



PARENT HANDBOOK

AFTER SCHOOL AND CHILD CARE



4161 TEA GARDEN CIRCLE | MISSISSAUGA, ON L5B 2Y9 | PLANETCHILD.CA

☎ 647 965 3082



PARENT POLICY HANDBOOK



Welcome to Planet Child. As this space becomes a second home for your child, my commitment is to create a secure, nurturing, and home-like environment that fosters their physical, intellectual, emotional, and social development. I encourage you to review the policies of our childcare for a comprehensive understanding. Your child's well-being and growth are our top priorities, and I look forward to partnering with you on this journey.

In order to provide child care, I have met all City of Mississauga, and ministry of education requirement for quality care

CHILDCARE FORMS

All forms must be completed prior to the first day of care. All weekly fees must be paid prior to the start of care in any given week. If forms are not completed or fees are not paid, no care will be provided.

NON DISCRIMINATION

I will not discriminate in relation to admissions of any child on the basis of race, creed, color, national origin, or religion.

HOUSE RULES

No shoes past the entrance. This means children and parents. Children must have socks on.

The children will be taught by example here, to have respect for themselves and each other. They will also be taught to respect my home, property, and possessions.

Any negative behavior will not be allowed. This includes but is not limited to: hitting, punching, kicking, biting, standing or jumping on furniture, throwing anything in the house, bad language, etc.

CHILD-TO-TEACHER RATIO

I maintain a low child-to-teacher ratio to ensure personalized attention and quality care for each child. This allows me to effectively supervise and engage with every child, fostering their development and safety.



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GENERAL PROVISIONS

Safety: I prioritize the safety and well-being of all children in my care. I maintain a safe environment by regularly conducting safety checks, implementing safety protocols, and addressing any hazards promptly.

Communication: Open and transparent communication between parents/guardians and myself is essential. I provide regular updates on children's activities, milestones, and any concerns that arise. Likewise, I encourage parents/guardians to communicate any relevant information or concerns with me.

Confidentiality: I respect the privacy and confidentiality of families and children in my care. Personal information shared with me remains confidential, and I only share it with authorized individuals as necessary for the child's well-being or as required by law.

Respect and Inclusivity: I promote an environment of respect, inclusivity, and acceptance. I celebrate diversity and ensure that all children feel valued, respected, and included regardless of race, ethnicity, religion, or ability.

Professionalism: I maintain professionalism in all interactions with families, children, and staff members. This childcare includes being punctual, reliable, and courteous, as well as adhering to ethical standards and professional boundaries.

Continuous Improvement: I am committed to ongoing professional development and improvement. I regularly seek opportunities for learning and growth to enhance the quality of care I provide to children and families.

Compliance: I comply with all applicable laws, regulations, and licensing requirements governing childcare facilities. This includes maintaining proper documentation, permits, and certifications, as well as adhering to health, safety, and sanitation standards.

Termination of Services: In the event that childcare services need to be terminated, I will provide notice to parents/guardians in accordance with the terms of our agreement. This may include providing a transition period and assistance in finding alternative care arrangements if necessary.

Feedback: I welcome feedback from parents/guardians regarding their experiences with my daycare services. Feedback helps me identify areas for improvement and better meet the needs of children and families in my care.

Right to Revise Policies: I reserve the right to revise daycare policies as needed to maintain quality care, comply with regulations, or address changing circumstances. Any revisions will be communicated to parents/guardians in a timely manner.



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SERVICES PROVIDED

At Planet Child, I am dedicated to offering a comprehensive and enriching experience for your child. Services include:

- **Childcare Basics:** Providing a safe, nurturing environment for children aged 3-12 where they can learn, play, and grow.
- **Supervision:** Constant supervision to ensure safety and personalized attention for each child.
- **Educational Activities:** A combined Highscope & Montessori-inspired learning experiences tailored to foster independence, creativity, and cognitive development.
- **Meals and Snacks:** Nutritious meals and snacks prepared with care, catering to dietary needs and preferences.
- **Playtime:** Structured and unstructured play sessions encouraging social interaction and gross/fine motor skills development.
- **Rest and Quiet Time:** Designated periods for rest or quiet activities during a full day program to ensure adequate rest for young minds.

CHILDCARE OPERATING HOURS:

The childcare usually operates [Monday to Friday from 7:00 AM to 6:00 PM].

Drop-off and pick-up times can be flexible and tailored to accommodate your schedule upon prior arrangement.

CHANGE OF ADDRESS OR OTHER DETAILS

Please notify me as soon as possible in writing or via email about any changes in your address, phone numbers, emergency contacts, or any other essential contact information. Provide the updated information along with the effective date of the change.

You may notify me of any changes in information either by email, requesting a form to fill in, or by handing in a written notice during drop-off or pick-up times.

MANDATED REPORTING

As a registered Early Childhood Educator, I am a mandated reporter. All providers must report suspected physical abuse, sexual abuse, or neglect of a child to the agency or police as required by law.



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DISCIPLINE

Should negative behavior happen, I will deal with it in one of three ways.

Redirection: Child will simply redirected to another activity or area.

Talking: child will be told in easy to understand terms why the behavior should not continue. Understanding why it happened, and work together for a solution. Typically, this is highly effective.

Calming area : Should the behavior continue, the child will be redirected to the calming area. Should a behavior continue, I will talk to the parent. A workable solution can almost always be found.

SAFETY

I have smoke detectors and carbon monoxide detectors on each floor, and a fire extinguisher in the kitchen. The door at the top of the stairs is sturdy. Emergency numbers are posted next to the phone. I also have two first aid kits, several flashlights/lanterns, and a portable battery-operated radio. fire drills are practiced monthly and logged. Toys, play areas, and facilities are regularly sanitized.

I am certified in Infant/Child CPR and First Aid and food safety and handling

DAMAGES

Parents are responsible for any damages caused by their child to the property or materials within Planet child. If your child inadvertently causes any damage, I will promptly inform you of the incident. Depending on the nature and extent of the damage, repair or replacement costs will be determined. Reasonable efforts will be made to assess the actual cost of repair or replacement.

Details of any damages, including photographs if applicable, will be documented and shared with parents for transparency and clarity.

I view such incidents as teachable moments. We will discuss preventive measures and ways to avoid similar incidents in the future to ensure the safety and well-being of all children.



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DROP OFF/ PICK UP CHILDREN

Please arrive on time. If you will be late for drop-off/pick-up, let me know as soon as possible, so I may adjust my schedule if need be. All children are expected to arrive fully dressed and ready for the day. Do not bring your child in pajamas.

At drop-off time, make sure that you say goodbye to your child(ren) and let them know when you will be returning. Although this may produce tears, rest assured that by the time you are out of the driveway, the tears have stopped. This also helps to make the child feel secure in that while you may leave them when you have to, you are coming back.

At the moment you walk in to pick up, you are in charge of your child(ren). Sometimes children will "test" to see who is really in charge. A child who has been well behaved all day will suddenly bounce all over the house when a parent arrives. The respect that you show me, my home, and my possessions will speak the volumes to your child.

SIGN-IN & SIGN-OUT PROCEDURES

For the safety and security of all children, I will sign in and sign out every child every day upon arrival and departure. This helps me keep accurate records of attendance and ensures that only authorized individuals pick up your child.

AUTHORIZED & UNAUTHORIZED PERSONS

To maintain the safety and security of all children under my care, only individuals listed on the child's authorized pickup list or emergency contacts are permitted to collect them from the childcare premises.

If someone arrives who is not authorized, I will request identification and verify their relationship with the child before allowing them to pick up. If I'm unable to verify their identity or authorization, I will not release the child until I have contacted the parent or guardian for confirmation.

This policy ensures that only trusted individuals are permitted access to the children in our care, reducing the risk of unauthorized pickup or potential safety concerns.

CHILDCARE PRICING



	FULL DAY (WEEKLY RATE)	AFTER SCHOOL (WEEKLY RATE)	DAILY RATE (PA DAYS)
Infants	N/A	N/A	N/A
Toddlers	N/A	N/A	N/A
Pre-schoolers	\$150	N/A	N/A
School-age	\$150	\$100	\$30
Two-child Family	\$295	\$195	\$55
Three-child Family	\$440	\$290	\$80

PAYMENTS SCHEDULE

I am paid weekly. Fees are expected in advance, payable on the first day of care in any given week. Should you have a two week/monthly pay period, it is your option to pay me in advance for the two or four weeks, or pay me weekly.

Fees remain in effect for holidays and scheduled closure days, as these days are factored into the overall cost of enrollment.

ACCEPTED PAYMENTS

I accept the following payment methods:

- Cash
- Electronic bank transfer



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PAYMENT FOR ABSENCES

In the event that a child is unable to attend daycare due to illness, parents/guardians are still responsible for payment of tuition fees. This ensures that the child's placement is maintained and that necessary resources are available to accommodate their return.

If a child will be absent from daycare for an extended period parents/guardians may request a temporary suspension of tuition fees. Such requests will be considered on a case-by-case basis and must be submitted in writing.

I do not offer make-up days or credits for missed days of attendance. Tuition fees are based on enrollment rather than attendance, and resources are allocated accordingly.

HOLIDAYS & CLOSURES

The following are considered days off and paid holidays for the daycare providing they fall on a regular day of care:

[Canada day | Labor Day | Thanksgiving | The Friday following Thanksgiving | Christmas Day.. etc.]

ADDITIONAL FEES

My daycare has regular hours. Notify me as soon as possible if you will be arriving early/late. Early/late, meaning any time before/after your regular scheduled hours. An early/late fee of **\$1 for every 1 minutes** will apply. These fees are expected to be paid immediately.

TERMINATION

I require a two-week written notice if you are terminating child care. If none is given, two weeks' additional payment must be made, whether or not your child is present. If I find I can no longer provide care for your children, I will give you at least a two-week notice.

TRIAL PERIOD

I offer a trial period for families considering enrolling their child in my program. During this time, you and your child can experience my environment and routines firsthand to ensure it aligns with your expectations and needs.



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During the trial period you'll have the opportunity to assess my facilities, staff interactions, and overall atmosphere. At the end of the trial period, we'll discuss whether my care is the right fit for your child and family.

If you decide to continue, we'll proceed with enrollment procedures. However, if you determine that my daycare isn't suitable, there is no obligation to continue, and we'll part ways amicably. My aim is to provide a comfortable and supportive transition for your child into my daycare environment.

OUTDOOR PLAY

I maintain a safe and engaging outdoor play area equipped with age-appropriate equipment. Weather permitting, children will have daily access to outdoor play and will be supervised. The outdoor play area is regularly inspected and maintained for your child's safety.

CLOTHING

Do not send your child to childcare in "fancy expensive clothes". Play clothes only. Although I try my best to keep the children clean, even in the best of circumstances accidents happen, and we are all about hands on activities making mud pies and jumping in puddles. Make sure your child has a complete change of clothing here at all times, including underwear and socks. Please provide a different change of clothes should the one here be used or if the season changes.

Please provide a summer-type jacket to be left here. Please do not buy a new jacket for this purpose. A hand-me-down from an older sibling or a thrift store find is good enough. Occasionally in the warmer months, a child will come without a coat, due to the warmer temperature in the morning. Should the day turn chillier, he/she will still be able to play outside in comfort.

Do not bring your child in sandals or flip-flops. Only shoes that cover the entire foot should be worn.

During the summer months, I will on occasion make use of a wading pool, sprinkler, or water toys. You will be notified in advance. Please provide a swimsuit or swim diaper and sunscreen if you wish for your child to participate.

During the winter months, make sure your child has the appropriate clothing. This includes a jacket, snow pants, boots, mittens, and a hat (a hood that ties is not a substitute for a hat). If your child does not have the appropriate clothing he/she will not be able to play outside. If you would like to leave a spare hat and mittens here, please feel free to do so.



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SLEEPING

Each child will be provided with a safe comfortable sleeping space during a full day if the child requires to

DAILY HEALTH CHECK

I conduct a daily health check of each child upon arrival to ensure the well-being of all children in my care. This includes checking for signs of illness such as fever, coughing, runny nose, or any other symptoms of illness. If a child displays any symptoms of illness, I will notify the parent or guardian immediately and discuss whether the child should remain at the childcare or be picked up for further care.

LEAD POISONING PREVENTION

Preventing lead exposure is crucial for the health and well-being of children. As part of my commitment to providing a safe environment for the children in my care, I take proactive measures to prevent lead poisoning, including:

- Regular inspections for any potential sources of lead, including peeling paint, dust, and soil contamination.
- Handwashing, especially before meals and after playing outdoors, to remove any lead dust or particles that may have been encountered.
- I ensure that the drinking water in my daycare facility is safe by regularly testing for lead and following recommended guidelines for lead in drinking water.

MOBILE PHONES & SMART DEVICES

To maintain a focused and safe environment, children are not permitted to bring mobile phones, smart devices, handheld consoles, or other similar items with them to before and after school. They are permitted only on PA Days and Camps **with limited time only**. This policy applies to all children enrolled in our program, regardless of age.

PARENTS IN CHILDCARE:

You have the right to stop in anytime during your child's regular hours. You do not need a reason. You are welcome to pop in any time.

You may also speak to your child at any time by calling 647 965 3082



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QUIET TIME

Every Full day between [1:00-3:00], we have quiet time. All children will be given quiet time activities (coloring supplies, puzzles, movies, etc.). I ask that you keep visits and phone calls during this time to a minimum.

Items from home: Your child may bring any items from home. Please do not allow your child to bring candy, or money.

MEALS AND SNACKS

Breakfast is served at [7 to 8:45 am]. If you will be arriving later than 9 am, please see that your child(ren) has eaten breakfast prior to arriving. There will be a snack served at [10:00 am cereal bar, Yogurt, and fruits], lunch at [11:30 pm], and another snack at 3:00 pm.

No supper will be served to childcare children unless we have a prearranged agreement. If any food is brought from home, they must be clearly labeled with the child's name.

FOOD ALLERGY

Parents/guardians are required to inform me of any food allergies or dietary restrictions their child may have. This includes allergies to common allergens such as peanuts, tree nuts, milk, eggs, soy, wheat, fish, and shellfish, as well as any other specific allergies or dietary needs.

Upon receiving information about a child's food allergy, I work with the parents/guardians to develop an individualized allergy management plan. This plan outlines specific foods to avoid, symptoms of an allergic reaction, emergency contact information, and steps to take in case of an allergic reaction.

I communicate with parents/guardians and any staff members to ensure everyone is aware of any food allergies present in the daycare environment. This includes providing information on safe food practices, reading ingredient labels, and avoiding cross-contamination.



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EMERGENCIES

In the event of an emergency, the safety and well-being of the children in my care are my top priority. I have established emergency procedures to ensure a swift and effective response to any situation that may arise.

A complete copy of the Emergency Action Plan is available on request.

MEDICAL EMERGENCY

Should your child require emergency medical attention, I need written permission to follow any steps necessary for his/her well being. I will notify you at the earliest possible time. You will be responsible for all medical expenses incurred.

FIRST AID KIT

I maintain a well-stocked first aid kit in a designated location that is easily accessible to myself and any staff members at all times. The first aid kit is stored in a secure and central area, known to all staff members.

EMERGENCY RELOCATION PROCEDURE

In the event of an emergency requiring relocation from the childcare facility, children will be safely evacuated to the designated assembly point. Parents/guardians will be promptly notified of the relocation and provided with instructions for reunification. Detailed procedures are outlined in the Emergency Action Plan for further guidance.

EMERGENCY DRILLS

I schedule regular emergency drills throughout the year. These drills are conducted at different times of the day and under varying circumstances to simulate real-life emergencies as closely as possible. The drills aim to cover fires, earthquakes, severe weather, medical emergencies, and other situations.



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SICKNESS POLICY

I will notify you immediately should your child develop any of the following symptoms:

- The underarm temperature of 100 degrees Fahrenheit or over, or the oral temperature of 101 degrees Fahrenheit or over (no rectal temperature will be taken).
- Vomiting or diarrhea.
- Any rash other than heat-related rash.

Should your child develop any of these symptoms, you will be expected to pick up your child within one hour. If this is not possible, you will need to have another person listed on your emergency information form that can. You will also be called at my discretion should your child clearly appear to be uncomfortable, regardless of whether other symptoms have appeared.

Children who are experiencing symptoms of illness, such as fever, vomiting, diarrhea, rash, or contagious infections, are not permitted to attend daycare until they are symptom-free for a designated period, as outlined below:

- **Fever:** Children with a fever of 100.4°F (38°C) or higher should not attend daycare until they have been fever-free for at least 24 hours without the use of fever-reducing medication.
- **Vomiting and Diarrhea:** Children who have vomited or had diarrhea should not attend daycare until they have been symptom-free for at least 24 hours.
- **Contagious Infections:** Children diagnosed with contagious infections, such as strep throat, conjunctivitis (pink eye), or chickenpox, should not attend daycare until they have received appropriate treatment and are no longer contagious, as determined by a healthcare provider.
- **Headlice:** I will not take a child with confirmed lice unless the hair has been washed with an approved product twice (24 hours apart). I will check the child's head personally upon arrival. Should I find anything, your child will not be allowed to stay.

Parents/guardians are responsible for promptly notifying me if their child is experiencing symptoms of illness or has been diagnosed with a contagious infection.

MEDICATIONS

Prior to administering prescription medication, I must have written permission and instructions for each medication. Medicine with the child's name and current prescription information on the label constitutes instructions.

Non-prescription medications will be administered with parental permission according to the manufacturer's instructions unless written instructions are from a licensed physician. Parents must sign a permission slip for each medication.



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INHALER AND EPIPENS

Parents/guardians are required to provide written authorization for their child to carry and self-administer an inhaler or EpiPen while in my care. This authorization must include instructions for proper use and dosage, as well as emergency contact information.

ACCIDENTS AND INJURIES

In the event of an accident or injury, trained staff members will administer first aid as needed. This may include cleaning and bandaging minor cuts or scrapes, applying ice packs for bumps or bruises, or providing comfort and reassurance to the child.

Parents/guardians will be notified promptly of any accidents or injuries sustained by their child while in my care. Notification may be provided in person, by phone, or in writing, depending on the severity of the injury and the parent/guardian's preference.

Detailed records will be maintained for each accident or injury, including the date, time, nature of the injury, treatment provided, and any follow-up instructions.

In the event of a serious accident or injury requiring emergency medical attention, emergency medical services will be contacted immediately, and appropriate measures will be taken to ensure the child's safety and well-being until help arrives.

VACCINATIONS

All children must be up-to-date with vaccinations appropriate for their age. Alternatively, parents may provide written, notarized documentation on the vaccination form stating why vaccinations have not been completed.

SUPERVISION

I am required to be within sight or hearing of the preschooler at all times so that the caregiver is capable of intervening. For school-age children, I am required to be available for assistance and care. Written permission is needed from you if your school-age child is to be off my property. This includes walking to/from the bus stop or school.

BATHROOM BREAKS

Children will be accompanied to the bathroom and supervised at all times to ensure their safety. I encourage regular bathroom breaks to promote healthy habits and prevent accidents. If your child is in the process of toilet training, please communicate their needs and preferences to facilitate a smooth transition.



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TRANSPORTATION

On occasion, we may go on trips using the school or city bus. Also, I will not be transported without your written permission. Your child will never be left unattended.

INSPECTION AUTHORITY

I comply with all relevant regulations and standards set forth by local authorities regarding daycare facilities. I am subject to periodic inspections by the appropriate regulatory agencies to ensure compliance with these standards. This includes [List relevant regulations and authorities].

SMOKING

Smoking is prohibited on our premises, indoors and outdoors, to ensure the health and safety of all children.

DAYCARE DISRUPTIONS / BACKUPS

If, for any reason, I need to leave for an emergency, I have a staff who can come in for a short period of time until you arrive. In the event that I am ill or on vacation and cannot provide care, you will need to have your own backup arrangements available. I will notify you as soon as possible, when I am unable to provide care for your child. You will not be charge for my time off or vacation.

UPDATES ON CHILD'S PROGRESS

Regular updates on your child's experiences and development can be provided through:

- Daily Communication: A daily report detailing your child's progress and any notable occurrences during the day will be provided upon pickup.
- Scheduled Progress Meetings: Periodic meetings will be scheduled to discuss your child's developmental progress, strengths, areas for improvement, and any concerns or goals.
- Social media account @MsJiOnline will be used for sharing photos, videos, or written updates showcasing your child's experiences and milestones at the program

These updates aim to keep you informed and involved in your child's time spent at Planet Child, fostering a collaborative relationship between us for the benefit of your child's holistic development.

If you'd like to receive regular updates for your child, please let me know so we can complete the appropriate forms for this.



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CONFIDENTIALITY AND PRIVACY

At Planet Child , I prioritize confidentiality and privacy of both child and parent information. Any personal information provided during the enrollment process or throughout your child's time at my daycare is handled with the utmost care and confidentiality. This includes:

Child Information: All details regarding your child's medical history, personal habits, behaviors, and developmental progress are securely stored and accessible only to me, the provider, and appropriate staff. This information is used solely for the purpose of providing personalized care and enhancing your child's learning experience.

Parent Information: Your contact details, emergency information, and any personal data shared during the enrollment process remain strictly confidential. This information is used exclusively for communication related to your child's care, emergency situations, and daycare operations.

CONFIDENTIALITY AGREEMENT

Upon enrollment, a confidentiality agreement will be provided for your review and acknowledgment. By signing this agreement, both parties—myself as the caregiver and you as the parent—acknowledge and commit to maintaining the confidentiality of all sensitive information exchanged during the course of your child's enrollment at Planet Child.

CONTACT DETAILS

At Planet Child, maintaining clear communication channels is essential for the well-being of your child. You can reach me through the following contact details:

Phone Number: 647 965 3082

Email Address: PlanetChild@outlook.com

For urgent matters during care hours, please call or text me directly at the provided phone number.

Non-urgent inquiries or messages can be sent via email, and I will respond within [24 hours] during operating days.



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LIMITATIONS OF LIABILITY

As the sole provider of Planet Child, I prioritize the safety and well-being of all children under my care. It's important to understand certain limitations of liability associated with running an in-home daycare:

Medical Emergencies: While I am certified in Child CPR and First Aid, unforeseen medical emergencies can occur. I will take immediate action in such situations and seek appropriate medical care if necessary. However, I cannot be held liable for occurrences beyond reasonable control during medical emergencies.

Personal Belongings: While I take precautions to ensure the safety of these items, I cannot be held responsible for any loss, damage, or theft of personal belongings brought by the children.

Waiver of Liability: By enrolling your child at Planet Child, you acknowledge and agree to waive any liability against me, the provider, and childcare staff, for injuries, accidents, or incidents that occur within the scope of ordinary childcare activities and within the bounds of reasonable supervision.

Assumption of Risk: Participation in various activities, including indoor and outdoor play, may carry inherent risks. While I maintain a safe environment and supervise diligently, there is an inherent assumption of risk associated with these activities.

Understanding of Limitations: It's important to understand that while I strive to provide a safe and secure environment, there are inherent risks in childcare. By enrolling your child, you accept these limitations and understand that I cannot guarantee absolute safety from all potential risks.

Open Communication: I encourage open communication and transparency. Please feel free to discuss any concerns or ask questions regarding the limitations of liability. I'm here to address your queries and ensure a mutual understanding of these aspects.

Severability: If any provision of the daycare policies or procedures is found to be invalid or unenforceable by a court of law, the remaining provisions shall remain in full force and effect. The invalid or unenforceable provision shall be severed from the rest of the policies or procedures, and the remaining provisions shall be interpreted to achieve the intended purpose to the fullest extent possible under the law.

INSURANCE

I am required to inform you that I have no general liability coverage.