



Kingston Day Care Incorporated

"Programs You Can Trust To Help Children Learn and Succeed in Their Early Years."

**818–829 Norwest Road
Kingston, Ontario
K7P 2N3**

Parent Information Package

2017

Parent Information Package

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Parent Information Booklets are available on our website www.kingstondaycare.org and in hardcopy by request. Notice of additions or changes will be posted in the centre.

Program Statement

Kingston Day Care's Program Statement reflects the **Minister of Education's Policy Statement on Programming and Pedagogy made under the Child Care and Early Years Act, 2014.**

The policy statement may be found at: <http://www.earlyyears.edu.gov.on.ca/EYPortal>

Other regulatory requirements may be found at: <http://www.ontario.ca/laws/regulations/r15137>

Pedagogical resources may be found at: <http://www.edu.gov.on.ca/childcare/pedagogy.html>

At Kingston Day Care: ***"We are in the business of encouraging people. We offer a caring and nurturing environment where all participants learn and grow to reach their full human potential."*** We view children as being **competent, capable, curious** and **rich** in potential. We view our educators as high quality early childhood specialists who value and respect each child and understand the significance of both the physical and social environment as it pertains to their PLAY.

Our mission and program statement is the purpose of our existence and it is important that all staff develops an understanding of this and incorporates these principles into the day to day operations of the programs. ***"We help children discover and share the wonder of life by providing a nurturing environment where all can play, explore and be."***

At Kingston Day Care we provide encouraging and nurturing environments which foster exploration, play and inquiry. We are committed to providing high quality interactive, child initiated programs. Our programs are enriched by building relationships with parents and community partners.

Our mission is achieved through a **Program Statement** which specifically outlines and supports how we reach our goals in creating positive learning environments for children. In order to achieve our program goals we promote and support:

- 1) The **health, safety, well-being and nutrition** for our children. We create a safe and welcoming environment where children feel a sense of belonging. We ensure that the environment is safe by conducting daily observations of the children and the physical environment, monthly health and safety inspections, annual health and safety inspections and we ensure all required information is posted and up to date as required by the **Child Care and Early Years Act, 2014.**
We ensure that children in our care are receiving the highest level of nutrition and that safety precautions are taken to ensure a safe and healthy food environment. We respect individual differences in children and DO NOT use nutrition as a reward or for punitive purposes. We resource information from Public Health, Canada's Food Guide, Better Beginnings and Best Start to ensure a healthy food environment for all.
- 2) **Positive and responsive** interactions with children, parents and staff. We foster open and respectful communications with children, parents, community partners and colleagues creating an environment that welcomes and values their unique input, opinions and conversations. We achieve this daily by allowing time for exchange of information at drop-off and pick-up times, scheduling meeting times as needed or as requested, participating in transitional meetings and by offering support and guidance in a positive and respectful manner.
- 3) Positive interactions with children. We **encourage** children to **interact and communicate** in a positive way. We create an environment where children feel a sense of belonging and a sense of control in an environment that allows them to create their own space. We observe and record observations to demonstrate positive interactions and a feeling of

belonging. We evaluate observations and make adjustments to the environment that is reflective and supportive of the children's needs. We encourage each child to be engaged and involved, and support the development of their self-regulation by forming a positive day to day connection with each of them. We achieve this by recognizing children as capable and competent learners and ensuring that the 4 foundations of learning ~ Belonging, Engagement, Expression and Well-Being ~ are a focus in everything we do. We employ the highest calibre of Educators to ensure that children's needs and capabilities are being recognized, appreciated and understood.

- 4) An environment that is arranged to encourage intentional play-based learning and discovery. Materials and activities are available and accessible throughout the day to allow **free movement and free choice**. A resource library of play materials that stimulate the imagination and set up invitations for play, exploration, investigation and social interaction, will be shared by all Kingston Day Care programs. Natural and authentic materials are offered to encourage curiosity and discovery. We recognize the environment as the "*third teacher*"; we invite the outside in and bring the inside out to encourage a continuation and extension in play. We actively engage, listen and enhance what is offered in the play environment.
- 5) **Individual needs and differences**. We recognize that all children are unique and that they develop at different stages. We know that through ongoing engagement and observation of children that each child's learning and development is supported. Observations are recorded through various forms of documentation and communicated to parents.
- 6) An environment that recognizes and **respects** differing needs of children when they play: indoors and outdoors, during both active and quiet play and when at rest. Our programs are designed to respect individual needs and differences: our daily routine is flexible responding to children's ability to make choices and to self-regulate. We manage staffing so that smaller groups of children are able to play outdoors while others remain inside. We provide a comfortable and quiet rest time for those who require rest and also quiet play areas for those who do not. We adapt routines to correspond with the needs of the children. We are supportive of children's strengths, needs and differences.
- 7) **Engaging with parents and providing on-going communication**. This is achieved through daily exchanges, photo documentation, emails, newsletters, postings and website information. We use these various avenues of communication to encourage and promote positive and ongoing exchanges of information with parents.
- 8) **Community partnerships**. Our community partners are a vital part of our programs. We value and respect these partnerships as they enhance our programs and most importantly support our children, families and staff. We welcome new partnerships that will **enrich** our programs and ultimately the children's growth and development. To ensure strength and quality of partnerships we: contribute to school newsletters, participate in special events (Open Houses), participate in 'Transition to School' meetings, collaborate with Parents and resource groups such as Community Living Kingston to create 'Individual Support Plans' for children. We celebrate our seniors and enjoy the benefit of intergenerational programming at 'Story Time', Birthday Socials and other special events.
- 9) **Continuous Professional Learning**. Kingston Day Care is committed to achieving high standards and quality assurance by promoting and providing Professional Development opportunities for our staff on an ongoing basis. As outlined by the College of Early Childhood Educators staff will develop a professional learning portfolio which will outline their goals and professional development needs. We encourage staff to attend community meetings (Professional Learning Community), participate in projects with Public Health and like agencies, lead 'All Staff' meetings at Kingston Day Care to share expertise and success, and to actively search for additional learning opportunities.

- 10) Performance reviews and evaluations of educators and the programs we offer. It is our belief that our **Program Statement is reflected in our performance**. We will review our program statement annually to ensure we are successfully attaining our goals and objectives that were strategically planned to ensure the children in our care are receiving high quality programming and experiences that promote positive outcomes in relationship to their learning, development, health and well-being. We will review the Pedagogy document and **ELECT** document to evaluate our programs to ensure we are always considering the child first. Staff monitoring and Client Surveys will be critical in assessing our programs. Collaborative 'All Staff' meetings will be held quarterly for review and discussion of program implementation. Staff performance reviews will be completed annually and Exit Surveys will be completed to evaluate staff satisfaction. Parents and community partners will be a vital part of this review and the planning and growth of our program statement.
- 11) Kingston Day Care utilizes the **How Does Learning Happen (HDLH)** document to provide information, guidance and support to its staff members on ways to engage in positive, responsive interactions that are critical for children's overall learning, development, health and well-being.

**For more information please access:
Early Years Portal ~ How Does Learning Happen?
Think, Feel, Act: Lessons from Research About Young Children**

Kingston Day Care's Program Statement will be reviewed with all new staff, students, and volunteers prior to interacting with the children and at any time when the program statement is modified. Amendments to the Program Statement will be shared verbally, posted internally and on our website. Employees are required to sign in acknowledgement and understanding of the Program Statement and any revisions or updates. The General Manager or Supervisor who completes the review with the staff member is required to provide their name and signature acknowledging that the review has been completed.

Detailed operational policies and procedures that support Kingston Day Care's Program Statement will also be reviewed with all new staff, students and volunteers annually and at any time there are modification or revisions. All amendments or additions to the policies will be posted for review. Employees are required to sign in acknowledgement and understanding of all revisions or updates. Policy on the Implementation of the Program Statement can be found in the Employee Handbook. The General Manager or Supervisor who completes the review with the staff member is required to provide their name and signature acknowledging that the review has been completed. In the case of the General Manager and Supervisors the Executive Director and General Manger will keep record of each review. In the case of the Executive Director the Board Chair in conjunction with the General Manger will ensure review and compliance.

NOTE: Kingston Day Care does not accept students or volunteers into their child care programs at this time.

General Information

Kingston Day Care Inc. is a non-profit charitable child care organization governed by a volunteer Board of Directors. We have provided quality child care in Kingston since 1967. We currently operate three Child Care Centres and one Before and After School Program: **Trillium CCC, Collins Bay CCC, St. Martha CCC** and **Our Lady of Lourdes Before & After School Program**. We provide care for children from infancy to 13 years of age. We are licensed by the Ministry of Education (MEDU). Our operating licenses are posted near the main entrance of each location.

Hours of Operation

Full Day Programs: 7:00 am to 5:30 pm

Before School: 7:00 am until school day commences

After School: end of school day to 5:30 pm

Full Day FDK/School Age: 7:00 am to 5:30 pm (*P.A Days, March Break, Winter Break, Summer months*).

Hours of Care

A full day of care is considered to be nine (9) hours. This includes one half hour for dropping off and picking up your child. If your child care needs exceed a nine-hour workday, you will need to discuss this in advance with the Supervisor as an extension in hours directly effects the staffing required. In addition, if you wish to change the days your child attends the child care centre, request a site change or place an additional child on our wait list, you must speak with our Supervisor. You will be informed of transitions within the centre (ie. moving to the next age grouping) by the Supervisor and will be asked to sign 'Transitional Form' in acknowledgment and agreement of the change.

Statutory Holidays (All Kingston Day Care programs are closed)

New Year's Day

Family Day

Good Friday & Easter Monday

Victoria Day

Canada Day

Civic Holiday

Labour Day

Thanksgiving Day

Christmas Day & Boxing Day

Please note that Kingston Day Care will close at 2:30pm on Christmas Eve and New Year's Eve

Kingston Day Care will hold a wait list for families requiring care. To ensure clear and transparent practices in managing the wait list the following practices are in place and available to parents on the web site and in the parent handbooks.

Wait List Policy

Families may place their name on the KDC waitlist by going to the City of Kingston website and placing their name on the **Centralized Child Care Registry and Information Service (CCRIS)**. When a space becomes available you will be contacted by the Site Supervisor or General Manager. At that time you will be asked to go to our website to create a user account detailing type of care and location preference.

This information will be collected from our website by the General Manager and forwarded to the Site Supervisor's. Wait lists on the **CCRIS** will be managed by the General Manager and Site Supervisors.

Status on the wait list may be accessed through the GM/Site Supervisors.

Families who are on the wait list are required to check in with the day care centre on a monthly basis.

Contact information must be kept up to date. If your contact information changes please inform the Supervisor. If KDC attempts to contact you and is not able to due to a change in information you will be removed from the wait list. If, after three attempts to contact you to confirm a space we have not had a response we will move to the next family on the list.

*Placement on the waiting list is not a guarantee of a space in a centre.

Please note:

- 1) Fee Subsidized and Full Fee paying families will be given equal priority on the wait list.
- 2) If a space is offered to a family and it is declined, the child's name will be removed from the list.
- 9) Expectant parents may use the date of delivery/birth of a child as a wait list entry point however, KDC must be notified no later than one month after the birth of the child to re-confirm their space and date care is required.
- 10) Priority may be given to families meeting certain criteria, as outlined below:
 1. Employees of Kingston Day Care
 2. Siblings of children currently enrolled in our programs
 3. Transfer of families from one location to another
 4. Individuals directly associated with KDC programs
 5. Families requiring full-time care
 6. Date of application and/or date of care

Upon request parents may access the wait list with the General Manager/Supervisor to ascertain their position on the list. To protect identity and remain respectful of others personal information children will be assigned an I.D. number so that they may be clearly identified.

Admission Process

The General Manager or Site Supervisor will contact you to confirm that a space has been arranged for your child. You will be asked to complete an enrolment form electronically on our website via the user account that you have created. If you are having difficulty accessing the form please contact Kingston Day Care for assistance or to receive a hard copy. Once completed an initial appointment will be arranged to meet with the Site Supervisor to review your child's information. At that time, if there are any questions, special requirements or resources needed you will have the opportunity to discuss this. Information shared in this meeting that may include any special instructions relating to nutrition, sleep habits, bathroom

routines and any additional items regarding your child's individual needs will be recorded in their *'Individual Profile'* and kept in their program. Updates or changes in behaviours will be added to the profile and will be available to you. The Site Supervisor will review Kingston Day Care policies and practices in regard to:

- Playground Safety
- Anaphylactic
- Sanitary Practices
- Sleep Supervision
- Serious Occurrence
- Medication
- Program Statement
- Continuous Professional Development
- Criminal Reference Check/Vulnerable Sector Check
- Fire Safety/Evacuation Procedures
- Children's Plans including; Anaphylaxis and Individual Support Plans (ISP)

Following this meeting, time will be arranged for your child to have visits to their program to ensure an easy and comfortable entry into the child care program.

Fees

Fees are established at the time of enrolment. The fee schedule is posted on our website, in your child care centre and as an attachment to the parent information package. The City of Kingston, United County of Leeds and Grenville and Prince Edward-Lennox and Addington offer child care subsidies for parents. Families will be given 60 days written notice of increases to daily rates. ***NOTE: The new Canada Child Benefit is recognized appropriately under the Child Care and Early Years Act and the fee subsidy application process. The regulatory amendment that was made was technical in nature and does not impact the amount of fee subsidy received by families.***

Daily rates are set according to the age group (infant, toddler, preschool etc.). Rates are not adjusted by your child's chronological age but rather the age group they are enrolled in. Your child will move to the next age grouping when space is available and not necessarily by date of birth.

Fees are payable monthly and are due at the first of the month for that month's care. Failure to comply with the Fee Policy will result in a "First Notice for Overdue Fees" and finally a "Second and Final Notice for Overdue Fees" which will place your childcare space at risk of cancellation. If your child's first day falls on a statutory holiday, this fee is payable. When we receive your payment, we credit your account. All accounts must be clear at the end of each month. All fees must be paid by cheque; cash cannot be accepted. Post-dated cheques are accepted as long as fees are paid before care is provided. In the event that your child's surname differs from yours, or if you are paying by money order, please note your child's name on the face of the cheque.

NSF cheques will not be tolerated and will be subject to bank charges. If we receive a maximum of 2 NSF cheques, we require that future payments be made in the form of certified cheque or money order. Delinquent payments will also not be tolerated and may result in the immediate termination of your child's space. Kingston Day Care reserves the right to obtain the services of a collection agency in order to pursue outstanding accounts.

Tax receipts are prepared by February 28 for fees received during the previous calendar year. If you have relocated, please provide a forwarding address. Receipts for payment may be given throughout the year at a parent's request.

'Other' Parent Fees

Employer Child Care Support Plan-Attendance Form (or other Administrative forms)

If you require these forms to be completed, they must be submitted prior to Jan. 20, after this date this service will no longer be provided. An administration fee of **\$10** is due at the time the request is made and is payable to the Centre, this payment must be separate of child care fees.

Confirmation of Space

When your space is confirmed with us we will ask for the first two weeks of care to be paid in advance. This amount will then be applied to your first month of child care fees.

Late Pick-up Fee

Parents arriving late to pick-up their child will be charged a late fee. This late fee is to be paid directly to a teacher and is payable immediately upon arrival. Late payment fees are established as follows:

Up to 15 minutes	\$15.00
Over 15 minutes but less than 30 minutes	\$20.00
Over 30 minutes	\$25.00

"Excessive Lateness" – When a child has not been picked up from the child care centre a half hour or more past closing time, with no phone call being made to advise Kingston Day Care staff of the circumstances involved and none of the identified "Persons Approved for Pick-up" reachable or available to come and get the child, there will be no other option left for Kingston Day Care but to contact the Children's Aid Society of the City of Kingston and County of Frontenac. A notice will be placed at the entrance of the child care centre, with written instruction on how to contact the Children's Aid Society for further direction.

Holidays/Absences/Sick Time

In order to maintain your child care space, you must continue to pay for the space when you are on holidays, absent or when sick.

Before and After School Program

Full day care required during Christmas, March and Summer Breaks must be confirmed in advance. If care is requested for non-school days (PA days, School Breaks) fees are payable whether or not your child attends. Staffing has been arranged according to the "Request for Care".

Dropping Off and Picking Up Children

Please escort your child into the centre and leave him or her in the care of an employee and record the time of drop-off/pick-up on the sign-in sheet. If you drop off or pick up your child at the playground, keep the playground gate closed and latched at all times. Please ensure that you and your child depart the building before it closes so staff may secure the premises at the end of their shift. Designated parking, drop-off and pick-up zones are identified at each site. St. Martha CCC – drop-off zone adjacent to the centre. Parking is available in the school parking lot. Collins Bay CCC – parking is available in the east parking lot (closest to Collins Bay Road). Trillium CCC – parking is available in the main parking lot. There are 2 short-term parking spaces at the front of the 'Court Building'.

Our Lady of Lourdes B&A Program – parking available in the main parking lot.

Emergency Closure/Extreme Weather

Kingston Day Care is licensed under the Ministry of Education and works in partnership with three schools. We therefore, follow the Board of Education's lead on program closure due to inclement weather or in case of an emergency. If the school buses are not running our core programs will remain open however, if the weather worsens over the course of the day we may determine that it is necessary to close programs early to ensure KDC staff, children and families arrive home safely. Parents will be contacted and asked to collect their child as soon as they are able. KDC programs will remain open until all children have been picked up.

In the event of a public emergency, such as an ice storm, clients are requested to access the Algonquin and Lakeshore Catholic District School Board and the Limestone District School Board's website for updates; listen to local radio station announcements and/or call your child care centre for an up to date voice message. Families using Trillium Child Care Centre must contact Collins Bay Child Care Centre at 613-634-6694 for an update on the Trillium location.

Release of Children

We request that all parents and guardians sign their children out of care at the end of each day. This procedure ensures that there is a clear understanding as to the supervision of children at any given time.

It is essential for the protection of children that any child enrolled be released only to those persons authorized by the parent(s) or guardian. Picture identification will be required of individuals picking up a child in care with Kingston Day Care. Authorization to release a child to individuals other than the parent(s) or guardian must be given either in writing with the site supervisor or primary staff member. If this procedure is not followed, the child shall remain with the staff member until such time as a parent or otherwise authorized person is contacted.

If you have sole custody of your child, you must provide a copy of the custody papers. (They may describe how the court defines the release of your child.) These papers shall be kept in your child's file. The parent(s) or guardian must keep us informed of any changes in the enrolment information provided – legal custody arrangements, address, business phone number for parent(s), authorization for pickup, emergency phone numbers, etc.

Access to Child and Premises

No Kingston Day Care Employee shall prevent a parent from having access to their child except in the following situations:

- 1) There are reasonable grounds to believe that the parent does not have legal right of access to the child
- 2) Or in circumstances prescribed by the regulations

No Kingston Day Care Employee shall prevent a parent from entering the centre during regular hours of operation while care is provided for their child except when:

- 1) There are reasonable grounds that the parent does not have legal access to the child
- 2) There are reasonable grounds that the parent could be dangerous to the children
- 3) The parent is behaving in an abusive manner

Or in circumstances prescribed by the regulations

Alcohol Consumption and/or Substance Abuse

Should you or an authorized person arrive at the centre to pick up your child and are under the influence of alcohol or any other drug that has apparently affected your judgment, in the opinion of the staff member, the interest of your child(ren) will be of primary consideration.

If you or the authorized person is driving, the staff member shall assist you to find an alternate means of transportation. In the case of a dispute, the staff member will contact the local police to discharge any legal obligation the caregiver may have under the law. The Children's Aid Society (CAS) may also be contacted as per our obligation under the Child and Family Services Act (CFSA).

Meals, Nutrition and Food

At Kingston Day Care we promote and support a healthy and nutritious food environment for the children in our care. Children in all of our programs (including before and after school programs) receive a healthy and nutritious morning and afternoon snack. Children attending full-day programs also receive a full meal at noon. All snacks and meals are nutritious and follow Canada's Food Guide. All food is stored, prepared and served to retain maximum nutritive value and to prevent contamination. Planned menus are posted for the current and the following week in a location that is accessible for parents and guardians to review. Any substitutions will be noted on the posted menus at the time of substitution or before. Menus will be kept for 30 days after posting.

Infant Feeding Care: A written feeding plan must be supplied by the parent at time of enrollment and updated as the infants eating and drinking habits change ie. infants graduating from soft to solid foods. **Parents are welcome to breastfeed on-site at drop-off, pick-up or any time throughout the time the child is in care.**

Brown Bag Lunch Policy: (This policy is specific to Our Lady of Lourdes B&A Programs only).

If full-day programs (PA Days, School Breaks) are offered children will be required to bring a 'brown bag' lunch (snacks will be provided by KDC).

1. Lunch containers must be labelled with the child's name.
2. Parents must review the food allergy list posted in the room and make every attempt not to include any food allergens.
3. Parents will be made aware of all anaphylactic allergies within the programs
4. Lunch Bags should have an ice pack.
5. Lunches should be nutritious and meet Canada's Food Guide. Lunches should include all four food groups and include an additional fruit or vegetable.

Some suggested healthy food items may be: fruit, crackers, cheese, multi-grain bread, granola, cold meat, yogurt, vegetables, hummus etc.

Items to avoid: soft drinks, potato chips, chocolate bars, cookies etc.

Food Restrictions and Allergies

The Kingston Frontenac and Lennox & Addington Public Health restrict us from serving food to children that has not been prepared in a Health Unit-approved kitchen. We therefore request that you not send food with your child to the child care centre. This request does not include foods that accompany an infant or child with special dietary needs.

Sweet snacks such as: candies, cakes, cookies etc. will not be served to the children. KDC will provide a healthy and nutritious snack for special occasions.

If your child has special dietary needs or must eat food alternatives, you will be required to supply all necessary food items, presented in containers clearly marked with your child's name. Be sure to advise us when your child has any type of food allergies; we will assist with food alternatives where possible. We offer an "Allergy-Safe" environment at 3 of our locations. (St. Martha, Collins Bay and Our Lady of Lourdes). **Trillium Child Care Centre** has food prepared off site in the kitchen facilities of Trillium Retirement and Care Centre and therefore cannot be considered "allergy-safe". Children attending Trillium CCC who have a food related allergy will be required to supply their own lunches and will follow the same guidelines as above in the infant and brown bag lunch policy. An Individual Plan will be developed outlining food arrangements, accommodations made for the child as well as parental/centre responsibilities. Trillium CCC will provide snacks and beverages. Extra precautions will be taken to prepare an allergen safe environment for the child. An individual plan will be developed with the family and the child's physician

Anaphylactic Food Allergies

If your child has been identified as having an anaphylactic food allergy, please ensure that information has been included in your enrolment package. Kingston Day Care has a strict policy to help to maintain an allergy safe food environment. With your assistance an individualized plan will be developed for your child, allergy information will be posted in all food, serving, play and other areas where your child may be. Notification will be given to other families within the centre to identify your child and the allergy.

Inclusive Environment

Kingston Day Care offers play-based programs that are inclusive to all. We will ensure that children with exceptionalities who may require extra support will have an individual support plan in place that will allow the child to function and fully participate in a meaningful and purposeful manner. The individual support plan will be developed in conjunction with the family and supporting agencies (ie. Community Living Kingston). Any necessary supports, equipment or modifications to the program will be accommodated. The support plan will be signed by the parents and will be reviewed on an ongoing basis. Pedagogical documentation will assist educators in understanding the child and assist in developing the support plan and modifying the environment.

Physical Activity and Outdoor Programming

We promote physical activity, planned indoor *Body Breaks* and planned outdoor activities that promote the development of fundamental movement and sport skills such as running, jumping, catching, kicking and throwing.

Outdoor active play is offered to all children (infant, toddler and preschool) in care for more than 6 hours per day at a minimum of 60 minutes in the morning and 60 minutes in the afternoon (weather permitting) , totally 120 minutes per day.

All FDK and School Age programs are required to have at least 30 minutes of outdoor time per day (weather permitting).

Children who are not able to participate in outdoor play must have a written note on file from a parent/guardian or physician or director approval has been granted.

Screen time is not permitted at Kingston Day Care.

Note: the Playground safety policy will be reviewed in its entirety at time of enrollment.

OFF Premise Activity

Full day FDK and School Age programs may plan trips and outings that are off Kingston Day Care property. All planned trips and outings will be posted and parents/guardians will give their consent (signature) for their child to participate. Parents not wanting their child to participate in organized trips will be asked to keep their child at home on the day of the outing. Other impromptu off premise outings for all age groups may occur at the discretion of the educators. They may include: walks in the neighbourhood and surrounding community.

Sleep/Rest/Quiet Play

Toddler and Preschool children who receive care for six hours or more shall have a daily rest period not exceeding two hours in length. Each child will be assigned to an individualized cot. The need for rest/sleep varies greatly at different ages and from child to child. At Kingston Day Care children in our care (toddler, preschool or kindergarten) are permitted to sleep, rest or engage in quiet activities based on the child's individual needs.

The daily plan is so arranged that:

A rest period (not exceeding two hours in length) is offered following the mid-day meal. **A child not requiring sleep during the rest period is permitted to engage in quiet activities.**

Kingston Day Care ~ Policy on Sleep/Rest/Quiet Play

- Rest should not be of such duration that normal sleep patterns at home are disrupted.
- Parents will be consulted at time of enrolment, upon parent request, transition times between programs and when there are changes in a child's sleeping patterns. This information will be recorded in the child's 'Individual Profile' and will be available for staff to review and update as required. Parents will have daily access to their child's profile. Communication will take place at drop off or pick-up time, through arranged meetings and via email correspondence to ensure information is shared quickly and effectively.
- Children in rest or quiet play are to be supervised at all times; an identified staff member must be physically present in the room to supervise and conduct physical checks of the children by being physically present beside the child when conducting the check; looking for indicators of distress or unusual behaviour. Staff completing checks must be able to see the child's face. Physical checks must be conducted every 15 minutes. Record of checks and supervision practices must be recorded on the 'Sleep Supervision Checklist' and include details of visual checks, how often they occur and what is observed. Any significant changes in sleep patterns or behaviours must be recorded in the child's 'Individual Profile', daily log and reported to the parents. Changes in sleep patterns will be monitored closely until such time that the change becomes a typical pattern for the child.
- Children's cots will be labelled with their name. If a cot is shared it will be stripped and disinfected after each use.
- Cots will be placed a minimum of 18 inches apart, with an aisle of at least 36".
- "Bed Charts" will be posted in each sleeping area identifying the placement of the cots and therefore location of the children. Children departing during the rest time will have their cots removed. Changes and revisions to the cot/crib arrangement will be posted and noted in the daily log book for staff review.
- Sufficient light must be available in the sleeping area to conduct checks. Night lights/soft lighting will be provided in each sleep area.

- Sufficient light will be provided for non-sleepers who are engaging in quiet activities. Play areas closest to the windows will be utilized to provide natural light and overhead lights or lamps will also be used.

Infant Sleep Supervision:

Children less than 12 months of age are placed for sleep on their backs as outlined in the recommendations set out in the '**Joint Statement of Safe Sleep**' (ss.33.1)(Appendix A) unless a child's physician recommends otherwise in writing. Changes in sleep behaviour (ie. rolling over) will be reported to parents. Kingston Day Care staff are not required to reposition the infant.

- Infants have a visual and auditory baby monitor in each sleep room. Monitors will be inspected at the beginning of each day to ensure that they are functioning properly; record of inspections will be kept in the sleep room inspection file for one month and then filed in the office.
- Each infant is also provided with an approved crib (or such alternate apparatus as approved by the Ministry of Education with individualized bedding.) Each crib will be labelled with the child's name. In the event that there are infants who share a crib, labels on the crib (names) will reflect which infant is present that day; bedding will be laundered and mattress disinfected after each use.
- Infants are to be supervised at all times. When three or more infants are in a sleep room an identified staff member must be physically present in the sleep room to supervise and conduct physical checks of the children to determine any signs of distress or unusual behaviour. When less than three infants are in the sleep room, the staff member will visually monitor the sleeping children and conduct visual checks of the children by being physically present beside the child when conducting the check; looking for indicators of distress or unusual behaviour. Staff completing checks must be able to see the child's face. Physical checks must be conducted every 15 minutes. Record of checks and supervision practices must be recorded on the 'Sleep Supervision Checklist' and include details of visual checks, how often they occur and what is observed. Any changes in sleep patterns or behaviours must be recorded in the child's 'Individual Profile', daily log and reported to the parents. **Visual monitors are not a replacement for physical checks of the children.**
- Names of children sleeping are written on a 'white board' on each sleep room door. As children wake their names are removed from the board.
- Sufficient lighting in sleep room will allow for visual monitoring. Night lights/soft lighting will be provided.
- "Crib Charts" will be posted in each sleeping area identifying the placement of the cribs and therefore location of the children. Changes and revisions to the crib arrangement will be posted and noted in the daily log book for staff review.
- Infants who are transitioning from a crib to a cot when moving to the toddler room will receive written consent and acknowledgement of the transition from the parent or guardian.

Note:

Exceptions to sleep routines are to be documented in the Daily Log/Infant Log Book
Parents are consulted at the time of enrolment through the registration process on the child's sleep habits and are informed of Kingston Day Care's policy on sleep, rest and supervision

policies, including Kingston Day Care's obligation to place a child under 12 months of age to sleep in a manner consistent with 'The Joint Statement on Safe Sleep: Preventing Infant Deaths in Canada', unless otherwise recommended in writing by the child's physician.

Managers, Supervisors or designate will observe and record observations of compliance or noncompliance in respect to Kingston Day Care's Sleep/Rest/Quiet Play policy. The Sleep/Rest/Quiet Play policy, changes in sleep patterns and behaviours must be reviewed before commencing employment, as changes are made and annually thereafter. The General Manager/Supervisor will complete the review with employees. Both parties will sign and date, indicating the complete of the review. Any revisions made to the policy will be recorded in log books and posted for parents.

KFL&A PUBLIC HEALTH – Childhood Immunization

The Child Care and Early Years Act requires that all children attending licensed child care programs, who are not yet in school, have up-to-date immunizations according to Ontario's current publically funded schedule. A valid copy of each child's Immunization Schedule or a valid exemption must be provided to the child care centre prior to admittance. Kingston Day Care forwards all childhood immunization information received, along with a completed *Child Care Admission Form*, to Kingston Frontenac Lennox and Addington Public Health for their review as they are required to assess and maintain immunization records of all children attending licensed child care centres in the KFL&A area. All immunizations received after enrolment, as per KFL&A's *Routine Immunization Chart*, must be provided to the child care centre at the time they are given; this information will be sent to Kingston Frontenac Lennox and Addington Public Health. A *Child Care Immunization Record Review* from KFL&A Public Health will be sent to parents of children with outstanding immunizations; if children remain outstanding following one month's time, KFL&A is obligated to report this to the Ministry of Education. Objections or Exemptions to immunizations must be completed on a ministry approved form.

Head Lice

If head lice are discovered you will be contacted and asked to come and pick-up your child as soon as possible. Staff will provide you with an information sheet outlining the necessary steps to take to treat head lice. Children may not return to the program until they are **nit and louse free**. A program staff will examine your child's hair upon return.

Your child may return to the program after the first treatment has been completed and no live lice or nits are found. Examination will occur following the second treatment.

Contagious Disease and Communicable Illness

Your child is to be excluded from care while he or she is infectious, as defined by the KFLA Health Unit. You may be requested to provide medical documentation before returning your child to care. We reference the KFLA Health Unit's List of Childhood Diseases poster to determine diseases, their spread and their contagious periods. These posters are displayed for reference. Notice of all confirmed cases of communicable diseases will be posted.

Symptoms of Ill Health

If your child displays symptoms of ill health during the day we will separate your child from the others and you will be asked to pick-up your child as soon as possible. If we believe that your child may require medical attention we will advise you of that based on observations taken. Often in these cases there may be an exclusion period as outlined by KFL&A Public Health (ie. diarrhea or vomiting, children may be excluded until symptom free for 48 hrs.)

Low-Grade Fever

A body temperature of 38 degrees C (100.4 F) is considered a low-grade fever. In this case, we monitor the temperature by taking it every hour and watch for other symptoms.

High-Grade Fever

If a child develops a fever over 38 degrees C (100.4F), you will be contacted and asked to pick-up your child. Your child must be fever free (without fever reducing medication) for 24 hours before returning to the program. **Staff will only be able to administer fever reducing medication if provided with a doctor's note.** If a child is fever free (without fever reducing medication) from the afternoon through the evening, when fevers tend to peak and the child's behaviour is normal, then he/she may return to the program. In some cases a fever or contagious illness may not be present however, if your child is not well and therefore not able to participate in the program we will ask that you pick-up your child as soon as you are able.

Prescription Medication

Acceptance and administration of prescription medication is permitted only when the following procedures are followed:

The medication has been prescribed by a physician, is in its original container and has, on its label:

- The child's name.
- The name of the medication.
- The name of the prescribing physician.
- The required dosage.
- The date the medication was dispensed.
- Instructions for storage and administration.
- The expiry date.

The parent or guardian has given written authorization for administration of the medication using the Medication Information and Consent Form, including the following information:

- The reason for taking the medication or drug.
- The time(s) and amount(s) that the medication or drug is to be administered.
- Clear identification of any side effect(s).
- A start date and an end date, and the period is not longer than two weeks unless it is for a long-term medication or drug.

Non-prescription Medication

Acceptance and administration of non-prescription medication is permitted under the following conditions:

- Accompanied by a physician's note (ie. fever reducing medication).
- Specific written instruction is given by the parent (Medication Information and Consent Form).
- Medication is in its original container.

If the medication is fever reducing (feveral seizures) the parent will be contacted and asked to pick up their child as soon as possible.

If a medication is long term, a Medication Information and Consent Form is filled out at the beginning of each year. A note from the physician, indicating that the medication or drug is for long-term use, is given to an employee before administration of meds can occur.

Sunscreen, Lotions and Skin Preparations

Acceptance and application of lotions and creams are permitted under the following conditions:

- Product is in its original container.
- Product is labelled with the child's full name
- Expiry date is clear and legible.
- Written consent and application instructions are received from the parent.

Accidental Injury and Reporting:

In the event of an accident or injury, the injury will be reported to a supervisor. An Accident Report will be completed and signed by the staff, supervisor and parent. A copy will be given to you for your records. In the event that the injury requires medical attention please notify your centre of the outcome as soon as possible as a Serious Occurrence Report may need to be filed with the Ministry of Education.

Emergency/Fire Evacuation

In the event of an emergency evacuation Kingston Day Care has policies and procedures in place to ensure the safe evacuation of your children. Fire Drills and evacuations are practiced on a monthly basis. Each centre has an identified emergency shelter in the event of a full evacuation. Should an evacuation occur and we are not able to return to the child care centre, parents will be notified by phone and asked to come and pick-up their child at the emergency shelter location. Please always ensure that we have up to date contact information for you.

Emergency Shelter Locations:

St. Martha CCC - Sir John A Public School

Trillium CCC – Trillium Retirement and Care Community, Ridge Building

Collins Bay CCC – Edith Rankin United Church

Our Lady of Lourdes – St. Thomas Anglican Church

Serious Occurrence

Service Providers delivering services that are funded or licensed by the Ministry of Education are responsible for delivering services, which promote the health, safety and welfare of the children being served. This responsibility in turn requires the Service Provider to be accountable to the Ministry, specific to demonstrating that their service delivery is consistent with relevant legislation, regulations and/or Ministry policy.

The Child Care and Early Years Act (2014) requires that:

- Programs licensed under the CCEYA have written policies and procedures with respect to serious occurrences and that;
- A Program Advisor is notified of any serious occurrence within **twenty-four hours of its happening.**
- A **Serious Occurrence Notification** form must be posted in a conspicuous location outlining the nature of the occurrence.

A Serious Occurrence may include:

- 1) **The** death of a child which occurs while participating in a service, whether it occurs on or off premises.
- 2) **Any** abuse, neglect or an allegation of abuse or neglect of a child while receiving child care at the child care centre.
- 3) **A** life-threatening injury to or a life threatening illness of a child who receives child care at a child care centre.
- 4) **An** incident where a child who is receiving care goes missing or is temporarily

unsupervised

- 5) **An** unplanned disruption of the normal operations of a child care centre that poses a risk to the health, safety or well-being of children receiving care at the child care centre.

Prohibited Practices

The Child Care and Early Years Act, 2014 (CCEYA) proclaims that:

No licensee shall permit, with respect to a child receiving child care at a child care centre it operates or at a premises where it oversees the provision of child care,

- 1) Corporal punishment of the child;
- 2) Physical restraint if the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is only used as a last resort and only until the risk of injury is no longer imminent.
- 3) Locking the exits of the child care centre for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of Kingston Day Care's emergency management policies and procedures.
- 4) Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth.
- 5) Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding;
- 6) Inflicting any bodily harm on children including making children eat or drink against their will.

Intent

This provision forbids corporal punishment and other harmful disciplinary practices to protect the emotional and physical well-being of children. These practices are never permitted in a child care centre. Young children benefit from an affirming approach that encourages positive interactions with other children and with adults, rather than from a negative or punitive approach to managing unwanted behaviour. Rather than setting out practices to be used to manage children's behaviour at Kingston Day Care we support positive interactions between children, families, staff and the community (Please refer to Kingston Day Care's Program Statement). Research shows that children who experience warm, supportive relationships are happier, less anxious and more motivated to learn than those who do not. Positive relationships in early childhood have significant long term impacts on physical and mental health, and success in school and beyond.

Kingston Day Care utilizes the How Does Learning Happen (HDLH) document to provide information, guidance and support to its staff members on ways to engage in positive, responsive interactions that are critical for children's overall learning, development, health and well-being.

Staff interactions are monitored and recorded in a Staff Monitoring Log.

For more information please access:

Early Years Portal

How Does Learning Happen?

Think, Feel, Act: Lessons from Research About Young Children

Parental Concerns

If you have a concern regarding your child's care and/or the daily program please:

Discuss the concern with your child's primary teacher to reach a solution. Your concern and the solution will be recorded and shared with the Program Supervisor.

If you are unable to reach a solution with your child's teacher please arrange a time to address your concern with the Program Supervisor.

If you have a concern regarding administrative matters or if you have not reached an agreeable solution as outlined above please:

Discuss your concern with the Program Supervisor. Your concern and the solution will be recorded and shared with the General Manager.

If a solution cannot be reached with the Program Supervisor you will be referred to the General Manager to allow further discussion. Following the meeting a written response will be given to you within 3 business days and a copy of the correspondence will be forwarded to the Executive Director.

If your concerns were not resolved with the General Manager, you will be asked to meet with the Executive Director. Please provide a written account of your concerns and suggested resolution. The Director will meet with you within 3 business days. If, after this meeting, no resolution has been found, the matter will be brought to the attention of the Board of Directors. The Board of Directors will select a committee of 3 to meet with you. A summary of discussions and possible resolutions will be provided to the committee for their consideration and decision.

Notice to Withdraw

Families are asked to provide at least three (3) weeks written notice to withdraw their child from KDC; in lieu of notice, payment for three (3) weeks of service will be required.

A withdrawal from the program does not guarantee that space will be available if you wish to re-enter the program.

Termination of Service

Kingston Day Care recognizes that all children are unique and that they develop at different stages. We know that through ongoing positive engagement and communication with children and families the most optimal learning environment is created for the children. Kingston Day Care will always strive to work with children, families and community agencies to support children in our care however if a situation arises where it is determined that services need to be terminated between Kingston Day Care and a family in our care, the following policy will be applied.

KDC reserves the right to terminate services to a family under the following circumstances:

- Kingston Day Care is unable to meet a child's/families' needs despite repeated efforts and with support and collaboration with a community agency. Observations, discussions with family and collaborative consultations will be recorded.
- Violation of the late fee policy or non-payment of fees
- Other attendant circumstances, to be determined by KDC on a case-by-case basis.

Kingston Day Care Employees

As a condition of employment, KDC employees must:

- 1) Be a registered member in good standing with the College of Early Childhood Educators, or have Director's Approval from the Ministry of Education to replace an ECE or in the

case of a school age grouping, have a diploma in Child and Youth Care, Recreation and Leisure Services or be a member in good standing with the Ontario College of Teachers.

- 2) Participate in Continuous Professional Learning to upgrade skills and enhance practice
- 3) Be certified in Standard First-Aid and Infant & Child CPR
- 4) Provide proof of immunizations
- 5) Provide a clear Criminal Reference and Vulnerable Sector Check

- Kingston Day Care does not receive students or volunteers at the child care centres.
- No person less than 18 years of age supervises a child.
- Only employees will have direct unsupervised access to children.
- Employees will sign to confirm that all policies and procedures have been read and understood.

Criminal Reference/Vulnerable Sector Check

Kingston Day Care requires that all employees submit to a Criminal Reference check (CRC) and a Vulnerable Sector Check (VSC) at least every three years. In addition, employees are required to complete an 'Offence Declaration' in every calendar year within 15 days of the anniversary of the CRC/VSC. If at any time an employee is convicted of an offense under the Criminal Code (Canada), an Offence Declaration must be provided as soon as reasonably possible. In the event that an employee submits a declaration of offense demonstrating a conviction, KDC will review the declaration and determine whether or not the employee is fit to work with children.

'OTHER Persons'

All persons entering Kingston Day Care who are working with or providing support to a child and are employed or contracted by an outside organization or person (ie. resource person, bus driver, speech & language) have completed necessary screening prior to interacting with children.

- 1) Offense declaration or attestation from the employer that indicates that: the employer has reviewed and retained a vulnerable sector check from the person AND the vulnerable sector check was performed within the last 3 years AND the VSC did not list any convictions for any offences under the Canada Criminal Code listed in subparagraph 1ii of subsection 9(1) of the CCEYA 2014
- 2) Offense declaration or attestation must be received annually thereafter no later than 15 days after the anniversary date of the most recent declaration.

“We help children discover and share the wonder of life by providing a nurturing environment where all can play, explore and be.”

2017 Fee Schedule

East Kingston: St. Martha Child Care Centre

West Kingston: Collins Bay Child Care Centre

Trillium Child Care Centre

Our Lady of Lourdes Before & After School Programs

Infant, Toddler, Preschool

FULL Day		PART Day	
PROGRAM	RATE	PROGRAM	RATE
Infant (birth – 18 months)	\$52.00/day	Infant	Not Available
Toddler (15 months – 2.5 yrs)	\$45.00/day	Toddler	\$28.35
Preschool (2 yrs – 5 yrs)	\$39.00/day	Preschool	\$24.60
NOTE: Full-time care: 6 or more hours of care per day Part-time care: Less than 6 hours of care per day; 7:00am to 12:30pm <u>OR</u> 11:30am – 5:30pm (includes lunch).			

FDK, School Age

Program	Before School	Afterschool	Before & After School
St. Martha CCC	\$9.50	\$12.00	\$21.50
Collins Bay CCC	\$10.50	\$10.50	\$21.00
Our Lady of Lourdes	\$10.50	\$10.50	\$21.00
NOTE: Before & After School programs include a nutritious snack			
	FULL Day	PART Day	
St. Martha CCC	\$38.00	\$23.95	Lunch included
Collins Bay CCC	\$38.00	\$23.95	Lunch included

Daily rates are determined by your child's age and the adult/child ratio needed to provide care within that age grouping. Children will chronologically move to the next age grouping when space allows. Daily rates will adjust with the change of program and not by chronological age. If your child is in a program where his or her birth dated exceeds the program age group we will ensure that your child's developmental needs are addressed.

Preventing Sudden Infant Deaths in Canada

Introduction

The *Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada* has been developed in collaboration with North American experts in the field of sudden infant deaths, the Canadian Paediatric Society, the Canadian Foundation for the Study of Infant Deaths, the Canadian Institute of Child Health, Health Canada, and the Public Health Agency of Canada, with input from provincial/territorial, national, and regional public health stakeholders from across the country.

The Public Health Agency of Canada recognizes Sudden Infant Death Syndrome (SIDS) and other infant deaths that occur during sleep as major public health concerns. The *Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada* is part of the Government of Canada's continuing commitment to raise awareness of sudden infant deaths and safe sleeping environments. The purpose of this statement is to provide health practitioners with current evidence-based information so they may offer parents and caregivers information and support to prevent deaths due to SIDS and unsafe sleeping practices, in Canada.

SIDS is defined as the sudden death of an infant less than one year of age, which remains unexplained after a thorough case investigation, including the performance of a complete autopsy, an examination of the death scene, and a review of the clinical history. Current medical and scientific evidence, explains SIDS as a multifactorial disorder arising from a combination of genetic, metabolic, and environmental factors. Terms such as sudden unexplained infant death (SUID) and sudden unexpected death in infancy (SUDI) have emerged in an attempt to group all infant deaths possibly related to the infant sleeping environment. Definitions of these terms have not been consistent enough to make them universally acceptable.

The actual cause or causes of SIDS is unknown. In 2004, SIDS accounted for 5% of all infant deaths (0 to 1 year of age) and 17.2% of postneonatal deaths (28 days to 1 year of age). SIDS can occur at any time during the first year of life but peaks between 2 and 4 months, with fewer SIDS deaths occurring after 6 months. Infants who are male, premature, or of low birth weight, as well infants from socio-economically disadvantaged and Aboriginal populations have a higher incidence of SIDS. Further research is necessary to increase our understanding of the biological causes and mechanisms that predispose some infants to sudden infant deaths relative to non-affected infants in seemingly comparable circumstances.

Large scale epidemiological studies over the last two decades have increased our understanding of SIDS and identified certain modifiable risk factors. The most important modifiable risk factors for SIDS are infants sleeping in the prone position and maternal smoking during pregnancy.

In 1993, the Government of Canada, along with other international organizations, recommended that infants be placed on their backs to sleep and in 1999, reinforced this message by launching the Back to Sleep campaign. The rate of SIDS has been declining since the late 1980's, but between 1999 and 2004, Canada observed a 50% decrease in the rate of SIDS. This decline may be attributable, in part, to changes in parental behaviour such as placing infants on their backs to sleep and decreasing maternal smoking during pregnancy.

Other causes of death that occur while an infant is sleeping may be difficult to distinguish from SIDS. While studying SIDS, researchers have identified additional risk factors in the infant sleeping environment that may contribute not only to SIDS, but to deaths from unintentional suffocation due to overlaying or entrapment. Factors associated with unsafe sleeping environments include infants sharing a sleeping surface with an adult or another child, and the presence of soft bedding.

Principles of Safe Sleep and Modifiable Risk Factors

Infants placed on their backs to sleep, for every sleep, have a reduced risk of SIDS.

Prone and lateral sleeping positions are linked to increased rates of SIDS, even for infants who regurgitate. Infants who normally sleep on their backs and are then placed to sleep on their stomachs are at a particularly high risk. This reinforces the importance to consistently place infants on their backs to sleep at home, in child care settings, and when travelling. Sleep positioners or any other infant sleep positioning devices should not be used as they pose a risk of suffocation. Once infants are able to roll from their backs to their stomachs or sides, it is not necessary to reposition them onto their backs.

Infants will benefit from supervised *tummy time*, when they are awake, several times every day, to counteract any effects of regular back sleeping on muscle development or the chance of developing plagiocephaly, commonly referred to as flat head.

Preventing exposure to tobacco smoke, before and after birth, reduces the risk of SIDS.

Maternal smoking during pregnancy is an important risk factor for SIDS. The more a woman smokes during pregnancy, the higher the risk of SIDS. Women who reduce the amount of cigarettes smoked during pregnancy can reduce the risk of SIDS for their infants, and women who stop smoking can further reduce the risk. It is estimated that one third of all SIDS deaths could be prevented if maternal smoking was eliminated.

Infants who are exposed to second-hand smoke after birth are also at a greater risk of SIDS, and the risk increases with the level of exposure.

The safest place for an infant to sleep is in a crib, cradle, or bassinet that meets current Canadian regulations.

When infants sleep on surfaces that are not designed for them, such as adult beds, sofas, and armchairs, they are more likely to become trapped and suffocate, in particular when the surface is shared with an adult or another child. Other than a firm mattress and a fitted sheet, there is no need for any extra items in a crib, cradle, or bassinet. Soft bedding such as pillows, duvets, quilts and comforters, as well as bumper pads increase the risk of suffocation.

Overheating is a risk factor for SIDS. Infants are safest when placed to sleep in fitted one-piece sleepwear that is comfortable at room temperature and does not cause them to overheat. Infants do not require additional blankets as infants' movements may cause their heads to become completely covered and cause them to overheat.⁴¹ If a blanket is needed, infants are safest with a thin, lightweight, and breathable blanket.

Strollers, swings, bouncers, and car seats are not intended for infant sleep. When sleeping in the sitting position, an infant's head can fall forward and their airway can be constricted. This risk reinforces the importance to move an infant to a crib, cradle, or bassinet to sleep, or when the destination is reached.

Infants who share a room with a parent or caregiver have a lower risk of SIDS.

Room sharing refers to a sleeping arrangement where an infant's crib, cradle, or bassinet is placed in the same room and near the parent or caregiver's bed. Infants who share a room have a lower risk of SIDS and will benefit from room sharing for the first 6 months during the period of time the risk of SIDS is highest. Room sharing facilitates breastfeeding and frequent contact with infants at night.

Bed sharing describes a sleeping arrangement where an infant shares a sleeping surface such as an adult bed, sofa, or armchair with an adult or another child. Sharing a sleeping surface increases the risk of SIDS and the risk is particularly high for infants less than 4 months of age. Sharing a sleeping surface with an infant also increases the risk of entrapment, overheating, overlaying, and suffocation. The risk of SIDS and other unintentional deaths that occur during sleep increase further when an infant shares a sleeping surface with a parent or caregiver who smokes, has consumed alcohol, is under the influence of sedating drugs, or is overly tired.

The term *co-sleeping* can refer to a range of sleeping practices that include both bed sharing and room sharing. Definitions of this term are not consistent enough to make it universally acceptable.

Breastfeeding provides a protective effect for SIDS.

Any breastfeeding for any duration provides a protective effect for SIDS, and exclusive breastfeeding offers greater protection. It is estimated that exclusive breastfeeding for the first 6 months, during the period of time the risk of SIDS is highest, may reduce the risk SIDS by up to 50%. Successful breastfeeding is not dependent on sharing a sleeping surface. However, for

women who may bring their infant into bed to breastfeed, the risk of SIDS is not increased when the infant is placed back to sleep in a crib, cradle, or bassinet following the feeding.

Pacifiers appear to provide a protective effect for SIDS. No solid evidence demonstrates that pacifier use impairs breastfeeding, however delaying the introduction of a pacifier is best left until breastfeeding is well established.⁵³ Infants who accept a pacifier should have one consistently, for **every** sleep; however, a pacifier is not required to be reinserted if it is expelled during sleep.

The Public Health Agency of Canada has produced the Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada for health practitioners so they may provide parents and caregivers with information and support to prevent deaths due to SIDS and unsafe sleeping practices. Parents and all caregivers are encouraged to practice the principles of safe sleep at home, in child care settings, and when travelling.