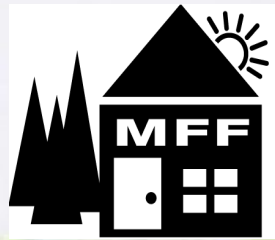


AFTER SCHOOL PROGRAMS

**MUSKOKA FAMILY FOCUS
BRACEBRIDGE, ONTARIO
CALL 645-3027 FOR MORE INFO**



Huntsville Programs

Supervisor: (705) 571 2786

Pine Glen: (705) 783-0176
Emergency Shelter: Faith Baptist Church

Spruce Glen: (705) 783-0180
Emergency Shelter: Courtesy Auto Sales

Riverside: (705) 783-4566
Emergency Shelter: Green's Haulage

St. Mary's: (705) 786-6787
Emergency Shelter: Faith Baptist Church

Huntsville Public School (705) 787-5474
Emergency Shelter: 13 Lorne St S. Huntsville

Bracebridge Programs

Supervisor: Kathleen Outtrim
(705) 644-1520

MMOL: (705) 641-1269
Emergency Shelter: Royal LePage Office

BPS: (705) 645-2229
Emergency Shelter: St. Joseph's Catholic Church

Gravenhurst Programs

Supervisor: (705) 687-6664

GPS: (705) 644-1143
Emergency Shelter: Gravenhurst Children's Place

Beechgrove: (705) 644-3167
Emergency Shelter: Gravenhurst Children's Place

Before & After School Care Program Booklet

Late Pick Up: If you are unable to pick up your child by 6:00 p.m. please authorize someone else to do so. No child will be released to a person not authorized **in writing** by you. Names of authorized people must be indicated on the Release Consent section of the registration form.

- The Program closes at 6:00 p.m. promptly and a \$1.00 per minute fee will be charged to parents who are late. This amount will be billed on your invoice.
- If you foresee being late, please call and let us know; perhaps some arrangements can be made.
- Try to be punctual; educators have families to get home to.
- If by 6:00 p.m. a parent has left no message, the emergency person named on your registration form will be called. If this person cannot make arrangements to pick up the child at once, the C.A.S. will be called to pick up the child at 6:30 p.m. The educators cannot be made responsible.

Behavior Management: Our program philosophy is to use positive verbal reinforcement to encourage appropriate behaviour.

Children are encouraged to settle their own differences as much as possible to acquire problem-solving skills. The educators aim for a positive approach when handling any incident, and will redirect the child if the incident is of a minor nature.

If the incident is more involved, the child may be removed from the immediate area, but not from the total environment, with a brief explanation. He/she will sit by the side of the educator for no more than five minutes for a "cool down period" and then be returned to the group with a comment about his/her ability to now manage.

Only if the incident is of a severe nature, (e.g. tantrum, violent behaviour towards others) is the child removed from the playroom. A Facilitator remains with the child adopting a limited speaking but supportive attitude until the child has calmed down and is no longer a possible threat to other children, normally no longer than a few minutes. As a last resort, if inappropriate or unacceptable behaviour continues, the child may be asked to leave the Program. **No child is left unattended at any time, and no form of corporal punishment is ever used.**

Serious Occurrence Notifications: The safety and well being of our children unlicensed childcare programs is our highest priority. Operators of licensed childcare centres work diligently to provide a safe, creative and nurturing environment for each child. In spite of all the best precautions, serious occurrences can sometimes take place.

The Ontario government has introduced a new policy that requires licensed childcare centres and to post information about serious occurrences that happen at a centre or home location. Effective November 1, 2011. To support increased transparency and access to information, a "Serious Occurrence Notification Form" must be posted at the centre or home location in a visible area for 10 days.

A serious occurrence could include: Serious injury to a child, Fire or other disaster on site, Complaint about service standard

Licensed childcare centres are already required to report serious occurrences to the Ministry of Children and Youth Services, which is responsible for childcare licensing. This new policy requires childcare operators to post information in their facilities so that parents also have access to it.

Health and Safety: We are unable to administer prescription or non-prescription medication with the exception of Asthma medication or Epi-pens.

If your child becomes ill during the day and the school has requested pick up, he/she may not attend the after school program that day. If your child arrives at the before/after school program and is ill, our facilitator(s) will strive to find a quiet, supervised spot (isolation) for him/her to rest and notify you for pick up. Occasionally when there is one facilitator at a program it becomes difficult to isolate, however we will do our best as per our guidelines provided by the Simcoe Muskoka District Health Unit. Children may not attend the program if they have a fever, diarrhea, vomiting, or any infectious illness. They may return to the program after they have been symptom free 24 hours.

Personal Belongings: Children may bring books, games or activities to our programs, at the discretion of the Facilitator. Please make sure they are clearly marked with their names, as we cannot be held responsible for lost or stolen items.

Communication: The staff at the Before & After School Care Programs enjoy and appreciate the opportunity to communicate openly with the parents of the children they care for at the time of departure. Please allow adequate time for discussion. (Please note that the program closes at 6:00 p.m.) **Please advise the program facilitator in writing when there are any changes in information to your child's registration form.** It is to your child's benefit to keep our records up to date. If you have any suggestions or concerns, please feel free to discuss them with the program facilitator, call the Program Supervisor whose number is listed on the cover page of this document. Please keep this parent handbook for easy reference.

Thank you for choosing Muskoka Family Focus and Children's Place to meet your child care needs.



Muskoka Family Focus and Children's Place

20 Entrance Drive, Bracebridge, ON P1L 1S4

Phone: 705-645-3027 Fax: 705-645-4865 Toll Free: 1-800-461-2965

www.muskokafamilyfocus.com

mff@muskokafamilyfocus.com

REGISTRATION FORM

Date: _____

Program: _____

Days of Care: () M () T () W () T () F

Child's Information

Last Name: _____

First Name: _____

Gender: () M () F

Birthdate: _____

Start Date: _____

Discharge Date: _____

Child's School (if applicable): _____

Deposit: _____
Registration Fee: \$ fill in by office

Custody of Child: () Parental Home () Shared with both Parents () Mother () Father () Guardian

In case of a separation where legal custody has not yet been determined the child will at any time be legally permitted to leave the Centre with either parent - () Yes () No - Please provide any applicable legal documentation.

Emergency Contact information - other than parents

Please list those people who may pick up your child in case of emergency or illness

Last Name: _____

Daytime phone #: _____

First Name: _____

Other phone #: _____

Relation to child: _____

Last Name: _____

Daytime phone #: _____

First Name: _____

Other phone #: _____

Relation to child: _____

Last Name: _____

Daytime phone #: _____

First Name: _____

Other phone #: _____

Relation to child: _____

Parents Information

Mothers Last Name: _____ Mothers First Name: _____

Home Address: _____

Town: _____ Postal Code: _____

Home Phone #: () _____ Cell Phone #: () _____

Employer: _____ Work Phone #: () _____

Email Address: _____

Fathers Last Name: _____ First Name: _____

Home Address: _____

Town: _____ Postal Code: _____

Home Phone #: () _____ Cell Phone #: () _____

Employer: _____ Work Phone #: () _____

Email Address: _____



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Medical Information

Dr.'s Name: _____

Dr.'s Phone #: _____

Dr.'s Address: _____

Food Restrictions: _____

Allergies: _____

Other Medical _____

Concerns: _____

For After School Programs - does your child currently work with an EA () Y () N () May in Future

Information about your child (FOR DAYCARE CHILDREN ONLY - not for After School)

Has your child ever attended another preschool program? () Y () N. Which program? _____

Has your child been cared for anyone other than parents? () Y () N. By Whom? _____

Are there any languages, other than English, at home? () Y () N. If yes, please identify key words your child might use. If possible, please provide the phonetic spelling of these words to facilitate staff's use of them.

Child's Siblings: _____ Age _____

_____ Age _____

_____ Age _____

_____ Age _____

Other Important members of your household: _____

Child's Friends: _____

Special Toys: _____

Favourite Activities: _____

Any Food Dislikes: _____

Is child toilet trained: () Y () N If no, have you noticed signs of readiness? Please provide a couple of examples:



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Parental Agreement



Parents, please provide us with your child's immunization record. Your child cannot start care without it. A copy will be forwarded to the Muskoka Parry Sound Health Unit and one copy will be kept on file at the centre/Administration Office.

I understand that children may occasionally be filmed or photographed as a group during their regular daily activities. Any films or pictures taken will only be used either for educational purposes or for promoting the Centre's program.

For After School Programs only: My child has permission to walk unattended from classroom to the program room after school at _____.

Children enrolled will be involved in a variety of activities outside the day care centre. These activities may include trips to playgrounds, libraries, parks etc. Other than neighbourhood walks, you will be informed of special outings and your written permission will be requested.

It is understood that the children will frequently participate in walks around the neighbourhood of the day care centre. A neighbourhood map is available upon request. The Educators will supervise the children appropriately.

It is important that the office be notified immediately of any changes of information given on these forms.

Also, you are urged to feel free to discuss matters concerning your child with the staff at any time.

Please note: The day care staff will use the most appropriate method of transportation in an emergency.

We strive for a quality program that is safe and fun with age appropriate activities for your child. In doing so, we need to have rules in place that are agreed upon by all parties. A certain level of behaviour is expected from the participants to make it a rewarding experience for children attending.

It is expected that parents/guardians will be free from the influence of alcohol or drugs that may put children in their care at risk when they drop off, or pick up child(ren) from a program operated by Muskoka Family Focus and Children's Place.

Rules of the Program:

1. Safe behaviour will be expected at all times.
2. Children will interact in a positive and courteous manner.
3. Respect for each other and our equipment will be expected.

If a child has repeated difficulty in working co-operatively at our Program, this will be the course of action:

1. The child will be removed from the situation and work on problem-solving the issue with support from Educator.
2. The parents will be notified concerning the incident and be asked to work together with the child and Educator to solve the issue.
3. Guidance from an outside agency will be explored (ie: Community Living South Muskoka)
4. As a last resort, if inappropriate or unacceptable behaviour continues, the child may be asked to leave the Program.

Date: _____

Signature of Parent

Signature of Supervisor/Manager

