



**mini masterminds**  
CHILD CARE CENTRE

Parent Manual  
2022-2023  
Bond Head

2876 County Rd. 27 Bradford West Gwillimbury

Phone: (416)-949-5585

Email: [contact@minimastermindschildcare.com](mailto:contact@minimastermindschildcare.com)

Website: [www.minimastermindschildcare.com](http://www.minimastermindschildcare.com)



## Program Statement

We would like to take this opportunity to welcome you to the Mini Masterminds Child Care Centre. We at Mini Masterminds ensure to provide a high-quality program that supports a student-centred and constructivist self-guided curriculum that uses self-directed, experiential learning in environment-driven relationships. Our primary goals are to build strong relationships and expand cognitive development, cooperation, and responsibility in a Reggio Emilia philosophy and Play-Based Learning curriculum which supports creative thinking and encourages children to explore in a warm and safe environment. Mini Masterminds Child Care Centre understands that early learning thrives when respect for diversity, equality and inclusion is practised.

Children are competent, capable, curious and full of potential. Each child grows up in a family with diverse social and cultural perspectives. We value a strong bonded relationship between the children, families and staff, allowing the children to flourish in a positive environment. We believe that each child is competent and capable, which allows them to grow in a learning environment that fosters a sense of belonging and is rich in opportunities for play. When we recognize children as capable and curious, we are able to deliver programs and services that build on the strengths and abilities of the child.

A Play-Based curriculum helps to build a relationship with education at an early age. Here at Mini Masterminds Child Care Centre, we believe that belonging, well-being, engagement and expression are the foundations of learning. Following the *How Does Learning Happen, Ontario's Pedagogy for the Early Years*, we provide the opportunity for children to develop a sense of their environment and explore it through the use of critical thinking, inquiry, interaction, and problem-solving. Their thoughts and emotions encourage them to explore the world around them and make connections with what they already know and with new knowledge and skills.

Mini Masterminds Child Care Centre ensures to provide quality programs that encourage children to develop through play. The children's learning is based on their own interests. We encourage teachers and parents to be co-learners in the children's discoveries. We look at our learning space as a third teacher. At Mini Masterminds the children's learning will always be listened to, observed, documented and reflected to help guide the teachers' planning of daily activities. Wonder and thought about the world around them are always encouraged. Open-ended questions are a way for us to encourage growth in questions and questioning skills. The children's projects will always be displayed throughout the classrooms to show appreciation and expand on their self-confidence.

Our family at Mini Masterminds Child Care Centre is committed to working alongside our community and families to build a strong unity. We work together towards the mutual goal of love, guidance, respect and safety for our Mini Hearts.



## **Programs**

### **Toddlers (18 months to 30 months)**

Mini Masterminds' Toddlers are guided through nature play in a stimulating environment. Toddlers are guided by our ECEs through Play-Based learning to help them learn limits and regulate emotions. In our calming environment, children in the toddler rooms are encouraged to explore their independence as well as cooperative skills; learn to be considerate and express themselves, and develop cognitive, social and emotional skills.

### **Pre-Schoolers (30 months to 4 years)**

Mini Masterminds' Pre-Schoolers are guided by our qualified and compassionate staff through a Reggio Emilia approach and a Play-Based learning curriculum. Our staff's focus is curated to the interest of the children, developing children's critical thinking skills and providing stimulation of discovery through dialogue, observation, and environment. Our central focus is to help develop children's engagement, expression, sense of belonging, and well-being.

### **Special Education (18 months to 4 years)**

Mini Masterminds Child Care Centre recognizes that every child is different and unique. We take a strength-based approach, recognizing and valuing families while demonstrating support and inclusivity. Children are supported with modifications specific to their needs. Our staff ensures a safe and friendly environment for all our students. Routines are implemented based on individual children's needs. Consistent use of visual supports; such as pictures, props, and planned sensory activities, to help children stay engaged and aid transitions. Our staff is flexible and capable to provide our Mini Masterminds children with the tools for success, fun, and growth.

### **Before and After School (K- Grade 6)**

Not available at this time.

## **Supervision**

Mini Masterminds Child Care Centre strives to ensure the well-being, safety and nurturing of each Mini Mastermind child attendee. Children are supervised during all times of the day including washroom routines, indoor and outdoor times. Each classroom at Mini Masterminds Child Care Centre is assigned to a qualified Early Childhood Educator (RECE) who is registered with the college of ECEs. Each staff member of Mini Masterminds Child Care Centre, employee or volunteer is required to have an up-to-date (within 6 months) **Vulnerable Sector Check** issued by their local police department, a certificate in First Aid & CPR Level C, immunization record by a practising physician and a 2 strep Tuberculosis skin test.

### **Supervision Policy for Volunteers & Students**

Any volunteers or students that assist in our classroom are never counted in child to teacher ratio. At no time will any volunteer or student have unsupervised access to children at Mini Masterminds Child Care Centre, a classroom teacher (RECE) will always be present.

## **Monthly Fee**



Mini Masterminds Child Care Centre reserves the right to annual rate increases of the Daily Rates with a minimum of one month's notice.

**Toddler Program                      Monthly rate**

5 days/ week                              \$1,600.00

**Preschool Program                      Monthly rate**

5 days/ week                              \$1,500.00

**Before and After School              Monthly rate**

To be determined

**Deposit**

A security deposit is required equal to the total of **two weeks** of childcare service fees. This fee will be credited back to you on your last month's fee, provided a one month written notice is given. *Failure to provide a one month written notice and less than one month of childcare will result in a non-refundable deposit.*

**NSF**

A \$20 late fee is required if payment is not delivered by the 5th of the month.

**Fee Structure**

All fees are required to be paid within the first week of each calendar month. These fees include all days the centre is operating, statutory holidays and sick days.

Vacation periods consisting of minimum of 2 weeks may be granted by a supervisor with at least one month's notice, once per year. Parents will be charge 50% of the regular monthly rate as a holding fee to hold their child's place at Mini Masterminds Child Care Centre.

**Hours of Operation**

Mini Masterminds Child Care Centre opens Monday through Friday, 7 a.m to 6 p.m

**Late Fees**

- After 6:00 pm and a \$2.00 per minute late fee will be charged.
- Parents are asked to sign a late fee memo
- Any late fees will be paid directly to the staff who stays late with your child.

**Severe Weather Closures**

Any weather closures will not be credited or used as make-up days. Mini Masterminds Child Care Centre reserves the right to make the decision whether or not the centre will be open for business in the event of severe weather conditions. Mini Masterminds Child Care Centre generally follows the local district school board decisions. It is recommended that you contact the centre prior to drop off under such



conditions. In the event weather conditions readily worsen, Mini Masterminds Child Care Centre reserves the right for early closures to ensure the safety of families and staff.

### **Statutory and Civic Holidays**

- New Year's Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Labour Day
- Thanksgiving Day
- Civic Day
- Christmas Day

**Statutory & Civic Holidays and Sick Days** cannot be used as make-up days.

Mini Masterminds Child Care Centre will be closing early on Christmas Eve and New Year's Eve. \*

### **Withdrawal Notice**

A written notice of 30 days must be given to the Program Supervisor prior to permanent withdrawal from the program.

### **Waitlist Policy**

Mini Masterminds Child Care Centre tries to accommodate all children in the facility, however, there may be times when we are unavailable to provide a spot for a child. Your child will be placed on a waitlist until a vacancy is available. We will collect your information to ensure we can contact you once a spot becomes available. This will be in a first come first serve process. We will ensure to protect the privacy and confidentiality of the children and families on our wait list. Parents will only be informed on the child's position on the wait list.

### **Illness and Vacation Policy**

Families will not be credited for any scheduled days missed resulting in, but not limited to; illness, or vacations. Kindly notify Mini Masterminds Child Care Centre before 10:00 am if your child is unable to attend and will be absent due to illness or personal reasons.

Should your child be sick, parents are asked to indicate the reason for your child's absence as well as symptoms and/or diagnosed illnesses. Parents agree that a child who is ill (e.g. fever, infections, communicable diseases, contagious rashes and/or skin conditions, or any other type of illness that may be passed on to others) will be kept at home to protect the well-being of the other children and staff. Should a child become ill while in our care, immediate arrangements are made to pick up your child from Mini Masterminds Child Care Centre.



If your child is experiencing any of the following symptoms, Mini Masterminds Child Care Centre requests that you keep your child home so that they can fully recover in comfort.

- Abdominal pain
- Vomiting
- Diarrhea
- Skin rash
- Redness in the eyes
- Coughing or sore throat
- Difficulty breathing
- Fever (38.9 C)
- Excessive discharge from the eyes, mouth, ears, or nose

Vacation periods consisting of a minimum of 2 weeks may be granted by a supervisor with at least one month's notice, once per year. Parents will be charged 50% of the regular monthly rate as a holding fee to hold their child's place at Mini Masterminds Child Care Centre.

### **Discharge/Termination Policy**

Mini Masterminds Child Care Centre reserves the right to suspend or terminate the care of any child, should it be deemed necessary for the overall safety and well-being of other children and staff. Mini Masterminds Child Care Centre has the right to ask that your child be terminated from our program, should efforts and strategies fail to help your child manage in an appropriate manner.

### **Code of Conduct**

This Code of Conduct identifies the standard of behaviour which is expected of all Mini Masterminds Child Care Centre's staff, students, volunteers including but not limited to all children, parents, guardians, upper management, and directors. Mini Masterminds Child Care Centre is committed to providing a natural and inclusive environment where everyone feels welcome. Staff and registered families are asked to conduct themselves at all times in a manner consistent with our policies. At Mini Masterminds Child Care Centre we pride ourselves on respecting diversity, equality and inclusion and ask that all our Mini Mastermind family members share in mutual respect, integrity and love.

### **Food & Nutrition Policy**

Mini Masterminds Child Care Centre will provide **all** meals for children which include **Breakfast, Lunch** and **Afternoon Snack**. Mini Masterminds Child Care Centre is a **NUT-FREE** facility.

Having the proper nutrients is imperative for the development and growth of a child. Our menus are based on *Canada's Food Guide*.

Our weekly menus are available on our website.

Parents are to provide formula milk and/or breast milk.

It is imperative that staff is made aware of any food allergies or restrictions. We will accommodate alternate food to our best abilities when needed, however, we may not be able to cater to all of the requirements. Therefore, we ask that you please be sure to discuss these accommodations with the Supervisor before your child is enrolled at Mini Masterminds Child Care Centre.

### **Sleep Policy**



Parents are asked to indicate in the Enrolment Form what the child is to use during nap time (i.e. light blanket, swaddle blanket, sleeping sack, soother) or if the child is to have a shortened or extended nap, or opt your child out of naps.

Staff is always present in the sleep room to supervise the children. Direct visual and physical sleep checks are performed every 15 minutes. A checklist will be provided to all staff for individual Visual and Physical sleep checks during nap time. Any change in your child's sleep pattern will be documented in your child's portfolio. Lighting in the sleep room will be dimmed but must allow for direct visual monitoring and for staff to be able to see children clearly.

Sleep time does not exceed 2 hours in our toddler or preschool-age classrooms. Each child will have a crib or a cot labelled with a clean sheet.

Staff must always be able to see the child's face while sleeping, ensuring that nothing is obstructing their breathing.

### **Washroom Routines**

Teachers have designated times throughout the day when children are given the opportunity to use the washroom. If a child needs to use the washroom at any given time, a staff member will accompany them and provide help if needed. Children are encouraged to wipe themselves to practice independence and cleanliness first, then a staff member will assist if necessary.

Before and after meals all children are expected to wash their hands with soap to promote hygiene, cleanliness and avoid exposure to bacteria or germs.

### **Potty Training Routine**

When your child is ready to begin potty training, we ask that you provide Mini Mastermind Child Care Centre with pull-ups and several additional clothing changes so that we can encourage an easy transition. During this process, we kindly ask parents to maintain consistency just as we do at Mini Masterminds. We will provide tips and advice to help guide you and your child through the process. Staff will conduct a washroom routine every 30-60 minutes with your child and we ask that you continue the same schedule at home so that there is no confusion. Consistency provides repetition that strengthens connections in the brain.

### **Medication Policy**

Prescription drugs can only be administered after filling out a "Medication Form" with authorization from the parents/guardians, including an accurate dosage schedule and storage instructions. The prescription medication **MUST** be in its original container and **MUST** have the following information on its label:

- Child's full name
- Doctor's name and address
- Name of drug/medication
- Dosage schedule
- Valid date and instructions for storage



## **Drug and medication administration**

- Prescribed drugs or medication's will be administered according to the instructions on the label, and only with written parental authorization
- Over the counter medication (i.e. Tylenol. Etc.) will only be administered when accompanied by a doctors note, and label from the pharmacy with a Child information and dosage instructions on the bottle/container.
- In each classroom, there will be a designated RECE in charge of medication's. The designated RECE will deal with all drugs and medication's to reduce the potential for errors. Where the person is absent, they will delegate this responsibility to another RECE. The name of the individual who has been delegated, and the duration of the delegation will be documented in the appropriate Staff communication book (e.g. Daily written record) and on the medication consent form.
- A drug or medication will only be administered from its original container supplied by a pharmacist, and where the container is clearly labelled and outlined under the drug a medication requirement section of this policy.
- A drug or medication will only be administered using the appropriate dispenser (e.g. Syringe, measuring spoon/cup etc.).
- To support the prompt administration of emergency medication:
  - Emergency medication's (epi-pens, asthma, inhalers) may be administered to a child by any person trained on the child's individualize plan at Mini Masterminds Child Care Centre.
  - Children will be allowed to carry their own asthma or emergency medication in accordance with his policy, the drug a medication, administration, procedure, and the child's individualize plan, where applicable.
- Drugs or medication's that are expired (including epinephrine) will not be administered at any time.

## **Drug and Medication Administration Procedures**

### **Roles and responsibilities**

**Scenario: a parent request that a drug or medication, prescription, or over-the-counter be administered to their child and provides the drug or medication.**

Staff must:

- provide the parent with the appropriate form to complete to obtain Reading authorization to administer the medication
- Verify that the drug or medication:
  - Is accompanied by a doctors note, and the bottle is labelled by the pharmacy with the child's name and recommended dosage (four over the counter medication's)
  - Is in its original container as prescribed by the pharmacist, or in the case of over-the-counter medication's is in its original package and is not expired.
- Obtain the appropriate dispenser, we are applicable (spoons/syringe)





Review the medication administration form, and (doctors note, where applicable), and the label to verify that all sections are complete and accurate, and that the information in the authorization matches the medication label.

- where errors are found on the form, or the label is incomplete, the form/medication must be returned to the parent to make an initial corrections.
- Sign the form once it is complete and accurate
- Take the drug or medication and dispenser and store it in the designated locker storage space in accordance with the instructions for storage on the label
- Log the receipt of the authorization form, and the drug or medication for the child and the appropriate staff communication book (daily written record).

**Scenario: a child is authorized to carry their own emergency allergy medication**  
**Roles and responsibilities**

Staff must:

- Ensure that written parental authorization is obtained to allow the child to carry the owner emergency medication
  - Ensure that the medication remains on the child (e.g. fanny pack, holster) and is not kept or left unattended anywhere at the childcare centre. (E.g. in the child cubby or backpack).
  - Ensure that appropriate supervision is maintained of the child while they are carrying their medication and children and their proximity so that other children do not have access to the medication.
- Where there are safety concerns relating to the child, carrying his/her own medication for example, exposure to other children, notified the centre supervisor/designate an a child's parent of these concerns and discuss and implement strategies. Document the concern and resulting action in the appropriate staff communication book. Make staff aware of any changes regarding each change.

**Scenario: a prescription or over-the-counter drug or medication must be administered to a child**  
**Roles and responsibilities**

**1. Where are non-emergency medication must be administered,** the person must:

- prepare the medication dosage in a while, the area in the appropriate measuring device, where applicable
- Where are possible, remove the child from the activity area to a quiet area with the least possible interruption
- Administer the medication to the child, in accordance with the instructions on the label, and the written parental authorization
- Document the administration of the drug or medication, and any comments/observations on the medication administration record after it has been administered
- Store the medication in the designated storage space in accordance with the instructions on the label, and the parental authorization received on the medication administration form
- Where are applicable, document any symptoms of ill health in a child's records?
- Where a medication is administered on an as needed basis, notify a parent of the child



- Where a child is absent, document the absence on the record of drug/medication administration.
2. Where an emergency allergy medication must be administered due to a severe allergic reaction, the staff (regardless of position) who becomes aware of the emergency situation must immediately:
- Administer the emergency medication to the child in accordance with the emergency procedure on the child's individualize plan
  - Administer first aid to the child, wear appropriate
  - Contact, or have another person contact emergency services, where appropriate
  - Contact, or have the supervisor/designate contact a parent of the child.

**After the emergency situation has ended:**

- Document the administration of the drug or medication on the medication administration record
- Document the incident in the appropriate staff communication book
- Document any symptoms of ill health in the child's records, where applicable.

**Scenario: a child has a reaction to administer drug or medication.**

**Roles and responsibilities**

1. Where adverse symptoms appear upon medication administration, the person in charge must immediately:
  - Administer first aid to the child, where appropriate
  - Contact emergency services, where, appropriate and send the drug/medication and administration information with the child if they are leaving the premises to seek medical attention
  - Notify a parent of the child
  - Notify the supervisor/designate
  - Document the incident in the appropriate staff communication book
  - Document any symptoms of ill health in the child's records, where applicable.

**Where are the reaction results in a life-threatening situation for the child, call emergency services and follow the serious occurrence policy and procedures.**

**Scenario: a drug or medication is administered incorrectly (e.g wrong time, wrong dosage given).**

**Roles and responsibilities**

**1. The person in charge must immediately:**

- Where applicable, follow the steps outlined in scenario (a child has a reaction to administered medication)
  - Contact the parent of the child to report the error
  - Report the error to the supervisor/designate
  - Document the actual administration of the drug or medication on the medication administration record
  - Document the incident in the appropriate staff communication book

**Where any reaction to a drug or medication results in a life-threatening situation for the child, call emergency services and follow the serious occurrence policy and procedure.**



### **Scenario: a drug or medication is administered to the wrong child.**

#### **Roles and responsibilities**

1. The person in charge must immediately:
  - Where, applicable, follow the steps outlined in scenario (a child has a reaction to administer medication)
  - Contact the parents of the children affected to report the error
  - Report a error to the supervisor/designate
  - Document the incident in the appropriate staff communication book
  - Administer the medication to the correct child per scenario (I drunk or medication must be administered to a child). **Where any reaction to a drug or medication results in a life-threatening situation for the child, call emergency services and follow the series, the current policy and procedures.**

### **Scenario: surplus or expired medication is on site**

#### **Roles and responsibilities**

1. Where possible, the surplus or expired medication must be returned to a parent of the child.
2. Where attempts have been made to return a drug or medication to a parent and the parent has not taking the medication home, the person in charge of drugs and medication's will attempt to return, unused drugs, or medication's to a local pharmacies for proper disposal.

### **Anaphylactic Policy**

All individualized plans and emergency procedures will include a description of symptoms of an anaphylactic reaction that are specific to the child and the procedures to be followed in the event of an allergic reaction or other medical emergency based on the severity of the child's symptoms.

The individualized plan and emergency procedures for each child will include information for those who are in direct contact with the child on a regular basis about the type of allergy, monitoring and avoidance strategies and appropriate treatment.

All individualized plans and emergency procedures will be made readily accessible at all times to all Mini Mastermind Child Care Centre staff, students and volunteers and will be kept on each classroom's information board.

**All** individualized plans and emergency procedures will be reviewed with a parent of the child yearly (unless necessarily) to ensure the information is current and up to date.

Every child's epinephrine auto-injector must be carried everywhere the child goes.



## **Serious Occurrence Policy**

At Mini Masterminds it is our responsibility to implement strategies to protect children's physical well-being in a safe learning environment. In the event that a serious occurrence takes place at Mini Masterminds, it is our duty to post a serious occurrence notification form within 24 hours of occurring. This form will be posted so that all parents can easily view it for 10 days to support transparency and access to information.

Serious occurrences include:

- The death of a child whether it occurs on or off the premises or a home child care or a child care centre,
- Abuse, neglect or an allegation of abuse or neglect of a child while receiving child care at a home child care premises or child care centre,
- A life-threatening injury to or a life-threatening illness of a child who receives child care at a home child care premises or child care centre,
- An incident where a child who is receiving child care at a home child care premises or child care centre goes missing or is temporarily unsupervised, or
- An unplanned disruption of the normal operations of a home child care premises or child care centre that poses a risk to the health, safety or well-being of children receiving child care at the home child care premises or child care centre.

## **Emergency and Evacuation Policy**

In the event of an emergency and/or evacuation Mini Masterminds Child Care Centre will refer to the Emergency Preparedness Policy and Procedure. Parents will be notified by the centre supervisor via telephone or email as soon as timely possible. The emergency evacuation site is Bond Head Community Memorial Hall located at 2864 Simcoe County Road 27, Bond Head (Next Door to Mini Masterminds Child Care Centre).

## **Child Abuse/Neglect Policy**

At Mini Masterminds Child Care Centre we strive to provide a happy and healthy environment for all our children. We do not tolerate physical or verbal abuse of a child; by another child, by a staff member, or a parent.

Under the *Child and Family Services Act*, all staff is required to report the belief that a child may need protection.

## **Parent Issues and Concerns**

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.

If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the local Children's Aid Society (CAS) directly.

Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the *Child and Family Services Act*.

For more information, visit

<http://www.children.gov.on.ca/htdocs/English/childrensaidd/reportingabuse/index.aspx>



## **Smoke Free Facility**

Smoking is prohibited in **all** areas of the child care centre, including washrooms and surrounding property. No smoking signs are posted at **all** exits and washrooms for public view.

## **Arrival & Departure of Children**

When dropping off your child at Mini Masterminds Child Care Centre, it is the parent's responsibility to ensure that your child has changed their shoes from their outdoors to indoors, as well as any other outdoor accessories are being placed into their designated cubby. When entering the classroom please ensure to notify the teacher that your child has arrived if they have not already seen you. Please follow the same rules when picking up your child from the child care centre. If another adult will be picking up your child from child care, please ensure to inform us with their information. Once they arrive at the centre the staff will ask for one piece of photo identification for safety purposes to release your child. All door entries are equipped with coded locks.

## **Outdoor Play/Playground Safety**

Outdoor play is essential to Mini Masterminds' philosophy. Our philosophy Reggio Emilia services the environment as a third teacher. Outdoor play nourishes growth in intellectual areas such as complex thinking, creative problem-solving, focus and perception. The children will attend outdoor play for a total of two hours a day. Once in the morning and once in the afternoon. When returning from outdoor play, children are expected to wash their hands with soap so they are not exposed to any germs or bacteria. Parents must ensure that their child is properly dressed according to the weather. Based on appropriate weather, if it is raining, if it is too cold (-10 with windchill) or too hot (+30 with humidity), children will be given activities within the classroom. If your child cannot or should not be exposed to specific weather conditions, please ensure that staff is advised to accommodate these restrictions.

## **Clothes from Home**

Parents are asked to provide children with extra clothing in their nap sacs incase of accidents. For children who require diaper changing, parents are required to provide diapers, wipes, ointments, creams, powders, etc. Supplies will be labelled for your child specifically and staff will be advising parents when they are running low on supplies.

Children are required to have indoor and outdoor shoes.

Please ensure that your child comes to the centre dressed appropriately for the permitted weather.

During the seasons we ask that parents send the following with their child(ren):

**Winter:** Mittens/Gloves, Hat, Scarf, Boots, Snow-pants, Coat

**Spring/Fall:** Appropriate weather condition apparel, ex. Rain boots, slush pants, hats, rain jacket, etc.

**Summer:** Sunscreen, hat, bug repellent, water bottle, appropriate shoes



