Friends Day Care

Parent

Handbook

An Annex Tradition Since 1971

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Parent Handbook
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Friends Day Care Program Statement

Friends Day Care is a proudly not-for-profit child care centre for children aged two to five years. We believe that high-quality childcare should be available to every family in our community; we offer full-fee spaces as well as subsidized spaces through City of Toronto Children's Services.

Our R.E.C.E. staff is passionate about working in the non-profit child-care sector. Dedicated, long-standing staff is the cornerstone of a quality program. We support our staff in their professional development, because we recognize that it is integral to supplying a high standard of care.

We know that each child is a unique individual and our aim is to help each child realize its full potential. We believe that children thrive in an environment that encourages them, challenges them, nurtures and celebrates them.

Each child arrives at our centre as an individual, with personality, curiosity, rich with experiences, and full of potential. Every day, we see how learning flows between parent, child and educator. As educators, we see ourselves as part of the team that will guide, support and encourage your child in their early years. From your initial tour of the centre forward, we aim to create an open, supportive relationship with each family member. We welcome participation, feedback and an exchange of ideas. We feel the more that we can learn about each other, the better a child's sense of belonging. Ultimately, our goal is to give each child the opportunity to see themselves reflected in every aspect of the program.

Our play-based program incorporates activities that help children learn to interact within a group and also to express their individuality. We engage children with fun yet challenging activities, and provide the tools to encourage investigation and exploration.

Our curriculum is emergent; it is a collaboration between educators and children. At the core of each activity is an idea or expression, stemming from conversation, and play. Part of the educator's role is to facilitate the natural progression of that idea, to extend it, to encourage reaching the next step in exploration, and to facilitate it, with equipment, props, or literature. The collaborative nature of the programming fosters a child's self-esteem, and gives validation to their ideas.

Observation of the children provides the spark that informs our planned activities. Each week, observations of each child are sent through the Brightwheel app as well as photographs, corresponding to goals and skills being developed. These form the basis of your child's portfolio. Teachers are always willing to meet with parents to go over the program and their child's development at a mutually convenient time, any time of the year.

Our day at Friends allows for at least two hours of outdoor play. Our playground is in a setting which is rich with nature. Exploring outdoors is a vital component to our program; each season brings a multitude of learning opportunities. We incorporate spaces for quiet reflection, building in sand, splashing in puddles, and rolling on grass. We gather for songs and games, swing bats and racquets, kick and throw balls. We sit quietly with books in a shady spot; we watch busy ants, and feed the birds.

Inside, the children will move between individual play experiences to small group, and whole group times, throughout the day. We see how each child's energy ebbs and flows through the day, and we allow for a quiet rest period, as well as providing opportunities to snuggle up with stories or puzzles.

Friends Day Care is part of a diverse and vibrant community. We take local walks to explore the area and the people in our neighbourhood. We visit the Fire hall when we take donations for the food bank. We enrich our program with a weekly yoga class.

Occasionally, parents will express need for other supports for their child. We will do our best to connect parents with the right support, either directly, or through our community partners. We work alongside other professionals to implement individual program plans for children with different abilities when required. Teachers and parents become a support team for the child, communicating often and openly.

At friends, we believe that children learn best in a safe, healthy environment that meets all of their physical needs. When children are well-nourished, they can get on better with the business of play. Our menu is seasonal, and culturally sensitive. Our goal is to provide daily lunches and snacks that meet the recommendations outlined in "Eating Well with Canada's Food Guide." A registered nutritionist checks that we have the balance right, and the children give feedback that helps us review every meal. Our menus are available for parents on our Parent Information Board as well as our website. Meals are tailored to the needs of children with sensitivities or restrictions, wherever possible. Our meals are prepared on-site; the groceries are purchased fresh each week. We welcome recipes and input from all families in developing our menus.

At Friends Day Care, children learn the importance of respect for self, for others and for their environment. We encourage each child on their journey to independence by fostering the development of self-help skills and the freedom to make choices in their daily play.

We support children as they learn to interact with their peers and express their thoughts and feelings. We promote peaceful and thoughtful resolutions by taking time to discuss problems. We help to build self-esteem by ensuring each voice is heard, and show a group how to validate that voice with compassion and understanding.

At Friends Day Care, our program is constantly evolving. Each year, our Program Statement and our strategies for implementing it, are reviewed by each staff and Board member. Our program development is guided by the Ministry of Education's document entitled, "How Does Learning Happen?" Parents are actively encouraged to review this and other program information, available in our centre and through links on our website.

Prohibited Practices

Through the implementation of the above statement, we will not allow any of the following prohibited practices:

1. No form of corporal punishment of the child;
2. Physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting themselves or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
3. Locking the exits of the child care centre premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensees emergency management policies and procedures;
4. Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine their self-respect, dignity or self-worth;
5. Abusive language such as swearing or screaming.
6. Depriving or denying a child the basic necessities, such as food, drink, shelter, sleep, toilet use, clothing or bedding;
7. Inflicting and bodily harm on children including making children eat or drink against their will.
8. Sexual abuse, sexual misconduct and prescribed sexual acts (as defined under the Early Childhood Educators Act, 2007).

JAN 2017
(Updated June 30, 2026)

Friends Day Care Inclusion Policy

All children are welcome at Friends Day Care. We believe that:

- Families have the right to attend the daycare centre of their choice.
- A high-quality centre is a diverse one.
- Children learn best when they participate with others who have different goals and abilities.
- All children bring value to our program.

Our goal is to include all children within our programs and services regardless of their special needs. To this end, we will:

- Collaborate with our parents and our Special Needs Resource Staff
- Provide opportunities for staff to increase their knowledge and awareness of different special needs
- Ensure that all possible modifications to the program are carried out to promote the full participation of all children
- Respect the right to privacy and dignity of all clients

Definitions:

The Ontario Municipal Social Services Association (OMSSA) defines 'special needs' as:

'Children who, due to emotional, familial, physical, behavioural, developmental, cognitive, communication or emotional factors, are at risk of not maximizing their potential. Special needs encompasses children who require support and assistance with daily living, whether formally diagnosed or not, and whether a diagnosis is short- or long-term in nature.'

Special Needs Resource Staff are defined as:

Staff that are funded by the City of Toronto to support licensed child care programs for the provision of providing consultation, training, referral, case coordination, transitional support, and advocacy.

Procedures:

Human Resources

- All staff of Friends Day Care understand and agree to support inclusive practices as out lined in the centre's Inclusion Policy
- Staff members review and sign off on the Inclusion Policy annually.

Training

- All staff receive equal opportunities to attend Special Needs workshops and training.

Confidentiality

- Staff understand that they will receive and have access to confidential information about children and families. They agree to keep this information in the strictest confidence
- Parental consent will be required before sharing information with any outside agencies
- Documentation of consent to share information will be kept on-site in the child's file.

Partnerships

- The centre will work in collaboration with parents and community supports to meet the needs of all children
- The centre will meet privately with parents to discuss the child's needs and any concerns. Consent from parents will be sought to enlist support from the Special Needs Resource Staff. Parents will be offered help and support throughout this process.

Admission/Registration

- The centre is open to all the community and all interested families are treated in a fair and equitable manner.
- Admission Procedures are followed for all families. All parents have access to the complete Friends Day Centre Policies, including the Access and Equity Policies, Behaviour Guidance Policy, Program Statement, Withdrawal Policy, Parent Involvement, Health and Safety, CAS reporting and any other related policies and procedures.

JUNE 2010

Anti-Racism and Anti-Bias Policy

Toronto is now distinguished as the single most ethnically and culturally diverse city in the world. Many of us celebrate our rich cultural heritage and exercise our democratic rights to choose our own lifestyles, which are protected under the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code.

In light of this, Friends Day Care recognizes its responsibility to work towards the elimination of discrimination and harassment on the grounds of race, creed, colour, marital status, family relationship, and disability. FDC is committed to the principle of positive action in the reflection and promotion of the ethnic, cultural and social diversity of its community and does not tolerate discrimination of any kind. However, a policy of zero tolerance is not effective in and of itself. FDC engages in a continuous process of identifying and challenging manifestations of discrimination as well as celebrating difference. FDC expects responsible professional behaviour on the part of its staff and Board of Directors, which promotes an atmosphere of respect and acceptance of difference in the workplace.

Any display of images or materials in the daycare, which are derogatory to persons on any of the grounds enumerated above, is prohibited.

Given that child abuse may be sanctioned by custom or tradition, and the legal responsibilities owed by FDC under the Child and Family Services and the Criminal Code, contravention of FDC's Child Abuse and Protection and Criminal Reference Check Policies are the only instances in which the Anti-Racism/Anti-Bias Policy may be overridden.

All FDC staff and other members of the Day Care have a responsibility to cooperate in the creation of a climate in which harassment and discrimination do not occur. They shall not engage in practices, which appear to condone harassment to discrimination through active encouragement of unacceptable behaviour or by implied acceptance or support for such behaviour.

Structure & Staffing

Friends Day Care opened in 1971 as a parent co-operative. It was incorporated in 1991 and has since operated as a not-for-profit centre, licensed by the Ministry of Education. Our volunteer Board of Directors consists of parents and other individuals from the community. Friends Day Care is a non-denominational centre.

Every staff member receives annual CPR training and maintains current Standard First-Aid certification. Our staff include Lorna Meggitt RECE, who has been a Supervisor at Friends for over 20 years. Rudy Luft RECE is the Assistant Supervisor. Mary Lakatos RECE is the Lead ECE in the program, and Garrett Luft ECA is the full-time Assistant.

We accept children from 2* to 5 years of age. Children, who are four or five years of age, can participate in our in-house Kindergarten Program when numbers allow.

*Please note there are a limited number of spaces for children aged 2 years to 2.5 years. Please contact the Supervisor directly for further details.

Hours of Operation

The daycare is open Monday to Friday from 8.00 a.m. to 5.30 p.m. We are closed on all statutory holidays, Easter Monday, and the days between Christmas & New Year.

Fees

We are enrolled in the Canada Wide Early Learning & Child Care (CWELCC) plan. Our base fee is $450.00 ($20/day). Our non-base fees are any late pick-up fee, or bank charges.
Fees are due on the 1st of each month. Payments are made through the Brightwheel App.
Tax receipts are given during the month of February.
To secure your child's space, a non-refundable deposit of one month's fees is payable. The centre will refund or credit any amount should fees be lowered.

Friends Day Care
Waiting List Policy

Making an Application

Parents are considered to have joined the waiting list when they have submitted their information into the WaitList Plus App.
Parents are responsible for updating contact information as needed.
No fees are required to register or remain on the waiting list.
Parents can monitor their position on the waiting list by logging in to the app.

When a space becomes available

Spaces become available as a child leaves or graduates the centre. Parents are contacted in the order that they joined the waiting list; provided their child is eligible to join the program (i.e. has reached at least two years of age).
The contact information on file is used to contact the parent(s). If the parent(s) are unreachable by the contact information on file, the Supervisor will go on to contact the next family on the list.
Parent(s) are given a time frame to accept or decline the space offered.
Parents who choose to decline a space offered, will remain on the waiting list in their original position.

Exceptions

Priority is given to an eligible sibling of a child already in the program.

When a space is accepted

To accept a space, full-fee parent(s) are required to provide one month's fee as a deposit. This amount is applied towards the last month's fee, when the required one-month notice is given in writing.

Remaining on the Waiting List

Parents are considered to be actively on the waiting list until:

- their child is too old for the program
- parents request to be removed from the list
- one year has passed since their application, without checking in via e-mail or via the Waitlist Plus App

JUNE 2025
(Updated June 30, 2026)

Withdrawal Policy & Procedure

Friends Day Care reserves the right to ask any family to withdraw their child from the centre, for reasons such as, but not limited to: unresolved behaviour problems, habitual non-payment or late payment of fees; habitual lateness at pick-up time. One month's notice will be given in these cases for full-fee parents, two weeks in the case of subsidized families. Where an abusive act, either verbal or physical, is made against any staff member or client, by a parent, family member or their agent, the withdrawal shall be immediate and the decision of the Supervisor/Co-Supervisor shall be final. We will:

- Document all meetings with parents and support services
- Notify our Children's Services Consultant
- Notify the Board of Directors
- Refer parents to other services

Friends Day Care requires one month's written notice to withdraw a child from the program. Failure to provide the minimum notice will result in the forfeit of the fee on deposit. All outstanding fees are payable at the time notice is given. The deposit will be used towards the last month's fees when the required notice is given.

Subsidy Attendance Policy

Children's Services allow 50 days for vacation or illness each year. Parents are responsible for calling the centre on days their child will be absent. Any days taken in excess of 50 are paid for at the daily full-fee rate. The Supervisor will send home an invoice. Parents wishing to appeal for more vacation days should seek assistance from their caseworker at Children's Services. Appeals are not the responsibility of the daycare. Families who already have an outstanding balance for fees will be expected to pay the full-fee rate on a daily basis for absences exceeding 35 days. Two weeks notice will be given for habitual late payment, or non-payment of fees.

Our Commitment to Your Family

Health &Safety

Immunization Policy

In accordance with the Public Health Department, parents are required to complete an Immunization Form for their child, prior to admission. Parents, who do not wish to immunize their child fully, must have a signed affidavit on file. Should an infectious outbreak occur, their child will not be able to attend the centre until Public Health deems it safe to do so. Full payment of fees will be due for the time the child is not in attendance.

The General Information Form has questions relating to allergies and your child's medical history. Allergy lists are posted in all rooms used by the children, as well as the kitchen, staff emergency kits and on the attendance clipboard.

Our staff work hard to create a safe but stimulating environment, but occasionally accidents do happen. Minor accidents are recorded and staff will fully communicate the circumstances of the incident either by phone, or at pick-up time. A *Minor Incident Record* will be completed for you to read and sign. A copy is given to parents and a copy is kept in the child's file.

In the case of a more serious accident, the centre will notify parents immediately and transport the child to the nearest hospital receiving emergencies. Our staff keeps up-to date emergency numbers and a cell phone with them at all times. For this reason, please be sure that the daycare has on file:

- Up-to-date home/work /school telephone numbers
- The names and telephone numbers of at least one <u>other</u> adult who can be reached in an emergency
- A signed *Emergency Transportation and Treatment form*.

Nutrition

Nutritious lunches, as well as morning and afternoon snacks, are provided. The meals are served "family-style" in small groups. Alternative menu items can be arranged for children with allergies or dietary restrictions. Our weekly menus are posted on the Parent Information Board. Each weekly menu is available to view or download from our website. The foods we serve are free of trans-fats, and wholegrain products are served whenever possible. We enjoy serving foods from all around the world. We welcome your input for suggestions of foods that your family enjoys, so please share your ideas with us!

Please do not bring in outside food or drink into the centre.

Progress Reports

At any time during the year, you may ask one of your child's teachers to discuss your child's progress at more length than the daily schedule allows. Our teachers are constantly monitoring your child's well-being and development, and welcome the opportunity to discuss this either in person or by telephone, at a mutually convenient time.

Special Activities

Throughout the year, the staff program special trips and activities. Parent volunteers are not generally required, but our Volunteer Policy should be read during the enrollment process and also before you join us on a trip. A consent form for your child is required for each trip (which may include travel on T.T.C. or school bus) and must be signed beforehand.

Student Placements

From time to time, Friends Day Care welcomes students from High Schools, Colleges and Universities, who observe and participate in activities. Parents should note that students of any age are never used to maintain staff to child ratios, or be unsupervised with a child/children at any time.

Communication

Weekly observations, photos and messaging are conducted through the BrightWheel app.
Parents are also invited to join our private Instagram account: friendsdaycaretoronto

What We Ask of You

Safe Arrival and Pick-up

To avoid disruption during lunch and nap times, please arrange appointments so that you will not have to pick up your child between 11.45a.m. and 3.00p.m.

Please call/text or message the centre if:

- Someone other than a parent will be collecting your child (anyone picking up for the first time will be asked to show photo ID)
- You will be picking your child up early
- Your child will not be attending that day

Please note: Staff will **not** release your child to anyone who:

- has not been named as an authorized pick-up person
- is under 14 years of age
- is, or appears to be, under the influence of alcohol or other controlled substances. The decision of the senior staff on duty is final.

Late Pick –Up Policy

The centre closes at 5.30 p.m. promptly. If you expect to be late, please call as soon as possible. **Late charges apply to anyone arriving after closing time**. Late charges are as follows:

5.30p.m. - 5.35p.m. - $15.00
5.35p.m. onwards - $1.00 per minute

Late fines are not part of regular daycare fees and are paid directly to the staff members who have had to stay late to care for your child.

If your child has not been picked up by 6.30 p.m. and attempts to reach either a parent or emergency contact person have failed, the daycare is required by law to contact the Children's Aid Society.

If your child is picked up late on three occasions, you will receive written warning that any additional late pick up will result in one month's notice to find alternate care.

Illness and Medication

If your child is ill (i.e. diarrhea, vomiting, eye discharge, rash, persistent cough, or contagious disease) he or she must **not** attend. If your child exhibits any of these symptoms during the day, you will be asked to pick him/her up. The Child Care and Early Years Act require us to isolate the sick child to try and prevent spreading the illness. Staff will make every effort to keep your child comfortable while waiting for you to collect your child and will monitor their symptoms. A record of each child's illnesses is kept on file.

If your child has a contagious disease, we reserve the right to ask for a doctor's note before the child can return to the centre. In assessing the wellness of a child, the decision of the Supervisor is final. **Children must remain at home for a full twenty-four hours after a fever ends, without fever-reducing medication. A child who has had one incident of vomiting or diarrhea, should remain home for 48hrs and vomiting has stopped/normal bowel movements have returned (on regular diet).**

Please also see the attached Head Lice Policy.

Medication

Staff will administer prescription medication only. The medication **MUST** be in the original pharmacy container and clearly labeled. Non-prescription drugs can only be administered with an accompanying doctor's note. This note should be dated and specify the exact amount, type and frequency of the drug. A medication form must be completed for each medication.

Parents are responsible for signing the *Medication Form* each day that the medication is required. Please make sure that the medicine is stored in the correct locked box (refrigerated or room temperature). Our full medication and illness policies are available on the Parent Information Board.

Clothing and Toys

Your child will need to bring a full change of labeled clothing. Please make sure that your child has suitable outdoor clothing for the weather, including footwear that allows for safe climbing and running at the playground. A pair of comfortable, non-slip shoes (not slippers) is required for indoor play and should be left at the daycare. Velcro closures or slip-ons only, please.
Parents are responsible for ensuring that appropriate outdoor clothing is provided. Often children have the same boots and snowsuits, so please remember to label all items clearly. Children who are still learning to use the toilet will need to bring

disposable diapers or side-fastening pull-ups, as well as a package of wipes.
All children nap or rest after lunch, your child may enjoy a small soft toy from home to help him or her settle down. On certain days, your child's teacher may ask your child to bring in something for "show and share" time, otherwise, **please leave all other toys at home**. Books or music CD's that are appropriate for the children are always welcome!

Birthdays and Other Celebrations

Birthdays are special events at Friends Day Care! We provide a cake or ice-cream for all the children at lunchtime (we purchase something which is allergy-friendly).
Please do not send any other treats or loot bags.

Teachers are not responsible for handing out party invitations or communicating to other parents about parties. Parents should put birthday party invitations directly into friends' cubby bins.

We celebrate major holidays like Easter and Christmas, however, we welcome the opportunity to learn about and join in other cultural and religious festivals. If you would like to share a special festival with us, please let us know!

Parental Involvement

You are welcome to attend the Annual General Meeting where you might like to volunteer as a member of our Board of Directors. Our annual audit is reviewed and staff and Board members give reports.

There are numerous other ways to get involved with the centre; sharing a family tradition or celebration, demonstrating a skill or hobby, coming to our Annual Holiday Concert, all are ways to participate and strengthen the relationship between staff, parents and child. Let us know how you would like to get involved!

And Finally….

A complete Policy Handbook is available for parents to read on the Parent Information Board, please take some time to read through it. You will also find copies of all our inspection reports, Municipal and Provincial, as well as Toronto Public Health, water testing results, and our annual playground inspection report. Please look through them and do not hesitate to ask questions!

We look forward to getting to know you and your family!

Friends Day Care Head Lice Policy

Overview

Head lice are a common problem in any situation where children gather together. Although not a health issue, pediculosis can cause much distress to families. Prevention through screening, education, and daycare strategies, are important measures.

Parents should:

- Make screening a regular part of your child's daily hygiene routines
- Inform staff immediately of any detection of lice in the family
- Monitor your child for signs of infestation i.e. scratching their head
- Be prepared – invest in a good quality nit comb (preferably metal)

Policy

Preventative measures:

- Children are not allowed to trade or share hats
- Make sure children put hats into jacket sleeves
- Monitor children for signs of infestation
- Perform regular group screenings

If an infestation occurs, Friends Day Care staff will:

- Assist parents, answer questions i.e. How to screen, pass on fact sheets etc.
- Be sensitive when contacting parents if an infestation is found
- Inform all parents that there is a case of head lice in the centre
- Remove shared costumes from dramatic play centre for the duration of an infestation
- Vacuum all rugs and carpets regularly
- Launder all sheets, blankets and soft toys

When Head Lice is discovered in a child at the daycare:

- Parents will be notified immediately. The Parents will be given a fact sheet and directed towards www.licesquad.com or www.nitwits.ca for information and advice about treatment (seek a doctor's advice for those who are under 2yrs, women who are pregnant or breastfeeding or if your child has asthma, allergies or is prone to seizures)
- Children should have a course of treatment and remain home until all live nits and lice have been removed. Your child will be screened upon returning to the centre.
- All parents will receive a notice informing them of a 'case of head lice'
- Staff will perform a group screening each day for the next 7 days
- Remember; Head lice are not a sign of poor hygiene, or neglect.

FEB/16

Smoke-Free Policy

Objective:

To maintain a smoke-free environment & protect the health of all those who work, attend, or visit Friends Day Care.

Friends Day Care is designated a smoke-free area, in accordance with the *Smoke-Free Ontario Act, 2017.*

Definitions:

For the purpose of this policy, smoking refers to the smoking or holding of lighted tobacco or cannabis (medical or recreational).

Vaping refers to inhaling or exhaling vapour from an electronic cigarette or holding an activated electronic cigarette, whether or not the vapour contains nicotine.

The Policy:

Smoking tobacco or cannabis & the use of electronic cigarettes, is prohibited in all areas of Friends Day Care, including the outdoor play areas and pathways, whether children are present, or not.

Responsibilities and Procedures:

1. "No smoking" and "No vaping" signs or a dual "No smoking and No vaping" signs are posted at each entrance, exit and washroom in the centre, in appropriate locations and in sufficient numbers , so that everyone knows that smoking and vaping is not permitted
2. Ensure that no ashtrays or similar items remain in the centre
3. Ensure that no one smokes or vapes in the centre
4. Ensure that someone who refuses to comply with Ontario's smoking and vaping laws does not remain in the centre (including outdoor spaces, pathways, etc.)
5. Notice will be given to all parents before their child is enrolled
6. Notice will be given to all students and volunteers prior to providing care or guidance to the children
7. The policy will be reviewed with staff and supervisor at commencement of employment.

REVISED AUGUST 2019

Friends Day Care
Volunteer Policy For Trips And Outings

We would like to take this opportunity to thank you for offering your help to be a volunteer with our group. To ensure the safety of everyone participating, we ask that you read, sign and respect the guidelines below. Have a great trip!

- A current Vulnerable Sector Police Check is required even if you are only accompanying your child.
- You will be paired with a staff member in a small group. Staff will make decisions in the best interests of the program. Please follow their lead.
- Children must be supervised at all times. No child is to be left unattended.
- A staff member of the centre must escort children to and from the washroom facilities.
- Areas such as playgrounds or open fields should be monitored for hazards.
- In the interest of health and safety, please only offer food and beverages that have been supplied by the centre.
- Please encourage children to walk (avoid carrying children except in emergency situations).
- It is important to accompany your group to and from the daycare, to maintain ratios both going and returning from trips.
- Smoking and/or cell phone use is not permitted while supervising the children.
- Please make sure you have previously read and signed the Prohibited Practices and Child Abuse Policy. Volunteers are expected to follow these policies while supervising children.
- The staff is legally responsible for children at all times. However, we rely on your co-operation by helping us supervise the children and informing the staff of any unsafe situations. If you feel something is not safe, report it to the staff you are with immediately.

Name of volunteer:_____

Signature:_____

Date:_____

Friends Day Care Centre
Policies and Procedures Regarding Child Abuse
(Adapted by Toronto Child Abuse Centre)

Please read the full policy and procedures located on the Parent Information Board.

Purpose of the Policies and Procedures

The Friends Day Care Centre is committed to taking a pro-active position regarding the prevention of child abuse through:

- Ongoing observation of the children in our care;
- Professional education with respect to early identification, effective response and adherence to legal obligations, including reporting;
- Keeping abreast of developments in legislation and relevant issues;
- Communication and support of the child and family; and
- Working with other community service providers.

Legal Requirements

A child is defined as a person from birth until his/her 16th birthday.

The Child and Family Services Act (Section 72)

Duty to Report

In accordance with the *Child and Family Services Act,* it is the responsibility of **every** person in Ontario, including a person who performs professional or official duties with respect to children, to immediately report to a Children's Aid Society if s/he suspects that child abuse has occurred or if a child is at risk of abuse. This includes any operator or employee of a day nursery. An individual's responsibility to report cannot be delegated to anyone else.

Failure to Report

It is an offence under the *Child and Family Services Act* for a professional to contravene one's reporting responsibilities. The penalty imposed (a fine of up to $1000) emphasizes that a child's safety must take precedence over all other concerns.

Confidentiality

The duty to report suspicions of child abuse overrides the provisions of confidentiality in any other statute, specifically those provisions that would otherwise prohibit disclosure by a professional or official. The only exception to this is solicitor/client privilege.

Protection from Liability

All persons making a report of suspected child abuse are protected against civil action, unless that person is proven to have acted "….maliciously or without reasonable grounds for the belief or suspicion…"