

BOULTON AVENUE CHILDCARE CENTRE  
131 Broadview Avenue Toronto, ON M4M 2E9  
phone 416 463 7625 & facsimile 416 463 0042  
boultonavecc@bellnet.ca www.boultonchildcare.com



# TODDLER REGISTRATION PACKAGE

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## TODDLER PROGRAM

We suggest that children wear their casual clothes (not their best clothes) to childcare as they will be using different art materials including paint, magic markers and glue.

Children learn through a variety of materials, some of them messy. We encourage the use of smocks to protect clothing; however, accidents do occur. Please remember; for your child, fun, involvement and getting messy are far more important than neatness!

We ask you to please bring the following items and leave them at the centre:

1. Two (2) Shirts/tops
2. Two (2) Undershirts
3. Two (2) Pairs of Pants
4. Two (2) Pairs of Socks
5. A Blanket for Sleep Time

Please label all of your child's clothing/belongings.

In addition, we require the following extra items for each season:

<b>FALL</b>	<b>WINTER</b>	<b>SUMMER</b>
Heavy Jacket	Snowsuit	Light Jacket
Mittens on Strings	Two (2) Pairs of Mittens on Strings	Sunscreen
Warm Hat (ie. Woollen)	Warm Hat (ie. Woollen)	Sun Hat
Nylon Pants (optional)	Scarf	
	Extra Sweater	
	Winter Boots	

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**FAMILY INFORMATION**

<b>Child's Name:</b>	
<b>Date of Birth:</b>	
<b>Child's Address:</b>	

**PARENT/GUARDIAN INFORMATION**

Name:		
Relation to Child:		
Address:		
Home Phone:		
Business Phone:		
Business Address:		
Cell Phone:		
Email Address:		

**MEDICAL EMERGENCY INFORMATION**

Health Card No:	
Life Threatening Allergies:	
Family Physician:	
Address:	
Phone Number:	

**PERSON(S) TO CONTACT IN AN EMERGENCY**

Name:	<b>#1:</b>	<b>#2:</b>
Relation to Child:		
Address:		
Home Phone:		
Other Phone:		

**PERSON(S) CHILD MAY BE RELEASED TO**

Name:	<b>#1:</b>	<b>#2:</b>
Relation to Child:		
Address:		
Home Phone:		
Other Phone:		

\_\_\_\_\_  
 Signature of Parent/Guardian

\_\_\_\_\_  
 Date

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# CONSENT TO OBTAIN MEDICAL TREATMENT

Name of Child: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Health Card No: \_\_\_\_\_

**Day Care Provider: Boulton Avenue Childcare Centre**  
**131 Broadview Avenue, Toronto, Ontario M4M 2E9**

If, at any time, due to such circumstances as accident, sudden illness or emergency, medical treatment is required, this may be given, including anaesthetic, if necessary, by a private physician or hospital.

**Special Considerations (allergies, medical conditions):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Family Physician: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Witness**

\_\_\_\_\_  
**Date**

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# **COMPLAINT PROCEDURES**

## **For Parents/Guardians/Staff**

A complaint is a concern that is expressed by an individual or group of individuals (eg. Neighbour, community person, school staff, public official, parent, child, etc.)

All comments and complaints must be taken seriously, investigated and a mutually satisfactory resolution attempted.

The person receiving the complaint should remain objective; try not to personalize the issue.

Allow the person making the complaint to express their concerns thoroughly, listen carefully to what is being said, be sure to ask for clarification to ensure the nature of the complaint is understood, advise the person/group that you need time to investigate and you will get back to them.

All issues or concerns regarding your child, should be directed to the child's teacher. If, in the event that the teacher is unable to rectify the situation, the centre supervisor will be notified.

If your issues or concerns are regarding a staff member or centre procedures, we ask that you direct your inquiry to the Supervisor.

If, in the event that your complaint is regarding the Supervisor, only at that time should a written letter be addressed to the Board of Directors.

If the issue is not resolved at the Board level, Toronto Children's Services should be informed of the complaint.

The centre supervisor or designate must fill out a Serious Occurrence Report. Attach relevant documents, and send copies to Toronto Children's Services.

All of the above procedures are being enforced immediately, please sign below in acknowledgment of the information and return to the supervisor.

Thankyou,

Paula Smith  
Supervisor



# LATE FEE AGREEMENT

Anyone picking up a child after 6:00 p.m. will incur a late fee of \$5.00 per minute – to be paid directly to staff on duty.

I agree to pay \$5.00 per minute lateness and will make every attempt to contact the centre if for any reason I will be unable to pick up my child by 6:00 p.m.

If a phone call is not received **after 1 hour** and your child is still at the centre, the Children's Aid Society will be contacted to collect the child.

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**Signature of Parent/Guardian**

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**Date**

---

**Signature of Witness**

---

**Date**

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# BEHAVIOUR MANAGEMENT POLICY

## MONITORING

Behaviour management of all staff, students and volunteers will be monitored on an ongoing basis. A summary of observations including any concerns will be done every three months, the Supervisor may choose to use a check list or an anecdotal report. This will be reviewed as part of the performance appraisal.

As part of your contract with Boulton Avenue Childcare Centre, the centre reserves the right to withdraw service if it is believed that the particular needs of your child cannot be appropriately met. The decision for suspension and/or withdrawal will be based on the following types of incidents:

- Repeated physical acts against other children and/or staff (hitting, biting or any other form of physical threat or assault.)
- Verbal attacks on other children and/or staff, which includes the use of threats, as well as continual profane and degrading language.
- Racial incidents, including name-calling shall not be tolerated; a written procedure is in place for the handling of such incidents.
- A child who absents themselves from the centre and/or care of centre staff on or offsite.

We realize that occurrences and disputes will occur among children and it is not our intent to exclude children over normal developmental incidents that assist them in acquiring problem solving skills. However, as individual's needs vary in terms of environment and program, some children may not benefit from the program offered in this centre. We will make every effort to meet the needs of your child, which may require the assistance of an outside agency. If the behaviours still occur and it is still deemed that we are unable to meet the needs of your child, then they will be withdrawn from the centre, with approval from the Board of Directors.

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**Name of Child**

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**Signature of Parent/Guardian**

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**Date**

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**Signature of Supervisor**

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**Date**

# PERMISSION TO PHOTOGRAPH FOR INTERNAL/EXTERNAL DISPLAY

## INTERNAL

I, \_\_\_\_\_, give permission for the staff of the Boulton Avenue Childcare Centre to photograph my child, \_\_\_\_\_, for the purpose of displaying in the classrooms and within the childcare centre's boundaries. Should I choose not to permit my child's photo to be taken for the stated purpose, I will inform the appropriate staff member of my decision.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

## EXTERNAL

I, \_\_\_\_\_, give permission for the staff of the Boulton Avenue Childcare Centre to photograph my child, \_\_\_\_\_, for the purpose of displaying outside of the boundaries of Boulton Avenue Childcare Centre. Should I choose not to permit my child's photo to be taken for the stated purpose, I will inform the appropriate staff member of my decision.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

## Website photos

I \_\_\_\_\_, give permission for the staff of Boulton Avenue Childcare Centre to photograph my child \_\_\_\_\_ for the purpose of displaying on the Boulton Avenue Childcare Centre's website. Should I choose not to permit my child's photo to be taken for the stated purpose, i will inform the appropriate staff member of my decision.

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

Witness Signature \_\_\_\_\_



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# **AUTHORIZATION AND CONSENT FOR NEIGHBOURHOOD OUTINGS**

I hereby consent to have my child, \_\_\_\_\_, leave the premises of Boulton Avenue Childcare Centre to participate in trips in the area of the childcare centre. I understand that my child will be escorted and supervised by the staff of the childcare centre while participating in these activities.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date



# TODDLER INTAKE INFORMATION

Child's Name:	
Date of Birth:	
Allergies:	
Food Restriction:	

How many hours will your child be attending the centre each day: \_\_\_\_\_

## FOOD

1. Does your child drink formula:  Yes  No If Yes, what kind: \_\_\_\_\_
2. Does your child drink milk:  Yes  No If Yes, what kind: \_\_\_\_\_
3. What kinds of food does your child eat:

Fruits:	
Vegetables:	
Meats:	

4. Does your child have any feeding problems:  Yes  No If  
Yes, please specify: \_\_\_\_\_
5. Is your child breastfed:  Yes  No
6. What are your child's favourite foods: \_\_\_\_\_
7. Dietary Instructions/restrictions: \_\_\_\_\_

## DIAPER CHANGES

1. Do you use cloth or disposable diapers: \_\_\_\_\_
2. Does your child have regular bowel movements: \_\_\_\_\_
3. Does your child signal when having a bowel movement? If yes, please explain:  
\_\_\_\_\_
4. Has your child started toilet training:  Yes  No

## SLEEPING

1. Has your child shown any sleeping problems? If yes, what kind:  
\_\_\_\_\_
2. How long does your child sleep at night: \_\_\_\_\_
3. What are your child's sleeping patterns for the day:  
\_\_\_\_\_
4. Does your child have a special bedtime routine:  
\_\_\_\_\_
5. Does your child take a pacifier or special blanket to bed: \_\_\_\_\_
6. What kind of signal is given when sleepy: \_\_\_\_\_
7. Does your child cry when he/she wakes up: \_\_\_\_\_
8. At home, where does your child sleep: \_\_\_\_\_
9. Do you have any special way of helping your child go to sleep:  
\_\_\_\_\_



# PARENT CONTRACT

The conditions of this contract between \_\_\_\_\_ and the Board of  
(PRINT NAME OF PARENT/GUARDIAN)

Directors for Boulton Avenue Childcare Centre protects both parties in assuring the financial stability of the centre and protects the security of your child while in care.

Further, as a parent with my child(ren) in care, I agree and will abide by the following terms and conditions:

## FINANCIAL (Please initial each)

1	To pay my childcare fees on the first day of each month, with no deductions made for absences from care.
2	To pay a penalty fee for each NSF cheque.
3	na
4	To advise the centre as soon as possible if I am unable to pay my fees.
5	That failure to pay my childcare fees will result in a loss of childcare for my child(ren).
6	To pay the late pick-up fee when my children are picked up after 6:00 p.m.
7	To give the centre two (2) week's notice in writing, when my child(ren) will be withdrawn from care. Failure to give two (2) week's notice shall result in a full month's fee being paid.
8	To fulfil all subsidy requirements if my child(ren) receive a subsidy. If I become ineligible for subsidy, I am therefore responsible to pay the full cost of child care.

## SECURITY (Please initial each)

1	To notify the centre staff when my child(ren) will not attend and when possible, to call the centre before 10:00 a.m.
2	To notify the centre staff when I will be picking up my child(ren) earlier than my normal time, or if another person is picking up my child(ren).
3	To provide the centre with up-to-date information regarding: <ul style="list-style-type: none"> <li>• Emergency contacts and persons allowed to pick up the child(ren)</li> <li>• The state of the child(ren)'s health</li> <li>• Any information regarding my child(ren)'s family that may have a bearing on their care.</li> </ul>
4	To respect that all information shared by the centre staff regarding my child(ren) is in the best interest of my child(ren) and that information will be kept confidential.
5	To respond to the centre's request for information regarding my vacation time childcare needs, ie. Christmas, summer, spring break, etc.
6	To participate as fully as I am able in parent information meetings, parent/teacher meetings, and any other centre events.
7	To read and abide by all centre policies.
8	I acknowledge receipt of this contract.

\_\_\_\_\_  
 Signature of Parent/Guardian

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Supervisor on behalf  
 of Board of Directors



# TODDLER DAILY SCHEDULE

The following is an example of the daily schedule for the toddler room. Please check with the teacher for actual posted schedule.

7:30 a.m. – 8:30 a.m.	Centre opens, free play with Pre-schoolers
8:30 a.m. – 9:30 a.m.	Morning snack/washroom
9:30 a.m. – 10:30 a.m.	Outdoor program
10:15 a.m. – 10:45 a.m.	Creative exploration/sensory experiences/dramatic play
10:45 a.m. – 11:15 a.m.	Diaper change/washroom routine
11:15 a.m. – 11:30 a.m.	Circle
11:30 a.m. – 11:35 a.m.	Wash hands for lunch
11:35 a.m. – 12:00 p.m.	Lunch
12:00 p.m. – 2:15 p.m.	Sleep time
2:15 p.m. – 3:00 p.m.	Washroom routine
3:00 p.m. – 3:20 p.m.	Afternoon snack
3:20 p.m. – 3:30 p.m.	Clean up hands from snack
3:30 p.m. – 4:30 p.m.	Outdoor program
4:30 p.m. – 4:45 p.m.	Circle
4:45 p.m. – 5:00 p.m.	Washroom routine
5:00 p.m. – 5:45 p.m.	Creative free-play/science/free expression
5:45 p.m. – 6:00 p.m.	Departure

**During inclement weather (unable to go outdoors), gross motor activities will be in the classroom or in the schoolage room with gross motor equipment (ex. Balls, riding toys, hula-hoops, etc)**

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**AUTHORIZATION AND CONSENT FOR HAND SANITIZER**

I, \_\_\_\_\_, give permission for the staff of Boulton Avenue Child Care Centre to use hand sanitizer on my child. We practice propert hand washing using soap and water but at times we may require hand sanitizer when soap and water is not available. Should I choose not to let my child use hand sanitizer I will inform the appropriate staff member of my decision.

\_\_\_\_\_  
Signature of Parent/ Guardian

\_\_\_\_\_  
Date

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Please identify on the list any communicable diseases your child has had in the past

Health History

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Please circle and provide the date your child has had each particular communicable disease. If your child has had no communicable diseases please return the form to be kept in your child's file.

Chicken Pox Date: \_\_\_\_\_

Diarrheal Episodes Date: \_\_\_\_\_

Measles Date: \_\_\_\_\_

Mumps Date: \_\_\_\_\_

Pertussis (Whooping cough) Date: \_\_\_\_\_

Rubella (German Measles) Date: \_\_\_\_\_

This form will be included in your child's file for the Toronto Public Health and the City of Toronto Licensing Committee to view upon request. Thank you for being accurate with your records. All personal information on this form is collected under the Child Care and Early Years Act.



### **AUTHORIZATION AND CONSENT FOR ALL NON-MEDICAL CREAMS**

I, \_\_\_\_\_, give permission for the staff of Boulton Avenue Child Care Centre to use the following non-Medical creams on my child

	Sun Screen
	Body Lotion
	Diaper Ointment
	Hand Sanitizing lotion
	Vaseline
	Other

We practice proper hand washing using soap and water but at times we may require hand sanitizer when soap and water is not available. Should I choose not to let my child use hand sanitizer I will inform the appropriate staff member of my decision.

All other creams will be applied to your child's skin with a tissue and a gloves. Please keep in mind all containers need to be properly labelled with your child's name.

\_\_\_\_\_  
Signature of Parent/ Guardian

\_\_\_\_\_  
Date

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### SAFE ARRIVAL POLICY

This policy and procedure is mandated by the Ontario government and help support the arrival and dismissal of children receiving care at Boulton Avenue Childcare Centre

It is the duty of the parents to contact the staff via email, phone call or ClassDojo to confirm if their child/ren will be late or absent on any particular day.

#### For Parents: When a child is absent, or care instructions change:

1. When a child will not be attending child care PARENTS/GUARDIANS must:
  - Contact the centre by 10:30 a.m. Parents can email the centre at [generalinfo@boultonchildcare.com](mailto:generalinfo@boultonchildcare.com) or [boultonavecc@bellnet.ca](mailto:boultonavecc@bellnet.ca) or call **416-463-7625**. The email or voice message must include:
    - 1) absent child's name
    - 2) date(s) of absence and
    - 3) reason for absence.

**Voice mail and email is accessible 24 hours and will be checked daily.**

#### Where a child has not arrived in care as expected

1. Where a child does not arrive at the child care centre and the parent/guardian has not communicated a change in drop-off (e.g., left a voice message, email or advised the closing staff at pick-up), the RECE in the classroom must:
  - Commence contacting the child's parent/guardian no later than 10:30 a.m. The RECE/Designate must initially email parents or guardians to confirm the child's absence, ["(child's name) is absent. Please reply to this email to confirm and state reason for absence by 12 p.m. today"] if no reply to this email is made by 12p.m. they must contact secondary contact listed on 'Individuals Permitted to Pick Up Child & Emergency Attendance Verification Contact' form.
    - **Note: Where a child regularly gets dropped off later than 11am., parents/guardians will be contacted no later than 12:00 p.m.**
  - Since the child's safety is the highest priority and the designated RECE is not able to reach the parents or guardian to confirm the child's absence, parents will be reminded of this policy. should it be a recurring concern (more than 2 unreported absences). Should there be a third reoccurrence of an unreported absence by the parent/guardian the centre may issue a notice of withdrawal to parents. Toronto Children's Services will be informed if applicable

**Detailed policy is available in hard copy and can be obtained from the office. Digital copy is available on ClassDojo**



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I have reviewed the entire Safe Arrival Policy that goes in effect on January 2, 2024 in an effort to support the safe arrival and dismissal of children receiving care at Boulton Avenue Childcare Centre. My signature below acknowledges receipt, understanding, and an expectation of compliance with the Safe Arrival Policy. I understand that this policy may change over time from prior years and may also be amended again at any time during the year. The administration will notify all parents and in writing, where possible, of any changes to the policy.

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Name of Child

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Name of Parent or Guardian

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Signature of Parent of Guardian

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Date:

