



Child Care

Experience. Explore. Investigate.

Play!

AS A COMMUNITY LEADER, THE YMCA-YWCA
OF GUELPH BUILDS

STRONG KIDS, FAMILIES
AND COMMUNITIES THROUGH

LIFELONG
growth IN SPIRIT, MIND
AND BODY.





The YMCA-YWCA of Guelph has been serving our community for over 100 years, helping individuals grow in spirit, mind and body. We take the same approach with children. We are the largest provider of child care services in the area and our staff are qualified professionals selected to meet the needs of the children in our care and their families.

RESPONSIBILITY FOR OPERATIONS

The YMCA-YWCA of Guelph is a registered charity with a volunteer Board of Directors and professional staff. The development, administration and quality control of our child care programs have the leadership of experienced YMCA-YWCA management personnel.

Licensed child care programs are inspected by the provincial government.

CHILD CARE PHILOSOPHY

A child learns best by actively participating in his/her world through a variety of experiences that enhance decision-making, mastery of skills and the discovery of his/her unique self. When a child has a sense of self-worth, he/she is willing to attempt new experiences which builds on existing skills.

The Y's child care programs strive to encourage the growth of independence, sense of responsibility and respect for others at a level appropriate to the child's development. A safe, secure, flexible and stimulating environment, accompanied by warm, sensitive and supportive child care staff, provides an opportunity for the child to explore his/her world. The Y child care staff's role is essential in establishing a trusting atmosphere in which the child is free to learn and grow.



CHILD CARE CORE VALUES

- The belief that child care should be affordable and accessible to all who are in need of service.
- The belief that children have a right to a safe and secure environment which fosters social, emotional, physical and intellectual growth.
- The belief that parents have a right to choose their child care arrangements and that choice should be available.

CHILD CARE PROGRAMS

A child learns not only from structured teaching experiences, but from play, recreation and interaction with adults and other children. Programs are designed to offer beneficial experiences all day long. Under the guidance of capable professionals, children are encouraged to experience literature, music, drama and art. They have opportunities to explore individual creativity, as well as help plan programs/events and field trips.

PROGRAMS INCLUDE:

Child Care: full-time or part-time care for children aged 3 months to 5 years.



Kindergarten: alternate-day, full-day or half-day care for children attending a kindergarten program.

School Age Care: before and after school care as well as school holidays and Public School P.D. days, for children 6 to 12 years of age.

Short-Term Care: dependable short-term care when your regular provider is unavailable.

PROGRAM GOALS AND OBJECTIVES:

- To ensure a safe and healthy environment which supports the child's sense of well-being and competence as well as social and physical development.
- To provide reliable and flexible care to meet the needs of working parents.
- To provide consistent, nurturing, individual attention to the child.
- To promote positive family relationships.
- To provide individual programming to children with special needs, in co-operation with Infant and Preschool Support Services and a Child Development Resource Consultant.
- To provide a supportive working environment for staff with opportunities for personal growth and career advancement.

CHILD GUIDANCE PRINCIPLES:

A positive approach is used to guide children in all Y child care programs. Each situation and child is dealt with individually. Children are not allowed to hurt themselves, another child, the environment and/or the belongings/property of others. Rules and regulations are clearly stated and at a developmental level at which each child can understand and respond.

Methods include:

Re-direction – Guiding a child into acceptable options when engaged in an unacceptable activity.

Natural or Logical Consequences – Attempting to make the child aware of the results of his/her actions.

Limit Setting – Boundaries are set by the teacher for the children as a group and for individual children according to each situation.

Modeling – Demonstration of appropriate ways of interacting.

Offering Choices – Appropriate choices are outlined and children are encouraged to make decisions for themselves.

Anticipating Trouble – Planning and preparing the environment.

Ignoring – Some inappropriate behaviour can be ignored with more emphasis given to appropriate behaviour.

Positive Reinforcement – Showing genuine approval when children are engaged in positive activity.

PLAYING TO LEARN

The YMCA-YWCA of Guelph uses the “Playing to Learn” curriculum, developed by the YMCA of Greater Toronto. This is based on the fact that child’s play provides the foundation for language and literacy, for mathematics, science and technology and the arts. Play is the way children learn and provides insight into what a child is capable of learning at any given time.

Our staff has the skills to encourage and enhance quality learning experiences. Your child will do all the things they want to do, including story time, playing with blocks, opportunities to count and compare, to make





pictures, to sing and to make-believe.

They will experience, explore and investigate. When your child shows an interest in something, the educators will focus on that interest and teach your child about that particular subject. They will

ensure they are providing a safe environment for your child, prepare spaces that are conducive to learning, carefully determine what your child is ready to learn, actively participate in your child's play experiences and observe and document the milestones in your child's life to ensure age-appropriate development.

Each child will have a developmental checklist completed periodically throughout the year accompanied by a portfolio. This developmental checklist allows the early childhood educator to track each child's development while ensuring they are reaching their age appropriate milestones. This also provides parents with the opportunity to follow their child's development within our program. Each child has a daily journal which gives the parent a highlight of what their child did each day.

Documentations related to the children's play experiences are completed weekly by each educator. These anecdotes show a typical daily experience derived from an expressed interest of the children. This allows parents to get an idea of different play experiences that take place throughout the day and provide them with documented support of their child's development and learning experiences.

CHILD CARE POLICIES & PROCEDURES

MEALS AND SNACKS

Depending on the program, children are served hot lunches and/or nutritious snacks. A 16-day menu is planned in accordance with the Day

Nursery Act and Health Department, and prepared in our modern, clean kitchens. If a child has food allergies or special dietary requirements, parents are to provide appropriate food substitutes as necessary. Due to the severity of nut allergies, all of our programs are Nut Safe Zones.



Child care centres are governed by Ontario Food Premise Regulations. Inspections by the Public Health unit ensure that these regulations are met. If you wish to bring a special snack for a birthday or other special occasion, please speak to your child's teacher who will share information about allergies and health regulations.

ABSENCE

Parents must let the child care staff know when a child will be absent. A call to the child's centre is very important.

AVAILABILITY OF PARENTS IN AN EMERGENCY

It is very important to keep current registration and health information on file at all times, so we can reach the appropriate person in case of an emergency. If anyone other than parents or those persons listed on the Ministry form are to pick up a child, the child's teacher must be notified in advance and photo identification will be requested.

REGISTRATION

A deposit of \$200, or one month's fees (whichever is less) is required prior to commencement. Children may not start in the centre until all registration forms are completed and returned to the centre.



FEES

Payment can be made by convenient pre-authorized withdrawal from a bank account, VISA or MasterCard. Receipts are issued in January of each year. Full fees are required regardless of days missed due to vacation, illness, inclement weather, school and/or statutory holidays.

This applies to all children whether they are in full- or part-time programs. Child care rates are subject to receipt of Provincial Grants.

Payment of fees debited on the 15th of each month is for that current month. When a child starts midway through the month and the withdrawal date is missed, that month's fees will be debited along with the following month's fees.

ASSISTANCE WITH FEES

The YMCA-YWCA of Guelph has a subsidy agreement with Social Services locally. Your supervisor can assist you in accessing information on child care subsidies.

MISSED PAYMENT

If a payment does not clear your bank account, or if a credit card payment is not approved, you will be notified. A handling charge is added to all returned payments. If payment of outstanding fees is not received by the end of the current month, child care services will be denied.

WITHDRAWAL FROM A CHILD CARE CENTRE

One month's written notice is required when a child is to be withdrawn from the centre. If a child is withdrawn without notice, the full month's fee will be charged against the deposit. If the child is withdrawn at the request of the YMCA-YWCA of Guelph, one month's notice is given whenever possible. When a parent requests to drop days for their child, two-week's notice is required.

HOURS OF OPERATION

Our centres open as early as 6:15 a.m. and close at 6:00 p.m. For late pick-ups, a \$5 fee will be charged for each ten minutes after the centre closes. The late fee will be billed directly to the parent's account. Parents who are very late or consistently late may be asked to withdraw their child from the centre.

The YMCA-YWCA of Guelph is aware that parents experience occasional emergencies that make it impossible to arrive on time. When this occurs, the late fee may be waived if the supervisor is notified in advance or if there is a case of sudden inclement weather.

HEALTH CARE

The Day Nurseries Act requires that prior to admission, each child must be immunized as recommended by the local Medical Officer of Health. Since regulations require daily outdoor play for each child, it is our policy that a child who is too ill to fully participate remains at home. If a child becomes ill during the day, temporary care is provided until the parent can be contacted. The child will be sent home if he/she develops a fever of 101°F or higher, vomiting, diarrhea, or a contagious illness as determined by the local Medical Officer of Health.

MEDICATION

In situations where a physician deems it necessary that medication be administered to a child during their time at the centre, the parents must complete an authorization form. This requires parents to provide written authorization, including the dosage and times any medication is to be administered. Medication must be in its original container, clearly labeled with the child's name, the name of the medication, the dosage, the date of





purchase and instructions for storage and administration. Staff will not administer any non-prescription medication. Medication must be given directly to a staff member and not left in the cloakroom area.

CLOTHING

Outdoor activity is part of the program, so it is important that children have clothing appropriate to the season. Labels help both the children and staff identify belongings. Parents should also bring a rest/sleep toy and an extra set of labeled clothing.

LOST ARTICLES

The YMCA-YWCA of Guelph cannot be responsible for lost or stolen articles.

INCLEMENT WEATHER

Since the YMCA-YWCA of Guelph is committed to providing reliable child care, it is our policy not to close the centres due to inclement weather. If a weather emergency occurs, please listen to CJOY 1460 AM. If your child is registered in a YMCA-YWCA After School Program, please refer to the inclement weather policy for School Age Programs.

PARENT PARTICIPATION AND COMMUNICATION

It is important for parents' peace-of-mind to have regular information about their child's experiences. As well, parent participation and input are valuable to the child and the centre. This is not always possible in the rush of morning drop-offs and evening pick-ups. The centre provides the following opportunities to ensure communication between parents and staff:

Evaluation - Parents are requested periodically to fill out a program evaluation form. Suggestions and feedback are welcome at any time.

Family Events - Parents are invited to visit the centre, especially during open house and parents' night. Families are encouraged to participate in special events that are offered throughout the year.

Newsletters -

The centre produces a monthly newsletter.

Open Communication - YMCA-YWCA Child Care staff are committed to providing an environment which fosters children's growth and learning, and responds to the needs of parents. If a parent feels their child's needs are not being met, they are encouraged to speak directly to the centre supervisor.

COMMUNITY INVOLVEMENT

From time to time throughout the year, we are involved in training students from high school, university and community colleges. We also welcome volunteers from the community. Students, volunteers and staff from outside agencies are not included in our staff/child ratios.

DUTY TO REPORT

It is the legal responsibility of every person who performs professional or official duties with respect to a child to report to the Children's Aid Society abuse or any suspicions of child abuse encountered in the course of one's work. This responsibility is extended to include any volunteers, students or support staff who have contact with the children. Persons failing to report suspicion of child abuse are subject to legal action and a fine if convicted. Suspected cases of child abuse by a staff member of the day nursery must be reported to County of Wellington Child Care Services as well as the Children's Aid Society.





Health & Wellness

As a community leader, we offer high-quality health, fitness and recreation programs for you and your family. Membership is ALL INCLUSIVE and most programs are Open Access with no need to register in advance. We offer a variety of programs for all age groups - including over 65 land and aqua fitness classes per week.

Camps

An important cornerstone in the Y movement, Y camp allows children the chance to develop their character, learn valuable life skills and make new friends. Through arts, sports, science, outdoor and aquatic activities, children create MEMORIES that last a LIFETIME.

Volunteer Opportunities

As a volunteer, you'll work with an organization that reaches out to many people. Through our events, programs and services, our community volunteers enjoy BENEFITS that reach BEYOND personal SATISFACTION.

Investing in your Y

There are many opportunities for you to invest in the Y! Fundraising such as the Partners Project and events such as the Women of Distinction awards gala allow us to provide the much-needed programs and services throughout our community.



130 Woodland Glen Drive, Guelph, Ontario N1G 4M3
519-824-5150 Fax: 519-824-4729 www.guelphy.org

The YMCA-YWCA of Guelph is a registered charity
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