



2026/2027 Family Handbook



Trent Child Care

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Welcome

Thank you for choosing Trent Child Care. We are committed to providing a caring and engaging environment where every child can play, learn and grow.

Trent Child Care was first incorporated in 1974 by a group of parents committed to quality child care. From incorporation until September 1993, the program operated from a century home located in downtown Peterborough. In 1989 the university commissioned a Presidential Task Force to study the child care needs of the university community. The results demonstrated an urgent need for on campus child care, and application for capital funding was made. In July 1992, Jobs Ontario funding for a new facility licensed for 57 children was granted. Trent University donated a piece of land and construction began in April 1993. On September 20, 1993, the program moved to its new and current location on the Symons Campus. In September 2000, Trent Child Care began its expansion into our Bridgenorth location and has continued to expand to include ten child care locations as of 2025.

Our ten sites include full day programs at Trent Child Care Campus (located at Trent University), Trent Child Care Bridgenorth (located at the Bridgenorth United Church), Trent Child Care Kaawaate (located at Kaawaate Public School), Trent Child Care Buckhorn and Trent Child Care Northminster (located at Northminster United Church).

We also offer school age programs at two of our full day sites at Bridgenorth and Kaawaate. Our stand alone School Age programs located at our in-school locations are Immaculate Conception Elementary School, Monsignor O'Donoghue Elementary School, Chemong Public School, St Paul's Elementary School and Buckhorn Public School.



Trent Childcare Program Statement

Positive & Responsive Relationships With Children

Our educators view children as competent, capable, curious, and rich in potential. At Trent Child Care, we believe that positive and responsive relationships with children, families, and one another are the foundation of our program. When children feel connected to the people around them, a strong sense of belonging is created.

Educators foster these connections by responding thoughtfully to each child's unique cues and by being sensitive, respectful, and caring in their interactions. Through these consistent, quality relationships, trust is built and children feel safe and secure. When children experience this sense of security, a strong foundation for lifelong learning is supported. Meaningful engagement becomes visible through positive and responsive interactions among children, families, and educators.

Implementation

Educators will:

- Position **themselves at children's level to support meaningful interactions and engagement.**
- Use a calm, respectful, and pleasant tone when communicating with children.
- Respond to children with empathy and be attentive to their individual needs.
- Acknowledge and celebrate children's accomplishments in a genuine and supportive manner

Positive and Responsive Relationships with Families

Trent Child Care recognizes that families know their children best. Educators foster positive and responsive relationships through ongoing communication that supports children and families as they learn and grow together. Families are valued partners in their child's learning and are encouraged to be meaningfully engaged in the program.

Families are the first and most important influence on a child's learning, health, and well-being. Our educators recognize and respect the unique strengths, perspectives, and characteristics of every family. We understand that positive relationships between educators and families can be developed and strengthened in many ways.

Implementation

Trent Child Care encourages:

- Maintaining an open-door policy across all programs.
- Daily, genuine communication between educators and families.
- Building relationships beginning with initial child care inquiries and family tours.
- Strengthening connections between home and the program through meaningful communication such as face-to-face conversations, email, documentation, and Storypark community updates and daily stories
- Creating inclusive learning environments and connecting families with community resources when needed.
- Hosting family engagement and fundraising events such as dinners, art shows, talent shows, graduations, etc...

Guiding Principles

At Trent Child Care, our program is guided by the four foundations outlined in ***How Does Learning Happen? Ontario's Pedagogy for the Early Years***. These foundations support children's learning, development, health, and well-being.

Belonging:

Children feel a sense of belonging when they develop positive relationships with educators, peers, and families. At Trent Child Care, we foster respectful, responsive relationships that help children feel valued, included, and connected within their learning community.

Well-Being:

Children thrive when their physical and emotional needs are supported. Our educators create safe, nurturing environments that promote healthy development, self-regulation, confidence, and resilience.

Engagement:

Children are naturally curious and learn best through active exploration, play, and inquiry. Educators observe children's interests and create meaningful learning experiences that encourage problem-solving, creativity, and discovery.

Expression:

Children communicate their thoughts, ideas, and feelings in many ways. At Trent Child Care, educators support children's expression through play, conversation, creativity, movement, and exploration, helping them develop confidence in sharing their perspectives.

Together, these foundations guide our daily practice and support the development of **competent, capable, curious children who are rich in potential**.

Positive Interactions and Self-Regulation

"Children experience their world as an environment of relationships, which affect virtually all aspects of their development" (National Scientific Council).

At Trent Child Care, educators foster positive relationships through meaningful daily interactions that help children develop a strong sense of self and empathy for others. Through social play and our use of Conscious Discipline, children are guided to recognize and manage their emotions, build problem-solving skills, and develop self-control in supportive, intentional ways. This approach helps children communicate, negotiate, and care for peers, reinforcing self-regulation as the foundation for social and emotional growth and lifelong learning.

Implementation

Educators support self-regulation by:

- Creating a calm, responsive environment with flexible routines and minimal interruptions.
- Building meaningful relationships and responding to children in a calm, supportive manner.
- Using Conscious Discipline to help children recognize and manage emotions, practice problem-solving, and develop self-control.
- Encouraging children to notice their feelings and the to understand how to process them
- Providing child-led group experiences and sensory exploration.
- Balancing active play with rest to support emotional and physical regulation.

Positive Learning Environments

Children learn best when engaged in meaningful, hands-on activities that spark their curiosity and build on their interests. At Trent Child Care, educators actively participate in children's explorations, supporting and extending their learning and development. Our environments are designed to encourage children to be active participants, exploring, playing, and inquiring as they make sense of the world around them.

We value time spent observing, documenting, and reflecting on children's learning to guide our practice. Our programming follows an emergent curriculum approach informed by the principles of *How Does Learning Happen?* ensuring learning experiences are responsive, engaging, and meaningful for every child.

Implementation:

Educators will:

- Plan daily experiences based on observations of children's interests, supporting exploration, play, and inquiry.
- Provide environments and activities that encourage children to explore ideas, test theories, and interact with others through play.
- Continuously observe, assess, and adapt the environment to reflect children's evolving interests and needs.
- Organize indoor and outdoor spaces that invite children to think, create, and make meaning from their experiences.
- Support child-initiated experiences by providing guidance and encouragement while allowing children to lead their learning.

Considering the Individual Needs of Children

At Trent Child Care, each child experiences a variety of environments and activities that reflect their individual needs, interests, and developmental stages. Weather permitting, children have at least two hours of outdoor play each day, along with opportunities for rest or sleep, quiet reflection, and active engagement. Educators are attentive to each child's physical, emotional, and social needs, and respect parental guidance to ensure continuity between home and the program.

We support individual needs by offering flexible daily routines that respond to children's energy levels and interests, adapting activities and experiences to match each child's pace. Educators provide personalized support, scaffolding learning, encouraging exploration, and offering choices to foster independence. Children's well-being is prioritized through thoughtful attention to nutrition, comfort, self-regulation, and social interactions.

Implementation

- No child will sleep for more than 2 hours in our toddler and preschool rooms.
- Educators respect and support each child's unique needs for active play, rest, and quiet time through a flexible daily schedule that follows the natural flow of the day.
- Learning experiences and materials are adapted to meet individual developmental levels and interests.
- Children are encouraged to make choices, express preferences, and engage in self-directed activities.
- Educators collaborate with families to ensure each child's routines, strengths, and needs are understood and supported.

Community Partners

Trent Child Care is committed to engaging local community partners to ensure that children and families have access to a wide range of supports and resources. These partnerships help strengthen learning, well-being, and family connections.

Our community partners include:

- Five Counties Children's Centre
- Lakelands Public Health
- Children's Aid Society
- Public and Separate School Boards
- Fleming College
- Investing In Quality

Professional Development and Reflective Practice

At Trent Child Care, we recognize the importance of continuous learning for all educators. Staff are encouraged to engage in professional development and critical reflection to strengthen their skills and deepen their understanding of child development.

Registered Early Childhood Educators (RECEs) guide the planning and delivery of high-quality, developmentally appropriate programs that respond to children's interests, strengths, and individual needs. Through ongoing learning opportunities, such as workshops, mentorship, and collaborative reflection, educators stay informed about best practices and emerging trends, enhancing their practice and fostering enriched, responsive learning environments for children and families.

Implementation

- Trent Child Care has a minimum requirement for professional development
- All employees in ratios have their Standard First Aid & CPR - C
- Trent Child Care strives to hire all RECE or equivalent for permanent positions
- RECE's must be registered with the College of Early Childhood Educators

Method of Monitoring

At Trent Child Care, we use multiple strategies to ensure our program statement is consistently reflected in practice. All employees review and acknowledge the program statement annually, while Supervisor's complete implementation checklists and meet with Educators to discuss outcomes. Daily observations, environmental assessments, staff evaluations, parent surveys, professional development reflections, and programming consultant reports all inform ongoing improvements. Weekly reviews of Learning Focus', programming check-ins, and learning experiences help maintain flexible, responsive, and enriching environments. This approach ensures meaningful relationships, effective communication, and high-quality learning experiences for children, families, and educators

Health and Safety Practices

At Trent Child Care, the health, safety, and well-being of children and staff are a top priority. We maintain clean and hygienic environments through multiple practices. Contract cleaners sanitize the centres daily when closed, and staff follow posted daily cleaning schedules to ensure classrooms, kitchens, and program areas remain safe throughout the day. Frequently used furniture and play equipment are disinfected regularly, and all toys are washed according to the following schedule:

- **Infant toys:** daily
- **Toddler toys:** daily
- **Preschool toys:** weekly
- **Dramatic play clothing:** monthly
- **School-age toys:** sanitized before use

Hand hygiene, including regular handwashing for children and staff, is practiced consistently to prevent the spread of illness. Diapering and toileting procedures are carried out with care, following strict hygiene standards.

We also follow public health guidance regarding immunizations. The Lakelands Public Health Unit recommends that all children have up-to-date immunizations. Copies of immunization records, or documentation of parental objection, are kept on file for each child.

These combined practices of cleaning, sanitizing, hand hygiene, and adherence to immunization requirements, ensure a safe, healthy, and supportive environment where children can learn, play, and thrive.

Administering Medications

Medications, whether prescription or non-prescription, may be administered to children only when a completed medical form is signed by a parent or guardian. Written authorization must include the dosage, dates, and times for administration. All medication must be in its original container.

- Medication is stored in a locked box in the program room or refrigerator.
- *Epi-pens and emergency medications* (e.g., inhalers) are not locked but are kept in an area accessible to staff and out of children's reach. They are taken outside during outdoor play in a fanny pack or backpack.

Illness

- Educators & staff always follow proper health and sanitary practices.
- Children who are ill cannot attend if their own health or the health of others is at risk.
- Families must keep children home for:
 - 48 hours after the last symptoms of vomiting or diarrhea
 - 24 hours after the last fever symptoms
- In some cases, the Medical Officer of Health may require longer exclusion.

Health Outbreaks

When the Health Unit declares an outbreak:

- Remove all sensory activities from the room.
- Wash toys in the room daily.
- Increase handwashing and sanitary practices.
- Launder all bedding and soft materials on the day the outbreak is declared, in addition to the weekly schedule.

Implementation of Safety Practices

First Aid

- First aid supplies are readily available to all staff.
- All staff hold up to date First Aid and CPR-C certification.

Playground Safety

- Outdoor play areas are inspected daily, with monthly inspections for full-day programs and annual inspections for all playgrounds.

Playground Supervision

- Educators position themselves throughout the yard to ensure safe supervision of climbing equipment and elevated play areas.
- Educators always engage with children to ensure safety and support positive play experiences.
- During outdoor play, staff provide experiences that encourage children to explore and investigate the natural world, supporting their curiosity, learning, and overall well-being.

Outdoor Play & Inclement Weather

At Trent Child Care, outdoor play is an integral part of children's learning and well-being. Educators provide experiences that encourage children to explore and investigate the natural world, supporting curiosity, problem-solving, and understanding of their environment. Outdoor activities also promote physical health, social interaction, and emotional well-being, helping children develop confidence, resilience, and a sense of connection to the world around them.

To ensure safety and comfort, outdoor play is adjusted during extreme weather conditions:

Winter: Outdoor play is prohibited when temperatures reach **-20°C** or lower, with or without wind chill. Staff ensure children are dressed appropriately, including hats, boots, mitts, and snow pants to protect exposed skin.

Summer: Outdoor play is prohibited when temperatures reach **34°C** or higher, with or without humidex. During peak hours (11:00 a.m.–3:00 p.m.), outdoor time may be limited. Drinking water is always available. Parents are asked to apply sunscreen each morning; educators reapply in the afternoon unless a written note indicates otherwise.

School-Aged Children (JK–Grade 6): Outdoor play is permitted up to **39°C** (including humidex) with precautions: outdoor time is shortened to 20–30 minutes, activities are less strenuous, water play and drinking water are provided, and additional measures are taken on field trips to keep children cool and safe.

This approach ensures children can engage meaningfully with the natural environment while remaining safe, comfortable, and supported in their physical, social, and emotional development.

Fire Policy

Trent Child Care has written fire procedures posted in every playroom, kitchen, and office, approved by the local fire department. All staff are familiarized with their responsibilities in the event of a fire before beginning work. Fire drills are conducted *once per month* to ensure children and staff are prepared.

Injury Reporting

An injury report must be completed *on the same day* the injury occurs. Parents or guardians are required to review and sign the report when picking up their child.

An injury report is completed for:

- Any injury to the head or neck
- Any bump to the head, even if minor
- Any bite from another child
- Bee or wasp stings
- Suspected sprains or fractures

- Any injury requiring first aid

These procedures ensure prompt attention to children's safety and effective communication with families.

Serious Occurrences

All serious occurrences are reported to the *Ministry of Education* as required under the *Child Care and Early Years Act (CCEYA)*. Serious occurrence reporting is one of the ways Trent Child Care and the Ministry of Education monitor the safety and quality of care provided within our programs.

When a serious occurrence occurs:

- The Executive Director is notified immediately.
- A Serious Occurrence Report is submitted to the Ministry of Education within *24 hours*.
- The Board of Directors is informed of the occurrence.
- a notification form is posted for parents to view for 10 days with details regarding the incident.

These procedures ensure transparency, accountability, and prompt response to any situation that may affect the health, safety, or well-being of children in our care.

Health, Safety, and Well-Being

Safe Drinking Water

Trent Child Care ensures the provision of safe drinking water by complying with all flushing and testing requirements established by the *Ministry of the Environment*.

Life-Threatening Allergies and Medical Conditions

Trent Child Care is committed to ensuring the safety and well-being of children with life-threatening allergies or medical conditions. Individual medical or special care plans are developed in collaboration with parents/guardians and staff to ensure appropriate care and response procedures are in place.

Implementation

- Individual plans are created collaboratively with parents/guardians and the supervisor.
- Parents/guardians provide training to the supervisor on the child's specific medical procedures when required.
- Supervisors ensure staff receive training on the child's plan and required procedures.
- Staff review and sign off on training annually.
- Allergy information is posted in playrooms, offices, serving areas, playgrounds, and kitchens.
- Supervisors communicate allergy information to dietary staff using the child's emergency plan.
- Dietary staff provide accommodations for children with food allergies or sensitivities.
- All Trent Child Care programs are **nut-free**.

Nutrition

Trent Child Care recognizes the importance of healthy eating for children's overall development and well-being. Nutritious meals and snacks are provided daily and follow the Canada Food Guide.

Educators support positive mealtime experiences by sitting with children and engaging in conversation, creating a *family-style dining environment* that encourages social interaction and healthy eating habits.

Implementation

- Menus are posted in each program area for the current week and the upcoming week.
- Dietary staff follow Trent Child Care nutrition guidelines when preparing meals and snacks.
- Dietary and management staff meet twice per year to review menus.
- Dietary staff meet annually with a *Lakeland Public Health dietitian* to review menu planning.
- Kitchen cleaning schedules are followed to maintain sanitary food preparation areas.
- Dietary staff, supervisors, and kitchen supply staff maintain *Safe Food Handler Certification*.
- Safe food handling procedures are always followed.

Monitoring and Compliance

Trent Child Care uses multiple methods to ensure that policies, procedures, and the program statement are consistently implemented and maintained.

Monitoring Methods

- All staff review centre policies annually and sign to confirm they have read and understood them.
- New employees, students, and volunteers review and sign off on all policies before beginning work or placement.
- All staff review the Program Statement annually and confirm their understanding.
- New employees, students, and volunteers review the Program Statement before beginning work or placement.
- Supervisors conduct daily observations to ensure health and safety practices are followed.
- The Lakeland Public Health Unit conducts regular health inspections of kitchens and centre environments.
- The Ministry of Education conducts annual licensing inspections to ensure compliance with the Child Care and Early Years Act (CCEYA).

These monitoring practices support continuous improvement and help ensure that Trent Child Care maintains a safe, healthy, and high-quality environment for children, families, Educators, and staff.

Final Program Statement Review

All staff, Educators, students, and volunteers at Trent Child Care review the Program Statement annually and confirm their understanding by signing the Program Statement check. New employees, students, and volunteers review the Program Statement prior to beginning their work or placement.

Through ongoing reflection, observation, and collaboration with families and community partners, Trent Child Care remains committed to providing safe, nurturing, and engaging environments where children can learn, grow, and thrive.

How We Operate

At Trent Child Care, we believe that strong partnerships between families, educators, and the community create the best environment for children to learn and grow. Our organization was founded on the philosophy that the voices and perspectives of everyone involved in our programs should be valued, encouraged, and respected. Trent Child Care is governed by a volunteer Board of Directors made up of parents and community members. The Board meets monthly to provide oversight, support strategic planning, and guide organizational decision-making. Parents are encouraged to become involved by attending the Annual General Meeting each fall, where new Board members are elected, or by participating on Board committees. Throughout the year, we offer a range of family engagement opportunities, including workshops and special events that bring children, families, and educators together to build relationships, create a community, and support children's learning.

Our Teaching Staff

Our team is made up of caring, dedicated professionals who create safe, nurturing, and engaging learning environments where every child can thrive.

Trent Child Care employs a team of qualified educators, with a strong emphasis on Registered Early Childhood Educators (RECEs), alongside other experienced early learning professionals. We value the unique skills and strengths each team member brings and support ongoing professional learning to ensure high-quality care and education.

The Executive Director and Program Supervisors provide leadership and support to our educators, ensuring consistent, high-quality programming and compliance with provincial licensing requirements.

Students and Volunteers

As part of our commitment to the early learning profession, Trent Child Care welcomes students completing field placements and volunteers who contribute to our programs.

To ensure the safety and well-being of all children:

- Students and volunteers are always supervised by an employee and are never left alone with children.
- A current Vulnerable Sector Check, completed within six months prior to the start date, is required in accordance with legislative requirements.
- Trent Child Care Inc. maintains written policies and procedures outlining the roles, responsibilities, expectations, and supervision of students, volunteers, supervising employees, and the licensee.

Students and volunteers enhance our programs while gaining valuable experience in early learning and childcare.

OUR PROGRAMS

Trent Child Care provides a wide range of programs for children between the ages of six (6) weeks and twelve (12) years. Our programs meet the overall developmental needs of children. All locations operate in a community setting which establishes the optimal conditions for a social, cultural, creative, and intellectual learning process. Our programs are accessible and offer integrated care for children with special needs. Trent Child Care Inc. is licensed by the Ministry of Education under the Child Care and Early Learning Act, which sets standards for health, safety, nutrition, programming, staffing, and physical premises.

INFANT CARE (6 weeks – 18 months)

Our highly experienced and compassionate RECEs care for ten (10) babies in a tranquil and secure environment that has been especially designed for infant aged children. Infants in group care have unique opportunities for early socialization and stimulation. We believe that every experience is a learning experience, and babies are cared for in a way that optimizes their opportunities for learning and social interaction throughout the day.

TODDLER CARE (18 months – 2½ years)

Toddlers are guided through this phase of their development in a warm and stimulating atmosphere. Toddler's play has a serious purpose and our RECEs allow the play to be driven by the child's interests. Children in the toddler room are encouraged to cooperate and act independently while developing cognitive, life, and social skills. We believe that the success of our programs is demonstrated by the children's ongoing developmental progress and the ease with which they adapt to the environment, daily routines and their interaction with peers and with our teachers.

PRESCHOOL CARE (2½ years to 5 years)

Our qualified and caring RECE staff guide the children in a warm and inspiring environment. The central focus for our preschool program is play-based, active learning. Children interact with well-planned settings for enhanced learning through play. Group and individual activities encourage creative, cognitive, physical, emotional and social development. Our flexible daily routines allow time for both indoor and outdoor play.

SCHOOL-AGE (4 years to 12 years)

Our goal is for the school-age children to have a safe and enjoyable time in a club-type atmosphere. On daily basis children are exposed to a variety of fun, age-appropriate activities which include cognitive games and puzzles, sensory and creative activities, reading, music, indoor and outdoor play and special events. We strive to encourage each child to develop growth of independence, self-confidence, a sense of responsibility and respect for others and the environment.

SUMMER CAMP (4 years to 12 years)

During the summer months our Kaawaate, Buckhorn and Bridgenorth sites offer a summer camp experience for school aged children. Our camps offer a safe and inclusive space for children to interact and learn together. Every day children will be engaged in activities such as games, sports, crafts as well as special field trips throughout the summer months.

HOURS OF OPERATION

Bridgenorth, St. Paul & Kaawaate (School Aged only): 7:00a.m. to 6:00p.m., Monday to Friday

Buckhorn: 7:30a.m. to 5:30p.m.

All Sites other TCC sites: 7:30 a.m. to 6:00 p.m., Monday to Friday.

ADMISSION AND DISCHARGE

A facility tour will be arranged to familiarize new families with the surroundings, to answer questions, and to complete admission forms prior to enrollment. Parents are encouraged to bring their child in for several visits after the tour to allow their child to become comfortable with his/her surroundings prior to their first day.

Written notice of permanent withdrawal must be given to the Program Supervisor two (2) weeks prior to an anticipated withdrawal. If notice is not received, the family will be charged full program fees for two (2) weeks after the withdrawal of their child. Transfer of care to another Trent program is considered a withdrawal from the current program and two (2) weeks' notice is required.

It should be noted that not all children are suited to group care, whether because of personal character, emotional or behavioral challenges, or for various other reasons. In such situations, after consultations with parents, teaching staff, and the Executive Director, the parents and staff may work together to seek assistance from outside agencies to find alternate or supplementary care for the child. In such cases, both the organization and the family will give two (2) weeks' notice of the child's departure from the program.

ACCESSIBILITY

Statement of Commitment:

In respect of the Accessibility Standards for Customers Service (Ontario Regulation 429-07), Trent Child Care strives to provide its services in a way that respects the dignity and independence of people with disabilities. We are also committed to giving people with disabilities the same opportunity to access our services and allowing them to benefit from the same services in the same place and in a similar way to other customers.

Action 1 – Establish Accessibility Working Group	
Initiatives/Actions	Expected Outcomes
• establish a working group for Trent Child Care • working group will be facilitated by an Admin Staff	• Each age group that offers care is represented on the working group. • All levels of the organization are represented. • Working group has detailed work plans, multi-year timelines. • Members participate in developing, implementing, and updating the Accessibility Plan
Action 2 – Offer and provide information in an accessible format on request	
• process for responding to requests for accessible supports and services • Process will be communicated to staff • communications to promote the availability of alternate formats on request	• Admin staff and supervisors are aware of alternate formats and how to make them available to the public. • All documents created from July 2015 onward advertise the availability of alternate formats.
Action 3 – Staff Awareness and Training	
• management to confirm the organization's commitment to accessibility in writing, endorse the commitment at meetings • accessibility training/awareness presentations to managers, program and frontline staff • management to acknowledge accessibility achievements and share information with staff in organization newsletter and staff meetings	• Staff understands accessibility and supports implementation of the plan. • Information on progress on implementing Trent Child Care's Accessibility Plan is available to staff. • All staff complete online accessibility training once per year.

ARRIVAL AND PICK UP

When children arrive, parents are asked to alert an Educator to the child's presence. Similarly, when picking up children, parents are required to ensure an Educator knows the child is leaving. Unless otherwise arranged by written note, children will not be released to any person other than those specified on the admissions form.

For children to benefit fully from our full-day programs, it is recommended that they arrive no later than 9:30 a.m. Because of disruptions to the program caused by late arrivals, children arriving after 10:00 a.m. will not be admitted into the program that day. Exceptions will be made for Doctor/Dentist appointments but arrival after 10:00 am is to be approved by program staff ahead of time. In extenuating circumstances, Program Supervisors have the authority to use their discretion in admitting a child who arrives late.

All parents are required to arrive to pick up their children no later than 5:55 p.m. to allow for departure by 6:00 p.m. Parents failing to depart with their children by 6:00 p.m. will be asked to sign a late book, indicating the date, the time of departure, the amount of the fine owing, and the staff member to whom the fine is owing. Failure to depart the program by 6:00 p.m. will incur a fine of \$25.00 (Non-Base Fee). Failure to depart the program by 6:10 p.m. will incur a fine of \$50.00 (Non-Base Fee). All fines are due within five (5) working days of the day on which the family was late. The fine may be appealed only after it has been paid. All appeals are to be directed to the Executive Director and must be launched within seven (7) working days of the alleged infraction. Failure to pay the fine within five (5) working days will result in immediate suspension of childcare privileges until such time as the fine is paid. Program fees will still be charged during this period. The Executive Director has the authority to deny child care privileges at any Trent site to families who are late three (3) times during a twelve (12) month period.

SAFE ARRIVAL AND DISMISSAL POLICY

PURPOSE

This policy and the procedures will help support the safe arrival and dismissal of children receiving care.

This policy will provide staff, students and volunteers with a clear understanding of their roles and responsibilities for ensuring the safe arrival and dismissal of children receiving care, including what steps are to be taken when a child does not arrive at the child care centre as expected, as well as steps to follow to ensure the safe dismissal of children.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding the safe arrival and dismissal of children in care.

Policy

General

Trent Child Care will ensure that any child receiving care at the child care centre is only released to the child's parent/guardian or an individual that the parent/guardian has provided written authorization that the child care centre may release the child to.

- Trent Child Care will only dismiss children into the care of their parent/guardian or another authorized individual. The centre will not release any children from care without supervision.
- Where a child does not arrive in care as expected or is not picked up as expected, staff must follow the safe arrival and dismissal procedures set out below.

Procedures

Accepting a child into care, both full day and school age programs

1. When accepting a child into care at the time of drop-off, program staff in the room must:
 - greet the parent/guardian and child.
 - Where the parent/guardian has indicated that someone other than the child's parent/guardians will be picking up, the staff must confirm that the person is listed on child's enrolment form. Or where the individual is not listed, ask the parent/guardian to provide authorization for pick-up in writing (e.g., note or email)
 - sign the child in on the classroom attendance record.

Where a child has not arrived in care as expected (Full Day and Before School Age)

1. Where a child does not arrive at the child care centre and the parent/guardian has not communicated a change in drop-off (e.g., left a voicemail, Storypark message or text (texting in school age only) or advised the closing staff at pick-up), the staff in the classroom must:
 - Inform the Supervisor / Designate and commence contacting the child's parent/guardian no later than 10:15 a.m. for full day and 9:00 am for School Age Program. Staff/Supervisor shall send messages through Storypark, text (school age) or phone call. Staff/Supervisor will contact emergency contacts if the parent / guardian cannot be contacted. Staff /Supervisor must leave messages for parent/guardian/emergency contacts and continue to try to contact parent/guardian/emergency contacts until 10:30 for full day and 9:30 for before school. If contact is not made to confirm the absence the supervisor will inform the Executive Director.
 - The Executive Director will then decide what next steps to take.
2. Once the child's absence has been confirmed, program staff shall document the child's absence on the attendance record and any additional information about the child's absence in the daily written record.

Where a child has not arrived in our After School program:

Where a child does not arrive at the after-school program and the parent/guardian has not communicated a change in attendance (e.g., left a voicemail, Storypark message, text (text in school age only) or advised the closing staff at pick-up or drop off.), the staff in the classroom must:

- contact the school office to check on their attendance/early dismissal from the school.
- If a child has not been marked absent with the school, staff/supervisor will contact parent/guardian to inquire about student's location.
- If a parent/guardian cannot be reached for confirmation, staff/supervisor will contact emergency contacts. Staff/Supervisor must leave messages for parent/guardian/emergency contacts and continue to try to contact parent/guardian/emergency contacts for 15 minutes. If contact is not made to confirm the absence the supervisor will inform the Executive Director.
- The Executive Director will then decide what next steps to take.
- Once the child's absence has been confirmed through the school or parent/guardian the program staff shall document the child's absence on the attendance record and any additional information about the child's absence in the daily written record.

Releasing a child from care for Full Day & School Age Programs

1. The staff who is supervising the child at the time of pick-up shall only release the child to the child's parent/guardian or individual that the parent/guardian has provided written authorization that the child care may release the child to. Where the staff does not know the individual picking up the child (i.e., parent/guardian or authorized individual):
 - confirm with another staff member that the individual picking up is the child's parent/guardian/authorized individual.
 - where the above is not possible, ask the parent/guardian/authorized individual for photo identification and confirm the individual's information against the parent/guardian/authorized individual's name on the child's file or written authorization.

Where a child has not been picked up and the centre is closed

1. Where a parent/guardian or authorized individual who was supposed to pick up a child from care and has not arrived by 10 minutes after the time the centre ordinarily closes, staff shall ensure that the child is given a snack and activity, while they await their pick-up.
2. One staff shall stay with the child, while a second staff proceeds with calling the parent/guardian to advise that the child is still in care and inquire about their pick-up time. In the case where the person picking up the child is an authorized individual; the staff shall contact the parent/guardian first then proceed to contact the authorized individual responsible for pick-up if unable to reach the parent/guardian.
3. If the staff is unable to reach the parent/guardian or authorized individual who was responsible for picking up the child, the staff shall contact the emergency contacts listed on the child's enrollment form.
4. Where the staff is unable to reach the parent/guardian or any other authorized individual listed on the child's file (e.g., the emergency contacts) 30 minutes after the time the centre ordinarily closes, the staff will contact the Executive Director who may direct the staff to contact the local Children's Aid Society (CAS). Staff shall follow the CAS's direction with respect to next steps



HEALTH AND ADMINISTRATION OF MEDICATION

The Child Care and Early Years Act stipulates that, prior to admission; all children must be immunized against infectious diseases as recommended by the local Medical Officer of Health. Children may be exempt from this requirement if a parent/guardian objects to the immunization on the basis of religious or moral beliefs, medical circumstances, or reasons of conscience. The family must provide a signed waiver expressing their decision to have their child(ren) exempt.

The Child Care and Early Years Act required that childcare programs follow recommendations of the Medical Officer of Health in matters pertaining to health.

Families need to make alternative care arrangements and seek medical attention when a child is not able to take active part in the program and/or are experiencing the following conditions:

- Unexplained or undiagnosed pain
- Acute cold with fever, runny nose and eyes, coughing and sore throat
- Difficulty with breathing
- Fever over 101 degrees Fahrenheit /38.2 degrees centigrade accompanied by general symptoms such as listlessness
- Sore throat and difficulty swallowing
- Undiagnosed skin or eye rash
- Headache and stiff neck
- Unexplained diarrhea or loose stool and/or vomiting and abdominal cramps
- Known or suspected communicable disease

Children get sick and even strict adherence to hygienic practices will not eliminate the spread of germs (particularly air-borne infections) among children and adults in group settings.

Fever

If the staff notices that a child is lethargic or unwell the child's temperature will be taken. If a child becomes ill with a fever while at the centre the staff will follow the procedures outlined below;

1. If the child's temperature is 100.4 F/38 C the parent will be called to be notified.
2. If the child's temperature reaches 101 F/38.2 C the parent will then be called to come and pick up the child.

Children who are ill cannot attend the centre if their own well-being or the well-being of other children is in jeopardy. Families are required to keep ill children out of the centre for a minimum of:

- a) 48 hours after the last symptoms of vomiting and/or diarrhea have disappeared or
- b) 24 hours after symptoms of a fever have disappeared.

In certain circumstances such as Health Outbreaks the Medical Officer of Health may determine that ill children must remain away from the centre for periods longer than 48 hours. The staff is authorized to refuse admittance to any child who in their judgment is too ill to attend or whose condition presents a hazard to the health of the other children. The individual who brings in the child is responsible for the child if that child is not admissible to the centre.

In the event of a child contracting a communicable disease or being in contact with a communicable disease, the staff and centre should be notified immediately. Parents/guardians will be required to present a doctor's certificate of health for a child who has been absent from the program due to a communicable disease, before that child is re-admitted. If parents do not comply with advice to keep an ill child at home, or in the event of an

outbreak, the child can be excluded by order of the Medical Officer of Health (Health Protection and Promotion Act, 1983).

Once excluded, a child can return to the program only when cleared by the Medical Officer of Health.

Administration of Medication

The staff will administer both prescription and non-prescription drugs to children, in accordance with Provincial Legislation. A record will be kept in the child's file.

This requires that parents provide:

1. Written authorization, including the dosage of the drug and the times it is to be given
2. Medication will be in the original container, clearly labeled with the child's name, the name of the drug, the dosage, the date of purchase, expiration if applicable and instructions for storage and administration of the drug. Medications that have been removed from their original package or transferred into a different container will not be accepted or administered to children.
3. All drugs or medications other than emergency medications will always be kept inaccessible to children and in a locked container.

Emergency Medications:

Emergency medications will not be locked up and will be made accessible to all staff while being kept out of reach of children, including during outdoor play periods and off-premises activities. Where a child has written permission to carry their emergency allergy or asthma medication, precautions will be taken to ensure these medications are not accessible to other children. (e.g. in cubbies or backpacks) In case of an emergency all staff, students, and volunteers will be made aware of the location of children's medications at all times.

Blanket Authorization Form

Our enrollment package will include a blanket consent area that parents can authorize the educators to administer sunscreen, diaper cream, insect repellent, lip balm, and hand sanitizer

Administration of Medication

Each playroom will appoint an individual that is responsible in ensuring that the medication(s) are administered. The Staff will record in the daily log and inform the designated individual verbally that there is a child in their room requiring medication on that given day/s. The designated person will ensure that the proper medications have been administered by educators. Once the medication is administered it is recorded on the medication form and in the daily log. If the designated staff is away, another staff will be delegated to administer the medication. They will make note in the daily log and follow all procedures for proper administration of the medication.

Parental Authorization to Administer Medication

Where a drug or medication is to be administered on an "as needed" basis (i.e. there is no specific schedule or time of the day for administration), the drug or medication must be accompanied by clear written instructions from the parent/guardian that clearly indicates the situation under which the medication or drug should be given, outlining signs and symptoms and the appropriate dosage.

Examples may include:

- When the child has a fever of 101 degrees Fahrenheit/38.2 degrees Celsius
- When the child has a persistent cough and/or difficulty breathing, and
- When red hives appear on the skin, etc..

If further clarification is required, the Licensee may request that the medication/drug be accompanied by a doctor's note that clearly states the signs and symptoms in which the medication is to be administered to the child, and the medication dosage.

Food/Drink From Home

Trent Child Care will make accommodations for a child's food/drink allergy whenever reasonably possible. When not reasonably possible, families need to send in food/drink for their child. The packaging or containers with the food/drink sent from home must be sealed and clearly labeled with the child's first and last name. If deemed necessary by the Program Supervisor, families may be asked for a list of ingredients for the food/drink provided from home. The food/drink will be stored either in the child care kitchen area or in the room refrigerator. Food/drink stored in the kitchen will be sent on the cart to the rooms for snacks and lunch. The food/drink cannot contain nuts and must be nutritious following the Canada Food Guide.

PROHIBITED PRACTICES

As outlined in the Child Care & Early Years Act no child care organization shall permit:

- a) corporal punishment of the child,
- b) physical restraint of the child, such as confining the child to a highchair, car seat, stroller, or other device for the purpose of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself/herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent.
- c) 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 the centres emergency management policies and procedures.
- d) 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.
- e) Depriving a child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding
- f) Inflicting any bodily harm on children including making children eat or drink against their will.
- g) Sexual abuse, sexual misconduct or engaging in a prescribed sexual act, as those terms are defined in the Early Childhood Educators Act, 2007

Any violation of these policies and prohibited practices by staff, students, or volunteers shall be brought to the immediate attention of the Executive Director or designate who will, in turn, determine the consequences of the contravention according to organizational policies.

PARENT COMPLIMENTS AND CONCERNS

It is the goal of the organization to provide services of the highest quality. To achieve this, we welcome ongoing feedback from families. Hearing compliments and concerns helps us to build on and improve our services. We will respond to all concerns that families may have within five business days.

Compliments

If a parent/guardian would like to compliment an employee of the organization, they are encouraged to tell the employee. If the family would like the employee to be recognized within the organization, they can inform the employee's Supervisor either verbally or in writing. The Supervisor/Designate will ensure that the Executive Director is informed of compliments that are received both verbally and those received in writing.

Steps for Parent and/or Guardian to Report Issues/Concerns

1. If a parent/guardian has a concern about the care provided, they are encouraged to discuss this with the classroom staff directly.
2. If the situation is not resolved, or if a parent/guardian is uncomfortable approaching the employee, they can request assistance from the Supervisor/Designate. The Supervisor will then notify the Executive Director.

If the issue or concern puts a child's health, safety, and/or well-being at risk it should be reported immediately to the Supervisor who will report it to the Executive Director.

3. The parent/guardian may file a written complaint with the Supervisor/Designate. The following information should be included:
 - The nature of the complaint-program related, staff related or operational
 - An outline of relevant circumstances
 - Steps already taken to resolve the issue
 - The action desired

Steps for Staff and/or Licensee in responding to Issue/Concern

1. The employee will immediately notify the supervisor and address the issue/concern at the time it is raised or arrange for a meeting with the parent/guardian within five (5) business days.
2. Within five (5) business days of receiving a written complaint, the Supervisor will meet with the family to conduct a thorough inquiry into the complaint and will prepare a report summarizing the problem, including the discussion with the parent/guardian, the Supervisor's recommendations and the actions taken. This report will be forwarded to the Executive Director.
3. If the family is not satisfied with the action taken by the Supervisor, the parent/guardian may file a written complaint to the Executive Director. The Executive Director will have five (5) business days to review, investigate and respond to the parent's/guardian's complaint.

Documentation of the Issue/Concern

- Date and time the issue/concern was received
- The name of the person who received the issue/concern
- The name of the person reporting the issue/concern
- The details of the issue/concern and/or information given to the parent/guardian regarding next steps or referral.
- Resolution/outcome information

All complaints reported to the Executive Director will be documented and the final results will be reported to the Board of Directors.

Contact information is posted on Parent Information Boards at each site and is available on the organizations website.

Contact Information

Executive Director – Moira Vance 705-775-0047 mvance@trentchildcare.com

Ministry of Education – 1-877-510-5333 or childcare_ontario@ontario.ca

College of Early Childhood Educators- 1-888-961-8558 or www.college-ece.ca

WAILIST POLICY

PURPOSE

Trent Child Care Inc. (TCC) is aware of the shortage of child care spaces in the community it serves and of the frequent long wait periods to gain access to service. TCC aims to develop a waitlist policy and practices that are transparent, fair and consistent.

POLICY

Trent Child Care utilizes a centralized waitlist for its ten sites. To gain access to the waitlist, families must complete an online registration through the City of Peterborough (One HSN) which the link can be found on TCC's Web site at www.trentchildcare.com, or The City of Peterborough Social Services Web site. If you have any questions you can call the Executive Assistant at 705-775-0045 ext. 1 who can provide the required information.

WAITLIST PRIORITIES

Campus Site:

To respect an agreement between Trent Child Care and Trent University (TU), which states that, to the best of its ability, TCC will fill its child care spaces with the following ratios: 1/3 TU students, 1/3 TU staff and faculty and 1/3 community members, priority is given accordingly to Trent University students, staff and faculty as its site is located on the Symons Campus.

All sites:

- A. Siblings of current participants. To be included on the waitlist the family must complete an online registration on the One HSN centralized waitlist
- B. Families waiting for a transfer to another site must complete an online registration on the One HSN centralized waitlist
- C. Children of current TCC employees. To be included on the waitlist, the employee must complete an online registration on the One HSN centralized waitlist
- D. Returning families. To be included on the waitlist must complete an online registration on the One HSN centralized waitlist
- E. The time span between the withdrawal of a family and their new waitlist registration must not exceed two years. To gain access to the program, a child must be returning to TCC or be the sibling of a child previously enrolled.

Special Consideration:

Special consideration may be given to families on the waitlist who risk losing their newly granted fee subsidy if they do not secure a child care space within a specific time frame, and to children referred to TCC by support organizations with which it has a partnership.

NOTE: Waitlist priorities render the waitlist dynamic, which means that a first place on the waitlist may be pushed down by a new waitlist family with a higher priority.

WAITLIST MANAGEMENT

To ensure that families gain access to TCC's programs in the shortest time possible, the following practices are put in place:

1. The date of registration on the waitlist will reflect the date the registration was completed online
2. A family who refuses a space the first time it is offered or fails to return the first call will retain its priority on the wait list;
3. A family who refuses a space when offered a second time or fails to return a second call will be placed at the end of the waitlist;
4. A family who refuses a third offer for a space or fails to return a third call will be withdrawn from TCC's waitlist. Once withdrawn from the waitlist, a family must forward a new online registration to the One HSN centralized waitlist.
5. It is the family's responsibility to change any information on the online registration.
6. If a family is inquiring as to their position on the waitlist, they are to call the Executive Assistant at 705-775-0045 ext.1 to enquire.
7. TCC will not ask for a waitlist holding fee when a family submits a waitlist registration.

When a space becomes available, the family at the top of the waitlist will be contacted, whether the space is full-time or part-time. Once a child is registered, it becomes possible to eventually accommodate for more specific needs, for example, going from a part-time to a full-time space or changing TCC site.

EMERGENCY MANAGEMENT

Trent Child Care has emergency management policies and procedures that all staff will follow in the event of an emergency. Parents/Guardians will be notified of an emergency by posting on the centre door, a call-in voicemail, e- mail, posted on Storypark, phone call and/or media release depending on the emergency situation.

FEES

The Trent Child Care Board sets the fee schedule. Increases to fees must be approved at a General Meeting. Fees are assessed on a monthly basis and parents must pay whether their child attends or not. Full fees are required regardless of days missed due to illness, inclement weather, vacation and statutory holidays. This applies to all children whether attending full-time or part-time. Trent Child Care does not offer a reduction for siblings.

Trent Child Care has enrolled in the Canada-wide Early Learning and Child Care (CWELCC) system between the Province of Ontario and the Government of Canada. The third phase of the fee reduction took place on January 1, 2025 for children under 6 years of age.

Daily Fee Schedule: As of September 2026

Trent Child Care – Peterborough & Bridgenorth locations		
	Base Fee	New Base Rate eff. September 1, 2026
Full Day Programs		
Infant Full Day	\$59.00	\$22.00
Toddler full day	\$46.00	\$21.74
Preschool Full Day	\$43.00	\$20.32

JK/SK Before School Care Program	\$11.00	\$11.00
JK/SK Before & After School Care Program	\$24.00	\$12.00
JKSK After School Care Program	\$13.00	\$12.00
JK/SK School Age full day – PA Days and summer Camp	\$43.00	\$20.32
6-12 years Before & After School Care Program	\$25.50	\$26.50
School Age full day 6-12		\$43.85
School Age AM Program 6-12		\$12.00
School Age PM Program 6-12		\$14.50

**At our Buckhorn location the costs for children up to age four have been cut in half due to funding from the Ministry of Education.

Trent Child Care – Buckhorn		
	Base Fee	New Base Rate eff. September 1, 2025
Toddler full day	\$23.00	\$12.00
Preschool full day	\$21.50	\$12.00
JK/SK Afterschool Care Program	\$13.00	\$12.00
JK/SK Before School Care Program	\$11.00	\$11.00
JK/SK Before & After School Care Program	\$24.00	\$12.00
6-12 years Before & After School Care Program		\$26.50
School Age full day 6-12		\$43.85
School Age AM Program 6-12		\$12.00
School Age PM Program 6-12		\$14.50

Payments

Monthly fee payments are to be paid in full by the first working day of each month or on the 7th of the month when paying by Pre-Authorized Agreement. Fees can be paid by cheque, money order. Pre- authorized Payment Agreement or Etransfer. Cheques or money orders are to be given to Site Supervisors. ECEs and other staff have been asked not to accept payments.

A charge of \$25.00 (non-base fee) will be added to your account for any NSF (non-sufficient funds) cheque/pre-authorized payment.

Over payment – if an overpayment is identified on your account a full refund or credit to your account will be issued within 30 days of notification.

Refunds:

1. **We do not provide refunds for illness or vacation.** Your contracted hours/days of care are the ones committed to at the time of enrollment, agreed upon when signing the parent agreement. These are the hours/days you will be invoiced for, whether your child is in attendance or *absent for any reason*.
2. **Summer, March Break, and PA Day camp fees are non-refundable:** Once you have received confirmation of care and have paid associated fees, the fees are non-refundable. If your child is unable to

attend camp, *no* refunds will be issued. We encourage families to carefully consider their enrollment decisions prior to registering for care.

3. **School Age Holding Fee for September Enrollment** – To secure a space for your child in our school age program with a September start date, you will be required to pay a two-week holding fee. The amount is non-refundable, no exceptions. If your child does return, your fee/s will be applied to your child's account and used towards future fees.
4. **Site Closures:** We do not provide refunds for site closures due to inclement weather. For any other site closure, refunds will be at the discretion of the Board of Directors.

Late Fee Payments

Late fees are subject to financial penalties. The penalty for late fees (fees received after the first of the month) is \$50.00 (non-base fee) for each late payment received. If a family has been late in payment and has been assessed the financial penalty on three (3) individual occasions child care services will be terminated.

Any family with difficulty meeting the payment deadline should contact the Administrative Manager, in advance, to arrange other payment terms.

The Executive Director of Trent Child Care Inc. has the authority to terminate child care services if established policies are consistently disregarded or fees are not paid in a timely manner.

******To obtain a copy or information on any one of Trent Child Care's Policies, please contact our office at info@trentchildcare.com or 705-775-0045.***

CLOSURES

Trent Child Care is closed on the following Statutory Holidays:

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day

All programs are also **closed** on the August Civic Holiday and for a **two-week** period at Christmas. (School aged programs are also closed on Easter Monday at no cost to families)

CLOTHING AND POSSESSIONS

Children must arrive with suitable clothing for active, and sometimes messy, play. Weather conditions must be kept in mind as outdoor play takes place daily. It is recommended that each child have a complete spare set of clothing, which can be left in the child's locker, cubby, or back pack. Each child requires a clean pair of indoor shoes or slippers to wear while attending the program. All clothing should have the child's name on it, as the staff cannot be responsible for locating missing clothing.

During the summer months, if parents/guardians wish sunscreen to be applied to their child(ren), it is

the parents' responsibility to apply the sunscreen before arriving in the morning. Staff will reapply lotion in the afternoon.

FIELD TRIPS

The children are able to explore their outdoor environment by going on periodic walks. Special trips are organized throughout the year to various places of interest. Parents/Guardians are notified and must sign consent forms for all organized outings. Field Trips costs are in addition to the regular child care fees to be paid by families separately and are non-base fee expenses.

INCLEMENT WEATHER CONDITIONS (all other sites)

Program closure may occur as a result of inclement weather days. An email or Storypark message will be sent to families advising of the closure. The program will only close when the weather is extreme or in the case of facility emergencies (e.g. power failure), or school board closures.

FEE SUBSIDIES

Parents/Guardians can receive a subsidy to assist with child care fees if eligible. This subsidy is administered through the City of Peterborough, Children's Services Department <https://www.peterborough.ca/en/city-services/child-care-fee-subsidy.aspx>. To determine if a parent/guardian qualifies for a full or partial subsidy, a needs assessment must be completed by the parent/guardian. Trent Child Care will then bill the family accordingly.

The Executive Director, Program Supervisor or Executive Assistant can provide advice for parents regarding the subsidy system. If the parent/guardian does not qualify for subsidy, or if the subsidy expires, the parent is solely responsible for the full child care fee. Subsidies must be renewed every six months and parents/guardians who fail to do so risk losing their subsidy.

PUBLIC RELATIONS

The program is sometimes used for public relations purposes when the press requests to take pictures of a child care program. Trent Child Care would ensure that video/photo consent forms would be signed prior to any images being used by the media.

ADMINISTRATION OFFICE

c/o 1600 Westbank Drive
Peterborough, Ontario
K9J 7B8

Executive Director –Maira Vance

Tel: 705-775-0045 x 2
Fax: 705-775-0048

Administration Office:

Tara Ball
705-743-5559

FULL DAY PROGRAMS:**Trent Child Care - Bridgenorth Full Day
Supervisor-Sandra Stewart**

832 Charles Street
Bridgenorth, Ontario K0L
1H0

Tel: 705.292.5471 ext. 21

Fax: 705.292.7948

Licensed Capacity: 47 Children
10/15 Infant/Toddler spaces
8 Toddler spaces
24 Preschool spaces

**Trent Child Care – Buckhorn Full Day
Program Supervisor – Katelyn Kelly**

8 George St, Buckhorn, ON K0L 1J0
(705) 657-1611

Licensed capacity: 39 children
10 Toddler spaces
14 Preschool spaces
10 Toddler/Preschool/School Age spaces

Trent Child Care - Campus**Program Supervisor – Lisa Wacker**

1600 West Bank Drive
Peterborough, ON K9J 7B8

Tel. 705-748-1096 ext 6

Fax: 705-748-1017

Licensed capacity: 65 Children
10 Infant spaces
15 Toddler One spaces
15/16 Toddler Two/Junior spaces
16 Preschool spaces / 8 Preschool
Spaces

**Trent Child Care - Kaawaate Full Day
Program Supervisors –**

Tara Cahorn & Kelly Lewis

250 Hunter St E,
Peterborough ON K9H 1H1

Tel: 705-750-0281 Fax: 705.775-2990

Licensed Capacity: 49 Children
10 Infant spaces
15 Toddlers spaces
24 Preschool spaces

Trent Child Care – Northminister**Program Supervisor – Stephanie Childs**

300 Sunset Blvd, Peterborough ON K9H 5L3
705-741-2086

Licensed capacity: 49 children
10 Infant spaces
15 Toddler spaces
24 Preschool spaces

SCHOOL AGE PROGRAMS:

Program Supervisor for School Age Programs:
Robin Finch

Trent Child Care - Bridgenorth
Site Supervisor- Sandra Stewart

832 Charles Street
Bridgenorth, Ontario K0L
1H0
Tel: 705.292.5471 ext. 21
42 School-age 6-12 yrs spaces
Summer Camp – 13 JK/SK & 15 – 6-12yr spaces,
PA Day/March Break Camp -42 spaces

Trent Child Care – Buckhorn Public School
Site Supervisor: Madison Loucks
1783 Lakehurst Rd. Buckhorn ON K0L
1J0

License Capacity: 30 children
13 JK/SK School age Spaces
15 School-aged 6-12 yrs spaces
Summer Camp – 13 – JK/SK & 15 – 6-12 yrs
Spaces

Chemong School Program Site
Supervisor- Lianne Found
1029 Gore Street
Bridgenorth, Ontario
K0L 1H0, Tel: 705-872-7309

License Capacity: 52 Children
52 JK/SK School age spaces

Immaculate Conception Program
Acting Site Supervisor- Danica Jarvis
76 Robinson Rd. Peterborough, ON
K9H 1E8 Tel: 705-875-2865

License Capacity: 56 Children
26 JK/SK School-age spaces
30 School age 6-12 yrs spaces

Kaawaate Program
Program Supervisor- Kelly Lewis
250 Hunter St E, Peterborough ON
K9H 1H1 Tel: 705-875-2856

License Capacity: 168 Children
52 JK/SK School age spaces
60 School-aged 6-12 spaces
Summer Camp – 26 JK/SK & 45 – 6-12yr
Spaces
PA Day/March Break Camp –
26 JK/SK & 45 – 6-12 yrs. Spaces

Monsignor O'Donoghue Program
Site Supervisor- June Klatt
2400 Marsdale Dr. Peterborough, ON
K9L 1Z2 Tel: 705-875-2910

License Capacity: 56 Children
26 JK/SK School-age spaces
30 School age 6-12 yrs spaces

St. Paul's Program
Site Supervisor- Cheryl Grahame
1101 Hilliard St Peterborough ON K9H
5S3 Tel: 705-875-8128

License Capacity: 56/60
26 JK/SK or 30 Primary School age
spaces
30 School-aged 6-12 yrs spaces

