



Little Peas Camp

1700 Bathurst St
Room 104
Toronto ON
M5P 3K3

Parent Handbook

Little Peas is led by Heather Larkin and her team of Early Childhood Educators. The camp program provides a fun-filled and educational environment for children ages 2.5 to 6. Our licensed capacity is 16 children.

Every day at camp brings the children new opportunities for social engagement, appreciation of nature, building confidence and creativity! Summer camp is designed to inspire curiosity, imagination, and motor skills with activities such as:

- Weekly Themes
 - Weekly Special Guests
 - Music Classes
 - Arts and Crafts
 - Sensory Exploration
 - Group Cooperative Games
 - Sports Activities
 - Circle Time
 - Dance Lessons
 - Story Time
 - Nature Activities
 - Daily Snack
- There will be no off premise activities

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Dates/Hours of Operation/Holidays

*Camp runs from the first week of July to the 3rd week of August (start and end dates fluctuate each year)

*Hours – 9:00 am to 12:00 pm/Monday to Friday

*Holidays – Camp will be closed on Canada Day and Civic Holiday

Admission

Prior to a child's start date, the following forms must be completed by the child's parent/guardian:

- Registration Form
- Medical Information and History Form
- Immunization record (All children must be immunized before the start date of their enrollment)
- Signed Acknowledgement and Compliance of Parent Information Manual
- 400.00 deposit (non-refundable)

Program Statement

Little Peas Camp provides a positive learning environment that enhances the personal development of each child. Through play experiences and guidance by trained educators, the children are provided with an emergent curriculum that will stimulate the 5 areas of development:

1. *Gross motor*
2. *Fine motor*
3. *Intellectual/Cognitive*
4. *Social/Emotional*
5. *Speech/Language*

We believe that children are competent, capable of complex thinking, curious and rich in potential. As such, children are guided by skilled Registered Early Childhood Educators (RECEs) who establish a flexible program in an inclusive, supportive and non-discriminatory environment. Children's ideas are the crux of the emergent curriculum that is based on the interests and needs of the children. Open communication between and among Educators, children, families is crucial to realizing a warm and safe environment in which the children at Little Peas camp can play, learn and thrive.

Little Peas Camp is guided by the Ministry of Education's Early Learning for Every Child Today (ELECT) a framework for Ontario Early Childhood Settings and the 2014 professional learning resource "How Does Learning Happen? Ontario's Pedagogy for the Early Years." Our curriculum and practices are designed with the following five principles of the ELECT document in mind:

1. Early childhood development sets the foundation for lifelong learning, behavior and health

2. Partnerships with families and communities strengthen the ability of early childhood settings to meet the needs of young children.
3. Demonstration of respect for diversity, equity and inclusion are prerequisites for optimal development and learning.
4. Play is a means to early learning that capitalizes on children's natural curiosity and exuberance.
5. Knowledgeable and responsive early childhood practitioners are essential to early childhood settings

LITTLE PEAS CAMP PROGRAM WILL:

- 1. Promote the health, safety, nutrition and well-being of the children by providing a program that nurtures children's healthy development through:**

- Physical play
- Healthy snacks that reflect cultural, medical and nutritional requirements as identified by families and are delivered in a safe, clean and positive environment. Our staff are aware of each child's medical conditions, allergies and food restrictions
- A variety of play environments geared towards the children's learning needs
- Program and environmental adaptations that allow every child to participate
- Support in learning to making healthy and safe choices for self
- Support in recognizing and managing stress, emotions, attention and behavior
- Family-centered practices

2. Support positive and responsive interactions among the children, parents, students, volunteers and staff

Little Peas Camp takes into account the need for positive interaction with all important contributors to a child's well-being. Forming trusting relationships with children and their families is paramount to creating a happy, safe and challenging daily experience. These relationships are achieved by:

- Engaging children and staff as co-learners
- Honoring and respecting the unique characteristics and gifts of each child and family with respect to their beliefs, culture, language, gender and life experiences
- Family-centered practices; including but not limited to, the intake process and goal setting
- Providing opportunities for parent/team/community social interactions
- Policies and procedures that reflect and stress the importance of positive interactions

3. Encourage the children to interact and communicate in a positive way and support their ability to self-regulate

Little Peas Camp values the importance of every child and family feeling safe, connected and that they belong at the camp. Children are provided with support and understanding of their emotional and sensory needs in order to communicate and interact in a positive way by:

- Supporting and providing for verbal and non-verbal communication strategies
- Supporting children in managing their behavior and emotions

- Encouraging children to test their limits and thereby increase their competencies
- Supporting children's ability to manage stress and recover
- Creating an environment that is inclusive, calm and stress free

4. Foster the children's exploration, play and inquiry

Little Peas Camp respects that play is a child's primary work. Our modified Emergent Curriculum supports children's learning by providing for their interests; viewing staff and children as co-learners; and providing materials and experiences that allow a child to learn in a meaningful and safe manner. In these ways, we support engagement, belonging, expression and well-being. The individual learning of each child is encouraged by:

- Ensuring that the space and experiences provided promote play and inquiry based learning and increase awareness and understanding of key concepts such as literacy and numeracy
- Recognizing that the learning styles and needs are different for each child
- Providing equipment, adaptations and support to ensure all children participate to the best of their abilities within an inclusive learning environment

5. Provide child-initiated and adult-supported experiences

Little Peas Camp views our team as co-learners with the children. Respecting the child as a curious learner, we support the child's sense of belonging, well-being and expression by:

- Participating with children as co-investigators, co-learners and co-planners

- Seeking new ideas to facilitate children’s exploration and understanding of the world around them
- Working with families and community partners to facilitate optimal learning experiences
- Provide a modified emergent curriculum

6. Plan for and create positive learning environments and experiences in which each child’s learning and development will be supported

Little Peas Camp believes every child is rich in potential. It is our goal to create the environment and opportunities for inclusive, creative and inquisitive learning and development through play by:

- Planning and providing active and developmentally appropriate learning experiences that are creative, relevant and meaningful to each child
- Providing materials and activities that are open-ended and that encourage literacy and numeracy
- Providing daily routines that are seamless and require minimal transitions
- Documenting each child’s interests, activities and learning outcomes
- Supporting children as co-planners
- Developing and establishing goals in collaboration with each family; i.e. including parents as partners

7. Provide indoor and outdoor play, as well as active play, rest and quiet time, in the day and give consideration to the individual needs of the children

Children's health, well-being and engagement are fostered both indoors and outdoors, while respecting and being aware of each child's physical and developmental strengths and challenges. We provide regular daily opportunities for children to be physically active, limiting activities where children are sedentary for an extended period of time by:

- Using our naturalized, accessible play space as the classroom
- Making changes to our indoor gross motor room (gymnasium) to keep it stimulating and engaging for children with various interests, abilities and needs
- Being flexible in providing for the daily needs of the children; e.g. active vs. quiet activities, being attuned to children's varied sensitivities and arousal states
- Changing the classroom environment/set up to facilitate necessary quiet areas vs. active play

8. Foster engagement of and ongoing communication with parents about the program and their children

Little Peas Camp recognizes that parents are the first and most powerful influence in their children's learning, development, health and well-being. We endeavor to engage the child and family in these critical early years, creating a sense of community and empowerment as well as increasing parental knowledge of and access to services by:

- In person communication with parents/nannies
- Email communication and photos sent (with permission)
- Open Door Policy
- Parents are encouraged to come to camp and do planned/scheduled activities with the children

9. Involve local community partners and allow those partners to support the children, their families and program staff

Little Peas Camp welcomes people in the community to collaborate and share in developing the physical and mental health of the children. In this process, we expect collaboration and sharing from the community partners. This collaboration serves to promote the overall health and well-being of the children as well as create a sense of community and belonging through:

- Scheduling regular community partner visits to our camp (these may include firefighters, doctors, veterinarians, librarians, paramedics, etc.)
- Welcoming and mentoring high school, college and university students

10. Support the staff who are working with the children by providing program support

Little Peas Camp values the expertise of its interdisciplinary staff and encourages each professional's creativity, innovation and forward thinking in order to build a sense of engagement and belonging and ultimately an optimal service to children and families. We accomplish this by providing:

- Policy and Procedure reviews
- Time for staff meetings
- Time for planning
- Daily mentoring and classroom support from the Executive Director

11. Provide documentation and review the impact of the strategies set out in clauses (A) to (J) on the children and their families

Little Peas Camp's Executive Director and a Teacher will provide documentation through our monitoring form that looks at concrete, achievable outcome markers for evaluation of responsibilities under program statements (A) through (J) by:

- Including monitoring of performance on the program statements in the annual staff evaluation and child guidance checklist processes
- Surveying families regarding their satisfaction, and obtaining their input

Monitoring will also include staff discussions and be a standing item on bi-weekly staff meeting agendas and on Teacher Meeting agendas.

Little Peas Camp will continue to look at our Program Statement as a living document and make changes and additions that reflect our true practice and the expectations of "How Does Learning Happen?"

All staff (new and returning), students and volunteers will review this program statement annually, prior to interacting with children and whenever the statement is modified.

We encourage our families to refer to our Parent Handbook for other pertinent information about the structure of your child's day at Little Peas Camp, the staff who are working at Little Peas Camp and policies and procedures that guide our practices.

We will be responsive to your questions and concerns and appreciate your input into your child's first early learning experience.

Prohibited Practices

The following actions constitute prohibited practices at Little Peas Camp

- (a) Corporal punishment of the child;
- (b) Physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;

(c) Locking the exits of the classroom or school premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;

(d) Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;

(e) Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or

(f) Inflicting any bodily harm on children including making children eat or drink against their will.

Supervision of Students and Volunteers

Name of Child Care Centre: Little Peas Camp

Date Policy and Procedures Established: March 18 2018

Date Policy and Procedures Updated: March 24 2019

Purpose

Little Peas Camp welcomes both placement students and volunteers into the various programs offered in our child care program. We believe it is a valuable part in gaining experience in a child care environment. Volunteers and students also play an important role in supporting staff in the daily operation of child care programs.

This policy will provide supervising staff, students and volunteers with a clear understanding of their roles and responsibilities.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding volunteers and students for child care centres.

Note: definitions for terms used throughout this policy are provided in a Glossary at the end of the document.

Policy

General

- Students and volunteers will always be supervised by an employee and never permitted to be alone with any child or group of children who receive child care.
- Students and volunteers will not be counted in staff to child ratios.

Student and Volunteer Supervision Procedures: Roles and Responsibilities

The licensee/designate must:

- Ensure that all applicable policies, procedures and individual plans are reviewed with students and/or volunteers before they start their educational placement or begin volunteering, annually thereafter and when changes occur to the policies, procedures and individualized plans to support appropriate implementation.
- Ensure that all students and/or volunteers have been trained on each child's individualized plan. Ensure that a vulnerable sector check (VSC) and annual offence declarations are on file for all students and/or volunteers in accordance with the camp's criminal reference check policy and procedures and Ontario Regulation 137/15.
- Ensure that expectations are reviewed with students and/or volunteers including, but not limited to:
 - How to report their absence;
 - How to report concerns about the program;
 - Inform students and/or volunteers that they are never to be included in staff to child ratios or left alone with children.
 - Appoint supervising staff to the students
 - And /or volunteers, and inform them of their supervisory responsibilities.

- Inform students and/or volunteers of their duty to report suspected child abuse or neglect under the Child and Family Services Act.

The supervising staff must:

- Ensure that students/volunteers are never included in staff to child ratios.
- Ensure that students/volunteers are supervised at all times and never left alone with children.
- Introduce students and/or volunteers to parents/guardians.

- Provide an environment that facilitates and supports students' and/or volunteers' learning and professional development.
- Provide students and/or volunteers with clear expectations of the program in accordance with the established program statement and program statement implementation policy.
- Provide students and/or volunteers with feedback on their performance.
- Work collaboratively with the student's practicum supervising teacher.
- Monitor and notify the supervisor/director of any student and or volunteer misconduct or contraventions with the policies, procedures, prohibited practices or individual plans (where applicable) in accordance with the written process for monitoring compliance and contraventions.

Students and/or volunteers must:

- Maintain professionalism and confidentiality at all times, unless otherwise required to implement a policy, procedure or individualized plan.

- Notify the supervisor or designate if they have been left alone with children or have any other concerns about the child care program (e.g. regarding staff conduct, program statement implementation, the safety and well-being of children, etc.).
- Submit all required information and documentation to the licensee, supervisor or designate prior to commencing placement or volunteering, such as a valid VSC.
- Review and implement all required policies, procedures, Individual plans and sign and date a record of review, where required.
- Review allergy lists and dietary restrictions and ensure they are implemented.
- Respond and act on the feedback and recommendations of supervising staff, as appropriate.
- Report any allegations/concerns as per the “Duty to Report” under the *Child and Family Services Act*
- Complete offence declarations annually, no later than 15 days after the anniversary date of the last VSC or offence declaration (whichever is most recent) in accordance with the criminal reference check policy.
- Provide an offence declaration to the supervisor/designate as soon as possible any time they have been convicted of a Criminal Code (Canada) offence.

Emergency Management

Little Peas Camp has Emergency Management Policies and Procedures in place. In the case of any type of emergency/ disaster (i.e.: earthquake): Staff will assess the safety of the building i.e.: damages. If the building appears to be safe (or minimal damage) the staff and children will remain on site.

If the building appears to be unsafe, the staff will guide the children via emergency exits and make their way to the lower parking lot on the far west side. Staff will then reassess the situation i.e.: children, safety of the building and weather. If staff still feels that the building

appears to be unsafe and the weather is poor, the staff will then proceed to guide the children to the evacuation site located at:

Holy Blossom Temple

1950 Bathurst St

Toronto ,ON

M5P3K2

In the event your child is involved in an emergency you will be contacted directly by the Little Peas Director or staff member. If we are unable to reach you directly they will call the emergency contacts you have identified in your child's registration package.

Discharge

The child will not be released from the facility to anyone except:

- The parent/guardian of the child or a person authorized by the parent/guardian in writing on registration forms who is 16 years of age or older.
- Emergency situations – child will be released to one of the emergency contacts on registration form to a person designated by the parent verbally authorized to the staff.
- If the child is not picked up within 15 minutes of the class ending. (Please refer to "Late Fines" under Fee section.) The staff will attempt to contact the parents. If the staff cannot contact the parents the emergency pick-up contact will be called. Parents are asked to call ahead if an emergency will keep them from picking up on time or if the

pick-up person has changed. If no contact of any kind can be made after one hour, Social Services will be notified. Common sense and discretion will be used at all times.

- Unauthorized Person tries to pick-up - At no time will a child be released to an unauthorized person. Every effort will be made to contact parent/guardian or emergency contacts for further authorization. If parents/guardians call to notify staff of an emergency or delay resulting in a change of persons picking up the child, staff will accept instructions. The staff will request parent/guardian to add this person to the child's registration form under emergency contacts at the earliest time.
- Custody and related court orders must be declared on registration.

Parent Issues and Concerns

Name of Child Care Centre: Little Peas Camp

Date Policy and Procedures Established: March 20 2018

Date Policy and Procedures Updated: March 26 2019

Purpose

The purpose of this policy is to provide a transparent process for parents/guardians, the child care licensee and staff to use when parents/guardians bring forward issues/concerns.

Definitions

Licensee: The individual or agency licensed by the Ministry of Education responsible for the operation and management of each child care centre it operates (i.e. the operator).

Staff: Individual employed by the licensee (e.g. program room staff).

Policy

General

Parents/guardians are encouraged to take an active role in our child care centre and regularly discuss what their child(ren) are experiencing with our program. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, child care providers and staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Our staff are available to engage parents/guardians in conversations and support a positive experience during every interaction.

All issues and concerns raised by parents/guardians are taken seriously by Little Peas Camp and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved. An initial response to an issue or concern will be provided to parents/guardians within five business days. The person who raised the issue/concern will be kept informed throughout the resolution process.

Investigations of issues and concerns will be fair, impartial and respectful to parties involved.

Confidentiality

Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents/guardians, children, staff, students and volunteers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

Conduct

Our camp maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.

If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or licensee.

Concerns about the Suspected Abuse or Neglect of a child

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.

If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the local Children's Aid Society (CAS) directly. Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the *Child and Family Services Act*.

For more information, visit

<http://www.children.gov.on.ca/htdocs/English/childrensaidthereportingabuse/index.aspx>

Procedures Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
<p>Program Room-Related</p> <p>E.g: schedule, toilet training, indoor/outdoor program activities, feeding arrangements, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the classroom staff directly or - the supervisor or licensee. 	<ul style="list-style-type: none"> - Address the issue/concern at the time it is raised or - arrange for a meeting with the parent/guardian within five business days. <p>Document the issues/concerns in detail. Documentation should include:</p> <ul style="list-style-type: none"> - the date and time the issue/concern was received; - the name of the person who received the issue/concern; - the name of the person reporting the issue/concern; - the details of the issue/concern; and - any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.

		<p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p> <p>Ensure the investigation of the issue/concern is initiated by the appropriate party within five business days or as soon as reasonably possible thereafter.</p> <p>Document reasons for delays in writing.</p> <p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>
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Procedures Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:
<p>General, Centre- or Operations-Related</p> <p>E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc.</p>	<p>Raise the issue or concern to - the supervisor or licensee.</p>
<p>Staff-, Duty parent-, Supervisor-, and/or Licensee-Related</p>	<p>Raise the issue or concern to - the individual directly</p> <p>or</p> <p>- the supervisor or licensee.</p> <p>All issues or concerns about the conduct of staff, duty parents, etc. that puts a child’s health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>
<p>Student- / Volunteer-Related</p>	<p>Raise the issue or concern to - the staff responsible for supervising the volunteer or student</p> <p>or</p> <p>- the supervisor and/or licensee.</p> <p>-</p> <p>All issues or concerns about the conduct of students and/or volunteers that puts a child’s health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation</p>

Escalation of Issues or Concerns:

Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to Heather Larkin.

Issues/concerns related to compliance with requirements set out in the *Child Care and Early Years Act, 2014* and Ontario Regulation 137/15 should be reported to the Ministry of Education's Child Care Quality Assurance and Licensing Branch. Issues/concerns may also be reported to other relevant regulatory bodies (e.g. local public health department, police department, Ministry of Environment, Ministry of Labour, fire department, College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers etc.) where appropriate.

Contacts:

Heather Larkin, Owner/Facilitator Little Peas Camp: 416-899-7971 or littlepeascamp@rogers.com

Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or childcare_ontario@ontario.ca

Our centre maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.

If at any point, a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or licensee.

Fees

- 400.00/week
- 400.00 deposit required (non-refundable)
- refunds/reductions are not given for days absent

Late Pick Up

Parents who are late picking up their child will be charged a late fee. This is to be paid directly to the staff person who stayed with the child. From 12:00 pm to 12:05 the fee is \$10.00, then \$1.00 per minute for every minute after 12:05 pm.

If a parent cannot be reached and has not arrived by 12:30 pm, the emergency contact indicated on the registration form will be called. If we are unable to reach the parent or emergency contact at this time, Children's Aid will be called.

Waitlist

Name of Program: Little Peas Camp

Date Policy and Procedures Established: March 20 2018

Date Policy and Procedures Updated: March 24 2019

Policy

- A waitlist will be formed when the camp reaches full capacity of enrollment.

- Priority is established by the date of registration form received. However, siblings of children currently enrolled in our program will be given priority status.
- When a space becomes available, the family at the top of the waitlist will be contacted and invited to accept a spot. If the family accepts the offer, we move to the next step. If the family, for any reason, declines the spot then we will offer the spot to the next family on the list. Any family that declines a spot will remain on the list in the same sequence unless they request to be removed from the waitlist.
- At times, we may call a number of families in one day to offer one spot. In this case, the spot will go to whoever accepts the offer first.
- When a family accepts an offered spot we will collect a one week deposit and the balance will be collected before the child's first day.
- Parents are welcome to call the director for an update of their child's status on the waitlist at any time.

Privacy and Confidentiality

- The waitlist will be maintained in a manner that protects the privacy and confidentiality of the children and families on the list.
- Only the child's position on the waitlist will be provided to parents.