

Growing Together Family Resource Centre Inc – Parent Handbook



Welcome to Growing Together Family Resource Center Inc, a nonprofit child care, which is licensed under the Ministry of Education Early Learning Division, and follows the standards set out in the Child Care and Early Years Act. The childcare is run by a volunteer Board of Directors, made up of parents and other interested members of the community.

Growing Together at St. Anne's, Growing Together at W. J Baird, Growing Together at Harwich Raleigh and Growing Together at Tecumseh are all located in schools. Growing Together at May Court is a stand-alone centre that is adjacent to Tecumseh Public School. Through professional staff, a quality emergent program is provided.

The Philosophy of the centers:

To provide a warm, safe, stimulating environment and program that enables each child to develop individually to his / her fullest potential physically, emotionally, socially and cognitively.

1. To provide an appropriate program experience for children based on individual needs, and interest in the areas of Gross motor, Fine Motor, Emotional/Social, Cognitive and Language.
2. To involve the whole family in the education of their child.
3. To provide a wide range of learning experiences such as art centers, learning circles, dramatic play areas, cognitive learning toys and outdoor play. Topics are established by evaluating the developmental needs of the children and their interests to guide the emergent programming process for all the weekly activities.



Achieving the Program Philosophy:

The “Emergent programming approach” fundamentals are;

- Planned programming
- Children are fundamentally competent
- The planning process leads to activities and interactions which respond to the children's development and relate to children's interests
- Play based
- Focus of RECE is play facilitation
- Group times are an opportunity to plan and reflect with children; and/or further their exploration through song, story.

Canada Wide Early Learning and Child Care Agreement:

The Federal Government has committed to investing in a national child care system known as the Canada-Wide Early Learning and Child Care System (CWELCC). Funding under the agreement, will be used to build and leverage the success of Ontario's existing early learning and child care system by increasing quality, accessibility, affordability and inclusivity in early learning and child care.

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Growing Together has enrolled in the Canada-Wide Early Learning and Child Care System. All Infant, Toddler, Preschool and Eligible FDK children will receive discounts to their child care rates as scheduled by the Federal Government. A reduction of 25% off the base GTFRC rate for child care services was put in place on November 1st, 2022. Eligible parents received a credit of 25% for all child care services used between April 1st-October 31st, 2022. On January 1st, 2023 the discount rate for Infant, Toddler, Preschool and Eligible FDK children was increased to 52.75% off the base GTFRC rate for child care services. Growing Together will continue to apply discounts to child care rates as scheduled by the Federal Government.

Daily Schedule:

Activities follow a regular pattern so that your child can feel safe knowing what will happen next. The day will have indoor and outdoor, busy and quiet times. The program will have a wide variety of creative activities, music, and various small and large group experiences. Check with your child's RECE teacher for daily / weekly program plans.



Hours of Operation:

* Please note that if the schools are closed the child care will be also. If the child care must close in the middle of the day, parents will be notified by listening to CKSY radio station, looking at the website www.gtfr.org and receiving a personal phone call. The website (Twitter portion) and face book page will be updated often to keep parents informed of the situation.

Growing Together at St. Anne's

- ✓ Programs for children 18 months to 12 years old
- ✓ Before and After School Programs available
- ✓ PA Day and Summer Programs available
- ✓ Open from 6:30am – 6:00pm

Growing Together at Harwich Raleigh

- ✓ Programs for children 30 months – 12 years old
- ✓ Before and After School Programs available
- ✓ PA Day and Summer Programs available
- ✓ Open from 6:30am – 6:00pm

Growing Together at W.J. Baird

- ✓ Program for children 3 months- 12 years old
- ✓ Before and After School Programs available
- ✓ PA Day and Summer Programs available
- ✓ Open from 6:30am – 6:00pm

Growing Together at May Court

- ✓ Programs for children 3 months - 12 years old
- ✓ Open from 6:30am – 6:00pm with an **Extended Hour program (6:00pm – 10:00pm)-Currently Not Operating**



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Growing Together at Tecumseh

- ✓ Programs for children 4-12 years old
- ✓ Before and After School Programs available
- ✓ PA Day and Summer Programs available
- ✓ Open from 6:30am – 6:00pm with an **Extended Hour program (6:00pm – 10:00pm)-Currently Not Operating**

The Extended hour programs place a focus on play and social experiences. The goal is to provide children with a warm, safe, program that replicates a family, homey feel. The program includes a family style dinner, large and small group activities, outdoor play and wind down time with quieter activities e.g. puzzles, music, sewing, knitting, reading and stories. Bed time routine and sleeping arrangements need to be noted on the enrolment form and updates communicated with the supervisor. Contract information for after hours must be noted as well on the emergency information form.

Emergency Evacuation Information:

GTFRC has emergency management policies which reference Lock down, Hold & Secure and Shelter in Place procedures and evacuation procedures. In the event that the child care and/or school is no longer safe, the following are the Emergency Evacuation locations:

Growing Together at St. Anne's

- Primary site - GT at WJ Baird, 182 King St, Blenheim 676-1200
- Designated evacuation site - Gable Reese Rotary Pool, 66 Regent St, Blenheim 676-4544

Growing Together at Harwich Raleigh

- Primary site – GT at WJ Baird, 182 King St, Blenheim 676-1200
- Designated evacuation site – Gable Reese Rotary Pool, 66 Regent St, Blenheim 676-4544

Growing Together at W.J. Baird

- Primary site – GT at St. Anne's, 183 Snow Ave, Blenheim 676-1757
- Designated evacuation site – Gable Reese Rotary Pool, 66 Regent St, Blenheim 676-4544

Growing Together at May Court

- Primary Site – United Way of Chatham-Kent, 425 McNaughton Ave West, Chatham 519-354-0430
- Designated evacuation site-John D. Bradley Centre, 565 Richmond St. Chatham 598-0200

Growing Together at Tecumseh

- Primary Site-United Way of Chatham-Kent, 425 McNaughton Ave West, Chatham 519-354-0430
- Designated evacuation site-John D. Bradley Centre, 565 Richmond St. Chatham 598-0200

Parents will be notified if an emergency situation occurs, based on direction from the emergency personnel.

Missing Articles:

The child care cannot be held responsible for lost articles of clothing. Please report the missing item to the staff, which will then search for it and / or post a sign with a description for other families.

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Clothing:

- ❖ All clothing should be washable (the children do get dirty), comfortable and easy for your child to handle dressing him / herself.
- ❖ A full set of seasonal, change of clothing, should remain at the child care in case of accidents. (e.g. shirt, pants and socks)
- ❖ If child care clothing is borrowed, it should be laundered and returned promptly.
- ❖ As children are outside every day they must have appropriate outdoor clothing.

Parent Visits:

Visits from parents are always welcome. We do recommend you speak to the classroom educator to come up with a plan to ensure the visits are benefiting the child's well-being. It can be confusing for a child to see a parent mid-day. The RECE's want your child to feel safe and happy. Families are encouraged to share their culture, resources and special talents, please see your child's educator to explore this opportunity.



Infant/Toddlers:

Parents of infants and toddlers will provide; diapers, formula and jar food as needed. Each parent will have information about your child's day and activities by receiving a daily sheet or logging into the Lillio software.

Parent/ECE Meetings:

The RECE's are more than willing to set up a meeting to discuss your child's progress. Annual Parent/ RECE review meetings are scheduled each spring. For parents with children under the age of 5, the staff will ask you to complete a developmental checklist at home with your child. (Ages and Stages Questionnaire). Upon returning it to the RECE, they will score it and discuss the findings with you.

Fund Raising:

Growing Together hosts different fundraisers throughout the year. Participation is completely optional. The funds raised provide for extras in the programs e.g. toys and crafts.



Surveys:

Each year, a family survey will be available for comments. An opportunity to sit on the Board of Directors will also be offered. Please fill in your comments to assist the Board in making the child care a place to meet all family's needs.



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Messages:

All centres have answering machines. Please feel free to leave messages before or after hours. The child care does not take schedules over the phone.

Health:

Please include a copy of your child's immunization record upon enrolment.

Driver's License:

Please include a copy of your driver's license upon enrolment.

Behavior Guidance:

RECE's consider the environment, the routine and any other conditions that may be contributing to the negative behaviors.

Behavior guidance will be:

- Related to the intensity of the inappropriate behavior
- Appropriate to the developmental level of the child
- Used in a positive and consistent manner
- Designed to assist the child to learn appropriate behavior

Procedures:

- Positive behaviors are reinforced.
- Prevention - to anticipate problems and diffuse potential crisis
- Identify and address all concerns and conflicts.
- For further details see the Supervisor for the GTFRC Policy and Procedure Manual.

Prohibited Practices:

Under no circumstance will corporal punishment be used as behavior guidance. As well, the following control techniques are not tolerated at Growing Together:

- Inappropriate Verbal Practices such as humiliation, threatening, swearing, harassment, yelling or sarcasm towards a child
- Lack of Supervision including diverted attention for frequent or extended periods, leaving children unsupervised and having child unaccounted for.
- Harsh Discipline of any kind which includes deprivation of basic needs (food, shelter, clothing or bedding), making children eat or drink against their will, confinement, either by locking exits of a room or use of a lockable structure.



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Accident Reports and Emergency Care:

When a child has an accident, a report will be completed, sent to the Child care Supervisor to review and sign. The parent will sign the report upon receipt of a copy. If a child suffers a serious injury or becomes very ill, the staff will contact the child's parents/guardian to inform them. In the event that an ambulance is required, the supervisor or designate will call 911 and (if staffing allows) will accompany the child to the hospital. The child's file will be taken along as well. This person will stay with the child until a parent assumes responsibility. The parent will assume any cost for the ambulance.

Field Trips:

Occasionally staff will bring the children for a short walk to discover our community. A permission form in the enrolment package will authorize your child to participate in this activity. Field Trips are scheduled in advanced to provide children opportunities to visit places of interest. Your child's educator will provide you with a permission form for the excursion informing you of the destination, time, and date. A minimal charge may be required to cover transportation and entrance fees.



Outdoor Play:

When your child is at the child care, it is hoped that he/she will be able to enjoy full participation in all activities. Children will be kept indoors under the following weather conditions: heavy rain and/or thunderstorms, below -10 Celsius, and extreme heat.

Withdrawal:

The office must be informed of a withdrawal in writing, two weeks before the child's last day. This allows the Supervisor the opportunity to replace your child's position without delay.

THANK YOU:

Finally, thank you for choosing Growing Together Family Resource Centre. We are look forward to working with your family to provide quality, play-based child care for your children. We hope your experience with our organization will be positive and memorable. experience for your whole family.

