



Parent Handbook

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Dear Parents:

The Executive Director, Program Staff and the Board of Directors welcome you to Fairview Child Care Centre. This handbook is designed to provide you with information relating to parent responsibilities, program policies and daily routines. It will also help you familiarize yourself with the centre's policies and goals.

Should you have any questions after reading this handbook, please feel free to talk to the Executive Director. Parent feedback is valuable to the continued growth and success of our program.

Please keep this handbook for future reference. Please note the final page of your registration forms signifies that you have read the parent handbook and will abide by the policies of this handbook.

A warm welcome is extended to you and your family.

Sincerely,

Executive Director, Program Staff, and Board of Directors

Organization

Fairview Child Care Centre of Ottawa Inc. is a non-profit organization.

Licensing

The centre is licensed under the Child Care and Early Years Act, 2014 of the Ministry of Education. It is required to meet all regulations of this act, as well as, Health and Fire Regulations of the City of Ottawa.

Admission Policy

The child care centre is licensed to accommodate 47 children in two different programs.

Toddler - 15 and Pre-school - 32

The programs operate on a 12-month basis.

When registering a child, the parent (s) must complete an information sheet, registration and consent form.

Proof of immunization must be produced prior to the child's first day of attendance.

A three-month probationary period is required for all children attending the centre. This period is used to assess the child's adjustment to the centre.

Child Pick up and Release

On arrival and departure times it is **essential** that each child be signed in and out daily.

Only individuals whose names appear on the pickup list (registration form or update form) will be permitted to pick up the child, unless a written note is received specifying otherwise.

The centre is NOT responsible for the child until the child reaches the centre and is signed in (a teacher must be notified of the child's arrival)

Persons ages twelve (12) and older will be permitted to pick up children in our care with verbal parental consent and written confirmation.

It is the parent's responsibility to inform the centre by phone if another person (other than the usual person) will be picking up the child.

It is the parent's responsibility to inform the teacher that the child is in attendance. Never leave your child unattended in the hallways.

Arrival and Departure

All parents dropping off and picking up a child must inform staff of their child's arrival and departure. The educator will then sign the child in/out in our attendance sheet.

It is the parent's responsibility to dress and undress the child upon arrival or departure.

Parents are requested to take their child to the washroom before bringing him to the program. Parents of toddlers being toilet trained must make certain their child is in training pants before leaving him in the program.

It is normal for some children to have difficulty separating from their parents in the morning. Please be brief during these transition times. The longer the departure is prolonged, the harder it is for the child. The quicker the child can engage in the program activities, the easier the transition will be for all. There are message boards, white boards, and cubbies in each class area designated as tools for communicating information to parents. Please check the boards for up to date information regarding the center and child issues. Daily communication sheets are provided for the toddler program. Notices and newsletters are taped to your child's cubby.

Late Pick up Policy

The centre closes at 5:30 PM. The parent must inform the centre in advance of any delay. A late fee will be charged of **\$10.00 for the first five (5) minutes or part thereof, and \$5.00 for every subsequent five-minute period thereafter.**

All charges are to be paid in cash within 48 hours. Any charges not paid will be considered delinquent and may result in termination of service.

Soothers or Pacifiers

If your child has a soother, they may bring it to day care with them. All soothers must be labeled so they do not get mixed up. Soothers usually remain in the child's bag until sleep time. If a child is upset, the soother may be used to comfort them.

Birthday Celebrations

The staff encourages the "remembrance" of your child's birthday with a cake or other "goodies". The celebration is for the children in your child's program. The only exception will be for a sibling enrolled in another program in the centre.

Clothing and Other Requirements

All clothing must be labeled with your child's name.

List of requirements for each program:

Toddler	Diapers 3 or more changes of clothing (please check supply daily)-including socks /underwear Blanket Extra mittens in winter Hat without ties (Velcro is fine) Neck warmer or "tube"-no scarves on the outside Indoor shoes Sippy cup
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Pre-school 2 changes of clothes-including socks and underwear
Blanket
Extra mittens in winter
Hat without ties (Velcro is fine)
Neck warmer or “tube”-no scarves
Indoor shoes

The Centre is not responsible for lost articles.

Canadian Safety Standards 1998

All strings and cords must be removed from your child’s clothing.

Scarves cannot be tied around the outside of the snowsuit. **Neck warmers are safer.**

Running shoes must be worn during the warmer weather. Sandals without heel grips or fastening devices are not permitted. If your child is not properly clothed for outdoor play, **we reserve the right to refuse admittance to the centre that day.**

Fire Drills

Fairview has a written procedure for fire drills posted in the classroom. The centre conducts a fire drill once a month. We also practice “lockdown” drills twice a year. All drills are documented. All children will evacuate the premises when required. In the event that the children cannot return to the centre, they will be moved to our emergency location at Ottawa Technical High School located at 485 Donald Street. Parents will be notified and arrangements will be made for the pickup of the children.

Hours of Operation

The centre is open from 7:30 a.m. (no admittance prior to this time) to 5:30p.m Monday to Friday. Late fees are in effect after 5:30.

Toddler and Pre-school Programs

Your child must be in the program before **10:00 a.m. Please notify the office 24 hours in advance in the event of an appointment for your child, which prevents you from arriving before 10:00 a.m.**

Children will not be admitted into the Toddler or Pre-school programs between 12:00 noon and 2:30 unless prior arrangements have been made.

If this policy is not adhered to, the centre has the right to refuse your child for the day.

Statutory Holidays

The centre will be closed on the following statutory holidays:

New Year’s Day	Family Day	Good Friday	Easter Monday
Victoria Day	Canada Day	Civic Holiday	Labour Day
Thanksgiving	Christmas Day	Boxing Day	One day in lieu of Remembrance Day

Fees

Fees must be paid in advance of the service.

Post dated cheques are required. The date and the amount due will be provided within the first week of care. Fees are to be paid in advance of care, and received between the 20th and 30th of each month. All overdue accounts will be charged 1.5% per month, of the overdue amount, *unless prior alternate arrangements are made with Fairview*. Fairview reserves the right to send any overdue account to a collection agency.

To reserve a full time space, the fees must be paid whether the space is occupied or not (i.e. vacation or illness).

The Board of Directors reserves the right to deny child care services to anyone who is (2) two weeks behind in payment of fees, and an administration fee of \$15.00 will be charged for N.S.F. cheques.

Receipts are issued within the first two weeks of January of the following calendar year. Should a parent need a receipt at any other time, please contact the Executive Director. **Receipts are issued free of charge.**

Parents are required to give two (2) weeks written notice when withdrawing a child from the centre. Two weeks fees are due in lieu of notice.

Dismissal Policy

Two weeks written notice from the parents is required at the time any child is withdrawn from the program. If notice is not received, full program fees will be charged in lieu of the two weeks notice.

It is recognized that the child care program may not meet the needs of all children. If an individual child's behavior becomes detrimental to his /her child care experience or disruptive for other children, the Director will take the following action:

- Meet with the parent(s) to discuss concerns.
- Develop a plan, which may include outside services.
- Maintain ongoing contact with the parent(s) to monitor the situation.
- If in the opinion of the Director, the child care needs have not been met, the parent(s) will be given two (2) weeks' notice to withdraw the child.

The Board reserves the right to immediately dismiss a family in the event of a serious contravention of the **Code of Behavior**. No notice may be required.

Code of Behavior

To ensure that the Centre provides a physically and emotionally safe environment for children, families and staff:

Children should be encouraged to have confidence in their ability to handle potentially aggressive situations.

Children develop a capacity to understand which behavior is acceptable in both the centre and the community.

Children should be encouraged to learn to accept both responsibility for their actions and appropriate consequences.

Children should be assured that while they are developing concepts, skill and confidence, the centre would act on their behalf in situations that are out of their control.

Therefore:

Children and families will respect the personal rights of each other. Any form of physical, emotional or verbal aggression is unacceptable. No behavior of this nature whether it is child to child, child to adult, adult to child or adult to adult will be tolerated.

Children and families will respect the property of other people at the Centre. Any damage done to the Centre itself or its contents, including the property of other children and teachers, is unacceptable and appropriate consequences will be implemented. **Dismissal Policy** will follow any aggressive, abusive, and/ or violent acts.

Behavior Guidance:

In accordance with the Child Care and Early Years Act, 2014 Fairview strictly enforces the following five prohibited practices:

Ontario Regulation 137/15

48 No licensee shall permit, with respect to a child receiving child care at a child care centre it operates or at a premises where it oversees the provision of child care,

- (a) corporal punishment of the child;*
- (b) 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 himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;*
- (c) locking the exits of the child care centre or home child care 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 licensee's emergency management policies and procedures;*
- (d) 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 his or her self-respect, dignity or self-worth;*
- (e) depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or*
- (f) inflicting any bodily harm on children including making children eat or drink against their will.*

Discipline is approached as a means of re-directing destructive or negative behavior and assisting the child in expressing their feelings in a socially acceptable way. All children's feelings are respected and can be expressed verbally.

When disciplining a child, the emphasis is placed on the behavior itself and is not a reflection of the individual.

Discipline occurs as soon as possible after an unacceptable behavior and is related to the behavior. The staff's expectations of the children must be made clear as are the consequences of not following the agreed upon rules.

Child Abuse Policy

The four areas covered under the term child abuse are physical abuse, sexual abuse, emotional abuse or child neglect. In an individual case there could be only one form of abuse or a combination of types of abuse. Child abuse is a serious occurrence by the definition of the Child Care and Early Years Act, 2014. It is the legal responsibility of every person including, volunteers, students, or support staff that has contact with the child in a child care centre to report suspicion of child abuse to the Children's Aid Society of Ottawa. Persons failing to report the suspicion of child abuse are subject to legal action and a fine if convicted. (Child and Family Services Act, 1984, Section 68(2.3.4.) and section 81(1b). The Director will contact the parent to discuss the centre's concerns before CAS is called.

Supervision Policy for Volunteers and Students

Direct unsupervised access (i.e. when the adult is alone with the child) is not permitted for persons who are not employees of Fairview Child Care.

Placement students may not be counted in staffing ratios.

Behavior guidance policies and procedures are reviewed with volunteers, supply teachers, or students before placement begins and at least annually afterwards.

The individual plan for children with anaphylaxis and emergency procedures are reviewed before placement begins and at least annually afterwards.

Criminal reference (Police) checks are required for all volunteers working at the centre that are over 19 years of age. Volunteers and students under 19 years of age must sign an offence declaration letter.

Students placed in Fairview by an educational institution will have these in place as a part of their program.

No child is supervised by a person under 18 years of age.

The director or designate will have the volunteers and students sign and date the form stating they will follow the policies as set out by the centre—these being Fairview's program statement and implementation policy, behavior guidance, playground safety policy, fire procedure, parent handbook, sanitary practices and anaphylactic policy.

Lunches and Snacks

The Toddler and Pre-school programs have two snacks and a nutritious lunch provided by the centre.

Milk is provided to all programs at lunch and at snack times. Fresh fruit is also provided at all morning snacks and lunches. Afternoon snacks are as listed on our menu board. All meals are prepared fresh, onsite in accordance with the Canada Food Guide.

Where a child requires special foods at meal times, it is important that the expectations and responsibilities of both Fairview and the parent are clearly set. Parents are to provide clear instructions in writing that will be kept in their child's file. A copy will also be given to the staff and posted in the child's class. **Parents must also label all of their child's food containers with their child's name and provide a list of all ingredients contained in the food they are providing to ensure food brought in does not conflict with any possible food allergies within the centre.**

Water is available at all times.

Health

As per the City of Ottawa Health Department a child **cannot** attend the centre if he/she has any of the following symptoms:

- A fever of 101F or higher. (Must be fever free for 24 hours before re-admittance to centre). If a child has a lower temperature, but cannot function in the program the parent must make arrangements to have the child picked up.
- Continual vomiting
- Two (2) or more liquid bowel movements
- Any unexplained rash or skin irritation.
- Eyes/ears that show any form of discharge (must be seen by a physician prior to re-admittance.)

We would request scheduling immunizations on Friday afternoon, as to give your child 48 hours to recover from any side effects.

If any of the above symptoms develop while the child is at home it is requested that you keep your child at home and notify the centre of your child's symptoms.

If any of the above symptoms develop while your child is at the centre, you will be notified and it is expected that someone will pick up your child as soon as possible.

Children with severe cough, runny nose, and congestion will be closely monitored. Staff may suggest a few days at home to rest or that a child be seen by a physician.

The centre's policy is if your child is too ill to go outdoors, he/she should not be at the centre.

We reserve the right to refuse a child we feel is too sick to function in the program.

If your child will not be attending, notify the centre as soon as possible.

Children's Diseases

In the event that your child contracts a communicable disease (i.e. measles, impetigo, chicken pox, etc.) he/she must stay home and will only be allowed to return once they are no longer contagious.

All parents will be notified of any incidents of communicable diseases in the centre.

Head Lice Policy

If a child is found to have head lice, he or she will be sent home with information so that treatment can begin immediately. The teachers will check all the children in the program. Children must be treated as per the information sent home with an approved product. Nits must be removed prior to re-admission to the program. Return of the child is at the discretion of Fairview staff.

Sunscreen

Fairview will supply SPF 60 sunscreen for the children in our program. Should your child have a sunscreen allergy, the parent will be asked to supply a bottle of sunscreen labeled with their child's name.

Personal Hygiene

Personal hygiene is a part of our program. The children brush their teeth once a day at day care. The day care will provide a toothbrush for your child. It will be labeled and stored so they are not touching each other. Toddlers do not use toothpaste. The children are encouraged to wash their hands and face throughout the day. Toothbrushes are disinfected weekly.

Accidents

When an accident involving a child in the program occurs, the staff will administer first aid if required. An accident report will be completed (by the staff) for all accidents within 24 hours. Parents will be asked to read and sign these reports. A copy of the report will be given to the parent.

If an injury is more serious, the parents will be contacted immediately and informed of the situation. If emergency treatment at the hospital is necessary, parents will be told to meet the staff at the hospital. In addition to an accident report, a serious occurrence report may be completed. All reports will be kept in the child's individual file. A serious occurrence notification form will be posted on the bulletin board at our entrance, informing all the parents of the incident and follow-up recommendations if needed. All reports will be kept on file and a copy sent to the Ministry Day Care advisor for our centre.

Child's Records

The child's record is confidential and kept at the centre for three (3) years.

The centre must be notified of any change in status or information, especially TELEPHONE NUMBERS, immediately so we can update our records

Waiting List Policy

Fairview Child Care Centre fills all vacant spaces from the City of Ottawa's Child Care Registry and Waitlist. When registering any subsidized family, we follow the City's *Priority Ranking* guidelines.

When a space becomes available in the next program, children in the younger group will be given priority over children on the waiting list.

Fairview does not hold an internal waitlist and directs all families – fee paying or subsidized to register on the City of Ottawa's Child Care Registry and Waitlist.

Administration of medication

The centre will administer **PRESCRIBED** medication when it is required during program hours. A medication will be administered to a child only from the original container as supplied by a pharmacist and the container or package must be clearly labeled with the child's first and last name, the name of the medication, the date of purchase and instructions for storage and administration. Parents must complete a Medication Authorization Form indicating the times the medication is to be given as well as the dosage, storage, and side effects. Only registered ECE teachers will administer the medication.

Fairview has a policy of not administering the following non prescription medications – any form of acetaminophen / ibuprofen (i.e. Tylenol, Advil) and cough medicine. When a child requires over the counter medications (other than acetaminophen / ibuprofen or cough medicine), the following procedure must be adhered to. For chronic conditions such as Asthma and allergies, an individual care plan must be provided listing symptoms or conditions under which the medication will be administered. As well, the parent/guardian is to provide written consent by filling out the required Medication Administration form. This form will be posted with the medication authorization form. For acute conditions, the parent/guardian is to provide written consent by filling out the required Medication Administration form, including the reason for the medication and the name of the health care practitioner who recommended the medication if applicable.

Allergies

If your child suffers from any kind of food allergy or other life-threatening allergy, the centre **MUST** be informed. If your child has an allergy that produces an anaphylactic shock, or other life threatening reaction, your child **MUST** have an Epi-pen or equivalent. A doctor's note must confirm the use, dosage, and reason for this medication. **Children who have multiple allergies to food products must provide their own food, all food containers must be clearly labeled with the child's name and comply with the special dietary policy of the centre.**

Anaphylactic Policy

Communication Plan:

Fairview will provide information from parents/guardians on any life threatening allergies, including anaphylactic allergies, to all applicable staff including the Director, Early Childhood Educators, Kitchen staff and any other persons who may be on the premises.

The parent/guardians will give a detailed description of the following areas:

1. Child's allergy
2. What strategies to take to monitor and avoid allergic reaction
3. Signs and Symptoms of Anaphylactic Allergy
4. What action should be taken by applicable persons at the day care
5. Parent/guardians to give written consent for applicable person to administer the allergy medication in the event that their child has an anaphylactic reaction
6. Who is to be contacted if their child has an anaphylactic reaction
7. Parents would advise the appropriate personnel with any changes to the Child's allergy history, treatment, or the child outgrows an allergy and no longer requires medication.

Every plan will be reviewed with appropriate staff or any other relevant person on the premises.

If this policy applies to your child, please ensure all forms have been completed and are up to date. A picture of your child, along with information stating allergies, symptoms of a reaction, action to be taken, Epi-pen directions, contact information and phone numbers will be outlined in the individual anaphylactic plan. This will be posted in visible areas of the day care. The anaphylactic policy and procedures are reviewed at least annually by all teachers and staff.

Field Trips

Occasionally the children will go on special outings. Parents will be notified in advance. A parent's signature will be required prior to your child attending the outing. Parents may also join these trips. Any parent or volunteer who wishes to accompany their child on a field trip must have an up to date Police Criminal Check done. (A copy must be given to the office before the day of the trip). The agency reserves the right to refuse a volunteer on a field trip. On our registration form there is a permission section which allows your child to be taken for a walk or to the local parks at any time.

Vacations

No matter how much fun your child has at day care, it does become routine. Just as you look forward to your vacation from work or school your child needs a break. Please keep this in mind when planning vacation time for the family. We recommend a minimum of two weeks, plus a few unscheduled long weekends during the year.

Parking Lot Policies

Due to the high volume of traffic in the parking lot, the pedestrians—including our children are at risk for injury. Therefore, during all drop off's and pickups, all cars **MUST** park in designated parking spaces and have the engines TURNED OFF. The fumes may causes breathing problems for the children and staff taking into consideration the close proximity of the playground to the parking lot. Whenever possible, back into your parking space, allowing for better visibility when leaving the parking lot. Remember....**slow down** in the parking lot. **Children must be transported in approved car restraints at all times.**

Smoke-Free Policy

In order to maintain a smoke-free environment & protect the health of all those who work, attend or visit Fairview Child Care Centre, Fairview Child Care Centre is designated a smoke-free area, in accordance with the *Smoke-Free Ontario Act*.

Smoking (or holding a lit cigarette) is prohibited in all areas of Fairview Child Care Centre, including the outdoor play areas and pathways (including the parking lot), whether children are present or not.

Program Statement

Fairview Child Care Center strives to work in partnership with families to promote the growth of children in all aspects of development. This goal is achieved by providing a safe, healthy, positive and nurturing environment for children to explore, play and develop a sense of inquiry. Following the Ministry of Education's pedagogy *How Does Learning Happen?*, children are seen as competent, capable, curious and rich in potential. We strive to encourage the growth of independence, self-confidence and respect for others at a level appropriate and unique to each child's development and learning style. We believe that a child learns through play based on their individual interests. We also strongly believe in the four foundations of *How Does Learning Happen?* as being key to learning. The foundations are considered essential to optimal learning and healthy development:

- **Belonging** refers to a sense of connectedness to others, an individual's experiences of being valued, of forming relationships with others and making contributions as part of a group, a community, the natural world.
- **Well-being** addresses the importance of physical and mental health and wellness. It incorporates capacities such as self-care, sense of self, and self-regulation skills.
- **Engagement** suggests a state of being involved and focused. When children are able to explore the world around them with their natural curiosity and exuberance, they are fully engaged. Through this type of play and inquiry, they develop skills such as problem solving, creative thinking, and innovating, which are essential for learning and success in school and beyond.
- **Expression** or communication (to be heard, as well as to listen) may take many different forms. Through their bodies, words, and use of materials, children develop capacities for increasingly complex communication. Opportunities to explore materials support creativity, problem solving, and mathematical behaviours. Language-rich environments support growing communication skills, which are foundational for literacy.

Safety, Health, Nutrition and Well-being

Promoting a sense of self, health and well-being is at the core of our goals for children. We believe that children who are encouraged to be active and make healthy choices will build a foundation of well-being for life. Active play is part of our program both indoors and outdoors. Our gross motor room also provides us with a space to allow children to be active in all kinds of weather.

Meals are prepared fresh daily onsite and careful consideration goes into menu planning to ensure healthy, nutritious meal are offered to children following the Canada's Food Guide. Fresh fruit is offered daily year round at both morning snack and lunch. Families dietary needs are always respected and vegetarian alternatives are always provided. Children are encouraged to make healthy food choices, to

try new foods, and their choices are always respected by the educators. Our weekly cooking activity further promotes healthy nutrition.

It is through play that children learn about the importance of safety, how being active keeps us healthy, as well as the importance of good nutrition for a healthy body and a healthy mind.

Positive and Responsive Interactions

Children demonstrate a sense of belonging when they feel included and safe with adults and other children around them. Educators work with families to support and ensure smooth transitions between home and the Child Care Centre. Educators take the time to get to know each child, thus allowing them the opportunity to become attuned to the physical and emotional states of each child and respond in a warm and sensitive manner. Children's feelings are always acknowledged and respected. Through daily one-on-one and group interactions, educators get to know children's unique and individual strengths and interests, while promoting positive and responsive interactions between child and educator and among children.

Positive Communication and Self-Regulation

By encouraging children to interact and communicate in a positive way, we are helping children learn to self-regulate. By modeling positive language, getting to know each child and connecting with them, we are encouraging positive interaction and communication and helping the children learn to self-regulate. Our educators will use opportunities throughout the child's day to help children identify their feelings and teach them appropriate responses to stressors.

Exploration, Play and Inquiry

Through carefully planned environments and activities, we foster the children's sense of exploration, play and inquiry. It is our goal to spark curiosity, invite investigation and provide challenges that are responsive to individual capabilities to help extend the boundaries of their learning. We believe that children will engage with others to negotiate, collaborate, create and communicate feelings, ideas, experiences and knowledge when they are given a variety of open-ended materials to explore and manipulate and the ample time to do so. The flow of the day allows for limited interruptions, ample warning for transitions and the flexibility to follow the children's interests.

Child Initiated and Adult Supported Experiences

Through observations and interactions with the children, educators support and assist in supporting child initiated activities. Educators will question children's choices in order to challenge them. Educators will expand on child-initiated activities by providing materials for further exploration and inquiry.

Creating Positive Learning Environments and Experiences

We view the environment as the third teacher. Careful consideration is given to the material provided for child exploration both indoors and outdoors. Our outdoor play space provides children with a variety of surfaces to explore in. Our indoor space allows for children to choose from busy active

learning centers to quiet alone time centers. Children can freely choose to explore and reflect on their own or have adult and / or peer interaction.

Indoor and Outdoor Play – Active Play, Rest, Quiet Time

A variety of activities are planned for both indoor and outdoor play. Children experience a sense of competence and autonomy as they participate at their own pace throughout the daily experiences and interactions. Children are encouraged and given time to practice their self-help skills based on their individual capabilities. They are given opportunities to be physically active and explore the world around them with their bodies, minds and senses. All activities are designed to challenge children within their capabilities, to foster self-help skills, engage them in exploration and discovery, and offer them opportunities to make choices, while keeping the children's interests and needs in mind.

Engagement of and Communication with Parents

Parental participation and daily communication is always encouraged within our program. We believe that parental engagement enhances our program and contributes towards the child's sense of belonging. Educators communicate daily to ensure consistency between our program and home, and to gain a deeper connection and understanding of individual children. Learning stories are used to connect parents with their child's successes. Our program is blessed with a wide array of cultural backgrounds and languages, both from the families that make up our program and the people on staff, thus facilitating communication between parents and staff. Parents are also invited and encouraged to share their family's culture and unique experiences with the program.

Community Partners

Fairview is committed to involving local community partners and engaging those partners to support our children, families and staff. Children's Integration Support Services, Positive Outcomes Program and the Ottawa Children's Treatment Centre are frequently working closely with our staff to support children and their families.

Our educators also look for ways to bring the community into our Centre, such as the local library doing story time at our Centre, having musicians perform for the children or a yoga instructor lead a yoga class with the children. Fairview also welcomes students and volunteers into our program. Throughout the year our classrooms often have ECE students completing their practicum. We believe this to be beneficial for both the students that gain valuable knowledge from our educators and beneficial to our program as new minds bring new ideas and enrich our program.

Continuous Professional Learning

Continuous professional learning is supported and all staff is encouraged to participate in an array of professional activities provided to the child care community throughout the year. At staff meetings, staff share learning experiences amongst each other such as information from workshops attended, articles of interest, activities that were engaging with the children. Resource material is made available to all staff.

Documenting and Reviewing the Impact of Strategies

Fairview recognizes that pedagogical documentation is a way for our program staff to learn about how children think and learn. Our staff make daily observations of children in the program and use this information to enlighten their future planning. This documentation is then shared with families through our learning stories posted on bulletin boards, and in our class learning stories books.

The purpose of our documentation is also to:

- value children's experiences and help them to reflect back on those experiences in their learning environment
- to learn together with the children involving the meaningful adults in their life
- to reflect and monitor appropriate development as the children grow, for program staff to co-plan with children about learning
- to keep an open and ongoing dialogue with families about children's experience
- allow staff the opportunity for self-reflection as they participate in continuous professional learning
- promote responsive relationships

The Program Statement is reviewed annually by the Board of Director's and staff to ensure that it is aligned with the Minister's policy statement. It is also reviewed by students and volunteers as they start their placement.