



Centre Éducatif Providence
GARDERIE PROVIDENCE

Sœurs Antonines Sisters
Canada

Au service de l'enfant depuis 1989

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**« Il est si beau, l'enfant avec son doux sourire, sa douce bonne foi,
sa voix qui veut tout dire, ses pleurs vite apaisés. »**
Victor Hugo, *Les Feuilles d'Automne*.

PARENTS'GUIDE

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ONTARIO REGULATION 137/15

1. HISTORY

The Centre Éducatif Providence, GARDERIE PROVIDENCE, is a non-profit organization directed by the Congregation of the Antonine Sisters Canada. The Center is licensed by the Ministry of Education of the province of Ontario.

It is located at 998 Frances Street in Ottawa, Ontario and first floor. The Centre opened its doors on September 5th, 1989 and keeps on offering the loving care and preschool education to 71 children every year ranging from 15 months to 5 years of age.

2. PHILOSOPHY

The Antonine Sisters' Centre Éducatif Providence, GARDERIE PROVIDENCE is fully committed to offer an educational environment that cultivates and enlightens the total development of the young child in a secure, stimulating and enriched preschool program.

It is in this spirit of mind and philosophy that our program aims at the following goals and objectives:

- 1) To offer the opportunity to all children to grow and learn in a safe and warm atmosphere;
- 2) To promote a positive learning environment that will enhance the growth and development of the sensory, emotional, cognitive, motor and language abilities of all children;
- 3) To create and maintain an atmosphere that will inspire children and give them opportunities to make use of their full potential and talent;
- 4) To offer an educational and cordial preschool service aimed at the accomplishment of the child's total development may it be physical, social, emotional, cognitive or language within a group context ensuring that individual differences are being respected;
- 5) To observe children in their play and make sure that all children develop the ability and enjoyment in activities that will stimulate:
 - The curiosity and insatiable desire to learn and to develop the ability to take on some initiative.
 - The self-esteem and independence, positive attitudes and a moral sense of responsibilities.
 - The development of all gross motor skills and abilities.
 - The development of all fine motor skills and abilities.
 - The respect of himself and others in all interactions with peers and/or adults.
 - A better understanding and ability to cooperate in a social context.
 - A better understanding of his environment, the environment of others in their cultures and differences.
 - Aptitudes to develop communication skills towards peers and adults.

3. PROGRAM

All activities incorporated in the Providence Centre's program are evaluated and complies to all rules and regulations set up by the Ministry of Education.

In addition, the Centre Éducatif Providence applies the Ontario's pedagogy manual 'How does learning Happen' as a learning resource for us professionals in the Early Childhood Education field.

3.1 The 4 foundations of learning

Belonging: Every child has a sense of belonging when he or she is connected to others and contributes to their world.

Well-Being: Every child is developing a sense of self, health, and well-being.

Engagement: Every child is an active and engaged learner who explores the world with body, mind and senses.

Expression: Every child is a capable communicator who expresses himself or herself in many ways.

3.2 Program of Francization

The learning of French as first or second language is used on a daily basis while children are participating in different activities & routines. Children interact with teachers and peers in french. Teachers' task is to promote, therefore facilitating the language skills by using vocabulary that will allow children to have a better understanding of French in order to express themselves in the language taught at the Center.

3.3 Program statement

1. The C.E.P. staff has developed a program statement that is consistent with the Minister's policy statement on programming and pedagogy issued under subsection 55 (3) of the Act.
2. E.C.E. Teachers at the C.E.P. believe that all children are competent, capable, curious and rich in potential.
3. E.C.E. Teachers at the CEP will ensure that the principles and approaches are always implemented within our program:
 - a. promote the health, safety, nutrition and well-being of the children;
 - b. support positive and responsive interactions among the children, parents, child care providers and staff;
 - c. encourage the children to interact and communicate in a positive way and support their ability to self-regulate;
 - d. foster the children's exploration, play and inquiry;
 - e. provide child-initiated and adult-supported experiences;
 - f. plan for and create positive learning environments and experiences in which each child's learning and development will be supported;
 - g. incorporate indoor and outdoor play, as well as active play, rest and quiet time, into the day, and give consideration to the individual needs of the children receiving child care;
 - h. foster the engagement of and ongoing communication with parents about the program and their children;
 - i. involve local community partners and allow those partners to support the children, their families and staff;
 - j. support staff, home child care providers or others who interact with the children at a child care centre or home child care premises in relation to continuous professional learning; and
 - k. document and review the impact of the strategies on the children and their families.
4. The Director of the CEP will ensure that all new staff, students and volunteers review the program statement prior to interacting with children and at any time when the program statement is modified.. The Director, along with the Head Teachers, will ensure that all approaches set out in our program statement are implemented according to new regulations.

3.4 Pedagogical approach

The Centre Éducatif Providence plans a program that aims at satisfying each child's interest, curiosity and creativity. Qualified E.C.E. teachers practice a teaching approach that is adaptable to all individual needs, talent and capacities. This teaching method allows all children to progress at their personal level within activities that are presented in a structured and semi-structured environment. Such activities are planned with a specific objective always remaining educational and fun. At the Centre Éducatif Providence children appreciate and benefit from the teaching methods being used by all E.C.E. Teachers. Such teaching

approaches will allow children to discover this wonderful world in a “Learning through play” educational experience. Your child will be exposed to teaching material that will allow learning experiences in areas such as: pre-reading, pre-writing, science, language, mathematics, fine motor and gross motor skills. In addition to participating in educational activities and circle time, autonomy and social skills are being taught where your child will experience success, therefore will build his/her confidence and self-esteem.

Favouring and promoting independence: All teachers are involved and included in the elaboration of the programming, keeping in mind that the primary goal is to give children a variety of experiences that will allow children to assert themselves positively, to promote their independence and to consume their energy in a relaxed and friendly ambiance. All teachers are able to uniformly and consistently guide children in a flexible, safe and warm environment.

Self-esteem: Teachers use positive interactions and interventions at all times, therefore remaining fair and consistent in their approach. Children learn how to solve conflicting problems or situations, how to express emotions and needs in a positive, non-physical (non-threatening, non-aggressive) constructive manner. Adult’s interventions’ enables children to respect themselves and others. In addition to developing children’s skills and individual talent, our program plan allows children a better understanding of their abilities, therefore showing pride, independence, and discipline in participating in successful activities, which enhances their self-esteem.

The behaviour Management

The behaviour management policy aims primarily at helping a child to be responsible while protecting the rights of others. Teachers set the tone and limits in playrooms giving the children freedom within the context responsibility. By letting the child be free to find own way in his peer group, he will learn what is acceptable and what is not, and deal with the logical consequences of his actions. When the situation is too difficult to handle, the child will show us through his behaviour that he needs help. The staff of the Centre will not use punitive methods, neither physical nor emotional, when dealing with the child.

Social setting: The program is also based on the belief that children develop better as individuals in social setting. Therefore, children are encouraged to interact and cooperate with peers and adults. Furthermore, children are taught skills that will help them solve conflicts with minimal adult intervention.

4. ADMINISTRATIVE STRUCTURE

4.1 Licence

The Centre Éducatif Providence is a licensed french preschool where often a second or third language is being used regularly at home and where different cultures and different religious beliefs live in harmony. The Congregation of the Antonine Sisters Canada owns the Centre, which is a non-profitable organization. The daily supervision, operation and evaluation of the Centre is put into the hands of an entrusted Director appointed by the Board of Directors and has to be approved by the Ministry of Education

4.2 Centre Éducatif Providence staff

Staff includes a Director, three head teachers, E.C.E. Teachers and other support staff responsible for the reception, accounting, kitchen and cleaning duties.

4.3 Capacity

The Center provides 71 spaces for children from 15 months to 5 years. The children are divided into two groups: Toddlers (15-30 months) and Preschoolers (30-60 months). The staff/child ratio, as determined by the Ministry of Education, is 1:5 for Toddlers and 1:8 for Pre-Schoolers.

4.4 Quality of our physical environment

The Centre Éducatif Providence benefits from a spacious, safe architectural building environment. Areas provided for different outside and inside activities are always kept clean, safe and well equipped. Such areas include: Front entrance, locker area, preschool area, dining room, kitchen washrooms, designated outside yard area for toddlers and preschoolers. Material provided is always safe and age appropriate.

4.5 Equipment & educational material

The Centre Éducatif Providence benefits from a wide variety of play equipment that is educational and gives children opportunities to explore and to expand one's individual talent.

Educational learning activities are being presented through circle time, and in learning centre such as: blocks, science, and socio-dramatic, reading, manipulative and cognitive area.

4.6 Continuous & Cooperative Education

The Centre Éducatif Providence is also a learning environment for students in training. An assigned on-site teacher as well as a supervisor from a College or High School institution works in cooperation with students. The Centre Éducatif Providence is also a member of many different local, regional, provincial and national associations all-pertaining to children's issues, specifically in early childhood education and development.

5. ADMISSION AND POLICIES

5.1 Admission

Prospective parents should call the Centre and need to put their child's name on the centralized waiting list at:

www.ottawa.ca/gardeenfants. If a problem occurs while registering on line, please call 311.

The Director will base the registration priorities on the following:

- a) The age of the child is the first factor considered for ratio and a good age mix of children within each group must be maintained;
- b) The date of application (telephone inquiry form);
- c) Siblings of children attending the Centre and Academy Providence;
- d) People who work or live in the community;
- e) Rank on the waiting list centralized.
- f) Copy of Immunization record up-to-date;
- g) Priority to full-time spaces

5.2 Waiting list centralized

Parents who are unable to register a child when space becomes available will retain their position on the list centralized. Subsequent refusals may cause their name to be removed from the waiting list.

5.3 Fees

With regards to monthly fees, please see the administration.

5.4 Fee Payment

- a) Payment is due within the first seven working days of each month and can be made by cash, debit, credit or by cheque. Late payers will be reminded immediately of their obligation. If payment is not received within five days after notice is given, the Director will advise the parents that the child must be withdrawn from the Centre unless full payment is made immediately.
- b) Your monthly statement will be stamped and given to parents as a receipt.
- c) Cheques returned because of insufficient funds (NSF) must be replaced within five days, and parents will

be requested to pay a \$10 fine. A second NSF cheque will mean that parents must not only follow the procedure described above but also, in the future, submit payment of fees in cash.

d) Parents who find it difficult to pay their fees on time are invited to discuss the matter with the Director.

5.5 Absences

a) Parents need to call the daycare before 9:30 A.M. to advise staff if your child is absent from daycare.

b) In the case of an extended absence or leave for reasons other than illness, parents are required to maintain full payment of fees or lose the child's space at the Centre.

c) Parents are responsible to pay even when the child is ill. Sick days cannot be taken at another time of the week or year.

d) if your child is registered on a part-time basis, he will not be able to take his absent days another day where he/she is not scheduled to attend.

Statutory holidays are also the financial responsibility of the parent and these days cannot be re-scheduled at other times of the year.

5.6 Field Trips

a) Field trips and community outings are included in the program. Parents are notified in advance of planned trips. Parents are encouraged to participate in these activities by volunteering their time and suggestions.

b) At the time of admission parents will be asked to sign a general form for outings in the community that do not require rented transportation. When trips require rented transportation, parents will be asked to sign an authorization pertaining to the specifics of the outing.

5.7 Holidays

All parents need to give written notice for their holidays before April 30th of each current year. Fees remain the same amount with no exceptions. The numbers of children need to remain at the maximum capacity at all times therefore it is your responsibility to pay for all holidays in order to keep your space for your child.

5.8 Exceptional daycare closings

If for any reasons the Director decides to close the daycare, parents will be advised at the earliest possible time which will allow them time to make alternative arrangements for their children.

During winter months if a storm is in effect, the Director has the right to close the daycare before 5:30 P.M. parents are expected to pick up their child as soon as possible. Parents will be advised by telephone.

5.9 Age group transfer

The Director, in consultation with the staff of the Centre, shall control the passage of a child from one age group to the next, in accordance with general age guidelines for each group and the availability of space in the receiving group.

5.10 Withdrawal and Dismissal

a) Parents who wish to withdraw their child from the Centre are requested to notify the Director two weeks in advance otherwise full program fees for the month will be charged, even if the child is not in attendance.

b) The Centre reserves the right to discharge a child if continuous disruptive behaviour is seriously affecting the rights of other children or the educational program and activities at the Centre.

Discharge will be decided only after a serious review of the situation by the staff, followed by a meeting between the Director, teachers and parents. Parents will then have two weeks to withdraw the child.

5.11 Parent Participation

The Centre staffs believe that a close relationship between home and school is of primary importance during the pre-school years. They strive to create a positive environment which parents are invited to reinforce through their actions at home.

The Centre believes that a preschool program, as a supplement to the home, extends and strengthens the family.

The following mechanisms for parent involvement and means of communication have been established:

- a) The information given by parents about their child at the time of admission is recorded and kept on file in order to provide a handy reference for staff.
- b) Parents are invited to consult their child's daily observation where the staff record pertinent information on the child's behaviour and activities: eating, sleeping, toileting, etc.
- c) The teacher may initiate a meeting at an appropriate time of the day, if deemed necessary. Prolonged discussions between parents and teachers should be scheduled, and never discussed in front of children.

5.12 Schedule, Holidays, Celebrations

a) The Centre operates all year round, from Monday to Friday, from 7:15 am. To 5:30 pm.

b) However, the Centre is closed on statutory holidays:

1. New Year's Day
2. Family Day
3. Good Friday
4. Easter Monday
5. Victoria Day
6. Canada Day
7. Civic Holiday
8. Labour Day
9. Thanksgiving Day
10. Remembrance Day (daycare opened that day but this statutory day is reported to Christmas time)
11. Christmas
12. Boxing Day

Parents are responsible to pay for all holidays.

c) All closures are posted several days before.

d) Children's birthdays are usually celebrated the day of the birthday. If the child's birthday is not a day that he/she is attending the preschool, the teacher will celebrate when child returns. Parents cannot bring food or cake at the daycare under **no circumstances** due to 'Sabrina's law'. However, we will still celebrate your child's birthday with songs, a card etc.

5.13 Health Policy

a) For the protection of others, sick children will not be admitted to the Centre.

b) When a child is deemed too ill to be exposed to other children, the Director will isolate the child and notify the parents of their child's condition. Parents are then expected to pick up their child as soon as possible. The following symptoms will be considered serious enough to notify parents and to isolate a child: vomiting, diarrhea, fever (more than 38.5c), discharge from the eyes, skin rash, impaired breathing, severe cold symptoms.

6. REGISTRATION AND PROCEDURES

6.1 Registration

- a) When a space becomes available, the Director schedules an interview with parents selected from the centralized list according to established priorities. At that time, such activities as the child's eating, toileting and dressing habits are discussed for the information of the staff.
- b) At the time of registration, parents must submit a copy of the immunization record.
- The first day of preschool, all the forms submitted during registration must be completed and returned in order to complete your child's file as per requested by the Ministry of Education

6.2 Introduction to the Centre

It is recommended that parents introduce the child to the Centre gradually and plan to spend time with the child during the initial visit. Each day, the child will be invited to stay a little longer without his parent until he or she can spend a full day at the Centre. During the first few days, the staff will be available to the parents to discuss the child's adjustment to the activities of the Centre and to ensure a smooth transition to its program.

6.3 Arrival and Pick-up

- a) Young children depend on regular routines for their own sense of security. The Centre recommends that parents establish a fixed routine for bringing children to the Centre in the morning and picking them up in the afternoon. Parents are asked to notify the Director if there is a change of schedule
- b) Parents should bring their children to the Centre no later than 9 a.m. in order that the children have time to play before the start of daily activities. Children must be picked up no later than 5:30 p.m. Parents who show up late will be charged a fee of \$5 for the first five minutes and \$2 for each additional five minutes. Late fees must be paid to the staff on duty when the child is picked up. If you are late picking up your child more than 3 occasions you will lose your space at the day care.
- c) Parents should avoid picking up children during the rest period.
- d) The staff will not allow children to leave the Centre with someone other than one of the parents unless previously authorized by parents themselves. Staff may request identification from that authorized person.

6.4 Clothing and Toys

- a) Children should be dressed in comfortable play clothes. An extra set of clothing (shirt pant, underwear, socks) should be provided and placed on the child's locker. All clothing must be labelled. Wet or soiled clothing will be rinsed and placed in a plastic bag on the child's locker.
- b) Parents are responsible for providing diapers for the young child. A supply of 3 or 4 days is recommended.
- c) Parents are reminded that children play outside every day and should be dressed accordingly.
- d) Children should not bring personal toys to the Centre, we are not responsible for the loss of or damage to toys or other personal effect left at the Centre.

6.5 Rest Periods

As required by the Ministry of Education, all children will be expected to take a nap or have a quiet time lying down after lunch. Restful music or story tapes will facilitate a quiet relaxed atmosphere for older children. Provision for quiet activities is made for those children who do not wish to rest after the first hour of naptime.

6.6 Toilet Training

There is no sense in ruling or rushing toilet training. Toilet training should be a happy time and can only be achieved when the child has control over urination and bowel movements. This happens at very different ages. One of the keys to toilet training is the child's ability to communicate the need to eliminate. When the child shows some interest in using the toilet, the staff will facilitate the process at specific times during the day. The staff will work closely with parents during this period, you will be asked to provide several change of clothing.

6.7 Health and Medication

The staff will only administer medication that is prescribed by a doctor and in accordance with the law.

The provincial legislation requires parents:

- a) To provide a written authorization to administer the drug, including the dosage and the times of administration; and
- b) To provide medication in the original container, clearly labelled in the child's name, clearly indicating the name of the drug, the dosage, the date of purchase, and storage.
- c) In emergencies, when hospitalisation is required, the Centre will use the facilities of the Children's Hospital of Eastern Ontario. Parents will be notified immediately.
- d) A doctor's note will be requested before a child is re-admitted to the Centre when:
 - 1- the absence was for two weeks or more due to illness;
 - 2- the absence was due to a contagious disease;
- 3- Diarrhea occurred for three days or more.
- 4- Tempera, Tylenol, Advil, cough medicine cannot and will not be administered at the daycare.

6.8 Safety

- a) The Centre will make every attempt to provide a safe environment for children. No child will be left without adequate supervision.
- b) In particular, in the playground, staff will ensure that children are visible to at least one staff. Equipment that possesses a higher level of risk to children shall have a staff positioned at that point to minimize the hazards. Other safety measures such as controlling access to equipment will be taken. Daily, monthly and seasonal inspections are done on a regular basis for both playgrounds. An annual inspection is done by a Canadian Certified Playground Inspector, followed by a report detailing the areas to be considered for repairs.
- c) Fire drills will be held on a monthly basis and all staff is expected to know and practice their escape routines. Parents are encouraged to discuss these drills with older children.
- d) All accidents occurring at the Centre will be documented by the staff, reviewed by the Director and filed.
- e) Copies of Emergency Procedures are available from the Director and are posted in each room.

6.9 Food

- a) Good nutrition is an intrinsic part of the Centre's program.
- b) Daily breakfast, lunch and snacks are served at the preschool following the Canadian Food Guide. Menus are posted on parent's bulletin board.
- c) Breakfast is being served to all children present before 8:45 A.M. Children cannot bring their own food at the daycare (due to serious anaphylactic reaction to certain types of food)
- d) Children are encouraged to try everything that is served at each meal; they may have several servings if they wish. Dessert is not served; milk is usually given after all children have been served their first helping of lunch.
- e) Parents should notify the staff if a child has allergies or has other food restrictions so that accommodations can be made by the kitchen staff; the information is posted in the kitchen and dining areas.
- f) The Centre will attempt to limit the intake of sugar, salt, and spices. Fresh nutritious produce is used whenever possible while keeping in mind the children's preferences. The children should not bring gum, candies and cookies at the Centre.
- g) It is **absolutely restricted** to bring foods from home due to severe allergies reaction of children frequenting the preschool.

6.10 Hygiene

Staff at the C.E.P. always ensures that strict healthy hygiene manners dictated by the Health department are being used and maintained regularly.

In addition, all rooms are being cleaned, disinfected on a daily basis. All toys, cots, linens, towels, tables, chairs, socio-dramatic play clothes etc. are being washed regularly and follows a strict rigorous cleaning schedule.

6.11 Child care supervision policy for volunteers and students

In order to provide a safe environment for all children at all times, direct unsupervised access is not permitted for persons who are not employees of the Centre Éducatif Providence.

Students and volunteers are not counted in the teacher/child ratio.

In addition, teachers appointed to a student are also responsible for the supervision and evaluation of that individual. Staff is always present with the group of children and the student in training.

6.12 New policies regarding serious Occurrences

As of november 1st, 2011, all serious incidents occurring on the premises will be posted on the bulletin board for parents. This new form will contain information only pertaining to the incident and the measures taken to prevent these types of incidents to occur in the future.

Personal information is strictly prohibited to include in the 'Notification of serious occurrence' that will be posted for parents for a period of 10 days.

7. PROHIBITED PRACTICES

7.1 The Director of the 'Centre Éducatif Providence' will not permit, with respect to a child receiving child care :

- 1) Corporal punishment;
- 2) Deliberate use of harsh or degrading measures on a child that would humiliate a child or undermine his or her self-respect;
- 3) Depriving the child of basic needs including food, shelter, clothing or bedding;
- 4) Locking the child for the purpose of confining ;
- 5) Use a locked or lockable room or structure to confine the child if he or she has been separated from other children
- 6) Anyone (staff, parents, students) who witnesses interactions or interventions that are humiliating verbally or physically towards a child needs to report to other staff, AND to the Director for follow-up.
- 7) The follow-up includes a report to the Ministry, submitted by the Director, a report printed and on bulletin board for 10 working days.
- 8) In addition, the Director will meet the staff member to discuss the situation, add to her file. The Head teacher will also be kept informed of the situation in order to ensure safety at all times.
- 9) IF the situation arises again, the staff might be fired immediately!

7.2 Measures regarding contraventions of policies and procedures:

1. are revised annually with all staff, substitute teachers & students. Staff is expected to implement the approaches specified in our program statement;
2. Regular staff meetings are in place to ensure the quality of the services offered such as programming, interactions, interventions, pedagogical approaches, ministry regulations, documentation.
- 3.

7.3 Guidelines: The Intervention techniques must:

1. Match the nature of the misbehavior;
2. Be adapted to the level of development of the child;
3. Be practiced in a constructive and consistent manner;
4. Be designed to help the child learn to develop the appropriate behavior;
5. Be implemented as soon as possible after the wrongful behavior;
6. Be discussed with parents in case of difficulty with the child.

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