



**Akwesasne Child Care Program
Parent Handbook**

Table of Contents

Mission	
Our philosophy	
Staff	
Location & Phone Numbers	
Hours of Operation	
Regulations	
Age Requirements	
Our Fees	
Orientation	
Wait List	
Articles Your Child Will Need	
Safe Drop off & Pick up of Children	
Absences	
Where a child has not arrived in care as expected:	
Our Daily Routine	
Daily Activities	
Activities Off the Premises	
Meals	
Your Child’s Health	
Illness	
Keep Your Child Home When:	
Health Alerts	
Your Child’s Safety	
Akwesasne Child Care Emergency Management	
Injury	
Additional Policies	
Behavior Guidance Policies: (reviewed and signed annually by all staff).....	
Prohibited Practices	
Child Abuse Reporting Policy	
Confidentiality Policy	
Discharge Policy	
Transfer policy	
Reinstatement Policy	
Anaphylactic Policy	
More About Our Program	
Parental Involvement	
When a Parent Has Issues and Concerns	
Volunteers and Students	
Bulletin Boards	
Birthdays/Special Occasions	
Photographs	
When you no longer require ACCP Services	
Akwesasne Child Care Program Statement	

The Akwesasne Child Care Program

Mission

The Akwesasne Child Care Program is committed to providing a program of excellence, through a holistic approach inclusive of:

- Promotion of parent involvement and communication.
- Necessitate high standards of nutrition, hygiene, health, safety, and physical activity.
- Professional, certified, and registered Early Childhood Educators.
- Inclusion of Mohawk culture and language.
- Emergent curriculum.
- Maintaining and superseding the Ministry of Education licensing and standards.

Our philosophy

To provide your child with warm, loving, quality care in a professional and culturally appropriate setting that enhances their growth and development.

Staff

The majority of our team is trained, certified, and registered as Early Childhood Educators under the College of Early Childhood Educators. With many years of experience working with young children, they make up a great team that is always willing to work with you on child care issues.

Location & Phone Numbers

Kawehnoke Child Care Center **613-938-5067**
10 Community Center Road
Akwesasne, ON

Kanatakon Child Care Center **613-575-1915**
21 Park Street
Akwesasne, QC

TsiSnaihne Child Care Center **613-575-1171**
117 Snye School Road Akwesasne, QC

Hours of Operation

Our Centers are open year round, and offer full time care from 7:30 a.m. to 5 p.m., Monday through Friday.

We are closed for statutory and MCA designated holidays, as well as 3 specified Professional Planning Days. Observed holidays are: Good Friday, Easter Monday, Jake Fire Day, Victoria Day, National Aboriginal Awareness Day, Canada Day, Civic Holiday, Labour Day, National Day for Truth and Reconciliation, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, New Year's Day. Unexpected and emergency closures and delays will be announced on CKON radio.

Regulations

Our Child Care Centres are licensed by the **Ontario Ministry of Education**, and must adhere to the **Child Care and Early Years Act 2014**, as well as the principles of Early Childhood Education.

Age Requirements

Our child care centres welcome the following:

Infants: 3 months – 18 months

*Kawehnoke and Kanatakon Only(Alternate Capacity)

Toddler: 18 months – 2.5 years

*child must be walking, 2 can be 16 months in a classroom of 10

PreSchool: 2.5 years – 6 years

* Children should be potty trained.

Our Fees

We charge a flat weekly rate of \$80 for preschool age, \$100 for infants and toddlers. Child care fees are based on enrollment, not attendance, therefore fees are charged weekly & during holidays.

One Leave Day is earned per month, per child, and cannot accrue past a year, nor can credit be issued if unused.

Billing is done every Friday by center Supervisors, bills will be sent through Lillio, & payment is due within 10 days. Inquiries about your account balance can be made at any time.

If your account accrues past \$200 you will be issued a Termination Notice and refused care.

A \$25.00 fee will be charged for NSF checks.

Payroll deduction for child care services is available for MCA employees.

Discounts are issued for multiple children and/or if you are a student.

Orientation

In order to introduce our new families to the program the following process takes place:

a) A site visit is organized with a family member, preferably the primary caregiver. During this time the child is brought to the playroom. If the child is comfortable, the supervisor will take the caregiver on a tour of the building and conduct a “Parent Orientation” discussion with them. If necessary, the child may tag along. This should occur in the morning, because this is the busiest time for the program. The site visit can last as long as the caregiver wishes, usually up to an hour.

b) As close as possible to the time of the site visit, the child will come in for a half day. The child will be expected before 9:30 am and remain in the program until about noon, when the child is to be picked up. The child does not nap on that day, but is introduced to the sleep room routine. If the child is transferring from another child care or the Private Home Day Care program, it may be agreed to forego this step.

c) The next day, and on the following days, the child will come in before 9:30 am and remain for the rest of the day. Staff will be prepared for signs of separation anxiety, and keep in close contact with concerned family members. Staff know that if the child eats and naps, he/she is adjusting well.

Wait List

Parents must be notified that their child will only be placed on a waitlist when their application is considered complete with completed forms, immunizations up to date, physicians sign off, and previous balances are paid off.

Supervisors will let parents know approximate wait times and will offer space at another center if available. Parents will be encouraged to call back frequently to determine their movement on the list. Parents may also pass and ask for the next available if they are not ready to take the spot.

Transfers and children who are placed through ACFS or AFWP will take priority over those on a wait list as the latter are considered high risk.

Staff will be aware of the waitlist status through an enrollment forecast form, in addition to postings in staff rooms or supervisors offices that are confidential to the public. Staff may let parents know where they are on the list should they call in. Staff will make every effort to accommodate all children without pushing or rushing children through the stages of development.

There will be no monetary exchange for movement up the list or to remain on the list.

The waiting list will be made available in a manner that maintains the privacy and confidentiality of the children listed on it, but allows the position of the child on the list to be ascertained by the affected persons or families.

Articles Your Child Will Need

We ask that you supply your child with the following items:

- Diapers, wipes, diaper creams.
- Formula & baby food for infants.
- A full extra set of clothing and indoor shoes (label all articles, because we cannot be responsible for lost articles).
- Appropriate footwear refers to sneakers and socks.
- A blanket for nap time.
- Notes will be sent home when children require additional clothing.
- Clothing should be weather appropriate: hats and mittens, etc, as children go outside daily.
- **Note: For safety reasons, open-toed shoes, sandals, slippers are not allowed.**

Drop off & Pick up of Children

Your child should arrive no later than 9:30 a.m. unless you have made prior arrangements with the program staff, disruptions after 9:30 are difficult. Please apply sunscreen and or bug repellent to your child at home or upon arrival at the center, and leave toys in the car.

Closing time at each of our centers is 5 p.m., and only authorized persons are allowed to pick up your child.

When you arrive after 5 pm., three times in a short period, your childcare services will be terminated. If after one hour, we have not reached anyone, the Akwesasne Mohawk Police will be notified.

Absences

If your child is going to be absent for the full day, we encourage you to let the program staff know.

If your child is going to be late due to an appointment, or will be picked up early, we encourage you to notify our center, and make prior arrangements with the supervisor.

As per CCEYA child ratios must be adhered to at all times to ensure safe supervision.

Each center has a supervisor who oversees all aspects of the child care center, including administrative, personnel and the facility to ensure an effective service.

Safe Arrival and Departure

ACCP will ensure that any child receiving child care at the child care centers is only released to the child's parent/guardian or an individual that the parent/guardian has provided written authorization the child care center may release the child to.

Children will only be released to an adult (18 Years of Age and over)

If staff do not know the pick up person they will ask for identification before letting the child go.

In an emergency parents can call and let the child go to someone not initially on the pick up list.

Communication with staff:

Every pick up and drop off...

- Notify staff
- Let staff know how the child's evening/morning has been and if there are any changes to the child's pick-up procedure (i.e., someone other than the parent/guardian picking up and is on the list).
- Sign the child in on the classroom attendance record on HiMama/Lillio.

Where a child has not arrived in care as expected:

Where a child does not arrive at the child care center and the parent/guardian has not communicated a change in drop-off (e.g., left a voice message or advised the closing staff at pick-up), the staff in the classroom must: inform the supervisor or designate that the child is absent. no later than 10:30 am. Staff shall contact child's parent/guardian with a "Wellness Check" (e.g., call parent/guardian, send text message or email via program's communication app),

When a child has not been in attendance for 3 days an email will be sent to Akwesasne child & family services - police to request a wellness check.

Once the child's absence has been confirmed, program staff shall document the child's absence on the attendance record and any additional information about the child's absence in the daily written record.

Releasing a child from care

The staff who is supervising the child at the time of pick-up shall only release the child to the child's parent/guardian or individual that the parent/guardian has provided written authorization that the child care may release the child to.

Where a child has not been picked up as expected by infant shift or 5 pm (before center closes) the closer shall contact the parent/guardian and advise that the child is still in care and has not been picked up and go through the emergency list until they talk to someone.

Signing in & Out Daily

Upon arrival, please park at the two designated unloading spaces, and request to be buzzed in. All three of our centers are secured by lock and video surveillance.

Once in, go to the child's cubby and assist her/him to remove outer clothing. Notify a staff member of your presence and ensure that your child has been **signed in** for the day. Then bring your child to his/her designated playroom.

It is your responsibility to check your child's cubby each day for notes from the teacher, clean or soiled clothing, or special art projects to take home.

At the end of the day, you can gather your child from his/her room and you will need to sign him/her out. Daily practices of signing in and out are for emergency purposes and a requirement of the Early Years Act 2014.

Daily Activities

Daily activities at our child care centers are planned to promote the development of the “whole child”. These include:

Mohawk culture	Physical Fitness	
Creative Experiences	Art and Music	Gross / fine motor skills
Drama and Role play	Behavior Management	Cognitive development
Language Development	Social Skills/Manners	Problem Solving skills
Circle/Learning Time	Counting	
Hygiene	Self Help Skills	
Potty Training	Routine & Structure	

Activities Off the Premises

Staff take the children for walks in the areas local to their centers. Staff will wear reflective clothing, carry emergency info for each child, a cell phone, an emergency kit, a list of children in attendance that day. There are also field trips with the permission of the parent/guardian. Chaperones may be required depending on the developmental abilities of the child.

Meals

The child care centers provide a morning snack, a hot lunch, and an afternoon snack included in parent fees. Weekly/seasonal menus are posted in each center and distributed to parents periodically.

Breast feeding moms are encouraged to come into the infant room to feed their baby. Expressed milk can also be brought in and will be labeled with the child's name and date and time expressed.

Special dietary needs and allergy notifications must be provided by the parent, with written instructions. The feeding agreement form must be filled out that details the directions for the educator. The food must be labeled with the child's name, stored properly and not expired. It is not the responsibility of the program to provide the child with specialized food.

Formula and baby food will need to be unopened and in the original container, if baby food is homemade, they will need to be brought frozen in a baggie or ice tray and everything is labeled with the child's name.

Allergies and intolerances will be posted on orange neon form in the kitchen and all areas that the child eats in or plays in. This includes posting into the playground and inside of sheds.

Prohibited Foods: Currently peanuts or items with peanuts are prohibited at all centers.

There will be a list posted at each center that specifically identifies prohibited foods for example: Tree nuts, walnuts, pecans, hazelnuts, soy, chocolate, milk, eggs. We also have latex, dust, cats and common seasonal allergies that the children and staff suffer from and do not allow perfumes or strong artificial scents.

Safe list consists of foods that the child can eat from the menu. The parent reviews the Menu and highlights what they can be served.

Your Child's Health

Our Policies:

Your child's immunizations must be up to date (as per Child Care and Early Years Act 2014), upon admission and during their stay.

If your child is not well enough for outdoor play, then the child must be kept at home. We provide at least 2 hours a day of outdoor play, weather permitting (as per Child Care and Early Years Act 2014).

Your child must have adequate clothing for weather conditions.

If your child becomes ill while in our care, we will call you to come and pick up your child.

If you bring a visibly ill child in for care, we reserve the right to refuse them at the door for the health and safety of the other children and our staff.

We will administer only prescription medication to your child, and a “Medical Tracking Form” will be provided which must be filled in and signed.

Sunscreen, moisturizing skin lotion, lip balm, insect repellent, hand sanitizer and diaper cream can be administered to a child only if a parent of the child has given written authorization for the administration of the item.

Items are stored in accordance with the instructions for storage on the label, and the container or package is clearly labelled with the child’s name and the name of the item. It should be administered to a child only from the original container or package and in accordance with any instructions on the label and any instructions provided by the parent of the child.

Illness

Keep Your Child Home When:

(To ensure the overall health and safety of enrolled children and our staff members)

- Child’s temperatures exceeds 101 degrees F in the morning
- Child has an upset stomach, recent vomiting, or diarrhea
- Child has an undiagnosed sore/ rash that is weeping/drainage
- Child has a infectious disease
- Child has a communicable disease
- Child has scabies or head lice

If your child displays any of the above symptoms upon arrival, we reserve the right to turn the child away. If symptoms occur during the day, you or the designated emergency contact will be notified to come and pick up your child. A doctor’s note to return may be requested.

Health Alerts

We post health alerts on the outside doors of the child care facilities. Please let us know immediately if your child has been diagnosed with a communicable or infectious disease such as chicken pox or impetigo. These alerts will let other parents know to watch for symptoms in their child.

Your Child’s Safety

All three Child Care Centres are licensed by the Ministry of Education and as such must comply with yearly fire and health inspections as per the Child Care and Early Years Act 2014.

Each Child Care Centre has its own evacuation procedure to follow. These procedures are posted in each room.

In the event of a building emergency, staff will remain calm and escort the children from the building to a nearby site. The children’s sign in attendance records and emergency information will be carried with staff. This designated site has been previously identified as a place where adequate shelter can be provided. How to proceed from here will be decided by those professionals in charge.

In the event of an outside disaster, staff and children will remain in the building if it is safe. When the staff are contacted as to the nature of the disaster, decisions will be made as to what action is to be taken.

It is vital for parents to communicate changes in emergency contact information to program staff and to ensure they sign in and out their child daily.

Akwesasne Child Care Emergency Management

Each Akwesasne Child Care Center has Emergency Management Procedures. In the event that an Emergency has occurred at the center and regular care resumed, parents will be notified through email (Himama), radio announcement on CKON, and a note home. In the event that an Emergency has occurred at the center and the center needs to be evacuated, the staff and children will relocate to the Emergency Relocation Site. Parents will be contacted by telephone. In the event that a parent or emergency cannot be reached a sign will be left at the entrance to the Child Care Center to let parents know where they can go to pick up their child. An ACCP staff will also be present at the Child Care Center to direct parents to the Emergency Relocation Site. Parents will also be given information as to when and how normal operations will resume as soon as that information becomes available. Emergency Information posters are outside each classroom door. Please look over this info as you drop off/pick up your child/children.

Injury

All minor injuries will be treated on site (bumps, cuts, bruises, etc.). Staff do their best to prevent children from hurting themselves and/or each other. We will call parents to inform them, and ask that they sign an accident report.

In case of a more serious injury, we will:

1. Call the ambulance
2. Call the child's parents and/or designated contact person to meet us as soon as possible at the nearest hospital
3. Follow any instructions for treatment and care indicated by the parent on the Emergency Treatment Consent Form

When such serious incidents occur, we complete **Serious Occurrence Reports** to be submitted to the Early Years Superintendent and licensing agency.

Additional Policies

Behavior Guidance Policies: (reviewed and signed annually by all staff)

- To guide your child by direct positive reinforcement using verbal feedback
- To redirect your child in a positive manner to assist in problem solving
- No child is allowed to hurt him/herself or others
- Your child is encouraged to use all toys/equipment in an appropriate manner
- Your child is not allowed to wander from their age grouping
- Your child will be given the opportunity to express their wide range of emotions
- Biting, pinching, scratching, hitting and pushing are normal forms of communication for young children, however, they are not socially acceptable; staff implement safe strategies to minimize these behaviors

Prohibited Practices

ACCP employees, students, and volunteers are NOT ALLOWED to conduct or permit:

- 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 child care centre or home child care 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

F. inflicting any bodily harm on children including making children eat or drink against their will.

Child Abuse Reporting Policy

If our staff have any reason to believe a child is being abused or neglected, we are mandated by law to contact Akwesasne Child and Family Services.

If our staff have any reason to believe a parent is driving with a child in the vehicle while under the influence of drugs or alcohol, we are obligated to notify the Akwesasne Mohawk Police.

Akwesasne Child Care Program staff are bound by the College of Early Childhood Educators to conduct themselves in an appropriate manner and any type of abuse will not be tolerated.

Confidentiality Policy

All information contained in your child's record is considered privileged and confidential. Access to your child's record without consent will only be given to courts with a warrant or court order, Ombudsman, authorities vested in Provincial or Federal Statutes, Ministry of Education, the coroner's office, or his/her delegate.

Discharge Policy

We ask that you let us know as soon as possible when you wish to withdraw your child. If your child is absent for more than one week and you have not notified the supervisor we will fill your child's position. In addition, you will be charged for the week your child has been absent.

We also reserve the right to discontinue child care services if you do not follow our policies, pay your fees a parent's maximum bill should not exceed \$300 or \$450 for two children in care, or it is determined by staff that our program cannot meet your child's needs.

Transfer policy

In the event that parents request their child be transferred to another child care site or to the Private Home Day Care program, any outstanding fees must be paid in full prior to transfer. However, unused leave days will be carried over to the next program.

Reinstatement Policy

If at any time, you require our services again, simply call our office and your child's name will be placed on a waiting list. Any outstanding fees must be paid in full prior to re-admittance.

Anaphylactic Policy

When a person is known to be at risk of anaphylaxis and displays initial symptoms, then it must be presumed that the person is in need of the assistance outlined in the Emergency Action Plan. **IMMEDIATE** intervention is essential. No ill side effects will result from the administration of the person's medication if he/she is not experiencing an anaphylactic reaction. Unless otherwise agreed to, the following steps are to be followed when a student is experiencing an anaphylactic reaction:

- A staff member must contact central dispatch, at 575-2000, and advise the dispatcher that a child is having an anaphylactic reaction.

- Use the EPIPEN immediately.

- Notify the child's parent/guardian.

● If the ambulance has not arrived in 10-20 minutes and breathing difficulties are present, give a second EPIPEN dose if the student is not responding to the first injection. However, medical personnel should be contacted prior to taking this action.

● Even if symptoms subside entirely, the child must be taken to the hospital immediately.

● The Supervisor shall send a letter to the parents of the other students in the classroom of the at risk person informing them of the situation and request that specific allergens not be sent to school. Signs must be posted throughout the center.

● The Regulation has been amended to no longer require licensees to seek director approval for kindergarten and school aged children (44 months and older) to bring food (e.g. meals or snacks) from home.

● The Regulation has been amended to require licensees who allow children 44 months and older to bring food from home to include rules set out in their anaphylactic policy for parents who send food with their child to the centre or premises.

Currently we are not allowing any food from home into the center. We are only accepting food that is for children with certain health restrictions, special diets, and allergies.

Allergies and intolerances will be posted on orange neon form in the kitchen and all areas that the child eats in or plays in. This includes posting into the playground and inside of sheds. Please notify staff of any allergies as they arise, preferably with a doctor's note so we know how to proceed.

Prohibited Foods: **Currently Peanuts or items with peanuts are prohibited at all centers.**

Safe list consists of foods that the child can eat from the menu. The parent reviews the Menu and highlights what they can be served.

More About Our Program

Parental Involvement

We encourage you to come and observe your child while they are involved in our child care program, and to express concerns and ask questions.

On occasion, staff will schedule field trips for the children. Due to the age of the children, more than likely, parents will be asked to chaperone their child, or send an alternate who must be at least 18 years old.

If a chaperone cannot be found, children will remain at the centre with staff that stay behind.

When a Parent Has Issues and Concerns

Policy: The ACCP wishes to provide high quality services and we will address parent issues or concerns as they arise to continually evaluate and improve care.

Procedures: If parents have concerns about your child's care your first step should always be able to talk to the staff or your caregiver. Here are some tips:

● Schedule a time with your caregiver to talk about your concerns. That way, both you and the staff or caregiver will be ready to talk.

● Be prepared; Make notes ahead of time about your concerns.

● Be clear about what's being said. If you need clarification or have concerns about your caregiver's response, ask him or her to explain it further.

● If necessary, arrange a follow-up meeting.

● If frustrated or uncomfortable take your concerns to the center Supervisor and repeat steps above. The Supervisor must respond to the concerns immediately and address accordingly.

● If concerns are still unaddressed or if the concern is about the Supervisor please put your concerns in writing and send it to the Early Years Superintendent The Early Years Superintendent must respond to the letter within five business days in receipt and set up a meeting with the parent.

- If needed an investigation will ensue, and a letter and follow up meeting will occur after the investigation is complete.
- Parents have the right to appeal the decision of the investigation to the Director within 30 days of the date of the investigation outcome letter.
- The Director will respond to the complaints within five business days in receipt of the written appeal letter and repeat steps above.
- If still a concern, the parent may appeal and address the Executive Director in writing within 30 days of the Director's response letter.

Talk to the College of Early Childhood Educators: If you have concerns about a Registered Early Childhood Educator providing care to your child, contact the College of Early Childhood Educators to submit a complaint.

Children in Need of Protection: If you have a reasonable suspicion that a child may be in need of protection, you must report it to Akwesasne Child & Family Services 613-575-2341. A child in need of protection is a child who appears to be suffering from abuse or neglect.

Volunteers and Students

Volunteers to our program are welcome; however, criminal reference checks are required before acceptance. Periodically we partner with ECE programs and we accept ECE students for placements. They are supervised by the cooperating teacher in the classroom and monitored by the center supervisor; they are also required to have a CPIC done before starting their placement. Volunteers and students are supervised at all times by an employee and are not permitted to be alone with any child.

Bulletin Boards

On many occasions, we post on our bulletin boards, points of general interest or concern. This is where parents can find any notices, as well as sign-in and sign-out sheets.

Recalls and other notices will be posted for reference.

Birthdays/Special Occasions

If you choose, you may provide a healthy snack e.g. fruit or veggie platter, on this occasion. Although we do not include birthdays and special occasions in our budget, we do allow time to celebrate.

Photographs

From time to time your child will be photographed by staff or by other organizations. If you specifically do not want your child's picture taken, please advise our daycare staff, and we will make every effort to comply.

When you no longer require ACCP Services

We also ask that parents complete an exit survey upon completion of the program, as we value parent's feedback. Please return as soon as possible to a center near you or ask for a stamped envelope and you can put it in the mail.

Akwesasne Child Care Program Statement

The Akwesasne Child Care offers extensive educational services to children and their families to promote success socially, emotionally, within school environments, and within all other aspects of their lives.

The program is consistent with the Ontario Ministry of Education policies, programming and pedagogy within our centers and private home program. The guiding documents that support our programming include **How Does Learning Happen? Ontario's Pedagogy for the Early Years (HDLH), Ontario Early Years Framework, Ontario Early Learning Framework, Think Feel Act: Lessons from Research about Young Children (TFA), Early Learning for Every Child Today (ELECT).**

The Akwesasne Child Care Program (ACCP) is a Mohawk early learning center on reserve that promotes the ideology that all **children are competent, capable, curious, and rich in potential.**

They offer emergent child-centered individualized curriculum in line with ELECT, along with culturally appropriate learning experiences based on the Mohawk culture/tradition, and balanced with respecting and including all children's cultures enrolled in the program.

ACCP recognizes that each child is a unique individual who brings his or her own abilities to the program and deserves the encouragement and space to try new things, explore new ideas, and develop their own unique creativity.

We provide an environment that promotes curiosity and exploration. We believe every child deserves a safe and caring environment in which they will grow and develop to their maximum potential.

ACCP understands the importance of children's stages of development. For each child, their stage of development is individualized. Contributing factors include their unique family, community, and life experiences. We aim to integrate all areas of child development in our program.

Our goals and approaches, for children and their families, are outlined below. Each family is made aware upon enrollment and each staff, volunteer, and home care provider review the goals and approaches and sign off annually, or any time this document is modified. The goals and objectives are implemented within the Kawehnoke Child Care Center, the Kanatakon Child Care Center, the TsiSnaihne Child Care Center, and within all of the Akwesasne Child Care Private Homes.

The document is reviewed and signed off on during our January professional development day, however, changes or suggestions can be made at any time as it is a living document. As ACCP values each child as individual and unique, we also value parent, staff, RECE, and stakeholder's feedback and support to provide the best practices and approaches for children enrolled within our program. Feel free to submit questions or comments to Administration at 613-932-9564.

Please take a look at our Program Statement Goals & Approaches S.46(3)9a)-(k) Feel free to ask any RECE about our goals and we welcome parent input.

A) The Akwesasne Child Care Program promotes the health, safety, nutrition and well-being of children;

- By ensuring all policies and procedures are developed and signed off annually by all staff, volunteers, and students (Supervisors)
- By implementing universal precautions and handwashing throughout the day (RECEs)
- By creating healthy menus and serving nutritional foods in a safe manner three times daily (Cooks)
- By monitoring the well-being of children, make efforts to reduce stress levels of children (Supervisors & RECEs)

B) The Akwesasne Child Care Program will support positive and responsive interactions among the children, parents, child care providers and staff;

- By training staff on ELECT, HDLH, & TFA and providing professional development (Supervisors).
- By promoting a child centered, competent, capable, curious, and rich in potential outlook of the child (RECEs, Cooks, Supervisors).
- By engaging parents on a daily basis (Supervisors, RECEs)
- By valuing every stakeholder to provide the best experience within child care (ALL).

C) The Akwesasne Child Care Program encourages the children to interact and communicate in a positive way and support their ability to self-regulate;

- By promoting good words, respect for all, and positive communication will be promoted within all centers (RECEs, Supervisors)
- By monitoring and encourage coping skills to self-regulate and self soothe (RECEs)
- By ensuring stressors will be reduced as identified to encourage confidence and reduce frustration (RECEs & Supervisors)

D) The Akwesasne Child Care Program fosters the children's exploration, play and inquiry.

- By creating an exciting and stimulating environment inclusive of the atmosphere, classroom, outdoor centers (Supervisor, RECEs)
- By fostering engaging conversation on a continual basis (RECEs)
- By promoting learning through play, and taking a curious collaborative approach of shared thinking with the children. (RECEs)

E) The Akwesasne Child Care Program provides child initiated and adult supported experiences;

- By incorporating the child centered philosophy of TFA, ELECT, and HDLH (RECEs).
- By connecting and engaging with children and developing a positive relationship (All)

- By asking open ended questions, and building upon interests of the children (RECEs)

F) The Akwesasne Child Care Program plans for and create positive learning environments and experiences in which each child's learning and development will be supported;

- By developing learning centers that are consistent with children's interests within the room (RECEs)
- By continuously monitoring and improving classrooms and outdoor space to enhance learning experiences (RECEs)
- By developing programming that emerges from the experiences within the environments (RECEs)

G) The Akwesasne Child Care Program incorporate indoor and outdoor play, as well as active play, rest and quiet time into the day, and give consideration to the individual needs of the children receiving care;

- By designing play spaces that spark curiosity and invite interest and questions (Supervisors & RECEs)
- By providing open ended materials and interesting objects within their environments (RECEs)
- By planning daily routines with flow and a sense of calm and simplicity to reduce any stressors (Supervisors & RECEs)
- Promote inclusion for all children to participate, aid those with special needs (ALL)

H) The Akwesasne Child Care Program plans for and create positive learning environments and experiences in which each child's learning and development will be supported;

- By determining what a child is interested in, what draws them in and building upon that (RECEs)
- By working with child and conducting assessments (NDDS tool) and making every effort to accommodate and facilitate inclusion for special needs children (Supervisors, Admin, RECEs)
- By documenting learning through learning stories, one per child per week (RECEs)

I) The Akwesasne Child Care Program involves local community partners and allows those partners to support the children, their families and staff;

- By participating in local networks to develop communication mechanisms to best service the child holistically, like Best Start, Head Start, schools, ACFS, Welfare, Community Health, Nutritionist, neighboring childcare centers, literacy specialist, St Lawrence College (Admin, Supervisors)
- By attending services on programs to conduct referrals to local agencies including child welfare, speech and occupational therapy, hearing, etc (Supervisors, RECEs, Admin).
- By working collaboratively with community health, EHO, fire, and building safety to ensure the safety and wellness of children (Admin, Supervisors)

J) The Akwesasne Child Care Program supports staff, home child care providers or others who interact with the children at a child care center or home child care premises in relation to continuous professional learning;

- By providing three professional development days locally throughout the year to go over changes and updates (Admin, Supervisors)
- By offering on-going training throughout the year (Admin)
- By hosting staff meetings in each center once per month, and supervisory meetings to roll out new messages and increase program communication (Admin, Supervisors)

K) The Akwesasne Child Care Program documents and reviews the impact of the strategies set out in clause (a) to (j) on the children and their families;

- By releasing a handbook upon entry to each new family (Supervisor)
- By conducting an exit interview with each family upon exit (Supervisors)
- By sending home learning stories, engaging parents in conversation, documenting accidents, serious occurrences etc, being open and available for question and feedback (Supervisors, RECEs Admin)
- By sending out changes in cubby's, email, facebook, telephone calls to parents to update them on the program as required (Admin, Supervisors).

Niawen for choosing Akwesasne Child Care where we take pride in our services!