



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

## Policies & Procedures Checklist

### Parent Information

- Welcome
- Goal – Philosophy - Objectives
- Board of Directors
- Licensing - Programs
- Hours of Operation
- Centre Closures
- Parking
- Smoking
- Inclement Weather
- Changes
- Toileting
- Rest Time
- Clothing
- Personal Belongings
- Arrival and Pick Up
- Emergency Contacts
- Door Security System
- Voice Mail
- Absenteeism
- Inclusion
- Nut Free Environment
- Birthdays In Classroom
- Sunscreen/Sun Safe
- Fire Drills and Emergency Evacuation
- Parent-Staff Exchange of Information
- Guardian and Custody
- Incident/Accident/Serious Occurrence
- Program Evaluations
- Anti-Discrimination Policy
- Supervision of Volunteers and Placement Students

### Fee Policy

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

### Behaviour Guidance

- Behaviour Guidance Policy
- Guidance Strategies and Steps

### Child Abuse

- Introduction
- Purpose
- Association Policy Statement
- What is Child Abuse?
- Responsibility of Sunny Faces
- Types of Child Abuse
- Prohibited Practices
- Contravention of Behaviour Management Practices
- Reporting Procedures for Licensed Child Care Services
- Legal Responsibilities
- Penalty for Failure to Report
- Child Protection Agencies

### Health Care

- Medical Information Form
- Administration of Medication
- Storage
- Sick Children
- Symptoms – Communicable Disease
- Periods of Exclusion
- Outbreaks
- Virus and General Practices
- Food and Nutrition

### Anaphylaxis Procedures

- Overview
- Identification of Children at Risk
- Location & Availability
- Emergency Protocol

I have read and understand Sunny Faces Day Care policies and procedures:

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Child Care Centre

Date

Signature