



BARRIE BRIGHT LEARNING CHILD CARE

Parent Handbook

Version 1.1
Updated November 1, 2025

Table of Contents

 SECTION 2: Philosophy, Mission & Vision.....	5
 SECTION 3: Program Overview & Curriculum.....	6
 Section 3: Program Overview	7
 Infant Program (6 to 18 months).....	Error! Bookmark not defined.
 Toddler Program (18 to 30 months)	7
 Preschool Program (2.5 to 4 years)	7
 Kindergarten Readiness Program (4 to 6 years)	8
 Summer Enrichment Camp (Ages 2.5 to 6)	9
 Optional Services & Enhancements	9
 Extended Care Options (<i>Subject to Availability</i>)	Error! Bookmark not defined.
 Parent Workshops & Seminars	11
 Transitional Support Services	12
 Priority Re-Registration for Returning Families	12
 Section 4: Enrollment & Registration Policies	13
 Admission Criteria	13
 Registration Process	13
 Required Registration Documents	14
 Waitlist Management & Communication.....	14
 Registration Fee & Tuition Deposit	15
 Section 5: Parent Roles & Responsibilities	15
 Parent Responsibilities	15
 Communication with the Center	16
 Conduct & Community	16
 Section 6: Arrival, Dismissal & Security Procedures	17
 Drop-Off Procedures	17
 Pick-Up Procedures.....	17
 Security & Supervision	17
 Unauthorized Pick-Up or Emergency Situations	18
 Section 7: Fee Payment, Tuition, Refunds & Withdrawal	18
 Tuition & Payment Schedule	18

	Late Payments.....	19
	Absences, Holidays & Closures	19
	Withdrawal Policy.....	Error! Bookmark not defined.
	Termination by Center.....	19
	Section 8: Health, Illness, & Medication Policy	20
	Illness Policy.....	20
	Return After Illness	20
	Medication Administration.....	21
	Medical Conditions & Emergency Plans	21
	Health & Sanitation	21
	Section 9: Behavior Guidance & Conflict Management.....	22
	Our Behavior Guidance Principles	22
	Techniques Used by Educators.....	22
	Prohibited Practices.....	23
	Support for Challenging Behavior	23
	Section 10: Nutrition & Food Safety.....	24
	Meal Service.....	24
	Dietary Restrictions & Allergies	24
	Food from Home	24
	Hydration	25
	Food Safety	25
	Section 11: Sleep, Rest & Quiet Time	25
	Infant Sleep (6–18 months).....	Error! Bookmark not defined.
	Toddler & Preschool Nap Time.....	25
	Bedding & Hygiene.....	25
	Section 12: Emergency Procedures.....	26
	Fire Safety	26
	Lockdown & Intruder Procedures	26
	Other Emergencies Covered	26
	Communication During Emergencies	27
	Section 13: Outdoor Play & Weather Policy	27
	Outdoor Time Guidelines.....	27

 Weather & Clothing	28
 Playground Supervision	28
 Section 14: Field Trips, Visitors & Enrichment Activities	29
 Field Trips	29
 Visitors & Guest Presenters	29
 Special Events	30
 Section 15: Inclusion & Accessibility	30
 Inclusive Care Practices	30
 Support for Children with Individual Needs	31
 Accessibility	31
 Section 16: Privacy, Confidentiality & Recordkeeping	32
 Confidentiality	32
 Media & Photography	32
 Recordkeeping	33
 Section 17: Withdrawal & Termination of Care	33
 Withdrawal by Parent/Guardian	33
 Termination by the Center	34
 Section 18: Parent Handbook Acknowledgment Page	34
 Parent Acknowledgment	35

Welcome to Barrie Bright Learning Child Care

Dear Families,

On behalf of our entire team, it is my pleasure to warmly welcome you to **Barrie Bright Learning Child Care**. We are truly honoured that you have chosen to entrust us with the care and early education of your child. We recognize that selecting a child care program is one of the most important decisions a family makes, and we do not take that trust lightly.

Barrie Bright Learning Child Care was founded on the belief that every child deserves a **safe, nurturing, and inspiring environment** where they can grow, explore, and thrive. Our premium, non-subsidized programs are carefully designed to support the developmental needs of children from **18 months to 5 years old**. With a team of qualified educators, thoughtfully designed indoor and outdoor learning spaces, and strong family partnerships, we are proud to provide a child care experience rooted in **excellence, care, and community**.

This **Parent Handbook** outlines our policies, expectations, and daily operations. It is intended to provide transparency, consistency, and clarity, and is aligned with the standards of the **Child Care and Early Years Act (CCEYA), 2014**. Please take the time to read it thoroughly and keep it as a reference during your time with us.

We look forward to building a meaningful relationship with your family and to supporting your child's journey of discovery, learning, and growth.

Warm regards,

Fiona Suckan

Chief Kids Officer

Barrie Bright Learning Child Care

Where Bright Futures Begin

SECTION 2: Philosophy, Mission & Vision

Our Philosophy

At Barrie Bright Learning Child Care, we believe that children are capable, curious, and competent learners who thrive in environments that are respectful, responsive, and engaging. We follow a **play-based, inquiry-driven approach** to early learning, where each child's interests, cultural background, and individual pace are honored.

We view our role as co-learners and guides — nurturing social-emotional growth, fostering creativity, and helping children develop foundational skills through meaningful interactions and exploration.

Mission Statement

To provide exceptional early childhood education in a nurturing and secure environment, where children are empowered to grow socially, emotionally, physically, and cognitively through play, discovery, and responsive relationships.

Vision

To be a trusted leader in early learning by delivering personalized, inclusive, and high-quality child care that inspires a lifelong love of learning and supports working families in our Barrie community.

SECTION 3: Program Overview & Curriculum

Age Groups We Serve

- **Toddler** (18–30 months)
 - **Preschool** (2.5–4 years)
 - **Kindergarten Readiness** (4–5 years)
 - **Summer Enrichment** (Seasonal, ages 2.5–6)
-

Our Approach to Curriculum

Our programming is designed to reflect the four foundational conditions of learning outlined in Ontario’s *How Does Learning Happen?* framework:

1. **Belonging**
2. **Well-Being**
3. **Engagement**
4. **Expression**

We implement daily plans that balance structure and flexibility. Educators observe and respond to children’s emerging interests, using documentation to plan activities that spark curiosity and extend learning. This includes:

- **Creative arts, music & sensory play**
- **Literacy and numeracy foundations**
- **Outdoor play and nature exploration**
- **Science and hands-on discovery**
- **Social-emotional development and self-regulation**

Our low educator-to-child ratios ensure personalized attention and meaningful connections. All programs are led by Registered Early Childhood Educators (RECEs) or qualified staff who follow CCEYA ratios and health & safety regulations.

Section 3: Program Overview

Age-Specific Programs & Services

Toddler Program (18 to 30 months)

Ratio: 1 educator: 5 children

Group Size: Max 15 children

Focus Areas:

- Early socialization and peer interaction
- Language development and communication
- Introduction to routines and self-help skills (feeding, handwashing)
- Parallel and cooperative play
- Emergent curriculum based on children's interests

Daily Inclusions:

- Circle time (songs, stories, vocabulary building)
 - Creative activities (painting, playdough, blocks)
 - Outdoor exploration twice per day
 - Potty learning support (if developmentally appropriate)
 - Consistent daily reports to parents
-

Preschool Program (2.5 to 4 years)

Ratio: 1 educator: 8 children

Group Size: Max 24 children

Focus Areas:

- Early literacy and numeracy concepts
 - Social-emotional regulation and group problem-solving
 - Fine and gross motor development
 - STEM exploration through play-based projects
 - Encouraging independence and responsibility
-

- **Daily Inclusions:**

- Daily circle time with stories, weather, calendar
 - Activity centers (math, science, dramatic play, art)
 - Outdoor gross motor play (trikes, climbing, nature walks)
 - Hands-on science experiments and sensory bins
 - Introduction to classroom roles and transitions
-

Kindergarten Readiness Program (4 to 5 years)

Ratio: 1 educator: 10 children

Group Size: Max 20 children

Focus Areas:

- Pre-reading and pre-writing skills (phonics, name writing)
- Math readiness (patterns, counting, shapes, problem-solving)
- Time concepts, personal responsibility, classroom routines
- Conflict resolution and team-based learning
- School transition prep (structured routines, group instruction)

Daily Inclusions:

- Letter and number recognition games
 - Journaling, storytelling, and name practice
 - Monthly themes with inquiry-based learning
 - "Little Leaders" program for responsibility and empathy
 - Outdoor play and small group academic centers
-

Summer Enrichment Camp (Ages 2.5 to 5)

Ratio: Based on age grouping

Schedule: July–August (weekly registration)

Focus Areas:

- Seasonal themed weeks (e.g., Nature Explorers, Water Play Week, Mini Chefs)
- Field trips, guest presenters, and hands-on experiences
- Continuity of learning during school breaks
- Flexible weekly attendance (space permitting)

Daily Inclusions:

- Outdoor water play, nature walks, and messy art
 - Enrichment activities like gardening, cooking, science labs
 - Weekly “celebration day” or dress-up themes
 - Nutritious meals and snacks provided
-

+ Optional Services & Enhancements

In addition to our core programs, Barrie Bright Learning Child Care is proud to offer the following **value-added services** to support children’s development and help families thrive:

Hours of Operation & Extended Care Policy

Standard Hours of Care:

Barrie Bright Learning operates on a full-day program schedule. Our standard hours of operation are:

7:30 AM to 5:30PM, Monday through Friday

This timeframe is included in your regular monthly tuition.

Extended Care Options (*Subject to Availability*)

We understand the needs of working parents and offer flexible extended care hours upon request.

- **Early Drop-Off:** Starting as early as 6:30 AM
- **Late Pick-Up:** Available until 6:00 PM
- **Cost:** Additional flat rate of \$20–\$40 per day, billed monthly
- **Booking:** Must be arranged in advance and approved by administration

Extended care includes supervised free play, quiet activities, and snack (if applicable).



Early Drop-Off & Late Pickup Add-Ons

Service	Time	Daily Rate	Monthly Package
Early Drop-Off	6:30 AM – 7:30 AM (<i>1 hr</i>)	\$25/day	\$350/month (Mon–Fri)
Late Pickup	5:30 PM – 6:00 PM (<i>30 min</i>)	\$20/day	\$300/month (Mon–Fri)

- Monthly packages cover up to 5 days per week.
 - Monthly package fees are billed in advance and are non-refundable.
-

Unscheduled Late Pickup

If a child is picked up after 5:30 PM **without prior arrangement**, the following **unscheduled fee** applies:

- **\$3.00 per minute** after 5:35PM
or
 - A **flat \$30.00 fee**, whichever is greater up to 6:00 PM
-

Billing Notes

- Extended care usage is automatically logged in **Brightwheel** via check-in and check-out times.
 - Charges for daily add-ons or monthly packages will appear on your invoice.
 - Families must indicate whether they are selecting daily billing or a monthly flat rate at the time of enrollment.
-

Parent Workshops & Seminars

We believe in empowering families as partners in early learning. We host **free or low-cost educational workshops** throughout the year to support parenting, learning at home, and child development.

Topics may include:

- Positive Discipline Strategies
- Raising Emotionally Resilient Children
- Nutrition & Picky Eating
- Potty Learning 101
- Preparing for Kindergarten
- Internet & Tech Safety for Young Families

Workshops are offered in-person and/or virtually depending on demand. Invitations are shared via our monthly newsletter and parent app.

Transitional Support Services

To ensure smooth transitions between age groups or into kindergarten, we offer:

- Gradual entry options for new children
- Detailed transition plans and developmental updates
- Referral support for external professionals (SLPs, OTs, etc.)

Priority Re-Registration for Returning Families

To thank families for their continued trust, **priority registration is offered to currently enrolled families** before we open spaces to the public.

Details:

- Priority registration begins each **March for Summer and Fall enrollment**
- Applies to children aging into the next program (e.g., Toddler → Preschool)
- Siblings of enrolled children are also given priority for available spaces
- A non-refundable deposit may be required to hold a spot
- After the priority window closes, waitlisted families will be contacted

This ensures your family has **first access** to limited program spaces as your child grows with us.



Section 4: Enrollment & Registration Policies

Barrie Bright Learning Child Care is committed to maintaining a transparent, fair, and family-friendly enrollment process that aligns with the Child Care and Early Years Act (CCEYA), 2014.

Admission Criteria

We welcome applications for children aged **18 months to 5 years** in the following programs:

- Toddler (18–30 months)
- Preschool (2.5–4 years)
- Kindergarten Readiness (4–5 years)

Enrollment is open to all families regardless of race, religion, national origin, gender identity, or family composition.

Priority is given to:

- Returning families (see Priority Re-Registration)
- Siblings of currently enrolled children
- Full-time applicants



Registration Process

1. Initial Inquiry

Families may inquire via our website, phone, or email. We encourage all families to schedule a **tour** before registering.

2. Waitlist

Families not immediately placed are offered a position on our internal waitlist, which is:

- Date-stamped upon receipt of application
- Managed by age group and program availability
- Prioritized based on criteria outlined above

3. **Offer of Space**

Once a space becomes available, families will receive a **formal offer email** outlining the start date, program details, and registration instructions.

4. **Acceptance**

To secure a child's spot, families must:

- Submit all completed registration forms
- Pay the **non-refundable registration fee** (\$300 per child)
- Pay the **non-refundable last month's tuition** in advance
- Agree to all center policies and sign the Parent Acknowledgment Form

5. **Trial Transition Period** *(Optional)*

We recommend a gradual entry period for new toddlers. Families may choose to start with shorter days during the first week of care to support emotional security.

Required Registration Documents

- Completed Enrollment Application
- Signed Parent Handbook Acknowledgment
- Emergency Contact & Medical Consent Form
- Proof of Immunization (or exemption)
- Copy of birth certificate (for age verification)
- Any individualized plans (e.g., allergy, asthma, or IEP if applicable)
- Photo ID of authorized pick-up persons

Waitlist Management & Communication

- There is **no fee** to join the waitlist
- Families will be notified when a space becomes available
- If no response is received within **48 hours**, the space may be offered to the next family
- Waitlist information is confidential and will only be shared with the registering family



Registration Fee & Tuition Deposit

- A **non-refundable registration fee** of \$300 is due upon acceptance
 - The **last month's tuition** is required in full to secure the child's space
 - Spaces are **not held** until both payment and completed paperwork are received
 - These payments are applied toward your last month of care and are not transferable
 - The **first month's tuition** is due in full on the child's first day of the program
-



Section 5: Parent Roles & Responsibilities

At Barrie Bright Learning Child Care, we believe in strong, respectful partnerships with families. The role of parents is vital in a child's development and daily success at our center. By outlining mutual responsibilities, we aim to build trust, consistency, and open communication.



Parent Responsibilities

Parents/Guardians agree to:

- **Read and adhere** to the policies outlined in this Parent Handbook
- Provide **accurate and up-to-date contact and emergency information**
- Notify the center promptly regarding **illness, planned absences, or vacation**
- Respect the center's **hours of operation** and pick-up times
- Communicate any **developmental, behavioral, or health concerns** to educators
- Inform us in writing of any **custody arrangements** or changes to authorized pick-ups
- Label all personal items sent to the center (clothing, bottles, lunch kits, etc.)
- Attend scheduled **parent-teacher meetings** and support child progress initiatives

Communication with the Center

We value open, respectful, and solution-oriented communication.

We commit to:

- Providing daily updates through our communication app or email
- Notifying families of incidents, behavioral concerns, and milestones
- Responding to inquiries within 1–2 business days (earlier when urgent)
- Offering parent-teacher conferences twice yearly, or by request

Parents are encouraged to:

- Speak directly with the classroom educator or center supervisor for concerns
- Avoid discussing sensitive matters during drop-off or pick-up times
- Use official communication channels (email, app, written notes) for documentation

Conduct & Community

We expect all families and authorized adults on site to:

- Treat all staff, children, and other families with **respect and courtesy**
- Maintain **confidentiality** regarding other families and children
- Refrain from aggressive, threatening, or disrespectful behavior on premises
- Follow safety procedures and sign-in/out policies without exception

Failure to adhere to behavioral expectations may result in written warnings or, in extreme cases, termination of care.

Section 6: Arrival, Dismissal & Security Procedures

Ensuring the **safe and orderly arrival and departure** of all children is a critical component of our daily operations.

Drop-Off Procedures

- Children must be dropped off **between 7:30 AM and 9:30 AM** (unless otherwise arranged)
 - All children must be **signed in** by a parent/guardian using our digital or paper system
 - A **verbal handoff** to a staff member is required before the parent exits
 - If a child appears unwell, staff may conduct a **health screening** and request that care be deferred for the day
-

Pick-Up Procedures

- Pick-up must occur **no later than 5:35PM unless otherwise arranged**
 - Children will only be released to **authorized individuals** listed on the emergency contact form
 - Photo ID is required for **any new or infrequent pick-up person**
 - Late pick-up fees will apply after 5:35 PM
-

Security & Supervision

- Our facility maintains a **secured entrance system**
 - Visitors must check in with staff and may be asked to present ID
 - Children are always supervised indoors and outdoors, per CCEYA requirements
 - A record of all **arrivals, departures, and attendance** is maintained daily
-

Unauthorized Pick-Up or Emergency Situations

- Children will **not** be released to any individual not listed on the child's authorized pick-up list
 - If a parent appears to be **under the influence** or unable to safely transport the child, staff will contact an alternate authorized person or emergency services if needed
 - In case of custody disputes, we require **court documentation** on file. Without a court order, both parents are considered legally entitled to access.
-

Section 7: Fee Payment, Tuition, Refunds Policy

Barrie Bright Learning Child Care operates as a **non-subsidized, privately funded center**. All fees are set to reflect the cost of maintaining high-quality care, small group sizes, qualified staff, nutritious food, and engaging programming. Timely and consistent payment is essential to support operations.

Tuition & Payment Schedule

- **Tuition is charged monthly**, based on the age group and program (Toddler, Preschool, etc.)
- All fees are due on the **1st business day of each month**
- **Payments accepted:** Through our convenient online payment system or through preauthorised payment
- If a child starts mid-month, the first month is **prorated**
- A **\$300 non-refundable registration fee** is required at the time of enrollment.

Daily Rate Range:

- Toddler: \$90–\$95/day
 - Preschool: \$85/day
 - Kindergarten Readiness: \$85/day
- Rates subject to change with 30 days' written notice*
-

Late Payments

- A **\$25 late fee** is applied for payments received after the 3rd calendar day of the month
 - If payment is not received by the 7th day, care may be suspended until the account is brought up to date
 - NSF cheques or rejected payments are subject to a **\$50 administration fee**
-

Absences, Holidays & Closures

- Tuition remains payable during **child illness, family vacation, statutory holidays, and emergency closures**
 - The center is closed on all **statutory holidays** and select professional development days (families will be notified in advance)
 - No refunds or credits are issued for missed days
-

Termination for nonpayment of fees

Barrie Bright Learning reserves the right to terminate a child's enrollment with written notice in the event of:

- **Non-payment of fees**
- **Repeated late payments**
- **Failure to maintain accounts in good standing**

In these cases, written notice will be provided to the parent/guardian. Enrollment may be ended immediately or with a short notice period, depending on the severity and frequency of the issue.

Section 8: Health, Illness, & Medication Policy

Maintaining a healthy and safe environment for all children and staff is a shared responsibility. Barrie Bright Learning follows all **public health and CCEYA guidelines** for illness exclusion, sanitation, and communicable disease control.

Illness Policy

Children must remain at home if they display:

- Fever over 38°C / 100.4°F
- Diarrhea (2+ episodes in 24 hrs)
- Vomiting
- Persistent cough or difficulty breathing
- Rash or unexplained skin condition
- Symptoms of contagious illness (COVID, flu, RSV, pink eye, strep throat, etc.)

Children must be symptom-free for 24 hours (without the use of medication) before returning to care.

Return After Illness

Children may return when:

- They are fever-free and symptom-free for 24 hours
 - They have completed any required isolation or treatment
 - A doctor's note is provided if requested by the center
 - For serious illness or contagious diseases, a written medical clearance may be required
-

Medication Administration

We only administer medication when:

- A **Medication Authorization Form** is completed and signed by the parent
- The medication is provided in its **original container**, labeled with the child's name and dosage
- Prescription medication must include a pharmacy label and prescribing doctor's instructions
- Over-the-counter medication requires written permission and dosage instructions
- Emergency medications (like EpiPens or inhalers) stay with staff, so they are always ready if needed.
- We cannot give herbal remedies, vitamins, or any medication that is not properly labeled, prescribed, or has expired.

All medications are stored in a **locked container** and logged upon each administration.

Medical Conditions & Emergency Plans

Parents must notify staff of any medical needs including:

- Allergies (food, environmental, medication)
- Asthma or seizure protocols
- EpiPen or inhaler use
- Individualized medical or support plans (e.g., for chronic illness or disability)

All emergency plans are reviewed regularly and posted in key areas for staff reference.

Health & Sanitation

We follow daily health checks, frequent handwashing, toy disinfection, and regular cleaning schedules. If there is an outbreak of a communicable illness, families will be notified as per Public Health guidelines.

Section 9: Behavior Guidance & Conflict Management

At Barrie Bright Learning Child Care, we believe in guiding children's behavior through **positive reinforcement, respectful redirection, and consistent expectations**. Our approach is rooted in emotional development, communication, and learning through relationships — not punishment.

All guidance practices comply with the **Child Care and Early Years Act (CCEYA), 2014**, and reflect the principles of **How Does Learning Happen?**

Our Behavior Guidance Principles

- Children are capable and curious; behavior is a form of communication
 - Emotional regulation is a skill that develops over time and needs adult support
 - Challenging behaviors are met with calm, respectful responses
 - Expectations are clear, age-appropriate, and reinforced consistently
-

Techniques Used by Educators

- Positive reinforcement (praise for cooperation, kindness, effort)
 - Verbal reminders and visual cues
 - Offering choices to support autonomy
 - Redirecting behavior to more appropriate activities
 - Teaching emotional language ("You're upset because...")
 - Conflict resolution modeling and facilitation
 - Logical consequences (e.g., helping clean up a mess made intentionally)
-

Prohibited Practices

The following are **strictly forbidden** under CCEYA and Barrie Bright Learning policy:

- Physical punishment (hitting, shaking, biting)
- Verbal abuse (yelling, threats, humiliation)
- Denying food, drink, toileting, or outdoor time as punishment
- Isolating a child or locking them in a room
- Inflicting any form of psychological harm

These practices are grounds for immediate investigation and disciplinary action.

Support for Challenging Behavior

If a child consistently exhibits behavior that:

- Causes harm to themselves or others
- Interferes with group functioning
- Signals deeper emotional or developmental concerns

We will:

1. Observe and document behavior patterns
2. Communicate with parents early and often
3. Collaborate to implement consistent strategies
4. Develop an Individualized Support Plan (if necessary)
5. Refer to external professionals if needed (e.g., SLP, OT, behavior therapist)

In rare cases, if our environment cannot safely meet the child's needs, we may initiate a supported transition out of care with appropriate notice.

Section 10: Nutrition & Food Safety

Barrie Bright Learning Child Care is committed to providing **nutritious, safe, and inclusive meals and snacks** in accordance with Canada's Food Guide and Public Health nutrition standards.

Meal Service

- **Morning snack, lunch, and afternoon snack** are provided daily
 - All meals are prepared by a certified provider or approved catering vendor
 - Weekly menus are posted and rotated monthly
 - Meals include a balance of whole grains, fruits/vegetables, dairy, and protein
-

Dietary Restrictions & Allergies

Parents must:

- Disclose all allergies and dietary restrictions in writing at registration
- Provide medical documentation for **life-threatening allergies**

We accommodate:

- Food allergies (e.g., nut-free, dairy-free)
- Cultural or religious restrictions (e.g., halal, vegetarian)
- Texture modifications for toddlers and infants

We are a NUT-FREE facility.

Food from Home

- Food from home is **not permitted**, except under special arrangements (e.g., medical or cultural needs) and must be approved by the director
 - If food is provided, it must be:
 - Peanut/tree-nut free
 - Labeled with the child's name
-

- Stored and served safely

Hydration

Water is available throughout the day. Children are encouraged to drink at regular intervals and during outdoor play.

Food Safety

Staff are trained in **safe food handling** and monitor children for choking risks. Food is served in developmentally appropriate portions and sizes.

Section 11: Sleep, Rest & Quiet Time

Rest and recovery are essential to healthy development. We provide structured rest periods while respecting individual sleep needs and family preferences.

Toddler & Preschool Nap Time

- Toddlers and preschoolers have a **designated rest period** each afternoon
 - Children are not forced to sleep but are encouraged to rest quietly
 - Soothing music, soft lighting, and comfort items are allowed
 - Children who do not sleep are offered **quiet activities** (books, puzzles) after 45–60 minutes
-

Bedding & Hygiene

- Barrie Bright Learning provides a **crib sheet and blanket** (weekly laundering performed)
 - Nap cots are disinfected weekly and stored separately
-

Section 12: Emergency Procedures

The safety of children and staff is our top priority. Barrie Bright Learning Child Care follows detailed emergency response protocols aligned with **Ontario's licensing standards** and **local emergency services recommendations**. All staff are trained annually in emergency procedures, First Aid, and CPR.

Fire Safety

- **Fire drills are conducted monthly** with all children and staff
 - Each classroom has an **emergency evacuation plan** posted by the exit
 - During a drill or real event, children are safely evacuated to the designated **muster point outside the building**
 - Emergency bags (with first aid, contact info, wipes, water, and snacks) accompany each group
-

Lockdown & Intruder Procedures

- Lockdown drills are practiced twice annually
 - In the event of a real lockdown, all children are moved away from doors/windows, and classroom doors are secured
 - Staff maintain calm, use quiet activities, and follow protocols until police or emergency services clear the building
-

Other Emergencies Covered

- Power outage or facility closure
- Gas leak or hazardous material alert
- Medical emergency requiring EMS
- Missing child (Code Yellow)

All incidents are documented and reported to the Ministry and parents as required.

Communication During Emergencies

- Families are notified via email or phone once children are safe
 - Our **emergency evacuation site** is pre-arranged and listed in your annual registration package
 - We will use social media or Barrie Bright Learning's website for updates if phones are down
-

Section 13: Outdoor Play & Weather Policy

We believe outdoor play is essential to early childhood development. Children are taken outside **twice per day** (weather permitting) as per CCEYA.

Outdoor Time Guidelines

- Infants: 20–30 minutes, twice daily
 - Toddlers & Preschoolers: 1–1.5 hours daily in total
 - Outdoor play may occur in our fenced playground, sensory garden, adjacent to the center
-

Weather & Clothing

Outdoor play will be modified or cancelled based on:

- Temperature below **-15°C** or above **+35°C** (with humidex or windchill)
- Thunderstorms or heavy rain
- Poor air quality alerts
- Active snow squalls or freezing rain

Children must come with:

- **Winter:** snow suit, boots, mitts, hat, neck warmer
- **Fall/Spring:** raincoat, rubber boots
- **Summer:** sunhat, closed-toe shoes, pre-applied sunscreen

We apply center-provided sunscreen before afternoon outdoor play (unless a family provides their own with a signed form).

Playground Supervision

- Educator-to-child ratios are maintained outdoors at all times
 - Play areas are inspected daily for safety hazards
 - All outdoor incidents are documented and communicated to families
-

Section 14: Field Trips, Visitors & Enrichment Activities

We enhance learning through **real-world experiences, community engagement, and guest-led programs.**

Field Trips

- Occasional field trips may be planned for preschool and kindergarten groups
- All trips require:
 - Signed parental permission
 - Advanced notice with itinerary and cost (if any)
 - Additional staff and volunteers to meet enhanced ratios
- Children must wear identifying labels or t-shirts

Transportation is arranged via school bus or walking, depending on location.

Visitors & Guest Presenters

Examples of enrichment activities:

- Science Explorers Mobile Lab
- Musicians and multicultural dance instructors
- Firefighter or Police visits
- Storytime with a librarian
- Yoga and creative movement facilitators

All visitors are pre-approved by the director and supervised at all times.

Special Events

We host the following annually:

- Winter Holiday Celebration
- Spring Showcase
- Family Literacy Week
- Summer Fun Day
- Graduation Ceremony for Kindergarten Readiness

Families will receive invitations and may be asked to participate or contribute items.

Section 15: Inclusion & Accessibility

At Barrie Bright Learning Child Care, we are committed to fostering an inclusive, respectful, and accessible environment for all children and their families. We believe that diversity enhances learning and that every child deserves to feel a strong sense of **belonging, engagement, and well-being**.

Inclusive Care Practices

We welcome children of all:

- Abilities and learning styles
- Cultural, ethnic, and religious backgrounds
- Gender identities and family structures
- Languages and communication needs

Our educators incorporate **anti-bias principles** and work to create a space where all children see themselves reflected in the materials, books, toys, and curriculum.

Support for Children with Individual Needs

If a child has a diagnosed or emerging developmental need, medical condition, or behavioral support requirement, we work closely with:

- The family
- Specialized service providers (e.g., speech therapists, OTs, behavioral consultants)
- Local community agencies (such as EarlyON or Simcoe County Resource Consultants)

We will create an **Individual Support Plan (ISP)** with input from the family and relevant professionals and review it regularly.

Note: Some supports may be limited by staffing capacity or space. If we cannot safely or adequately support a child's needs within our licensing parameters, we will collaborate with families to create a supported transition plan.

Accessibility

Our center is located at **ground level** with accessible entry points. Reasonable accommodations will be made to support children and caregivers with physical disabilities. Please speak with the director about any access concerns prior to enrollment.

Section 16: Privacy, Confidentiality & Recordkeeping

We are committed to safeguarding your family's personal and sensitive information in accordance with the **Personal Information Protection and Electronic Documents Act (PIPEDA)** and applicable child care regulations.

Confidentiality

- Information about your child and family will be kept strictly confidential
 - Staff may share information only with:
 - Authorized staff members for planning and safety
 - External professionals (e.g., speech therapist) with your **written consent**
 - We will never discuss your child's needs, behavior, or history with other parents
-

Media & Photography

- Photos and videos are used to document learning and share daily moments with parents
 - We require **written consent** before any image is used in:
 - Classroom displays
 - Internal newsletters or communications
 - Social media or website posts
 - You may opt out of photography/media use at any time
-

Recordkeeping

We maintain records for:

- Attendance and daily logs
- Incident and illness reports
- Immunization and medical plans
- Enrollment and family information

Records are stored securely and retained in accordance with Ministry of Education and Public Health requirements.

Section 17: Withdrawal & Termination of Care

We aim to build long-term partnerships with families but understand that care needs may change. Clear guidelines ensure fairness and transparency.

Withdrawal by Parent/Guardian

- A **minimum of 30 calendar days written notice** is required to withdraw your child
 - Notice must be emailed to: **admin@brightlearning.ca**
 - Families who withdraw without notice will still be charged for the 30-day period
 - All outstanding fees must be paid prior to final day of care
-

Termination by the Center

Barrie Bright Learning Child Care reserves the right to end a child's enrollment in the following circumstances:

- **Tuition payments are repeatedly late or unpaid**
- **Repeated or serious violations of center policies**
- **A child's behavior presents a safety risk** that cannot be effectively managed within licensed ratios and available resources
- **Parent/guardian conduct is unsafe, disrespectful, or threatening** towards staff, children, or other families

Whenever possible, written notice will be provided. In urgent situations, such as immediate safety concerns, termination may occur without prior notice.

Our goal is always to work collaboratively with families to resolve concerns before termination becomes necessary.



Section 18: Parent Handbook Acknowledgment Page

At enrollment, families are asked to sign the acknowledgment below.

Thank you for taking the time to read through the Barrie Bright Learning Child Care Handbook. Our goal is to ensure that every family feels informed, respected, and confident in the care we provide.

Together, we can create a joyful, safe, and enriching early experience for your child. We are honoured to be part of your child's development journey and look forward to working with your family.

Welcome to the Barrie Bright Learning community.



Parent Acknowledgment

Please review and sign the acknowledgement form on the next page as part of your registration completion process.

Thank you,

Management

Parent Handbook Acknowledgment Form

I acknowledge that I have received and reviewed the **Barrie Bright Learning Child Care Parent Handbook** in full.

I understand and agree to comply with all center policies, procedures, and expectations as outlined, including but not limited to:

- Enrollment and withdrawal requirements
- Health and safety protocols
- Behavior guidance and prohibited practices
- Fee payment policies and timelines
- Communication responsibilities
- Emergency procedures
- Privacy and confidentiality policies

I understand that this handbook may be updated periodically, and I will be notified in writing of any major changes.

I have had the opportunity to ask questions and request clarification on any policies I did not understand.

Child's Full Name: _____

Program Enrolled: _____

Parent/Guardian Name (Printed): _____

Signature: _____

Date: _____

Center Director Signature: _____

Date Received by Center: _____

Barrie Bright Learning Child Care – Enrollment Package

To ensure the safety, well-being, and success of every child, Barrie Bright Learning Child Care requires all families to complete an **Enrollment Package** prior to their child's first day. These forms provide us with important information about your child, establish clear expectations, and ensure compliance with the **Child Care and Early Years Act (CCEYA), 2014**.

Before your child begins at **Barrie Bright Learning Child Care**, please complete and return the following forms:

-  **Enrollment Application** – Child & family information
-  **Parent Agreement / Contract** – Fees, hours & policies
-  **Health & Medical Form** – Immunization, allergies, conditions
-  **Emergency Contact & Consent** – At least two contacts & medical consent
-  **Medication Authorization** – If your child requires medication at the centre
-  **Parent Handbook Acknowledgment** – Confirmation of understanding policies
-  **Photo & Media Release** – (Optional) Permission for photos/videos
-  **General Consent** – Sunscreen, bug spray, local walks, activities

 All forms must be submitted before your child's first day. Please notify us immediately if any information changes.

All forms must be completed, signed, and returned before your child's enrollment is confirmed. Updated information (such as contact details, medical conditions, or allergies) must be provided to the centre immediately to keep records accurate.