



INSPIRING MINDS

Early Learning Centre

Parent Handbook

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Licensed by the Ministry of Education

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Respect | Confidence | Independent Thinking | Open-Mindedness | Persistence

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Welcome to Inspiring Minds Early Learning Centre

Inspiring Minds Early Learning Centre (Inspiring Minds ELC) was established to respond to the growing need for licensed child care in the Wellesley area. We opened on June 2, 2008, operate as a not for profit, charitable organization and are governed by a volunteer board of directors.

On an annual basis, the Ministry of Education Licensing and Compliance Branch licenses Inspiring Minds ELC. The license and summary of our licensing visit can be found on the parent bulletin board at each site.

This handbook is designed to give you a better understanding of our centre. If you have any questions, please feel free to ask. Full policies and procedures are available for your perusal in the office.

Our Mission Statement

Inspiring Minds ELC begins life long learning by providing licensed, developmentally appropriate and stimulating early learning and child care for children 16 months to 12 years of age.

Program Statement

High quality care changes the lives of children. When children have consistent, supportive, and responsive relationships, they thrive. The program at Inspiring Minds Early Learning Centre (Inspiring Minds ELC) provides the foundation for life long learning through stimulating early learning and care. We seek to provide a compassionate and respectful environment that supports and enables the children and families who use our service.

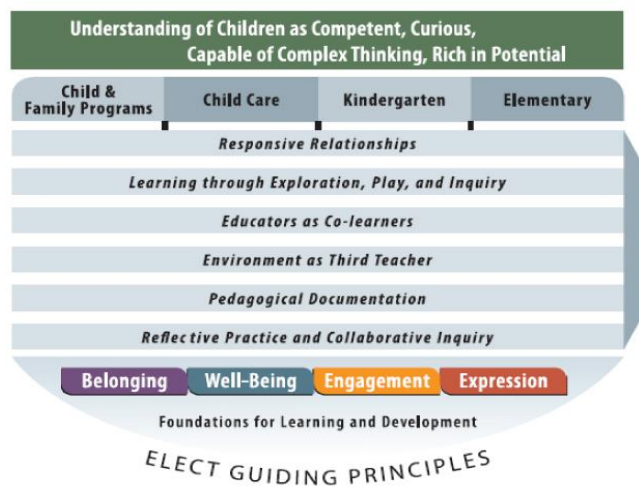
Program and Healthy Development

Our play-based program is centered on the premise that each child is a capable, competent, unique individual who brings wonderful qualities and much knowledge to share with others. Each child is recognized and encouraged in a manner that respects the child's emotional, social, intellectual and physical needs. The educators, facility environment and appropriately selected learning materials promote children's inquiry and independent exploration through play. Each child is encouraged and enabled to use his/her natural curiosity, independence and creativity to hypothesize and test his/her own ideas.



We are committed to providing maximum quality, safe and nurturing child care. Our curriculum is guided by *"How Does Learning Happen? Ontario's Pedagogy for the Early Years (2014)"* and *"Early Learning for Every Child Today" (2007)*.

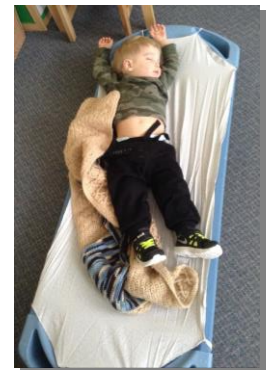
Four foundations - belonging, well-being, expression and engagement - shape our program and build the child-educator and parent-educator relationships.



The curriculum is designed to foster each child’s individual learning style and allows for learning to happen during self-directed play. The educators scaffold on the children’s capabilities and interests by observing and reflecting on the observations; providing provocations, open-ended materials and challenging opportunities; and by making connections as well as asking open-ended questions.



A well-rounded day provides the children with many opportunities to learn and grow. All experiences matter - from the first greeting in the morning, to playing purposefully, to eating lunch, to resting to going home in the afternoon. The daily routines are designed to support children as their skills develop and grow. We strive to keep schedules as flexible as possible within the constraints of the day, such as lunchtime and sharing outdoor spaces. The schedules also include opportunities for quiet and active play, both indoors or outdoors. The elements in each program add to the learning environment and experiences.



Healthy eating is key to well-being. Our menu rotates on a five-week basis, follows Canada’s Food Guide and is reviewed by a nutritionist. We aim to serve a wide variety of food, including whole grains and vegetarian options. Families in our School Age program are required to bring snacks, which also follow Canada’s Food Guide and include two food groups. Inspiring Minds School Age Program provides fruit and a grain product for children who do not have their own snack.



Child Guidance

The adults at Inspiring Minds ELC value respect, confidence, open-mindedness, persistence and independent thinking. We use these beliefs to guide our interactions, attitudes and relationships. They aid in the development of a secure environment which builds a sense of self-worth, belonging and well-being, as well as encourage the give and take of communication. Educators support and encourage the children to interact and communicate in a positive way. The children

practice useful and appropriate strategies to regulate and express their feelings, remain calm, recognize the effect of their actions on others and build resiliency.

Following the premises that every behaviour has a reason and all interactions build relationships, we do not permit:

- corporal punishment
- the deprivation of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding
- locking the exits of the centre for the purpose of confining children, or confining a child in any locked room or structure or being left without supervision
- harsh or degrading measures or threats that would humiliate, shame, frighten a child or undermine a child’s self-respect, dignity or self-worth
- physical restraint of a child for the purposes of discipline or in lieu of supervision
- inflicting bodily harm on a child, including making a child eat or drink against his/her will or using food as a means to control and/or reward behaviour.

Suspected infractions of these guidelines will be reported to and investigated by the Director or Supervisor.

Educators

The most important indicator of quality in an early learning centre is the teaching staff. The educators at Inspiring Minds ELC are trained or are training in the field of Early Childhood Education. They reflect on and document their observations of the children’s learning and the overall program. We pride ourselves on building meaningful relationships with the children and families who use our service.



The educators recognize the value of play and the connection between play and development. Experiences are child-initiated and adult-supported. The educators plan based on their observations, the children’s capabilities and interests as well as their understanding of developmental domains. As co-constructors, the educators add to the children’s interests with their own interests in order to broaden the children’s knowledge.



We believe that when an educator actively engages in professional development, the quality of early learning and care increases. Through development opportunities, we endeavor to continually learn and build upon our practices. Inspiring Minds ELC provides remuneration and opportunities for the educators to attend workshops, conferences and training such as Standard First Aid and CPR.



Inspiring Minds ELC mentors students who are in high school, college or university through co-op placements. We encourage open dialogue between student and educator in order to learn from each other.

Partnerships

Creating and maintaining open partnerships with families only improves our connection with the children. Parents and guardians know their children best and are a valued resource. Face to face and written communication with parents and guardians along with documentation of learning are integral to building and maintaining our relationships. Inspiring Minds ELC offers opportunities for parents to be involved in our organization. They are welcome to enter the program rooms at any time during the day, share their own interests and experiences as special guests, sit on the Board of Directors or a committee and join in the varied social and fundraising events offered throughout the year.



We are committed to maintaining ongoing and establishing new community partnerships which strengthen our service. We work with community agencies, such as Kids Ability, KW Habilitation, Carizon, in order to support children and their families. As well, we view the immediate Wellesley area as a resource by inviting community members into our program as visitors and taking excursions in the village.



We work with Wellesley Public School in order to ease the transition to and from our kindergarten and school age programs. As well, educators are happy to participate in school conferences to support the child and family.



Each year, we raise funds for an outside organization that supports a family from Inspiring Minds ELC (such as Muscular Dystrophy Canada), in order to model inclusiveness and give back to society.

Evaluation and Review

Annually, we ask the Board of Directors, staff and parents for their honest feedback in order to improve our organization. From the surveys, we seek ways to improve and better serve the people who work, volunteer and register with our organization.

Staff, students and volunteers are required to adhere to this program statement as well as our policies and procedures. As such, the program statement, policies and procedures will be reviewed prior to employment or placement, upon revision and annually thereafter. During team meetings, the educators reflect on the implementation of this program statement from an individual and collective perspective.



More information about...

The Educators

Educators who have completed their Early Childhood Education diploma or degree are registered with the College of Early Childhood Educators. All staff regularly participate in professional development, are certified in standard first aid and CPR and have vulnerable sector checks completed every three years.

For more information on our educators, please visit the staff page on our [website](#).

The Board of Directors

A Board of Directors administers Inspiring Minds ELC. There are up to 9 members who represent various areas of expertise. Directors are elected to a 3-year term with the option of re-election for one more term. We encourage parents with children in the Centre to volunteer their time on our Board or on a sub-committee. Board members meet monthly with the exception of December and July. For a list of our current board members, please visit our [website](#).

Parent Participation

Inspiring Minds ELC believes that parents are an important part of the child care experience. Participation is encouraged through visits, sharing of an experience or talent, at parent information nights and social activities. Parents are welcome to visit the Centre at any time. If you would like to have lunch with your child, we require 2 days notice to inform our caterer and there is a cost of \$5.00/lunch. If you or another family member would like to volunteer at the centre, please speak to the Director for more information about the requirements.

Parents are members of our corporation and are invited to become members of our Board of Directors, or sit on a sub-committee. Please speak to the Director or Supervisor for more information on the Centre's operation. Parents have voting privileges at the Annual General Meeting, which includes the election of new board members.

Communication with Parents/Guardians

We pride ourselves on ongoing communication with parents and encourage parents/guardians to discuss any concerns. Opportunities, such as daily conversations and parent-teacher conferences, are provided to ensure effective communication between parents/guardians and educators. Conferences may be scheduled throughout the year as requested by parents or educators.

At Inspiring Minds ELC we respect the privacy of children and families. All personal records and information relating to children and families are treated in a confidential manner. We will ensure that all parents can share information in confidence and will only be used to enhance the welfare of their children. Information is only shared with other agencies with the parent's consent, except in the case of child protection issues.

We value the input of parents and ask that a yearly evaluation be completed to assist Inspiring Minds ELC to provide a quality, relevant program. If you happen to have a concern, please bring it to the attention of the Director as soon as possible in order for us to resolve the issue. Families who wish to provide feedback on the way IMELC provides service to people with disabilities are welcome to use their preferred way of communication whether verbal or written. All feedback will be directed the Director who will then inform the human resource representative on the Board of Directors. Families can expect to hear back in 5 business days. Complaints will be addressed according to our organization's regular complaint procedure.

A Glimpse into our Programs



Want more information than what is detailed below? Please feel free to speak to one of our educators at your convenience. As well, if you would like a copy of your child's schedule, just ask.

Toddlerville (16 - 36 months), Preschool Express (2 ½ - 4 years) PT Cruisers (2 ½ - 4 years)

These programs provide nurturing and enriching environments where the young child can socialize, learn and grow. The schedule provides opportunities for quiet and active play, indoor and outdoor activities and rest. Playground activities offer time for gross motor activity. Children go outside for 2 hours each day, weather permitting.

Kindergarten Program (Kinderzone)

The kindergarten program is available for JK and SK children and is open from 7:30AM until the morning bell time and again from the afternoon bell time to 6:00PM. The children and educators walk to and from Wellesley Public School (WPS) on a daily basis. Our educators wait at WPS with the kindergarten children until they enter the school. After kindergarten, a WPS staff member escorts the kindergarten children to our meeting spot. *It is imperative that you notify IMELC and WPS if your child will not be attending Inspiring Minds ELC after kindergarten. We do not leave the school's premises until the whereabouts of each child is confirmed.* Upon returning to Inspiring Minds ELC, free choice activities and an afternoon snack are available. The activities offered are based on the children's interests and the observations of the educators.

Full-day child care is available during the staggered start, on public school PD days, March break, the summer break and one week at Christmas break.



School Age Program (Kewlage)

Our school age program is held at St. Mark's Lutheran Church, located beside Inspiring Minds ELC. The program is available for children ages 6 to 12 years and is open at 7:30AM until the morning bell time and from the afternoon bell time to 6:00PM. The group, under the supervision of the leaders, walks together to and from school on a daily basis. Upon arrival at Wellesley Public School and the on duty WPS playground supervisors are sighted, the school age children have the opportunity to engage with their classmates and friends until bell time. One educator is available for assistance until the kindergarten children have entered the school. After school, the children gather at our meeting spot until all children are accounted for. *It is imperative that you notify IMELC and WPS if your child will not be attending Inspiring Minds ELC after school. We do not leave the school's premises until the whereabouts of each child is confirmed.* Upon returning to Inspiring Minds School Age Program, outdoor and indoor free choice activities are available. The activities are based on the group's interests and negotiated as required.



Full-day camps are available on all public school PD days, one week at Christmas, March and Summer Breaks. Payment for full days is required upon registration. We are unable to provide snacks at the school age location. If you have not received our bag lunch policy or the behaviour code, please ask for a copy.

School Age Behaviour Code

We believe that children come to Inspiring Minds ELC with the right to develop their many skills as fully as possible. We expect an atmosphere of mutual respect. One component of this environment is learning to make decisions and choices appropriate to the child's age, ability and development and accepting the consequences of those decisions. Teaching self-discipline is the joint responsibility of Centre staff and parents. Each family is required to read and return a signed form indicating that the behaviour code has been read and understood.

Off site activities

From time to time, relevant field trips, off site activities and in-house guests are incorporated as an extension of our curriculum. You will be notified of excursions prior to the event, excluding walks in the neighbourhood, which will be communicated to parents the day of. Parents are welcome to assist on field trips. Please note: all parents assisting on field trips are required to provide a clear vulnerable sector check prior to the trip. As well, parents are required to assume any related costs for the vulnerable sector check and the field trip. A permission form for each child is required for any off site activities.

Hours of Operation

Inspiring Minds ELC is open from 7:30AM to 6:00PM Mondays to Fridays. PT Cruisers (part day preschool program) runs from 9:30AM to 2:30PM on Tuesday and Thursday from September to June.

We are closed on the following statutory holidays: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Christmas Day, Boxing Day. Inspiring Minds ELC closes early on Christmas Eve (time will be determined yearly) and will reopen the first workday after January 1.

Parking

Parents may parallel park on Henry Street during arrival and departure times. The parking lot at St. Mark's church is not available to parents dropping off or picking up children from the school age program or the main site.



Policies

All policies and procedures are stated in detail in our Policy and Procedure Manual located in the main office. Please see a staff member for clarification of a policy or if you would like, you are welcome to read the complete policy, either electronically or in hard copy form.

Waiting List and Application Process

Parents/Guardians must apply to the wait list by submitting an online application through OneList Waterloo Region (www.regionofwaterloo.onehsn.com). Within five (5) business days of receipt of the application, the Director or Supervisor will email families a welcome letter and offer a tour of the Centre.

Parents/Guardians are able to login to their online application at any time to view their current applications, update any information or withdraw their application. There is no fee charged to parents to apply to the wait list.

As child care spaces become available at Inspiring Minds ELC, the Director or Supervisor follows up with parents/guardians to offer child care spaces, following these priorities:

- families who are currently enrolled
- children of staff members
- families registering for full time programs and
- families who live in Wellesley Township and surrounding area.

If parents/guardians do not respond within five (5) business days, the Director or Supervisor may remove the application on the OneList Administration site. Families that respond after the specified time has expired and confirm they want to register will have their application moved back to “active” on the OneList administration site, with their original application date reinstated, and be placed in priority for the next available space, if the original space offered has been filled.

Admission to Inspiring Minds ELC occurs throughout the year with a spring registration for the following September. Children are enrolled on a first come, first serve basis with priority given to families currently enrolled. Remaining spaces are open to families on the waiting list following the above-mentioned process.

Families are encouraged to tour the Centre between the time they register on our waiting list (<http://onelistwaterlooregion.ca>) and the time of registration. When families apply to register in a program at Inspiring Minds ELC, the application, medical forms and immunization record must be completed prior to the start date. A space will be reserved once the application, medical and immunization forms, registration fee and deposit have been fully completed and received.

When registration is complete, families are encouraged to visit the Centre to assist their child in becoming familiar with the program, educators and peers. Parents or a familiar adult are required to remain on-site during the pre-enrolment visits.

Health and Safety Requirements

Prior to admission to Inspiring Minds ELC, parents are asked to complete a medical form and to provide a record of all immunizations. If you have chosen not to immunize your child for medical or conscientious reasons, please let us know and we will provide the appropriate form. To assist in keeping all children as healthy as possible, children who exhibit the following signs or symptoms may not attend Inspiring Minds ELC:

- a fever with other symptoms (rash, nausea, diarrhea, cold symptoms)
- a fever over 101F (38C) with no other symptoms
- eye discharge
- two bouts of vomiting or diarrhea within a 24 hour period (must be symptom free for 24 hours before re-admittance)
- severe cough
- not feeling well enough to participate fully (including going outside)
- head lice.

At the discretion of the director, supervisor or designate supervisor, any child may be sent home if s/he appears to be ill or is putting the health of other children at risk.

Meals and snacks are prepared by a caterer, meet Canada's food guide and have been reviewed by a Registered Holistic Nutritionist. Two weeks of our menu are posted on the parent's bulletin board above the cubbies adjacent to the Preschool Room and available on our [website](#). Parents are required to bring any food substitutions for their child who has any allergies or sensitivities. Snacks are not provided at our School Age Program, however fruit and a grain product are available if a child does not have his/her snack.

We are a nut aware environment and have staff with life-threatening allergies to carrots, celery and sunflower seeds. Please do not send carrots, celery in any form, sunflower seeds or any food containing nuts.

A rest period is part of our toddler and full day preschool programs. We believe that this time allows for children to relax and rejuvenate. One educator remains in the room during rest time and ensures the children are sleeping comfortably. If you feel the need to limit the length of your preschool child's nap, kindly speak to a staff member and then provide a written confirmation. Children who do not sleep are given quiet activities, such as books or puzzles, once the children who require a nap are sleeping. The Centre provides individual cots and sheets and parents are asked to provide a blanket and a cuddly toy for their child, which may remain at the Centre or be returned daily. Blankets and cuddly toys will be sent home weekly for laundering.

In case of an emergency, parents will be contacted immediately. In the unlikely event that a child needs to be taken to the emergency department, parents will be notified and be asked to meet us at the hospital.

Our facility is smoke free. Smoking is not permitted in, at or on either property, including the parking areas.

Arrival/Departure

Parents need to accompany their child into their child's program area, whether it is in the classroom or playground, regardless of the child's age. We value daily communication with parents, however may be engaged with another child during arrival and departure times; please ensure that the educator acknowledges you when dropping off or picking up your child.

Children may be picked up any time during the day; children will not be released to anyone who is not listed on the application form without a parent's or guardian's permission. Please inform us if a different person will be picking up your child, even if s/he is listed on the application form. Children will not be released to anyone, including siblings, under the age of 12 years.

Financial Policy

A non-refundable fee of \$25.00 is required upon registration. We require a deposit of the last month's fee, which is applied when a minimum of one month's written notice is given and your account is not in arrears. The deposit is not refundable if you withdraw your child prior to the start date.

Tuition is to be paid monthly in advance by cheque or e-transfer. Cheques payable to "Inspiring Minds Early Learning Centre" should be delivered to a staff member by the first Friday of the month. If tuition is not paid by the 15th of the month a 2% interest charge will be applied to the next month's invoice. Please speak to the Supervisor or Director to arrange alternative payment plans. A charge of \$25.00 applies to all NSF cheques.

Currently enrolled Kindergarten and School Age families are required to submit a \$50.00/child commitment fee when registering for the following school year. The commitment fee is non-refundable if a child is withdrawn prior to or during October.

Parents will be billed for the days registered including all PD days and days over the school breaks, regardless of absenteeism, school closure due to inclement weather or unforeseen circumstances or statutory holidays. Because of scheduling, children enrolled on a part time basis will not participate in the entire curriculum. Substitution of days cannot be accommodated.

As a charitable organization, Inspiring Minds ELC automatically issues receipts for all donations \$20.00 or over. If you would like a receipt for a lesser amount, please speak to the Director or Supervisor. In order to keep our fundraising events to a minimum, a \$5.00 fundraising fee is added to each month's invoice, for which a charitable receipt will be issued by the end of February of the following year. Charitable receipts are not provided for in kind gifts.

Vacation Allowance – Toddlerville and Preschool Express

For children enrolled in Toddlerville and Preschool Express, a vacation allowance of a maximum two weeks will be granted after one full year of admission, based on the child's anniversary of their starting date. The vacation allowance is based on two weeks worth of the child's regular schedule at the time the vacation is taken. A minimum one-month's notice is required for the vacation credit to be applied.

Families who wish to withdraw for the summer months and request the Centre holds their child's space for September will be required to pay for one of the month's tuition. This does not entitle the child to attend for the entire summer period.

Vacation allowance is not permitted to be used in conjunction with withdrawal notice and does not accumulate from year to year if not used.

Vacation Allowance – PT Cruisers, Kinderzone and Kewlage

A vacation allowance is not applicable in the part day preschool, kindergarten or school age programs.

Part Time Childcare (Toddlerville, Preschool Express, Kinderzone and Kewlage Programs)

Part-time care will only be offered based on the ability to match opposing days with another part time family. If during the year, a part time family withdraws, the family sharing the space will be asked if they prefer to remain part time or enroll full time. A part time family may be asked to withdraw under the following conditions:

- another family is not found to share the part time space,
- a full time child is on the waiting list and
- the family chooses not to enroll full time.

Every effort is made to find a part time family to share the space.

Please be aware that your child may not participate in all activities offered. In order to maintain our ratios, substitution of days cannot be accommodated.

Emergency Closures

Inspiring Minds ELC will be closed for inclement weather if the Waterloo Regional District School Board closes **all** public schools. If buses are cancelled, Inspiring Minds ELC remains open. If Wellesley Public School closes early, it is the parent's responsibility to pick up their child(ren). Closures will be announced on the local radio stations, 570 News, CHYM FM; a message will be added to the voice mail and, if available, our Facebook page and an email will be sent to parents. Please consider the weather in your drive time when picking up your child at the end of the day.

Other closures are unlikely, however may occur. Inspiring Minds ELC has an Emergency Preparedness Policy and Procedure for a number of situations, such as lockdown, hold and

secure and natural disasters. In case of emergency, parents will be notified as soon as possible either by phone or email. If the premises are evacuated, children will be escorted to one of the following emergency shelters:

Main Site: 1123 Henry St. or 1134 Queen's Bush Rd.

School Age Site: 1129 Henry St. or 1134 Queen's Bush Rd.

Administration of Medication

The Director or Supervisor or in their absence, a designated educator dispenses either prescribed or over the counter medications. Parents are required to fill out medication forms, which are available from your child's educator. Medications and non-prescription creams, sunscreen, lotions and lip chap must be in the original container and labeled

- with your child's name,
- dosage (time and amount),
- storage instructions (i.e. refrigerator, medicine box) and
- dates of purchase and expiry.

Forms, labels and storage baggies are available for your use to store medications and creams.

Children's Clothing and Belongings

Parents should ensure that their child is dressed in comfortable, serviceable play clothes. Closed toe footwear is required for outdoor play. Children play hard at our Centre and should not be concerned with staying clean. Please send a complete set of extra clothes. For ease of dressing, please ensure boots and clothing are large enough, but not too large, so that a child can slip them on and off independently. Outdoor play is an important part of our program and we are outside for 2 hours per day, weather permitting. Please send appropriate outerwear each day; especially in the spring and fall, morning and afternoon outerwear may differ.

We ask that toys/special objects from home be limited to comfort or toys needed for the transition to child care. Please label everything brought into the Centre with your child's name. Inspiring Minds ELC shall not be held responsible for the loss of personal property during a child's attendance at our Centre.

Child Care Supervision

Direct, unsupervised access to children is permitted for employees of Inspiring Minds ELC only. A written consent will be supplied to parents to allow for unsupervised access for employees of supporting agencies (i.e.: Kids Ability and Carizon Family and Community Services) prior to support being given.

Serious Occurrence

Even with the best precautions, a serious occurrence, such as a serious injury to a child, an event that interrupts the daily routine or a serious complaint about the service standard, may take place. In order for transparency and parental access to information, a serious occurrence notification form will be posted adjacent to our license on the Parent Bulletin Board for ten (10) business days. Please speak to a staff member if you have any questions or concerns about a posting.

Parent Concern Policy

The purpose of this policy is to provide a transparent process for parents/guardians and Inspiring Minds Early Learning Centre (ELC) employees to use when parents/guardians bring forward issues/concerns.

Parents/guardians are encouraged to take an active role at Inspiring Minds ELC and regularly discuss what their child(ren) are experiencing with our educators and in our programs. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, educators and supervisory staff and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Our educators are available to engage parents/guardians in conversations and support a positive experience during interactions.

All issues and concerns raised by parents/guardians are taken seriously by the management team at Inspiring Minds ELC and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents/guardians within two (2) business days. The person who raised the issue/concern will be kept informed throughout the resolution process.

Investigations of issues and concerns will be fair, impartial and respectful to parties involved.

Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents/guardians, children, staff, other persons including, but not limited to students and volunteers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or Family and Children's Services).

Inspiring Minds ELC maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.

If at any point a parent/guardian and/or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the Director or the Board of Directors President or Human Resource representative.

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.

If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the [Local Children's Aid Society \(CAS\)](#) directly.

Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the *Child and Family Services Act*.

For more information, visit:

<http://www.children.gov.on.ca/htdocs/English/childrensaidthereportingabuse/index.aspx>

To read the procedure on how this policy is implemented, please click [here](#).
(<https://drive.google.com/file/d/0B9iZtiaoF6rNUVZYMmlXeEdPT3M/view?usp=sharing>).

Confidentiality

Inspiring Minds ELC only collects personal information necessary to provide quality and caring child care services, to meet the individual developmental needs of each child, provide emergency health care, ensure a safe and secure environment and meet applicable legislation that applies to the operation of a child care centre in Ontario.

All reasonable care and caution is taken in protecting printed or written confidential information from casual observation, unauthorized perusal or other such abuse.

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect to Family and Children's Services as per the "Duty to Report" requirement under the *Child and Family Services Act*.

Need More Information?

Please feel free to speak or contact the Director, Supervisor or any staff member if you would like more information. Our [website](http://inspiringmindselc.ca) (<http://inspiringmindselc.ca>) and [Facebook](https://www.facebook.com/InspiringMindsELC) page (<https://www.facebook.com/InspiringMindsELC>) are also ways to learn more and keep up to date with the happenings at Inspiring Minds ELC.

Notes: