



CENTENNIAL INFANT AND CHILD CENTRE

PARENT HANDBOOK

PRESCHOOL PROGRAM

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CENTENNIAL INFANT AND CHILD CENTRE

PROFILE

Centennial Infant and Child Centre's purpose is to provide programs and support for young children with special needs and their families. The programs are mainly funded by the city, province and parent fees. Our Centennial Foundation covers the remaining expenses. Centennial is a non-profit corporation run by a Board of Directors. The preschool program comes under the Child Care and Early Years Act.

Research shows that early intervention is beneficial for children with special needs to help them to develop their full potential. Centennial was started in 1965 by two parents of children with special needs. It began with three children who were taught by one teacher and eight volunteers. Centennial now operates four different programs with close to 30 staff and more than one hundred volunteers.

From 1967 to 1997, Centennial Infant and Child Centre operated out of the basement of St. George's United Church. In October of 1997, the Centre moved to a larger, self-contained space at 1580 Yonge Street, which accommodates its increased staff and its expanded programs.

MISSION STATEMENT

Centennial Infant and Child Centre strengthens families and their young children with special needs to develop the confidence and skills for the best start in life.

PHILOSOPHY

Centennial Infant and Child Centre helps children with special needs begin to learn strategies which will help them to develop and function as independently as possible in society. Staff and families set goals through which these strategies will be achieved. All aspects of a child's development are considered. We believe the goals are best accomplished through an individualized program. In our preschool this is enhanced with a one-to-one adult/child ratio and with the inclusion of typically developing children.

We work directly with families to lend emotional support and to encourage the optimal development of each child. This is an on-going process in which the staff and the family learn from each other.

PROGRAM STATEMENT

Centennial Infant and Child Centre believes all children are competent, capable, curious and rich in potential.

Centennial's Specialized Preschool program will:

A) Promote the health, safety, nutrition and wellbeing of the children;

Goal:

The Centre will promote children's overall health and well-being on a daily basis.

Centre's Approach:

Staff will interact with the children in ways that encourage positive self-esteem, independence and sense of security and happiness. Centre ensures children receive healthy snacks that consider health issues and respect family requests/preferences. All snacks will meet recommendations set out in the Health Canada document, "Canada's Food Guide" and reviewed annually by a registered dietician. Staff will perform daily observations of children at drop off times and throughout the program to detect possible symptoms of ill health.

B) Support positive and responsive interactions amongst the children, parents, students, volunteers and staff;

Goal:

Promote positive, respectful and meaningful interactions amongst all those involved in the preschool.

Centre's Approach:

Staff's interactions will be respectful & sensitive to family culture, values, language, composition & developmental abilities. Our interactions will be modelled to reflect the value we place on inclusion. The centre will aim to foster each child's self-esteem, curiosity, exploration, play, individual strengths and areas of need.

C) Encourage the children to interact and communicate in a positive way and support their ability to self-regulate;

Goal:

Support each child in the development of their communication and to develop strategies for self-control.

Centre's Approach:

Staff will work collaboratively to ensure each child has a communication program that is appropriate for them which encourages both receptive and expressive language skills. Staff will support children to develop healthy regulatory skills and social skills in a safe, positive and supportive setting.

D) Foster the children's exploration, play and inquiry;

Goal:

Staff will ensure all children are provided the tools and adaptations to explore, play and learn throughout all aspects of the preschool program.

Centre's Approach:

Through group and individual program plans all children will be encouraged to explore, play and ask questions. Children will be provided an environment that supports them to work on all areas of their development and classroom skills that will encourage them to meet their full developmental potential and prepare them to enter the school system.

E) Provide child-initiated and adult-supported experiences;

Goal:

The centre will provide children with the experiences that are reflective of both children and adult's interests and choices.

Centre's Approach:

Through parent interview, observation and assessments, staff will develop a program that reflects the interests and developmental needs of the individual children. Staff will document daily observations of each child and plan for their play-based learning opportunities which support each child's individual developmental goals and areas of interest. Observations and planning will be continuous and available to all families. Staff will expand the children's interests by adding materials, asking questions and scaffolding the children's learning by providing new challenges and ideas.

F) Plan for and create positive learning environments and experiences in which each child's learning and development will be supported;

Goal:

The centre will provide an environment in which learning is rewarding and enjoyable and where each child's individual needs are met, and they have the opportunity to reach their full potential.

Centre's Approach:

Staff will develop a program that fosters the individual developmental goals established for each child as well as the goals developed for their preschool grouping. Both programming goals for the individual child as well as their group will reflect the interests of the children as well as learning objectives established for them by the preschool staff. Programming will reflect goals established through observation, assessment and planning to ensure full inclusion and success for each child.

G) Incorporate indoor and outdoor play, as well as active play, rest and quiet time into the day and consider the individual needs of the children receiving child care.

Goal:

Classroom schedules are developed to encourage play opportunities that incorporate active and quiet times throughout the daily program. Group and Individual Program

Plans will promote the development of fine and gross motor skills, cognition, social and communication development for all children.

Centre's Approach:

Children will be provided with learning opportunities that encourage them to explore different developmental domains and will be made available to them throughout the daily program schedule. Programming will support each child's development, self-care skills and growing independence in the preschool setting. Daily group schedules allow for children to develop comfort and confidence in both small and large group settings. Particular emphasis will be on successful program transitions, and other classroom skills that will promote kindergarten readiness and a positive entry into the school system.

H) Foster the engagement of and ongoing communication with parents about the program and their children;

Goal:

Ongoing and open communication with families will be a priority of the centre.

Centre's Approach:

Family involvement is welcomed as we believe that strong partnerships with families strengthens the children's opportunities for learning and development. This will be achieved through a team meeting prior to each child starting school, our "open door policy" welcoming parents to visit and observe their children during preschool hours, daily communication books, regular communication with staff via, email, telephone and in person conversations, monthly newsletters, parent workshops and annual team meetings to discuss each child's progress.

I) Involve local community partners and allow those partners to support the children, their families and program staff;

Goal:

Promote the involvement of the local agencies and community organizations to further develop and support the learning of children, families and staff at the centre.

Centre's Approach:

CICC's preschool will work collaboratively with local agencies to support the needs of the children, families and staff. Specialists will be encouraged to visit and work with staff and parents to support them in caring for the children in the preschool program. Consultation for individual as well as groups of children are encouraged. Information workshops will be offered to families and staff to support the growth and development of the children.

J) Support staff, home child care providers and others who interact with the children at a child care centre or home child care premises in relation to continuous professional learning

Goal:

The Centre will encourage professional development opportunities for all the staff.

Centre's Approach:

Professional development opportunities will be offered to the staff on an ongoing basis. Staff will be given opportunities to participate in individual as well as group workshops. Staff are required to attend a minimum of one professional development per school year.

- K) Document and review the impact of strategies set out in clauses (a) to (j) on the children and families;

Goals:

Documentation to be used to review and assess program quality as it pertains to children, families and staff.

Centre's Approach:

A variety of different types of assessment will be used to ensure the goals outlined in this Program Statement are reflective of the experiences of the children, families and staff. Feedback will be collected via surveys, documentation (daily communication books, email, telephone and in person discussions) and centre meetings.

THE PRESCHOOL PROGRAM

OVERVIEW

Children with special needs benefit from the routines and skills taught in a preschool program. Centennial's Preschool Program is an integrated program that emphasizes individual programming in an enriched, structured and nurturing atmosphere. Children with special needs and those who are typically developing come together in an educational setting and benefit from the opportunity to learn from one another.

Children entering the program are between the ages of 2 ½ and 4 years. The program runs weekday mornings and afternoons from September to June and follows the holidays designated by the public school system.

About 20% of the children who attend the preschool program are children who do not have special needs. The "typically developing" children benefit from a curriculum which prepares them for Kindergarten in a nurturing and educational environment. They develop an appreciation for people's differences and act as role models to the children who have special needs.

Children with special needs attending the preschool benefit from a one-to-one adult/child ratio. Each child has an individual program plan developed by their primary teacher and their parents in consultation with a physiotherapist, occupational therapist and speech/language pathologist. The program covers the developmental areas of cognition, communication, self help skills, social, and motor skills. Individual programs are updated regularly, and the goals are implemented every day by the teachers and the child's volunteer (an individual that works one-to-one with the child).

CURRICULUM

The preschool boasts a curriculum rich in the exploration of concepts relevant to the lives of young children. The children are introduced to changes that occur in their world because of the seasons, holidays, community events and different settings. They expand their understanding of themselves, their families, animals, transportation vehicles and childhood stories. They explore the concepts of colour, size, patterns, sequences, numbers, letters and shapes. The children have opportunities to explore movement and music in a daily music circle enhanced by piano and guitar accompaniment.

STAFF

The preschool staff members include 5 teachers with backgrounds in child development, early childhood education, elementary school education and special education. They have extensive experience, both personally and professionally, in working with children and their families. The preschool works in collaboration with a team of professionals, including a Physiotherapist, an Occupational Therapist, a Speech and Language Pathologist and a Communications Disorder Assistant. They help each family to network and coordinate the appropriate services for their children. They also assist the families in accessing the necessary services and funding to maximize their child's abilities. The teacher's help parents explore future educational settings and work with them to assure a smooth transition into the school system. Centennial is committed to helping parents advocate on their child's behalf.

The Preschool Manager is responsible for the management of the Preschool Program.

PRESCHOOL HOURS

The **Morning Preschool Program** operates five half-days per week from Monday to Friday during the hours of 9:15 to 11:45, September to June.

The **Afternoon Preschool Program** operates four half-days per week from Monday to Thursday during the hours of 1:15 to 3:45, September to June.

SCHOOL YEAR HOLIDAY SCHEDULE 2018-2019

Preschool Start Date	Monday, September. 10, 2018
Thanksgiving	Monday, October. 8, 2018
Christmas Break	Weeks of December 24 & December 31, 2018 School resumes, Monday January 7, 2019
Family Day	Monday, February 18, 2019
Mid-Winter Break	Week of March 11, 2019 School resumes, Monday, March 18, 2019
National Vol. Appreciation Week	April 7-13, 2019
Good Friday	April 19, 2019
Easter Monday	April 22, 2019
Victoria Day	Monday, May 20, 2019
Preschool A.M. Last Day	Friday, June 14, 2019
Preschool P.M. Last Day	Thursday, June 13, 2019
2 PD Days	TBA

A Typical Day:

- Arrival/free play
- Story Circle
- Sensory/water table
- Washroom
- Gym
- Snack
- Quiet Time
- Music Circle
- Dismissal

CLOTHING

All clothing should be clearly labeled with your child's name.

If your child is receiving Gross Motor support in the Gym, we recommend that your child be dressed in shorts and a t-shirt. This allows the physiotherapist to easily see how your child's body moves. To simplify, you could dress your child in shorts and t-shirt under loose fitting clothing when they come to school or you could send them in your child's bag. Please send extra diapers to school with your child. If your child is toilet training, please send a few extra pairs of underpants.

Shoes:

It is important that your child has a supportive pair of shoes which are worn the majority of the time. Well fitted shoes support the developing bones and ligaments and can aid your child's walking. Look for shoes that have an arch support and a good heel cup. If you have questions regarding appropriate footwear for your child please contact Suzanne Murray our preschool physiotherapist.

School Bag:

In your child's school bag please include the following:

- A change of clothing
- At least 2 diapers, if your child is still using diapers
- A communication book will be sent home each day from your child's teacher
- Please read the daily comments and we encourage any comments you wish to write in response. Make sure this book is returned each day in your child's bag.

PARKING AT CENTENNIAL

For quick drop off and pick up of your children, you are welcome to stop in the front driveway, however, if you are staying longer than 5 minutes you will need to park off site on one of the side streets. Please also be aware that the driveway entrance must remain unobstructed at all times.

ABSENCE PROCEDURE

When your child is absent from school or late due to illness it is very important that the school be notified as soon as possible.

It is also very important that you inform the school when your child is returning after an absence. This helps us to ensure your child's volunteers are available when your child is at school.

Contact the Volunteer Coordinator, Emily Poirier, 24 hours a day by email: epoirier@cicc.on.ca or by phone: 416-935-0200, ext. 221.

When your child will be absent:

1) Leave a message for the Volunteer coordinator. Give your child's name and the reason for the absence. This allows the school to cancel your child's volunteer.

When your child will be returning:

1) Leave a message with the volunteer coordinator. Give your child's name and indicate that your child will be returning to school today. This allows the school to arrange a volunteer for your child.

It is not necessary to call the school each day your child is away – just at the beginning of the absence and at the end of the absence.

CONTACT WITH PARENTS

The teacher and parents keep in contact with each other by means of a communication booklet, which goes back and forth in the child's bag. The teacher may give parents suggestions regarding activities and specific goals to encourage your child's development. You are also welcome to contact your child's teacher by email or phone at any time. Contact information will be given to you. You may also take the opportunity to speak with your child's teacher at drop off and pick up each day. Please ensure that all information pertaining to your child is communicated to your child's teacher, not their volunteer.

PARENT COMPLAINT PROCEDURE

Centennial Infant and Child Care Centre is accountable for our programs and services and will respond to, and attempt to resolve all Parent/Guardian complaints

All complaints will be treated with fairness, integrity and respect with consideration to Centennial Infant and Child Care Centre's legislative requirements and values.

Please note - it is not always possible to ensure that a client/parent or guardian is satisfied with the outcome of a complaint. Centennial Infant and Child Care Centre is bound by policy and legislative requirements by the Ministry of Education, Early Learning Division, Toronto Children Services and Ministry of Children and Youth Services.

At all times, Parents/Guardians are encouraged to voice any questions regarding Centennial Infant and Child Care Centre and the care of your child/ren. Our goal is to resolve most issues at the first point of contact.

If a Parent or Guardian has any concerns or questions please contact the staff who is working directly with your children. Every effort will be made by staff to resolve complaints directly with the Parent/Guardian. Staff may, at times, need liaise with other colleagues to gather the necessary information to respond effectively to the concern raised. Staff will respond to any Parent/Guardian questions or concerns within 5 business days.

For more detailed information on our ***Client Complaint Policy and Procedures***, refer to the ***CICC Policies and Procedures*** on our website at: www.cicc.ca

REPORTING

The teachers and other staff members involved with the child like to meet with parents during the months of January or February to follow up on goals and plans for each child. In the child's first year, the purpose of this meeting is to review school programs and to make sure we are meeting the parents' goals. In the child's second year, the child's next educational placement is considered and plans are made to help the parents find the best placement for the child. Parents receive a written report in June.

FEES

2018-2019 school year fees

Morning \$6500

Afternoon \$5500

Centennial Infant and Child Centre is financed to a large extent from public funds but a portion of our budget comes from school fees. Fees are divided into 10 monthly installments. Please see the fee schedule for the current year. Fees are payable by postdated cheques or credit card payments. A fee will be charged for N.S.F. cheques. **Parents must pay fees even if the child is away ill or on vacation.**

Applying for Funding

Should you wish to apply for funding to assist you with the payment of fees, you can apply to the City of Toronto Children's Services 416-392-5437. Please ask the Centre Manager if you need assistance with this process.

Extended Absence

Should your child be absent for a length of time for medical reasons or due to a holiday, we do require that fees continue to be paid since the school must still meet its expenses. **Parents who wish to withdraw their child from the school are asked to give one month's notice in writing.** Parents will be charged fees for a maximum one-month after notice of withdrawal has been given or until space is filled.

If a child is withdrawn for more than one month, his or her place in the school will be forfeited, although his or her name may be added to the beginning of the waiting list. Exceptions will be made for those children who require surgery or who develop a prolonged illness. However, during such absences, the payment of fees will still be required.

SCHOOL POLICIES

For a full set of policies please see our website at www.cicc.ca

ADDRESS AND/OR PHONE NUMBER CHANGES

If there is a change in phone numbers, address or emails or any of the emergency contacts, please notify the Centre Manager with the details.

FEEDING

All children will be offered a snack each day during the 2.5 hr. preschool program. All snacks will meet recommendations set out in the Health Canada document, "Canada's Food Guide" and reviewed annually by a registered dietician.

If there are any health and safety concerns regarding feeding for your child, staff will consult with you and make a plan to ensure your child is safe during snack time.

If your child has dietary sensitivities related to health or culture please do not hesitate to speak with staff. We will accommodate all special diets.

It is our goal to work together to ensure safe and successful feeding skills.

ILLNESS

If a child arrives at school with, or develops symptoms of, a contagious disease, such as chicken pox, an intestinal upset such as vomiting, diarrhea or a fever, the parents will be phoned and asked to come to pick up their child.

Children must be symptom free of vomiting, diarrhea or fever for 24 hours before returning to school.

A child with an upper respiratory condition such as a runny nose or slight cough, without fever, may attend school.

For more information regarding our Health policy visit our website www.cicc.ca

MEDICAL INFORMATION

Any changes throughout the year regarding you're your child's diagnosis, health concerns, allergies, medication or diet should be brought to the attention of the Centre Manager in writing.

If your child has an identified health condition that may require emergency attention, a Child Health Care Plan will be developed prior to your child's start date. This plan will be developed between parents and CICC staff. Training by parent or medical professional will be requested by the Centre Manager if needed.

For more information regarding our Medical policy visit our website www.cicc.ca

MEDICATION

Please contact the Centre Manager if your child requires medication to be administered while at Centennial.

You will be asked to complete a 'Request to Administer Medication' form which can be obtained from the Centre Manager. Centennial Infant and Child Centre will administer medication prescribed by a physician and within the bounds of our health policy only. The school program staff will take all reasonable precautions in the storage, maintenance and administration of medication. All medications will be provided by the child's parent(s)/guardian(s) and be readily available at all times. All medication must be provided in a bottle with a prescription label listing your child's name on it and administering instructions by the prescribing physician. It is the parent's responsibility to replace all medications once they have expired. Please take note of when your child's medication is due to expire and replace when needed.

For more information regarding our Medication policy visit our website www.cicc.ca

IMMUNIZATION

The Ministry of Education requires that records of your child's immunization be kept up to date. We strongly suggest that your child be immunized against HEPATITIS B. When your child receives additional immunization, please forward to the school a signed statement by the doctor containing the new information. A child is not permitted to attend school if immunization is not up to date.

If child is not immunized because of **medical reasons** parents are required to have their child's health care provider complete an Ontario Ministry of Education *Statement of Medical Exemption for Individual* form and return it to CICC preschool. Form will be provided at parents request by CICC Centre Manager. This completed form will be kept in child's CICC client file.

If child is not immunized due to **Conscience or Religious Belief** parent will be required to complete an Ontario Ministry of Education *Statement of Conscience or Religious Belief Affidavit* form. This form must be notarized by an authorized Notary Public. Form will be provided at parents request by CICC Centre Manager. This completed form will be kept in child's CICC client file.

You will be notified if there is an outbreak or immediate risk of an outbreak of a designated disease in the Preschool.

For more information regarding our Immunization policy visit our website www.cicc.ca

HIV AND HEPATITIS

We require that you inform the Centre Manager if your child is HIV positive or is a carrier of Hepatitis. The information will be kept confidential.

ANAPHYLACTIC SHOCK

Anaphylactic shock is a serious state of shock brought about by hypersensitivity to an allergen such as drugs, foreign protein or toxin, bee or wasp sting. There is no time to waste

therefore a quick response is necessary. **If your child has an Anaphylactic allergy, please contact the Centre Manager for the appropriate form.**

For more information regarding our Anaphylaxis policy visit our website www.cicc.ca

FIELD TRIPS

From time to time neighborhood field trips may be planned to enhance a learning theme. Parents are notified at least a week before a field trip takes place. We also send home a permission form which needs to be signed and returned to us prior to the trip.

WAITLIST

To add your child to Centennial Infant and Child Centre's Preschool waitlist, please complete an application form and submit to CICC. Application forms can be found on CICC's website www.cicc.ca. Waitlist priority will be based on a "first come, first served basis". As there is a high demand for our program, we will keep record of families wishing space on our waitlist database. The Centre Manager reserves the right to manage the waitlist in the best interest of CICC's specialized preschool program. Admission will be granted at the Centre Manager's discretion on the basis of programme needs and space availability.

Centennial's Specialized Preschool operates September – June. Intake for the school year starts in January and is completed by mid-June for the following school year. If your child is offered a space, parents will be contacted and a centre visit will be arranged. Admission to the preschool during the school year is possible as spaces become available or if spaces are not filled at the start of the school year. If your child is on CICC's preschool waitlist and you would like to enquire about your child's status on the waitlist please contact the Centre Manager.

*No fee or deposit is required to put your child's name on CICC's Preschool waitlist

For more information regarding our Waitlist policy visit our website www.cicc.ca

ADMISSION FORMS

A child will be admitted to the school only after we have received all forms properly filled out and signed by the parent/guardian along with the post-dated tuition cheques, completed credit card form or a letter from the City of Toronto Children's Services confirming childcare subsidy.

For more information regarding our Admission Procedures visit our website www.cicc.ca

EARLY WITHDRAWAL FROM THE PROGRAM:

Notice of withdrawal must be provided in writing 4 weeks prior to the intended last day. It is expected that the fees for this 4 week period be paid in full. If postdated cheques are provide, they will be returned for the remainder of the school year.

BEHAVIOUR MANAGEMENT

The staff, volunteers and students adhere to a behaviour management policy. Please note that CICC's Behaviour Management Policy prohibits the use of the following practices:

The following actions will not be allowed under any circumstances.

1. Any form of CORPORAL PUNISHMENT including but not limited to hitting, spanking kicking, heavy pushing, shaking, shoving, grabbing, squeezing arms, ears, etc.
2. Physical restraint of children, including but not limited to confining to a chair etc. for discipline or in lieu of supervision unless for the purposes described in the regulation (to prevent self-harm, harm to others and only until risk of harm/injury is no longer imminent) as outlined in the Child Care and Early Years Act 2014.
3. Locking the exits of the child care centre for the purpose of confining the child, or confining the area or room without adult supervision, unless such confinement occurs during an emergency
4. Use of harsh, degrading, measures or threats or derogatory language directed at or used in the presence of a child that would humiliate, scare or frighten the child or undermine their self-respect, dignity or self-worth.
5. Depriving the child of basic needs including food, drink, shelter, sleep, toilet use or clothing
6. Inflicting any bodily harm on children including making them eat or drink against their will.

For more information regarding our Behaviour policy visit our website www.cicc.ca

DUTY TO REPORT

In accordance with the Child and Family Services Act, it is the responsibility of every person in Ontario, including a person who performs professional or official duties with respect to children, to immediately report to a Children's Aid Society if s/he suspects that child abuse has occurred or if a child is at risk of abuse. This includes any operator or employee of a day nursery. An individual's responsibility to report cannot be delegated to anyone else. For more information regarding our Child Abuse policy visit our website www.cicc.ca

SMOKE-FREE CENTRE

No person is permitted to smoke anywhere on the property of Centennial Infant and Child Centre. Every staff, student, volunteer, parent and visitor will be informed that smoking is prohibited. 'No Smoking' signs are posted throughout the workplace as well as in all washrooms.

SERIOUS OCCURENCES

The Ministry of Education requires under the Child Care and Early Years Act that all Serious Occurrences be reported to the Ministry and Toronto Children's Services.

All serious occurrences must be reported. A serious occurrence is **defined** as:

1. The death of a child while receiving care at the centre, whether on or offsite.
3. Any life threatening injury or illness of a child is enrolled at the centre.
3. Any alleged abuse or mistreatment of a child within the meaning of the *Child and Family Service Act* by a staff member or any other person while a child receives care at the centre. This includes all allegations of abuse, anti-racism, or mistreatment of clients against staff, volunteers, and students.
4. Missing or unsupervised child(ren) while in attendance at the centre.
5. Any incident and/or any other unplanned disruption of service that poses a risk to the health, safety, and well-being of the children.
6. Any complaint concerning the operational, physical or safety standards of the service that is considered by the service provider to be of a serious nature.

Effective November 1, 2011, when a Serious Occurrence is filed with the Ministry of Education, a Serious Occurrence Notification Form must be completed and posted in the front office at the centre. This form will ensure that all parents and visitors to the centre are aware of the Serious Occurrence. This form will be posted for 10 business days. If the form is updated and additional information such as actions taken by CICC, the form will remain posted for 10 business days from the date of the update.

SUPERVISION POLICY FOR VOLUNTEERS AND STUDENTS

Centennial Infant and Child Centre (CICC) is committed to providing a safe and nurturing environment for all children. It is the responsibility of the agency to ensure that every child is supervised by a CICC employee at all times. CICC will ensure that all non-staff members such as volunteers and students adhere to the policies, screening and supervision that is expected of CICC employees. CICC will ensure that:

- No child is supervised by a person under 18 years of age
- Only CICC employees will have direct unsupervised access to children
- Volunteers and students may not be counted in the staffing ratios unless Ministry Director approval has been given.

CICC volunteers and students are required to review Ministry required centre policies and to provide Ministry required documentation before working at the centre.

For more information regarding our Supervision Policy for Volunteers and Students visit our website www.cicc.ca

OTHER CENTENNIAL PROGRAMS

EARLY INTERVENTION PROGRAM

The Early Intervention Program at Centennial primarily provides in-home service to children from birth to five years. There is no fee for this program. The Early Intervention Program is designed for infants and children who have a delay in two or more areas of development. A diagnosis is not required to make a referral; referrals can be made by parents and caregivers, health-care providers and those working with the children. Parents must give consent if others refer on their behalf.

The program is primarily home-based. However, if a child attends an Early Years Centre or other parent/child drop-in, our Interventionists can consult to the staff.

The Early Intervention Program provides a family-centred service encouraging positive parent/caregiver-child interactions while promoting the child's optimal development. While participating in the Early Intervention Program, Parent/Infant Groups may be available to you.

CHILD CARE CONSULTATION PROGRAM

Centennial has two Resource Consultants who support a group of childcare centres in Toronto. They consult to the Early Childhood Educators in these centres, and help to ensure that all children, no matter what their need, can participate in the program. Resource Consultation includes:

- Regular visits to childcare programs
- Early identification and intervention
- Individual and program consultation
- Staff training
- Program adaptations and environmental assessment
- Service coordination and referral

GENERAL INFORMATION

THE CENTENNIAL INFANT AND CHILD CENTRE BOARD

The Board of Directors of Centennial Infant and Child Centre is comprised of 10 individuals from the community plus a parent representative. The Board meets approximately 10 times a year with the Executive Director who reports to the Board on the operations of the Centennial. The Board, with the E.D, also helps establish long term objectives and strategic plans for the Centre. As well, the Board monitors and ensures the financial stability of the organization.

THE CENTENNIAL INFANT AND CHILD CENTRE FOUNDATION

The Foundation helps to enhance our existing programs that are not funded by municipal and provincial governments such as transportation, therapy services and specialized equipment for the children. The Foundation is the owner of the building we use at 1580 Yonge St. If you wish to make a donation, please contact our Foundation Office at 416-935-0200 x 241 or visit our website at: www.cicc.ca

VOLUNTEERS

Centennial's volunteers are an integral part of our Preschool Program. Without them it would not be possible to implement the carefully designed individual programs developed by the staff. They all have a love of children and a desire to help. In the spring, we honor the volunteers at an appreciation party. Parents are encouraged to attend this party and take the time to thank the volunteers who have generously given many hours of their time support the children in the preschool.

STUDENT PLACEMENTS AT CICC

We have many students completing internships in the Preschool Program each year. These include university students, community college students and high school co-op students.

ADDRESS, PHONE & STAFF INFORMATION

CICC Website: www.cicc.ca

Address: 1580 Yonge Street, Toronto ON M4T 1Z8

Phone: 416-935-0200

Fax: 416-935-0300

STAFF

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A new Parent Handbook is prepared each school year. The Parent Handbook is posted on CICC's website www.cicc.ca . If someone does not have access to internet, a hard copy will be provided. If during the school year there are revisions made to the Parent Handbook, all parents will be notified by email or provided a hard copy.