



DISCOVERY

Early Learning & Care

Registration Form

Summer 2023

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: _____



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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.*



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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, 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: _____



Summer Care 2023

Hello Families,

Summer is fast approaching and we are starting to think about contracts for your summer care with us. Due to the extensive planning on our end, we require these contracts to be handed in by **Friday May 5th, 2023**. Any contracts received after this date will not be guaranteed care until we have the chance to account for available spaces. Any contracts that are handed in late will be dated and available spaces will be granted in the order they are received.

As has been past practice, Discovery Early Learning & Care has, on occasion, had to combine sites during the summer months to accommodate renovations, maintenance of floors or just to better utilize staffing and keep programs financially viable. In the event that care will be affected at any of our sites we will notify you as soon as possible.

Policy for Summer Full Time Care

Full time care is classified as 4 to 5 days per week. If you do not know your vacation schedule at that time but will be using most of the summer please submit your summer contract with as much information as possible by **Friday May 5th, 2023** to guarantee summer care. With two week's notice you are still able to make changes as required.

Policy for Summer Part Time Care

Part time care is classified as 1 – 3 days per week. We understand that some families who require part time care will only receive their work schedules on a weekly basis. Please submit your summer contract, signed, with as much information as possible by **Friday May 5th, 2023** to guarantee summer care. If you have chosen to submit your schedule weekly, all schedules must be given to your site Wednesday of each week to confirm care for the following week.

Policy for Call in Care

Call in families will continue to take their chance and call in for care as needed. Call in care is booked by calling in the morning of your requested day or the Monday of the week you are requesting care. Call In care does not mean that you automatically have a space for the days requested and you may be refused care if there are no spaces available for that specific day. Using care on a call-in basis does not guarantee you a full-time space in September.

Continued Summer Care 2023

Policy for Termination of Care

Families who wish to discontinue services for the summer are required to fill out the appropriate section on the attached summer care form at least two weeks (14 days) in advance of the discharge date. All fees owing to the day care must be paid prior to leaving the program. A 4% monthly interest fee will be added to accounts left in arrears and the account will be sent to collections.

If you have any question while completing the attached contract, please speak with the Program Supervisor at your site. Looking forward to a great summer!

Sincerely,

Jessica Carroll

Executive Administrator

Discovery Early Learning & Care

Continued Summer Care 2023

Summer Contract 2023

As a Summer Care Contract Parent/Guardian, I understand that I will be billed according to the current fee schedule and usage and payment is due by the 15th day of each month. If payment is not received by the 15th, an automatic two weeks' 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 your bank 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) 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 no later than Wednesday by 4:00pm for the following week. If we do not receive schedules prior to this time, we cannot guarantee a space. Any scheduled day not used for any reason will still be invoiced, unless proper notice of two weeks (14 days) is provided in advance of the requested change.

I understand that there may not be alternate dates available if I try to change the dates previously booked. Alternate dates will only be given if available. I understand that I will be charged for any days not utilized during my requested weeks due to illness, other holiday arrangements, or absenteeism for any other reason. Any additional time requested for care will be on a first come basis and based on availability during the week.

The last day of school for all school boards is Friday June 30th, 2023. This contract is in effect from Monday July 3rd to Friday September 1st, 2023.

Child: _____

Parent/Guardian Signature: _____

Parent/Guardian Signature: _____

Dated: _____

Program Supervisor Signature: _____

Date Received: _____

Continued Summer Contract 2023

Child: _____

What type of care do you require during the summer? (Place "X" on appropriate line)

- _____ Full Time (4-5 days per week)
- _____ Part Time (1-3 days per week)
- _____ As per schedule (will provide weekly schedule)
- _____ Call In (no guaranteed care)
- _____ No Summer care required

Termination date effective: _____

If using full time or part time care, please place one of the following code(s) in EVERY box on the provided calendar on the next page.

Codes	Description
PD	Part day (less than 6 hours of care)
FD	Full day (over 6-under 9 hours of care)
EXT	Extended day (over 9 hours of care)
X	No care required this day

If your hours required will be the same every day, please provide these times below: _____

If they will vary depending on the day, please provide these specific times in each box along with the appropriate code.

Please see calendar on the next page.

These contracts must be submitted by Friday May 5th, 2023 to guarantee care.

Parent/Guardian Signature: _____

Parent/Guardian Signature: _____

Dated: _____

Program Supervisor Signature: _____

Dates received by Program Supervisor: _____

Continued Summer Contract 2023

MONTH	MON	TUES	WED	THURS	FRI
JULY	3 CLOSED Canada Day Stat	4	5	6	7
JULY	10	11	12	13	14
JULY	17	18	19	20	21
JULY	24	25	26	27	28
AUGUST	JULY 31	1	2	3	4
AUGUST	7 CLOSED Civic Holiday Stat	8	9	10	11
AUGUST	14	15	16	17	18
AUGUST	21	22	23	24	25
AUGUST	28	29	30	30	SEPTEMBER 1

If using full time or part time care, please place one of the following code(s) in **EVERY** box on the provided calendar above.

Codes	Description
PD	Part day (less than 6 hours of care)
FD	Full day (over 6-under 9 hours of care)
EXT	Extended day (over 9 hours of care)
X	No care required this day



Costs & Fees Schedule Rates - Effective January 1, 2023

CWELCC Additional 37% discount on rates

Infants (Only at St. Paul and Holy Trinity Sites)	Full Time 5 days per week only March 2022	CWELCC additional 37% discount	Part Time Conditional	CWELCC 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

Toddlers (18-30 months)	Full Time 5 days per week only March 2022	CWELCC additional 37% discount	Part Time	CWELCC 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

Preschool	Full Time 5 days per week only March 2022	CWELCC additional 37% discount	Part Time	CWELCC 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

School Age (Available at St John, St Paul & Holy Trinity Sites)	Full Time	Full Time CWELCC 37% discount	Part Time	Part Time 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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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

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

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