***

INTERACTING WITH CHILDREN

THE PRINCIPLES OF ONTARIO EARLY YEARS CENTRES:

The Ontario Early Years Centre provides literacy-rich programs for children from birth to 6 years of age to play and learn with their parents and/or caregivers. We offer a wide-range of responsive drop-in, pre-registered programs, and information on child health and development.

In all of our programs (drop-in and pre-registered), our objective is that parents and caregivers interact with the children in their care to fully support their development and stimulate learning. Staff will encourage and remind parents/caregivers how to engage children in the program, and model positive ways to support them at their stage of development.

PROGRAM TIMES AND REGISTRATION:

Program times vary and change in response to the needs of the community. Please check the monthly calendar for the most recent program schedule.

Sign up for pre-registered programs: Registration date is identified on the calendar. To register, call or come in person to our main site on registration day, starting on the third Friday of the month at 1:30 p.m.

WORKSHOPS:

Mothercraft strives to provide accurate information during workshop presentations. We work together with community professionals and organizations to offer a variety of services that support families with young children. Mothercraft is not responsible for how the information is used and does not promote any particular service provided by external workshop facilitators.

ALLERGEN AND SCENT AWARE:

Due to health concerns associated with exposure to nuts and scents, we strongly discourage the use of scented products as well as all nuts and nut products in all Mothercraft Ontario Early Years program spaces.

BELONGINGS:

Mothercraft is not responsible for any lost or stolen items. Parents and/or caregivers are responsible for their personal belongings. To maintain a safe play environment, please keep all outerwear, diaper bags, knapsacks, grocery bags, car seats, etc.

PERSONAL CONDUCT

All parents and/or caregivers are expected to treat all families, children and staff with respect. We encourage you to speak to a staff member concerning any issues you may have while on site.

DIAPERING

Designated diaper change areas are available at each program site.

FOOD AND BEVERAGES:

There are designated eating areas at each program site. To avoid accidents, parents and caregivers are asked to drink hot or cold beverages in the designated area or to label and leave them in the designated area until leaving the site.

PROGRAM TOYS AND EQUIPMENT:

All toys, books, and equipment belonging to program are to remain on the premises so that all participants using our programs can have access to these materials.

EMERGENCY EVACUATION PROCEDURE

All individuals are to participate in fire drills and other safety procedures.

Parent and/or caregivers and children are asked:

1. Upon hearing the alarm to leave the room immediately ensuring all children are accompanied.
2. Follow staff directions.
3. Do not gather belongings. Calmly escort children outside to the designated meeting areas.
4. Supervise their children **at all times**.

PERSONAL ELECTRONIC DEVICES:

For the privacy of all participants, cell phones, PDAs, cameras and video cameras are not to be used within program areas at any time.

HEALTH AND SAFETY:

Mothercraft will take every precaution to protect the health and safety of participants and staff. Each parent and/or caregiver is required to be familiar with health and safety policies. In the event of an outbreak or larger health issue, Mothercraft is required to comply with directions from the Toronto Public Health Department.

HANDWASHING

To help avoid the unnecessary spread of germs, assist your children with frequent hand washing and follow the procedures posted in each bathroom.

HEALTH POLICY

For all parent and/or caregivers and children using the Mothercraft Ontario Early Years Centre:

- Children and parent/caregiver who are ill should not be participating in programs.
- If more than one of the following symptoms are present, the child or parent/caregiver may be considered ill and therefore will not be able to participate in the program:
 - fever
 - vomiting
 - diarrhea
 - discharge from eyes/ears/nose
 - undetermined skin rashes and marks
 - lethargy, unusual tiredness and weakness
 - excessive coughing and sneezing
 - constant crying

Please note that staff may use their discretion in determining if a child or parent/caregiver is too ill to be participating in program.

VEHICLE PARKING:

Parking is not provided at any of the Mothercraft Ontario Early Years sites.

STROLLER PARKING:

Strollers are to be parked in the designated areas at each location. Please do not leave valuables in your strollers.

SUPERVISION OF CHILDREN:

Children are to be supervised by their primary caregiver at all times. Children are never to be left alone. You are responsible for your own child(ren) while you are at the Mothercraft Ontario Early Years Programs.

*Your comments and suggestions are always welcome.
Please direct any comments and/or suggestions to any
Mothercraft Ontario Early Years staff.*

MAINSITE SPECIFIC POLICIES AND GUIDELINES:

Only policies specific to the Main site have been included in this section. General policies in this book apply to all locations.

Location: 32 Heath Street West (Yonge and St. Clair)

Entrance: Please enter through the front door. The entrance on the east side of the building is accessible to individuals with wheelchairs, other assistive devices and for emergency purposes.

Playground: Used only during designated program times during the summer months. An Early Years staff will be on the playground during these times. Parents and caregivers are responsible for appropriate and adequate supervision of children.

ROOM CAPACITY:

In compliance with fire and safety regulations program rooms have designated person capacities. A sign is posted on the door of program rooms indicating when the program has reached capacity. We ask participants to adhere to the room capacities at each location.

SHOES AND SOCKS:

In poor weather, soiled shoes are removed and socks need to be worn. During summer months, parent and/or caregivers are asked to **bring socks to cover bare feet**. Socks are to be worn at all times in the Sky Room at the Main Site. Please adhere to policies and procedures at each specific location.

PARTICIPANT ADVISORY COMMITTEE (PAC)

We welcome parents, caregivers and community partners to participate on our Participant Advisory Committee. The function of the Participant Advisory Committee is to provide participants with:

- A voice on program-related topics and development
- Opportunity to organize social events
- Links to the community and newcomer families

Please speak to a Mothercraft Ontario Early Years staff if you are interested in participating on the committee.

INCLUSION POLICY:

We recognize that each family has a diverse range of strengths and needs. We aim to provide opportunities for every parent, caregiver and child so that they can participate and develop regardless of class, culture, disability, sexual orientation, gender, ethnic/national origin, or race. This approach seeks to create an environment that accepts and respects differences and embraces diversity.

This Policy respects the following key principles:

Equal Opportunity

We have a commitment to inclusion, and strive to:

- Provide a welcoming environment for all parents, caregivers, extended family members and children
- Ensure that learning and display materials celebrate the diversities in society
- Offer a range of support to meet the needs of all parents, caregivers and children
- Provide staff training and support to enhance existing skills and to develop new skills in the area of inclusion

Valuing Diversity

All staff, parents, caregivers and children are equally valued. Inclusion is most likely to be achieved when diversity is recognized and regarded positively.

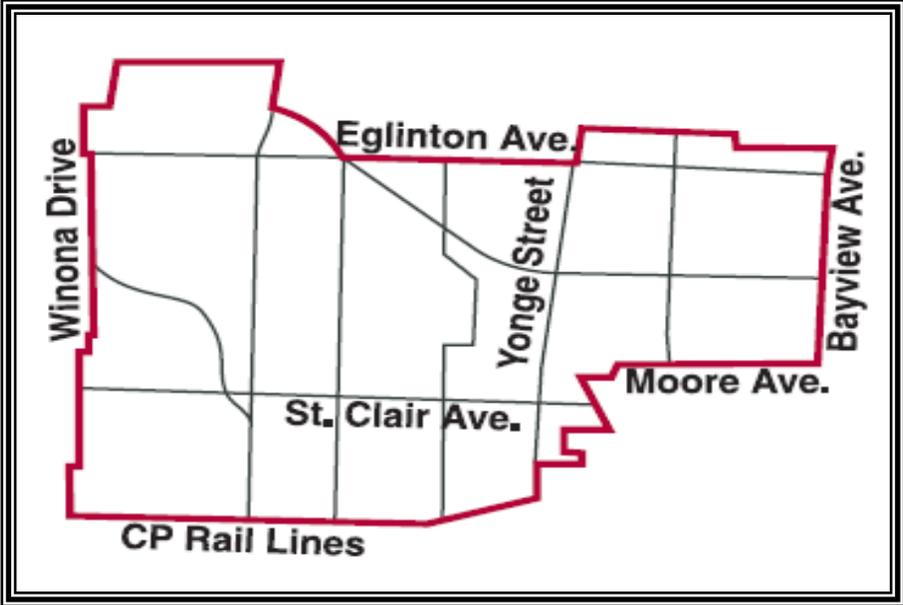
Dignity

All families and children are entitled to be treated with respect and have their views taken into account.

Collective Responsibility

Extending the principle of inclusion into society as a whole is everyone's responsibility.

Mothercraft Ontario Early Years Centre Serves the Community of St. Paul's



Main site:

32 Heath Street West
(416) 920-3515

Satellite Locations:

Davenport Library:	1246 Shaw Street
Deer Park Library	40 St. Clair Avenue East
Mothercraft West	646 St Clair Ave. West
Oakwood Library	341 Oakwood Avenue
St. Bruno's Catholic School:	402 Melita Crescent
Wychwood Library:	1431 Bathurst Street
Yorkminster Park Baptist Church :	1585 Yonge Street

Visit us at:

www.mothercraft.ca