



Policies and Guidelines for Parents and Caregivers

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 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.

THE PRINCIPLES OF EarlyON Child and Family Centre (CFC):

The Mothercraft EarlyON CFC provides opportunities for children from birth to 6 years of age to participate in play and inquiry-based programs, and support parents and caregivers in their roles. We offer a safe and welcoming environment open to all families. Families and caregivers will be able to find support, advice, make personal connections and access a network of resources.

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

VISION AND GUIDING PRINCIPLES

Mothercraft aligns their principles around Ontario's Pedagogy for the Early Years using the 'How Does Learning Happen?' document. We are committed to providing an environment that engages parents and caregivers as co-learners and leaders in influencing positive child, family, and community experiences and outcomes. We guide our practices around four foundations: Belonging, Well-Being, Engagement, and Expression.

We believe **children** are competent, capable of complex thinking, curious, and rich in potential that grow up in diverse families.

We believe **families** are the experts on their children. They are the first and most powerful influence on children's learning, development, health, and well-being.

We believe **educators** are knowledgeable, caring, reflective, and resourceful professionals. They collaborate with others to create engaging environments and experiences to further children's learning and development.



Figure 1. The four foundations ensure optimal learning and development. Adapted from "How Does Learning Happen? Ontario's Pedagogy for the Early Years", 2014.

POLICIES AND GUIDELINES
FOR ALL MOTHERCRAFT EarlyON Child and Family Centre
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 EarlyON CFC 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 clearly print all required information, including the last name of the child.

PROGRAM EXPECTATIONS AND GOALS

In all of our programs (drop-in and pre-registered), our expectation is that parents and caregivers interact with the children in their care to fully support their development and stimulate learning. Staff will encourage and support parents/caregivers to engage children in the group activities in designated program rooms, 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 listed on the monthly calendar. To register, call or come in person to our main site on registration day.

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 severe, life-threatening allergies to peanuts and nut products, all of the Mothercraft EarlyON CFC's are allergen-aware. We also strongly discourage the use of scented products in all Mothercraft EarlyON CFC program spaces.



Please note that the Mothercraft EarlyON main site is peanut/nut-free and scent-free.

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. in designated areas.

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. Designated eating areas are to be used only for eating.

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.

VEHICLE PARKING:

Parking is not provided at any of the Mothercraft EarlyON Child and Family Centre locations.

STROLLER PARKING:

Strollers are to be parked in the designated areas at each location. Please do not leave valuables in your strollers. Mothercraft is not responsible for any lost or stolen items.

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. Pictures and recordings are **not permitted in program areas**. If you need to make an emergency phone call or are expecting a call, please step outside the room with your child.



IMPORTANT POLICIES TO PROTECT YOUR CHILD

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 parents and/or caregivers and children using the Mothercraft EarlyON Child and Family Centre:

- Children and parents/caregivers 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:

- | | |
|--|---|
| <input type="checkbox"/> fever | <input type="checkbox"/> undetermined skin rashes and marks |
| <input type="checkbox"/> vomiting | <input type="checkbox"/> lethargy, unusual tiredness and weakness |
| <input type="checkbox"/> diarrhea | <input type="checkbox"/> excessive coughing and sneezing |
| <input type="checkbox"/> discharge from eyes/ears/nose | <input type="checkbox"/> coping mechanisms are low i.e. 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.

Children and parents/caregivers should not return to the Centre until he/she has been without symptoms for 24 hours.

SUPERVISION OF CHILDREN:

Mothercraft is not responsible for the supervision of children attending the EarlyON program. 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 EarlyON Child and Family Centre.

DUTY TO REPORT CHILD ABUSE

Mothercraft is committed to the safety of children, and it is the responsibility of all staff who work with children to follow Section 72(1) of the Child and Family Services Act. Where there are reasonable grounds to suspect that a child may be in need of protection, the staff must immediately report his/her suspicions and the information on which the concern is based to a Children's Aid Society (CAS). In some situations, a CAS worker may request that a staff member speak to the family regarding their suspicions and in other situations a CAS worker may inform the staff not to discuss this with the family. Ongoing child abuse training will take place for all employees, students and volunteers.

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. It is the responsibility of Mothercraft staff to ensure the safety and privacy of children and families who attend our programs, and to ensure compliance with all Mothercraft policies and procedures. It is our expectation that parents and caregivers will respect and comply with direction and guidance provided by Mothercraft staff to ensure child safety and well-being while in our program areas. Mothercraft has a no tolerance policy for behaviour that affects the emotional and physical safety of children, families and staff while attending a Mothercraft EarlyON program.

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

MAIN-SITE 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.

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:

Socks are required in all our program rooms at the Main Site. Please adhere to policies and procedures at each specific location. Parent and/or caregivers are asked to **bring socks to cover bare feet.**

For the safety of adults and children running shoes are required at the Yorkminster Gym Program.

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.

VOUS AVEZ LE DROIT À DES SERVICES EN FRANÇAIS

Des services en français sont disponibles chez notre partenaire le Centre francophone de Toronto.

Si vous voulez des services en français, demandez-nous de vous référer au Centre francophone de Toronto.

ou appelez directement le 416 922-2672 ou visitez leur site web au www.centrefranco.org



Contact

Pour toute demande d'information, n'hésitez pas à nous contacter au 416 922-2672, ou à l'adresse suivante : infos@centrefranco.org.

Siège social

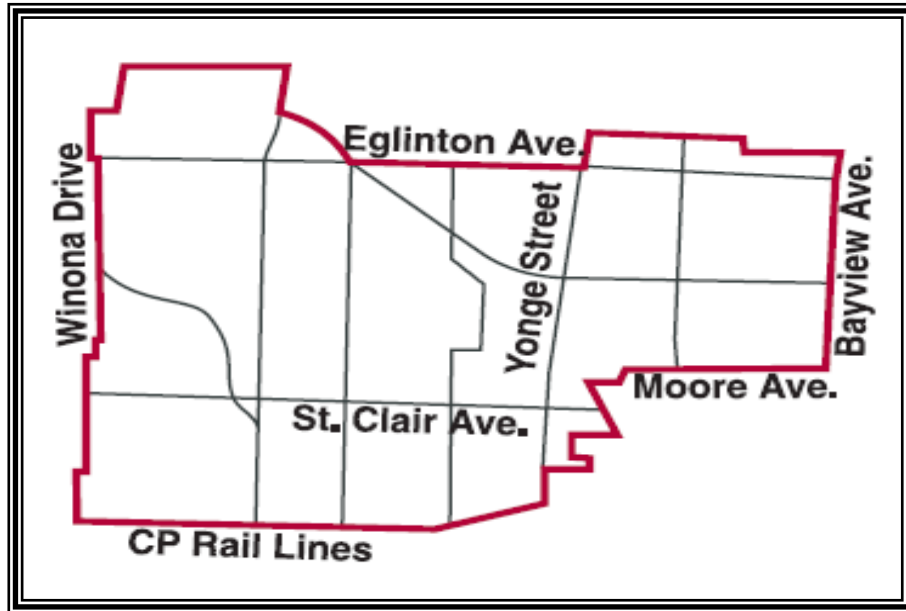
555, rue Richmond Ouest Toronto, ON M5V 3B1 Téléphone : 416 922-2672

COMMUNITY PROGRAMS

Mothercraft works with our community partners to support families and to promote healthy child development:



Mothercraft EarlyON Child and Family Centre Serves the Community of St. Paul's



Main Site:

32 Heath Street West
(416) 920-3515 Extension 100

Satellite Locations:

Mothercraft West	646 St Clair Ave. West
Oakwood Library	341 Oakwood Avenue
Yorkminster Park Baptist Church	1585 Yonge Street

Visit us at: www.mothercraft.ca