



# TRENT CHILD CARE

Annual Report 2017/2018

*Caring and sharing for over 40 years!*



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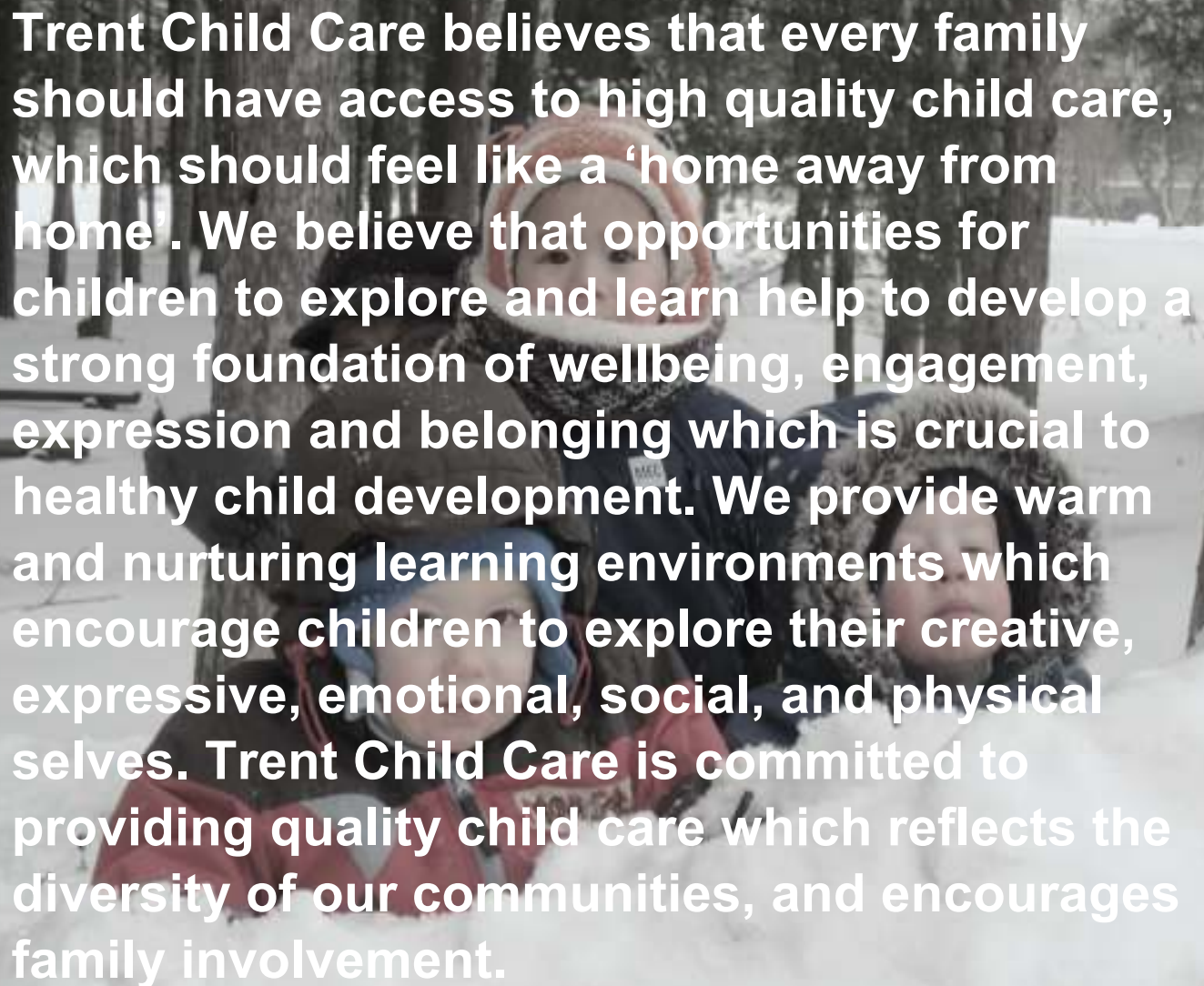
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# OUR VISION

A photograph of three children in winter clothing standing in a snowy forest. The child in the center is wearing a red hat and a dark jacket. The child on the left is wearing a blue hat and a red jacket. The child on the right is wearing a dark hat and a dark jacket. They are all looking towards the camera. The background is a snowy forest with trees and a white fence.

**Trent Child Care believes that every family should have access to high quality child care, which should feel like a ‘home away from home’. We believe that opportunities for children to explore and learn help to develop a strong foundation of wellbeing, engagement, expression and belonging which is crucial to healthy child development. We provide warm and nurturing learning environments which encourage children to explore their creative, expressive, emotional, social, and physical selves. Trent Child Care is committed to providing quality child care which reflects the diversity of our communities, and encourages family involvement.**

# Thank you!

## 2017/2018 Board of Directors

### Honouring the Past, Shaping the Future

Once again over the past year we have had an outstanding Board of Directors to guide the work of the organization.

Trent Child Care governance starts with the elected Board of Directors. Our volunteer Board Members serve a minimum two-year term and ensure that Trent Child Care's mission is upheld.

The Board is responsible for determining the organizational policies pertaining to: Human Resources; Planning; Finance; Community Relations; and Organizational Operations, and offer guidance to the Executive Director. A large part of our continued success is due to the strong leadership provided by the Board of Directors.

We take this opportunity to thank the members of the 2017/2018 Board of Directors for their dedication, their leadership and their vision. *Thank you!*

#### **Officers:**

Chris Russell – President/Treasurer, Donna Galloway – Vice President & Kimberley Dunbar – Secretary

#### **Directors:**

Julie Kay, Rhonda Harrison, Denise Huntley, Mark Hraynyk, & Sarah Jamieson





# PRESIDENT'S REPORT

I am pleased to once again provide the President's Report for Trent Child Care.

In keeping with my past reports, I will again reiterate that it is a pleasure to serve on a Board where the vast majority of our time is spent reviewing the organization's various successes, with very little time (if any) spent addressing problems or concerns. In large part, this is because we have knowledgeable, proactive staff who "take care of things" when the rare issue arises.

Broadly, there have been few substantive matters for the Board to deal with. The main funders continue to provide funding, our enrolment remains high, our financial position remains strong, and the organization continues to be a community leader in the area of child care.

One highlight from the past year is the King George School project, which we are particularly excited about. Trent Child Care will be the child care agency serving the new school that will replace the existing King George and Armour Heights schools. The current plans for the new school include a purpose-built facility from which we will provide our day care services. For those who have had a chance to visit our Trent University site, you will appreciate how wonderful it will be for Trent Child Care to have a second purpose-built facility from which to provide our child care services. The planned opening date for the new school is September 2019, although it now appears that may be delayed somewhat.



Another highlight from the past year was the approval of Community Based Capital funding for Trent Child Care to expand its Bridgenorth program. This expansion would see a newly renovated room at the Bridgenorth United Church that would allow us to accommodate 15 toddlers. We are currently limited to only 8 toddlers at our Bridgenorth site. While the funding has been approved, we are still waiting for approvals from the Bridgenorth United Church and the Ministry of Education.

A third highlight relates to our current strategic planning initiative. It has been at least five years since Trent Child Care engaged in any strategic planning. And while it has been relatively smooth sailing these past five years, it is always a good idea to make sure that the Board and staff are addressing any issues that have arisen, and are planning for any likely eventualities. We have had a number of strategic planning sessions already and we expect to see the results of those efforts in the near future.

I would be remiss if I did not identify our most important success, which is that we continue to be blessed with incredible, competent staff who are dedicated to the important work they are doing at Trent Child Care. All of our staff, from our talented Executive Director on down, make

sure that Trent Child Care is doing exactly what it is supposed to be doing - providing excellent child care to the children in our community.

I'd like to take this opportunity to again thank the other Board members for volunteering their valuable time, our Executive Director and her staff for doing such excellent work, the funders and community partners who support us, and the parents who entrust their children to our care.

Respectfully submitted,

Chris Russell  
Board President



# EXECUTIVE DIRECTOR'S REPORT

"There is perhaps no relationship that holds greater responsibility or reward than the relationships we develop with children. We all know that the stronger our partnerships and the deeper and more valuable our connections, the greater the benefit. It's an investment that allows us all to grow." This statement from How Does Learning Happen, Ontario's Pedagogy for the Early Years highlights what our organization has focused on as a priority. As an organization we recognize the importance of reflection, learning and growing to continuously improve our partnerships, strengthen our connections and to achieve the best outcomes for the children and families in our care.



The Annual General Meeting is a time to celebrate the successes that our agency has experienced over the past year. As I review the Board Minutes and our organizational goals a common thread was evident throughout - our organization considered strengthening relationships with children and families as a priority. Social and emotional skills are developed during the early years of a child's life. What nurtures these skills is the relationships that children have with people in their lives such as their family, caregivers, teachers etc. It is these warm and caring relationships that help children regulate their feelings and helps them cope with the ups and downs of life all the while influencing a child's mental health. Each day our children find a sense of belonging in our programs by building relationships, exploring their interests, taking risks, asking questions, sharing their ideas and exploring their place in the world. All of us at Trent Child Care are proud to play a critical role in your children's lives.

Every year our organization looks for ways to best meet the needs of children and families within our care. We acknowledge that relationships have always been at the heart of our work. Our reputation in the community is a credit to our qualified and caring staff, however there are always ways to strengthen our connection with families even further. Reflecting on relationships in turn continues to strengthen our commitment to best practices and programming.

Each spring all families and staff are asked to complete Satisfaction Surveys which allows us to measure how we are doing with our key priority areas such as policies, relationships, education, administration and overall satisfaction.

Our organizational goals pulled from these results focused on Family Engagement and Team Staff Cohesiveness. Even though our family survey results were high, with our families feeling that they have meaningful connections with staff, it is a very important part of our program and will continue to be our focus. It was also agreed that we need to continue to build connections with one another and build a working environment that is both inspiring and supportive for all TCC staff. Our relationships with one another affects the relationship we have with our children and families. Our organization has worked on continuing and strengthening positive relationships with our children, families and with one another to ensure that the children in our care are provided with a safe and stimulating environment.



To accomplish these goals throughout the year a number of Family Communication & Outreach opportunities were fulfilled and staff Professional Development activities were completed.

### **Family Events in our Centres**

Trent Child Care believes that a family strength based approach to establish relationships is the foundation of optimal learning, development, health and well- being for all children in our care. Here are some of the activities that were part of our family engagement plan.

- **Morning Meet and Greets** - Families could begin their day with a coffee and muffin at their child's centre connecting with the educators and other families on a different level.
- **Family Dinners** - Each full day site had three or more sit down family dinners that gave families a time to get together.
- **Art Show** - Each of our sites had an art show fundraiser that displayed the children's art and an opportunity for the art to be purchased by families.
- **Talent Shows and Holiday Concerts** - All of our sites had either a talent show or concert for families to come together to see all the talent that we have in our programs
- **Family Mini Golf Tournament**



### **Family Communication and Outreach**

#### **Program Statement**

Our Program Statement can be viewed as a promise that the organization is making to our families on how their organization will be operated. All families have access to this statement in the parent handbook that can be found on our web site.

#### **New Web Site**

Our web site was re-designed to allow families easier access to information.

#### **Documentation**

Our educators continue to provide documentation at all of our sites that display pictures and text that makes children's learning visible in our programs.

#### **See Saw**

This year we introduced a new web based program called See Saw. This program is used by educators to record activities that happen throughout the day to keep parents informed of what their child is experiencing within their classroom. The feedback we have received from families has been very positive and we will continue to find ways using See Saw to keep our families involved.



## **Team Cohesiveness.**

### **Professional Development of Staff**

Staff relationships have been a focus for both the management team and program staff as we work to strengthen the quality within all of our programs. As we all know the stronger the relationships with our co-workers the happier and more caring we will be. In our field it can be difficult at times to build these relationships when staff are not together as a group throughout the day. Breaks and lunches must be staggered so it can be difficult for staff to have daily discussions.



Our staff professional development included a guest speaker talking about Healthy Communication, Team Building exercises at Staff meetings, two-part training session on fostering communication, DISC personality tests for all staff, guest speaker on dealing with job stress, and one on one meetings with staff and program supervisors twice per year to discuss the program statement and creating staff's goals.

Challenges that we face in childcare is, and will probably always will be, the uncertainty of funding and striving for a balanced budget. Despite these challenges, our organization ensures that we complete capital upgrades and buy new equipment for our programs. This past year renovations were completed in our preschool washroom at Bridgenorth and in our playground at St Luke's. Our fundraising dollars for the year went to buying new tables for all rooms and equipment and toys for all of our programs.

As our organization reflects on this past year, we also know that the upcoming year will again have its challenges. However, we know that we will maintain the integrity and strength of our organization and grow to be an even stronger and more caring environment for the children and families that are part of Trent Child Care. Our organization will continue to rely on a team of qualified staff, led by dedicated Program and Site Supervisors and supported by Board Members. A very sincere thank you to all who have made 2017/2018 another successful year for Trent Child Care.

Respectfully submitted by,

Moir Vance  
Executive Director



# TREASURER'S REPORT

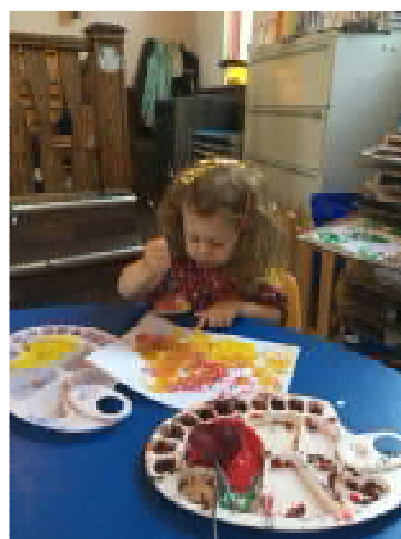
As the Interim Treasurer for Trent Child Care, I am pleased to present the Treasurer's Annual Report for 2017/2018.

Maintaining a financially sound organization in the child care industry can be a daunting task, but our administrative and front-line staff continue to make it look easy at Trent Child Care. Once again, our most recent fiscal year was financially successful. Overall enrolment remains high, and our staff continue to work efficiently and effectively to minimize expenses while at the same time providing extremely high quality child care.

Absent any significant changes to our usual funding or levels of enrolment, all indications are that Trent Child Care will continue to remain financially strong as we go forward. I would like to thank our staff for all of the hard work they do behind the scenes to make that situation a reality.

Respectfully submitted,

Chris Russell  
Interim Treasurer



# FUNDRAISING REPORT

We would like to take this opportunity to thank our parents for once again supporting the efforts of the fundraising committee. This past year we offered Spaghetti dinners, cookie dough sales, bake sales, pizza orders, the art show and finished with the end of year dinners.

Many of these events brought our families together and provided time for our educators to interact with families on a more personal level. The money that was raised over the year has continued to provide additional toys and equipment for all of our programs.

Thank you as well to our fundraising committee for the past year:

Alayna – Junior Room Staff – Campus

Julie – Junior Room Staff - Campus

Drew – Preschool Staff - Bridgenorth

Joceline (JJ) – SA Supervisor – Armour Heights

Michelle – SA Supervisor – IC

June – SA Supervisor - MOD

Becca – Toddler Room – St. Luke's

Robin – SA Supervisor – St Paul

Shelley – Executive Assistant – Admin Office



**\*\*We once again give a very special *'thank you'* to Lisa – Infant Room – Campus, Sandra – Preschool Room- Bridgenorth & Becca – Toddler Room – St. Luke's for co-ordinating the annual calendar sales!\*\***



# Thank you!!



## Trent Child Care Staff 2017-2018

### ADMINISTRATION OFFICE

Moira Vance, **Executive Director**

Shelley Ballantine, **Executive Assistant**

### TRENT UNIVERSITY CAMPUS

Tara Cahorn

**Program Supervisor**

**Program Staff**

Bianca Amyot

Stephanie Basciano

Stephanie Childs

Julie Gentile

Susan Gilchrist

Sarah Globe

Denny Hipgrave

Katelyn Kelly

Stephanie Kerslake

Rose Latchford

Madison Loucks

Lena Nadjiwon-Tobey

Elise Patteson

Rhonda Preston

Emily Rose

Elizabeth Van der Eyken

Lisa Wacker

Victor Wilson

Alayna Wood

**Dietary Staff**

Leah Johnson

**Custodial Staff**

Len Sowden

"Anyone  
who does anything  
to help a child  
is a hero to me."

Fred Rogers

### MONSIGNOR O'DONOGHUE

June Klatt

**Site Supervisor**

**School-age Staff**

Jaclyne Edmondson

Kim Roy

Amanda Taylor

## #weloveourstaff

### BRIDGENORTH

Delia Senra

**Program Supervisor**

**Program Staff**

Bev Clements

Kathryn Crompton

Nina Greig

Drew Gregory

Nicole McCarrell

Andrea Proctor

Sandra Stewart

Lydia Handy

Sue Liczkowski

**School-age Supervisor**

**School-Age Staff**

Bev Clements

Sydney Glover

Denny Hipgrave

Tanya Prindible

Alicia Adams

**JK/SK Supervisor**

**JK/SK Staff**

Shannon Kelly

Elona Lee-Russell

**Dietary Staff**

Cathy Nihill

**Custodial Staff**

Len Sowden

### IMMACULATE CONCEPTION

Michelle Vezina

**Site Supervisor**

**School-age Staff**

Leslie Covert

### ST. LUKE'S

Kelly Lewis

**Program Supervisor**

**Program Staff**

Charlotte Bierworth

Leslie Covert

Heather Gray

Amy Grindlay

Jessica Helie

Anne Hoppe

Diondra Potipco

Becca Ripley

**Dietary Staff**

Karen Cunningham

### ARMOUR HEIGHTS

Joceline Johnston

**Site Supervisor**

**Program Staff**

Liz Klatt

Lauren Maudsley

### ST PAUL

Robin Finch

**Site Supervisor**

**School Age Staff**

Christian Buck

Alexandra Forgrave

# EMPLOYEE APPRECIATION!

As another year draws to a close I wanted to take this opportunity to thank all of you for your dedication and commitment to Trent Child Care. You go above and beyond every day in your job. There is no job more important than yours. You educate and care for our children on a daily basis. You are dedicated professionals that help to build a learning foundation that supports a child throughout their whole lives.

There continues to be a lot of change in the landscape of child care and early learning in Ontario. Through these changing times our staff continue to demonstrate deep commitment. Trent Child Care would simply not be the respected organization that it is, if not for the dedication of all our staff at TCC. Working within childcare is not just a job but a calling to assist children to be the best that can be through exceptional programming that challenges our children in their learning environment. Thank you for a great year and I congratulate and thank you for your dedication to Trent Child Care and our families.

*Moira*

## **Fifteen Years of Service:**

Tara Cahorn – Campus Program Supervisor

Moira Vance – Executive Director

## **Ten Years of Service:**

Rhonda Preston – Campus Toddler Room

Sandra Stewart – Bridgenorth – Preschool Room

## **Five Years of Services:**

Nicole McCarrell – Bridgenorth – Preschool Room

Stephanie Childs – Campus – Toddler 2 Room

Victor Wilson – Campus – Preschool Room



# Our Programs



## **TCC TRENT UNIVERSITY CAMPUS**

1600 West Bank Drive,  
Peterborough, Ontario K9J 7B8  
Tel: 705-743-1096  
Fax: 705-748-1017  
Licensed capacity: 64 children

Hours of Operation:  
7:30 a.m. – 6:00 p.m. Monday to Friday

## **TCC BRIDGENORTH/CHEMONG SCHOOL**

832 Charles Street,  
Bridgenorth, Ontario K0L 1H0  
Tel: 705-292-5471  
Fax: 705-292-7948  
Licensed capacity: 114 children

Hours of Operation:  
Full Day Program: 7:00 a.m. – 6:00 p.m.  
Before & After School Program: 7:00 a.m. – 8:40 a.m.  
& 3:00 p.m. – 6:00 p.m.

## **TCC ST. LUKE'S**

566 Armour Rd  
Peterborough Ontario K9H 1Z1  
Tel: 705-750-0281  
Fax: 705-775-2990  
Licensed capacity: 31 children

Hours of Operation: 7:30 a.m. – 6:00 p.m. Monday to Friday



### **TCC IMMACULATE CONCEPTION SCHOOL**

76 Robinson Street,  
Peterborough, Ontario K9H 1E8  
Tel: 705-875-2865  
Licensed Capacity: 50 children

Hours of Operation: Before & After School Program: 7:30 a.m. – 8:20 a.m.  
& 2:50 p.m. – 6:00 p.m.

### **TCC MONSIGNOR O'DONOGHUE SCHOOL**

2400 Marsdale Drive,  
Peterborough, Ontario K9L 1Z2  
Tel: 705-875-2910  
Licensed Capacity: 50 children

Hours of Operation: Before & After School Program: 7:30 a.m. – 8:45 a.m.  
& 3:25p.m. – 6:00 p.m.

### **TCC ARMOUR HEIGHTS SCHOOL**

245 McFarlane St  
Peterborough, Ontario K9H 1K1  
Tel: 705-875-2856  
Licensed capacity: 41 children

Hours of Operations: Before & After School Program: 7:30 a.m. – 8:45 a.m.  
& 3:20p.m. – 6:00p.m.

### **TCC ST. PAUL**

1101 Hilliard St  
Peterborough Ontario K9H 5S3  
Tel: 705-875-8128  
Licensed Capacity: 56

Hours of Operation: 7:00 a.m. – 8:45 a.m.  
& 3:30 p.m. – 6:00p.m.

