



**DISCOVERY**

Early Learning & Care

# Registration Form

**Revised:** April 2023

DiscoveryCare.ca



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## Registration Form

Welcome to Discovery Early Learning & Care. We are so excited that you have decided to enrol your child with us, and look forward to sharing many learning opportunities and adventures with your family.

Discovery Early Learning & Care collects personal information about its clients for the purpose of effectively communicating with, and providing a continuum of child care services to its clients. We are committed to respecting the privacy rights of all individuals, including clients and employees by ensuring that their personal information is collected, used and disclosed in an appropriate manner.

The information below is required by the Ministry of Education, and needs to be submitted before your child can attend. Thank you in advance for your cooperation, and we appreciate you taking the time to fully review and understand the following. If you have any questions, your Program Supervisor will be more than happy to help you out.

### Child's Information

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(MM/DD/YYYY)

Gender: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ School (if applicable): \_\_\_\_\_

Please let us know a little bit about your child. Does your child have any comfort toys they enjoy? Is there anything about your child's daily routine that would help us provide a seamless transition from home to child care? What foods does your child enjoy or avoid? Does your child have any fears? Any information would be appreciated.

### Immunization/Exemption

Please provide a copy of your child's immunization record or notarized Statement of Conscience or Religious Belief.



## Medical and Special Requirements

Physician's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Does your child have any conditions requiring medical attention that we should be aware of?

Example: epilepsy, diabetes, special requirements for rest, exercise, etc.

Does your child have any allergies (please specify)

Has an epi-pen been prescribed to your child?  Yes  No

Does your child have any special dietary needs:

Medical treatment, drug, or medication to be administered on a regular basis during the hours the child is receiving care (written and signed instructions must be provided):

### Medical Authorization

Discovery Early Learning & Care takes children's safety and well-being very seriously. In the event of an unexpected emergency, we will seek immediate medical attention as we see fit. If paramedics are called we will immediately follow their direction, and provide appropriate details and information on the child as required. All efforts will be made to contact parents/guardians and then emergency contacts if needed. If we are unable to contact the parent/guardian or emergency contact, we will remain with the child until one of you are reached. In the event that the child is taken to hospital and released from their care, the child will be in the care of the Discovery Early Learning & Care employee accompanying them. We will not transport children, but rather wait with them until parents/guardians or emergency contacts arrive.

Please initial that you have read and understand medical authorization procedures: \_\_\_\_\_



## Family Information

### Parent/Guardian #1

Name: \_\_\_\_\_

Guardian's Relationship to Child: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer or School Name: \_\_\_\_\_ Employer or School Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### Identification Information: *\*please provide at least 2*

Date of Birth: \_\_\_\_\_ \* Driver's License #: \_\_\_\_\_

\* Social Insurance Number: \_\_\_\_\_

\* Ontario Health Card Number: \_\_\_\_\_

*Please note: Parents/Guardians can pick up at any time, unless stated otherwise in court ordered documents. If these documents are in effect, the child care centre must have a copy on file.*

*Family Information continued on the next page.*

## Continued Family Information

### Parent/Guardian #2

Name: \_\_\_\_\_

Guardian's Relationship to Child: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer or School Name: \_\_\_\_\_ Employer or School Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### Identification Information: *\*please provide at least 2*

Date of Birth: \_\_\_\_\_ \* Driver's License #: \_\_\_\_\_

\* Social Insurance Number: \_\_\_\_\_

\* Ontario Health Card Number: \_\_\_\_\_

*Please note: Parents/Guardians can pick up at any time, unless stated otherwise in court ordered documents.  
If these documents are in effect, the child care centre must have a copy on file.*



# DISCOVERY

Early Learning & Care

## Emergency Contact and Pick Up Information

In case of emergency we will contact parents/guardians right away. In the event we cannot reach you, we will then notify your emergency contacts, in the order you provide below. Please note that, for safety reasons, the individuals identified below as Emergency Contacts must be at least 16 years old. Pick up contacts are people that can pick up with parent/guardian permission, but would not be contacted in case of emergency.

### Emergency Contact 1:

Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### Emergency Contact 2:

Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### Emergency Contact 3:

Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### Pick Up Contacts:

1: \_\_\_\_\_ 2: \_\_\_\_\_

3: \_\_\_\_\_ 4: \_\_\_\_\_

Comments or specific instructions regarding the release of the child:



## Walkabouts

Walkabouts will happen on and off child care properties throughout our regular programming. This includes any area that is not a regularly licensed space, such as school gymnasiums, around child care properties outside regular play spaces, or off property in nearby spaces that we are confident are safe to visit. These trips will allow us to visit people or places of interest, to become familiar with the environment around us, trips to look at trees, flowers, animals, etc. Quiet walks throughout the seasons help the children develop an awareness of physical changes around their child care neighbourhoods. If your child will be attending a field trip beyond this, a separate permission form will be provided. If you would like more clarification on site specific walkabouts please speak with the Program Supervisor of that site.

Please initial that you have read and understand walkabout procedures: \_\_\_\_\_

## Family Handbook

Discovery Early Learning & Care has a Family Handbook which describes various policies and procedures that families should be aware of. It can be found on our website, [DiscoveryCare.ca](http://DiscoveryCare.ca), or a hard copy will be provided. Please ensure that you have fully read and understand all of these policies.

Please initial that you had fully read and understand our Family Handbook: \_\_\_\_\_





## Parent Signatures

Forms and contracts will go out regularly looking for information regarding your child's care. We encourage both parents/guardians to sign as required but we know this can be challenging at times. If both parents agree, and sign below, we will accept any forms with either signature, and both will not be required, with the understanding that both parents/guardians bear responsibility. Both parents/guardians will need to initial the appropriate line below.

\_\_\_\_\_ One signature on forms will be acceptable

\_\_\_\_\_ Both signatures will be required on forms

Primary email address is: \_\_\_\_\_

Please add me to the website mailing list.

*Should any of the above information change, it is your responsibility to let Discovery Early Learning & Care know immediately.*

Parent/Guardian #1 Signature: \_\_\_\_\_

Parent/Guardian #2 Signature: \_\_\_\_\_

Date of Enrolment: \_\_\_\_\_

Program Supervisor Signature: \_\_\_\_\_

Date of Discharge: \_\_\_\_\_



## Enrolment Agreement

Effective September 2022 – June 2023

Discovery Early Learning & Care is a non-profit child care facility governed by a volunteer Board of Directors, and licensed with the Ministry of Education and the City of Greater Sudbury.

**Discovery Early Learning & Care will provide child care services for:**

Name of Child \_\_\_\_\_

Date of Birth \_\_\_\_\_

Name of Parent / Guardian \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Number of days per week \_\_\_\_\_ or As per schedule \_\_\_\_\_ Call in \_\_\_\_\_

Drop off time \_\_\_\_\_

Pick up time \_\_\_\_\_

Enrolment agreement start date \_\_\_\_\_

Site enrolled \_\_\_\_\_

During the first week of each month, you will be invoiced for child care booked, based on your scheduled needs of the previous month and on the Fee Schedule for that current year. All payments are due by the 15th of the month. If payment is not received by the 15th, an automatic two-week notice will be given, and termination will be imminent on the last day of the month if payment is not received. **Payments can be made through online banking by adding Discovery Early Learning & Care as a payee.** When paying online, please be sure to pay invoices for each child separately referencing their unique account number that can be found beside their name on each invoice. A 4% monthly interest fee will be added to overdue accounts. A two-week (14 day) written notice is required by either party to terminate this agreement. Without proper notice you will be billed two weeks of care after the termination date. With regards to part time schedules, all schedules must be submitted by Wednesday at 4:00pm to ensure care for the following week. Any scheduled day not used for any reason will still be invoiced, unless written notice of two weeks (14 days) is provided in advance of the requested change.

## Continued Enrolment Agreement

### Parent Signatures

I hereby agree to comply with the above, and with all policies and procedures of Discovery Early Learning & Care.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Program Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Costs & Fees Schedule Rates - Effective January 1, 2023

CWELCC Additional 37% discount on rates

<b>Infants</b> (Only at St. Paul and Holy Trinity Sites)	<b>Full Time</b> 5 days per week only March 2022	<b>CWELCC</b> additional 37% discount	<b>Part Time</b> Conditional	<b>CWELCC</b> additional 37% discount
Part Day (up to 6 hours)	\$51.50	\$24.34	\$57.50	\$27.17
Full Day (6-9 hours)	\$60.00	\$28.35	\$67.00	\$31.66
Extended Day (Over 9 hours)	\$69.50	\$32.84	\$72.00	\$34.02

<b>Toddlers</b> (18-30 months)	<b>Full Time</b> 5 days per week only March 2022	<b>CWELCC</b> additional 37% discount	<b>Part Time</b>	<b>CWELCC</b> additional 37% discount
Part Day (3-6 hours)	\$41.00	\$19.37	\$44.00	\$20.79
Full Day (6-9 hours)	\$50.50	\$23.86	\$54.00	\$25.52
Extended Day (Over 9 hours)	\$57.00	\$26.93	\$60.00	\$28.35

<b>Preschool</b>	<b>Full Time</b> 5 days per week only March 2022	<b>CWELCC</b> additional 37% discount	<b>Part Time</b>	<b>CWELCC</b> additional 37% discount
Part Day (3-6 hours)	\$37.00	\$17.48	\$40.00	\$18.90
Full Day (6-9 hours)	\$48.50	\$22.92	\$51.50	\$24.34
Extended Day (Over 9 hours)	\$55.00	\$25.99	\$58.00	\$27.41

<b>School Age</b> (Available at St John, St Paul & Holy Trinity Sites)	<b>Full Time</b>	<b>Full Time</b> CWELCC 37% discount	<b>Part Time</b>	<b>Part Time</b> CWELCC 37% discount
Part Day (up to 6 hours)	\$31.50	\$14.89	\$34.50	\$16.30
Full Day (6-9 hours)	\$40.50	\$19.14	\$43.50	\$20.56
Extended Day (Over 9 hours)	\$47.00	\$22.21	\$50.00	\$23.63
Before School Only	\$17.00	\$12.00	\$20.00	\$12.00
After School Only	\$17.00	\$12.00	\$20.00	\$12.00
Before and After School	\$19.50	\$12.00	\$22.50	\$12.00

**NOTE: Reduction to a \$12/Day maximum**

**Full Time Care** based on usage of 16 days / month

**Part Time Care** based on usage of 1 - 15 days / month where applicable

## Child Care Centre Registration



Public Health Sudbury & Districts

**phsd.ca** • **tel:** 705.522.9200, ext. 458 • **toll-free:** 1.866.522.9200 • **fax:** 705.677.9616

Public Health Sudbury & Districts and the licensed child care centre are required by law to keep an immunization record on every child enrolled in a child care centre in the area. Public Health Sudbury & Districts will review it annually to ensure it's up-to-date. Children must have a complete immunization record or a valid exemption to attend a child care centre.

### Child information (please complete one form per child)

Name: \_\_\_\_\_ DOB: (Y/M/D) \_\_\_\_\_ Gender: \_\_\_\_\_

Health card #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - XX (we do not require the version code)

Street address: \_\_\_\_\_

Mailing address: P.O. Box #: \_\_\_\_\_ R.R. #: \_\_\_\_\_ Site: \_\_\_\_\_ Apt #: \_\_\_\_\_

City/town: \_\_\_\_\_ Postal code: \_\_\_\_\_

Family physician: \_\_\_\_\_ Child care centre: \_\_\_\_\_

Is your child registered at the child care centre under a different name?  No  Yes: \_\_\_\_\_

### Parent or legal guardian information

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Tel: (home) \_\_\_\_\_ (work/mobile) \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Tel: (home) \_\_\_\_\_  same as above (work/mobile) \_\_\_\_\_

**I hereby consent to the release of immunization records and exemption information for my child to the Medical Officer of Health, Public Health Sudbury & Districts.**

Parent or legal guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for protecting your child's health and the health of your community by immunizing your child. Knowing your child's immunizations allows Public Health Sudbury & Districts to respond to any infectious disease risk or outbreak at your child's child care centre. Having your child's immunization records on file is important in ensuring that your child's immunizations are up-to-date. This is also required by law for your child to attend a child care centre.

You may report your child's immunizations by using one of the following methods:

1. Using our online tool at **www.phsd.ca** accessed through the features and services section.
2. Attaching a copy of the immunization record to this form and **faxing** to 705.677.9616
3. Attaching a copy of the immunization record to this form and **mailing** to:  
Immunization Team  
Public Health Sudbury & Districts  
1300 Paris Street  
Sudbury, ON P3E 3A3

If you require further assistance, please contact the immunization team at 705.522.9200 ext 458.

Personal information contained on this form is collected under the authority of one or more of the following: the Health Protection and Promotion Act, R.S.O. 1990, c. H.7; The Drug and Pharmacies Regulation Act, R.S.O. 1990, c. H.4 (formerly the Health Disciplines Act); the Child Care Early Years Act, 2014; the Regulated Health Professions Act, 1991, S.O. 1991, C.18; and is in compliance with the Municipal Freedom of Information and Privacy Protection Act, R.S.O. 1990, C.M.56; and the Personal Health Information Protection Act, 2004, c. 3, Schedule A. This information is used to ensure that all appropriate personal care and public health services are provided, and that necessary statistics are kept. Questions about this collection should be directed to the Information and Privacy Officer at 705.522.9200.



## Consent for Photographs and Videotaping

Discovery Early Learning & Care respects the privacy of our children, families, and educators. We strive to ensure that our work is created in an environment that is safe and respected by all those who view and learn from its use, and that it is utilized for its intended purpose.

Within our Emergent Curriculum and Pedagogy here at Discovery Early Learning & Care, the use of photographs are essential to our work. They are used to enhance documentation, and create a sense of belonging in our environments. Photos will be regularly displayed throughout our spaces, and will depict the learning that is happening here. They hold strong value to us, and for this reason, photos of all children will be used internally throughout our spaces upon registration.

On occasion, there are events held at our centre where other families and visitors are taking pictures, such as family nights, our Annual General Meeting, etc. It is our expectation that any pictures taken of children, their families or Discovery Early Learning & Care Staff would be kept for their personal use and not posted on any social media websites without the written consent of the parent, caregiver, or staff. If you are attending an event and do not wish for you or your child's photograph taken, you are responsible to advise anyone at the event taking pictures, of your wishes.

Discovery Early Learning & Care also offers professional development opportunities and attends events such as job fairs. During this time we enjoy sharing documentation and photos of our programs. These photos will not be given out, but will be displayed in a public setting. We will only use your child's photos during these events with your permission.

- I give Discovery Early Learning & Care Permission to use my child's photographs or videotape outside of the child care centre.
- Please do not use my child's photograph or videotape outside of Discovery Early Learning & Care.

DiscoveryCare.ca is our website describing our services and where all pertinent information will be accessible. We like to share images on our official social media accounts and on the DiscoveryCare.ca website of our spaces and curriculum. We will only use your child's photos on our website and/or our official social media accounts with your permission.

- I give Discovery Early Learning & Care Permission to use my child's photographs or videotape on the DiscoveryCare.ca website and our official social media accounts.
- Please do not use my child's photograph or videotape on the DiscoveryCare.ca website and our official social media accounts.

*Consent for Photographs and Videotaping continued on the next page.*

## Continued Consent for Photographs and Videotaping

If you would ever like to make changes to this form, please advise your Program Supervisor to receive another form. This permission will apply until your child's discharge date from Discovery Early Learning & Care.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_



## Permission to Apply Non-Medicated External Products

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_

*Please only complete what is applicable to your child.*

### Sunscreen

Discovery Early Learning & Care will apply sunscreen to your child as required for sun safety. We require you to provide a sunscreen with a minimum SPF 30.

I give permission for Discovery Early Learning & Care to apply provided sunscreen on my child.

Parent/Guardian Signature: \_\_\_\_\_

Discovery Early Learning & Care will assist your child to apply sunscreen to exposed surfaces, including their face, ears, arms, and legs when outdoor activities in direct sunlight are scheduled, in compliance with Public Health Sudbury & Districts requirements.

### Non-medicated Products (Example: diaper cream, hand lotion, soap)

Discovery Early Learning & Care will review each request on an individual basis as per our internal policy.

Name of Product: \_\_\_\_\_

Reason for Application: \_\_\_\_\_

I give permission for the above non-medicated product to be used on my child.

Parent/Guardian Signature: \_\_\_\_\_





## Child, Youth and Family Services Act, 2017 (CYFSA)

Dear Parent/Guardian:

Thank you for choosing our child care program for your child. We want you to know that we take our responsibilities for your child's welfare very seriously. The Child, Youth and Family Services Act, 2017 (CYFSA) dictates many obligations for the children in our care. We are compelled to adhere to this act. Please take the time to carefully read the following information.

### Child, Youth and Family Services Act, 2017 (CYFSA)

The Child, Youth and Family Services Act, 2017 (CYFSA) recognizes that each of us has a responsibility for the welfare of children.

Section 125 of the CYFSA states that the public including professionals who work with children, must promptly report any suspicions that a child is or may be in need of protection to a Children's Aid Society. The CYFSA defines the phrase "child in need of protection" and explains what must be reported to a society. It includes physical, sexual and emotional abuse, neglect, and risk of harm (CYFSA s.125 (1)).

As professionals in the field of Early Childhood Education, Discovery Early Learning & Care employees, management and directors, are obligated to contact the Children's Aid Society of the Districts of Sudbury and Manitoulin (CAS) under Section 125 (1) of the Child, Youth and Family Services Act, 2017, if we have reasonable grounds to suspect one of the following:

- 1. The child has suffered physical harm inflicted by the person having charge of the child or caused by or resulting from that person's,**
  - i. Failure to adequately care for, provide for, supervise or protect the child, or
  - ii. Pattern of neglect in caring for, providing for, supervising or protecting the child.
  
- 2. There is a risk that the child is likely to suffer physical harm inflicted by the person having charge of the child or caused by or resulting from that person's,**
  - i. Failure to adequately care for, provide for, supervise or protect the child, or
  - ii. Pattern of neglect in caring for, providing for, supervising or protecting the child.
  
- 3. The child has been sexually abused or sexually exploited by the person having charge of the child or by another person where the person having charge of the child knows or should know of the possibility of the child knows or should know of the possibility of sexual abuse or sexual exploitation and fails to protect the child.**

*Child, Youth and Family Services Act, 2017 (CYFSA) continued on the next page.*

## Continued Child, Youth and Family Services Act, 2017 (CYFSA)

4. There is a risk that the child is likely to be sexually abused or sexually exploited as described in paragraph 3.
5. The child requires treatment to cure, prevent or alleviate physical harm or suffering and the child's parent or the person having charge of the child does not provide the treatment or access to the treatment, or, where the child is incapable of consenting to the treatment under the Health Care Consent Act, 1996, refuses or is unavailable or unable to consent to, the treatment on the child's behalf.
6. The child has suffered emotional harm, demonstrated by serious,
  - i. Anxiety
  - ii. Depression
  - iii. Withdrawal
  - iv. Self-destructive or aggressive behaviour, or
  - v. Delayed development,and there are reasonable grounds to believe that the emotional harm suffered by the child results from the actions, failure to act or pattern of neglect on the parts of the child's parent or the person having charge of the child.
7. The child has suffered emotional harm of the kind described in subparagraph 6 i, ii, iii, iv, or v and the child's parent or the person having charge of the child does not provide services or treatment or access to services or treatment, or, where the child is incapable of consenting to treatment under the Health Care Consent Act, 1996, refuses or is unavailable or unable to consent to, treatment to remedy or alleviate the harm.
8. There is a risk that the child is likely to suffer emotional harm of the kind described in subparagraph 6 i, ii, iii, iv, or v resulting from the actions, failure to act or pattern of neglect on the part of the child's parent or the person having charge of the child.
9. There is a risk that the child is likely to suffer emotional harm of the kind described in subparagraph 6 i, ii, iii, iv, or v and the child's parent or the person having charge of the child does not provide services or treatment or access to services or treatment, or, where the child is incapable of consenting to treatment under the Health Care Consent Act, 1996, refuses or is unavailable to consent to, treatment to prevent the harm.
10. The child suffers from a mental, emotional or developmental condition that, if not remedied, could seriously impair the child's development and the child's parent or the person having charge of the child does not provide the treatment or access to the treatment, or where the child is incapable of consenting to the treatment under the Health Care Consent Act, 1996, refuses or is unavailable or unable to consent to, treatment to remedy or alleviate the condition.
11. The child's parent has died or is unavailable to exercise custodial rights over the child and has not made adequate provision for the child's care and custody, or the child is in residential placement and the parent refuses or is unable or unwilling to resume the child's care and custody.

*Child, Youth and Family Services Act, 2017 (CYFSA) continued on the next page.*

## Continued Child, Youth and Family Services Act, 2017 (CYFSA)

12. The child is younger than 12 and has killed or seriously injured another person or caused serious damage to another person's property, services or treatment are necessary to prevent a recurrence and the child's parent or the person having charge of the child does not provide services or treatment or access to services or treatment, or, where the child is incapable of consenting to treatment under the Health Care Consent Act, 1996, refuses or is unavailable to consent to treatment.
13. The child is younger than 12 and has on more than one occasion injured another person or caused loss or damage to another person's property, with the encouragement of the person having charge of the child or because of that person's failure or inability to supervise the child adequately.

Other sections of the CYFSA provides information to questions for consideration that help guide the reporting process.

**What are "Reasonable Grounds" to suspect child abuse or neglect?**

- Reasonable Grounds refers to information that an average person, using normal and honest judgment, would need in order to decide to report.

**What is the age of the children to whom the "Duty to Report" applies?**

- Applies to any child who is, or appears to be, under the age of 18 years. A professional, or member of the public, who is concerned that a 16 or 17 year old is or may be in need of protection may, but is not required to, make a report to CAS and the CAS is require to assess the reported information. (CYFS, s.125 (4)).

**What does "Ongoing Duty to Report" child abuse or neglect mean?**

- Even if a report has previously been made, you must make a further report to the CAS if there are additional reasonable grounds to suspect that the child is or may be in need of protection. (CYFSA s.125 (3)).

**Do I have to "Report Directly"?**

- You have to report directly to the CAS and not rely on anyone else to report on your behalf. (CYFSA s.125 (3)).

**Do Professionals and officials have any special responsibilities to report?**

- CYFSA recognizes that people working closely with children have a special awareness of the signs of child abuse and neglect, and a particular responsibility to report their suspicions. Any professional or official who fails to report a suspicion is liable of conviction to a fine of up to \$5,000, if they obtained the information in the course of their professional or official duties.

**Who does the CYFSA consider a person who performs professional or official duties?**

- Health care professionals, including physicians, nurses, dentists, pharmacists and psychologists
- Teachers and school principals
- Social workers and family counsellors
- Religious officials
- Operators or employees of a child care centre or home child care agency
- Youth and recreation workers (not volunteers)

*Child, Youth and Family Services Act, 2017 (CYFSA) continued on the next page.*

## Continued Child, Youth and Family Services Act, 2017 (CYFSA)

- Peace officers and coroners
- Child and youth service providers and employees of these service providers
- Any other person who performs professional or official duties with respect to a child

In addition to the professionals and officials outlined above, directors, officers or employees of a corporation also have a legislated duty to report if they have knowledge that a child may be in need of protection (CYFSA s.125 (8)).

Thank you for your understanding of our professional obligations and responsibilities.  
Discovery Early Learning & Care's employees, management and directors.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Supervisor Signature: \_\_\_\_\_



## Child & Community Resources Involvement

Child & Community Resources (CCR) is a non-profit community agency that supports an inclusive quality of life for children in the early years. The Special Needs Resourcing team, a department of CCR, facilitates the inclusion of all children in licensed Early Learning and Child Care (ELCC) programs through a team of trained consultants. Their role is to provide consultation to program staff that will support the participation of all children in the program.

**As part of the relationship with your child's program, a Consultant completes regular on site consultation days which may include interacting with program staff and children within the playrooms. The following services are provided:**

- consultations with program staff to increase overall knowledge and expertise relating to inclusion;
- resources and consultation for a range of services to program staff for children and groups experiencing needs;
- Should additional involvement be required, a referral and consent for services will be initiated by the child care program with the child's guardian/family;
- supports for program staff in completing developmental screenings and other related tools;
- observations to identify resources that may be required;
- information on child development and exceptionalities;
- early literacy consultations, language, literacy and numeracy
- connecting program staff with other specialized services and agencies within our community;

Should you require additional information on the services offered by the Special Needs Resourcing team, please do not hesitate to discuss with the Program Supervisor or staff. The staff of your child's program will share information with you regarding your child's development, the role of the consultant and discuss with you further a referral for direct services should the need arise.

Child's name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Supervisor Signature: \_\_\_\_\_

**Note:** Valid only until the child is withdrawn / discharged from ELCC program.



## Brown Bag Lunch Policy

For all youth attending our FDK Extended Day and School Age Programs

Discovery Early Learning & Care has a Brown Bag Lunch Policy that applies to all children attending school. On full days of care, these children will be required to provide their own.

The day care will continue to provide a morning and afternoon snack while in program. Milk will also be provided to children for their lunch and morning snack when they are having cereal.

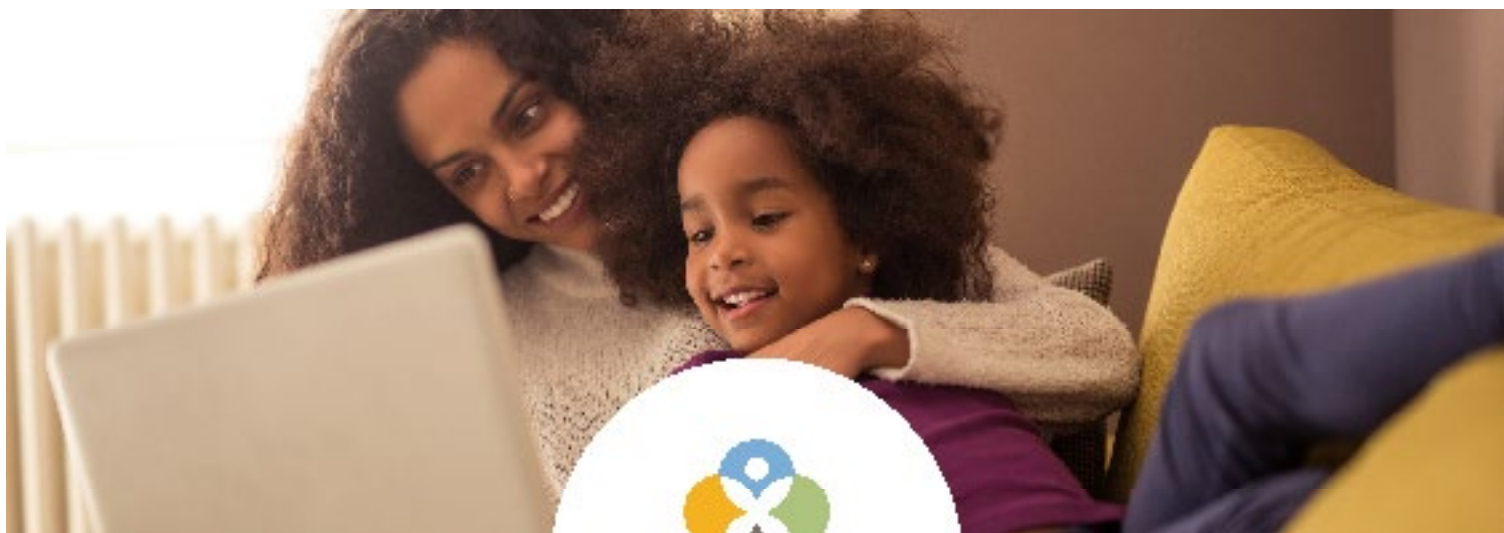
**Please note the following:**

1. The Ministry of Education, our licensing body, has been working with early learning programs with regards to “Brown Bag Lunch Policies”. A copy of Canada’s Food Guide is also available upon request.
2. Parents /Guardian are requested to pack a “Brown Bag Lunch” and include an ice pack and refillable labelled water bottle for frequent access of water during the day.
3. All Discovery Early Learning & Care sites are peanut and nut safe environments and for this reason all the rules and recommendations with regards to this policy must be adhered to. On occasion there are some children with severe allergies to some specific foods and we will support those children and ask that you refrain from packing these food items in your child’s lunch. We only want to keep all of our children safe. A notice will be provided to you in advance of any additional high risk foods.
4. In the rare circumstances that a child forgets his/her lunch, appropriate action on the part of the child care centre will be taken in order to provide a lunch substitute. We will also contact you in case you would like to return with a prepared lunch for your child.

I have read, understand and am in agreement with the above Brown Bag Lunch Policy:

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Supervisor Signature: \_\_\_\_\_



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LEARN **HELPFUL TIPS** AND  
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## Family Newsletter Subscription

Discovery Early Learning & Care values communication and engagement with our families. We would like you to be informed as quickly as possible with regards to our news, events, important updates and emergency situations at any of our sites. In considering our environment, we would also like to cut down on the paper products used to share information with you.

Stay up to date with Discovery Early Learning & Care by visiting our website to sign up for our email Family Newsletter:

[discoverycare.ca](https://discoverycare.ca)

*Our newsletters are created and sent through MailChimp, a newsletter service provider. Your email and information may be shared with MailChimp's Service Providers. The third party Service Providers enter into a contract that required them to use your Personal Information only for the provision of services to MailChimp and in a manner that is consistent with their policy. Examples of Service Providers include payment processors, hosting services and content delivery services. You can unsubscribe to the mailing list at any time.*

## Online Payment Options

We are pleased to announce that Discovery Early Learning & Care is registered with several banking institutions for your convenience in making direct payments online for your child care expenses.

For more details and instructions to set up your online payments, visit our website:

[discoverycare.ca](https://discoverycare.ca)

**If you have any questions, please feel free to contact the Main Site office at 705-693-5282.**