



Sunny Faces Day Care, 30 Harefield Drive, Etobicoke ON, M9W 4C9 (416 744 0778)

Policies & Procedures Checklist

Parent Information

- Welcome Letter
- Program Statement – Philosophy - Objectives
- Licensing Regulations
- Program Offerings
- Inclusion
- Serious Occurrence, Duty to Report
- Minor Incident/Accident reporting
- College of ECE's
- Board of Director's, Volunteers/Students, Families
- Outings
- Anti-Discrimination policy
- Hours of Operation – Holidays - Closures
- Smoke Free
- Parking
- Inclement Weather
- Personal Changes – Personal Belongings
- Birthdays in Classroom
- Toileting
- Rest Time
- Clothing
- Door Security System
- Voicemail
- Arrival and Pick Up
- Absenteeism
- Emergency Contacts
- Guardianship and Custody
- Photo-Video policy
- Sexual Health Education policy
- Parent and Child Code of Conduct
- Curriculum

Health Care

- Medical Information Form
- Administration of Medication - Storage
- Sick Children
- Symptoms – Communicable Disease
- Periods of Exclusion
- Outbreaks – Procedures - Viruses
- Best Practices
- Sun Safety

Food and Nutrition

- Nut Free Environment
- Food Handling
- Meals - Planning
- Staff Roles
- Special Diets
- Administration - Forms

Payment and Fees

- Fees Schedule
- Administration Fee
- Fee Assistance – Subsidized Clients
- Registration – Receipts -
- NSF Payment - Refunds
- Withdrawal – Child Care and Parental

Behaviour Guidance

- Behaviour Guidance Policy and Strategies

Child Abuse

- Introduction and Purpose
- Policy Statement
- What is Child Abuse?
- Types of Child Abuse
- Prohibited Practices
- Contravention of Behaviour Management Practices
- Reporting Procedures - Legal Responsibilities
- Child Protection Agencies

Anaphylaxis Procedures

- Overview - Children at Risk
- Communication Plan
- Location and Availability of Epi-pens and Injectors
- Emergency Protocol
- Training
- Allergy safe Environment – Preventative measures

I have read and understand the Sunny Faces Child Care policies and procedures:

Child Care Centre

Date

Signature