



YMCA of  
Oakville

# YMCA Child Care Family Handbook

Building healthy  
communities





*"My son loves the YMCA teachers and never wants to go home at the end of the day. Most of the time he is tired from being so active!"*

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# Welcome to YMCA Child Care!

Choosing a child care provider is a big decision and we thank you for putting your trust in us. As the largest provider of licensed child care for children 18 months to 12 years in Oakville, we are committed to offering your child opportunities to learn, grow, thrive and lead in a welcoming and safe environment. Our positive, safe and nurturing environments help provide children with the tools and resources they need to reach their full potential!

Our *YMCA Playing to Learn* curriculum guides our work with our toddler and preschool children. This nationally recognized curriculum is based on the widely accepted philosophy that young children learn best through play. Our qualified early childhood educators facilitate play experiences that will help your child develop foundational skills in language and literacy, mathematics, science and technology and the arts. These foundational skills help to foster a life-long appreciation for learning that will ultimately assist your child in achieving future academic success.

Our before and after-school programs for kindergarten and school-age children are grounded in some of these same principles. Our teachers observe the interests of your child and plan an active, engaging play-based program centred around those interests. Our before and after-school programs are designed to develop and enhance social skills like leadership, teamwork, problem solving and conflict resolution. They provide ample opportunity for choice and are designed to help children form meaningful relationships with their peers and feel connected to their community.

The YMCA of Oakville is also a charity with deep roots in our community. For the past 50 years, we have been responding to the needs of Oakville with a variety of programs and services focused on improving the health and well-being of people in our community. Through programs like child care, we help young people learn values and positive behaviours in a supportive environment. By doing this, we help them become confident kids today and contributing, engaged adults in the future.



"My daughter has learned so much like social skills and practical skills like language and math."



## Program Statement

At the YMCA of Oakville, we know that access to high quality child care is critical for families. Our programs are designed to provide positive, safe and nurturing environments where children have the tools and resources to enhance their social, intellectual, physical and emotional development. As educators working with young children, we believe that every child is competent, capable of complex thinking and curious and rich in potential. The YMCA is committed to creating rich learning environments for children to reach their full potential in alignment with four foundational conditions that are outlined in the Ministry of Education's, "How Does Learning Happen?" Ontario's Pedagogy for the Early Years.

We appreciate each child's uniqueness and view the child's growth and development in a holistic manner. We know that children thrive in quality programs that provide choice, opportunities for leadership, focus on strengths, promote the development of skills and foster positive relationships.

As a values-based organization, we work to incorporate the YMCA core values of caring, honesty, respect, responsibility, health and inclusiveness into everything we do.

## YMCA Curriculum


### Toddler and Preschool Program

The YMCA of Oakville has a well-established, researched-based approach to early learning that guides our work with toddler and preschool children. YMCA Playing to Learn is based on the widely accepted philosophy that young children learn best through play. Play by definition is enjoyable, spontaneous, active, and undertaken without external goals or sanctions. This means children are self-learners and do not require an adult to choose what or how they should learn. When the child's natural activity of play is supported by caring and responsive professionals in positive, developmentally appropriate learning environments, we believe, a child will flourish. The child's innate competence, capacity, curiosity and potential will be maximized.

Each child has the ability to reach their full human potential through play. Our intention is to provide the best possible environment that allows the best possible play for all children in our care. We endeavour to meet the play needs of all children and do whatever possible to support the natural urge to play.

"YMCA Playing to Learn is a wonderful, academically sound, and highly accessible document. At the heart is a view of children, teachers, and parents as capable and competent. This is one document that will be highly valued in the field."

*Jean M Clinton, BMus MD FRCP(C), Associate Clinical Professor,  
Department of Psychiatry and Behavioural Neurosciences,  
McMaster University*



"My son enjoys going to the Y every day, and we feel 100 per cent confident in the care that he has received. It's so nice to hear him sing a song or repeat a story that he has learned."





### YMCA Healthy Child Development

Our before and after-school programs are designed to develop and enhance social skills like leadership, teamwork, problem solving and conflict resolution. They provide ample opportunity for choice and are designed to help children form meaningful relationships with their peers and feel connected to their community. Your child will have many opportunities to participate in a wide range of indoor and outdoor play, and physical activity on a daily basis.

YMCA before and after-school experiences are based on our YMCA Healthy Child Development framework. The YMCA Healthy Child Development framework aims to:

1. Increase participation by children in high quality YMCA programs
2. Improve health for children – reduce risk factors for chronic disease, lower childhood obesity levels
3. Increase evidence of positive developmental assets in children

As part of this framework, our YMCA before and after-school programs follow the guiding principles of play, relationships and health.

Play allows children to:

- improve and maintain physical, mental and spiritual health
- release stress and build resiliency skills
- have fun

Relationships allow children to:

- build positive connections with peers
- learn how to effectively problem solve and appreciate varying perspectives
- develop their ability to express empathy

A focus on health allows children to:

- learn how to eat healthy and be physically active
- develop healthy relationships with others
- foster a healthy spirit

Our before and after school program provides opportunities for children to start and end their day by having fun, building relationships and getting active. Our morning programs begin at 7:00 a.m. and operate until school starts. The afternoon program begins when school is dismissed and operates until 6:00 p.m.

Our program may include, but is not limited to things like:

- board games, arts and crafts
- dramatic play, block play and construction
- science and discovery
- low organized games and sports
- outdoor play
- quieter areas for reading, homework completion
- a nutritious snack is offered every morning and afternoon



## YMCA Curriculum Goals and Approaches

YMCA educators design a daily schedule that meets the needs of the children and provides for a balance of activities throughout the day. Consideration is given to each child's individual age, developmental level, energy level and their interest.

Generous opportunities for children to explore, play and inquire are included both indoors and outdoors. Active and quiet play are interwoven throughout the day. The daily schedule is flexible however young children thrive on regular schedules and feel secure when they can predict what will occur throughout the day. Therefore snacks and mealtimes are consistent as is the rest period in the afternoon for young children.

### Child Initiated and Adult Supported Experiences

Children and parents are warmly greeted upon arrival and after a brief check-in to share news from the evening before, the children get down to the serious business of playing.

The room is set up with a variety of intentionally planned activities that support the observed interests of the children. The children might join some friends at the creative table to work collaboratively on a collage, or they might work on a Lego structure that they safely stored on the counter to complete the next day.

There are no expectations imposed by the educator or curriculum on where children play, or whom they play with, or how long they play at one activity. That is for the child to choose based on their interests.

You may overhear a small group of children in the dramatic play centre dressed in costumes acting out a scene of "family members and baby at the doctor". The educator has been assigned the role of the "doctor" by the children and takes this opportunity to ask the children questions that expand their understanding of what happens at a check-up.

Tomorrow the educator supports the children's interest by adding books about doctors and hospitals to the dramatic play centre hoping to build on the children's interest and spark more questions and play – resulting in more learning.

### Fostering Exploration Play and Inquiry

Children are born with a natural sense of curiosity and wonder. They play naturally.

As parents and educators, we watch children explore their world through their senses, repetition of tasks, imitation, asking questions, pretending. What are children really doing? Children are putting together all the pieces of how the world works through exploration, play and inquiry.

YMCA educators understand the importance of play. They foster, expand and scaffold this natural talent called play by being:

- active participants
- architects of the playscape
- keen observers
- planners
- reporters
- collaborators
- reflective practitioners

Observing a day-in-the-life of a YMCA child care program, you will note that the majority of activities are directed by the children. Children decide where, when, what and how they wish to play. Their decisions are based on their interests and curiosity. The educator responds by adapting the environment by adding new toys, materials and equipment, posing questions, and being a play partner. This sets the stage for further play, inquiry, discovery and learning. The educator's role is to support play so that learning and development flourishes.





## Encouraging Children to Interact, Communicate and Self-Regulate

The YMCA believes that it is the role of the adult in a child's life to support them to learn how to interact effectively with the world around them including other children, adults, and the environment.

Generally self-regulation involves gaining a degree of control over one's bodily functions and impulse, managing one's emotions, changing one's behaviours and maintaining focus or attention on something or someone.

Some of the approaches implemented by YMCA educators to set the stage for positive interactions and enhance social engagement among children include:

- Educators provide small group experiences that allow for more individualized adult attention
- Educators role model inclusive, respectful, and collaborative interactions with children and adults
- Educators ensure that the learning environment is flexible so they can respond in the moment and build on or scaffold the children's interest
- Educators ensure toys, equipment, and materials are plentiful and available to children at all times
- Children are given freedom to make choices
- By engaging as a play partner with children, educators are able to demonstrate pro-social skills including promoting discussion, problem solving skills when conflict arises, and understanding how their actions affect others
- Educators attend trainings that address self-regulation and resilience.

## Planning Learning Environments to Support every Child's Learning

At the YMCA we recognize that the parent is the child's first teacher, the YMCA educator is the second teacher and the learning environment is the child's third teacher.

The YMCA's unique approach to planning and creating learning environments supports children's play so that early learning and healthy development is maximized.

In our child care centres we have created home like environments that include calm colours, soft furnishings, items from nature like plants and pets, family photographs, and accessories that are intended to make children feel comfortable and safe.

YMCA educators understand that children learn holistically not in one area of development at a time. We understand that riding a tricycle involves gross motor and fine motor skills but the play children engage in while riding a tricycle involves many more – communication skill, social skill, etc.

Therefore you may find books, paper and crayons in the block area because children are using these items to figure out how to build a bridge from one shelf to another. Or you may find playdough in the dramatic area where children are making pizza. And on a beautiful day you may see indoor furniture moved outdoors to take advantage of the weather.





*"Thanks to the Y, my son is very prepared for kindergarten. He can spell six letter words, do simple addition and more!"*

### **YMCA Educators**

YMCA child care educators go through a comprehensive interview process and are required to submit three employment references, plus a current police records check with vulnerable sector screening prior to starting with us.

Our team is selected based on their maturity, education, experience working with children and families, and their ability to role model YMCA values. Our educators have many opportunities for ongoing professional development through internal and external training sessions and our annual before and after-school conference. All educators are required to adhere to a number of YMCA policies and procedures, as well as Ministry of Education requirements. An annual review of our policies and procedures ensures that our team is knowledgeable and prepared to handle any situation.

### **College of Early Childhood Educators**

The College of Early Childhood Educators is the professional self-regulatory body for early childhood educators (ECE's) in Ontario. The College mandate is to protect the public's interest and ensure quality and standards of practice of early childhood educators. YMCA educators with an Early Childhood Education diploma or degree must hold a current, clear membership with the College. Memberships must be renewed on an annual basis.

### **Volunteers and Students**

At times, YMCA programs are enhanced by the involvement of volunteers and placement students. Volunteers and placement students also go through a formal interview process and are required to provide the YMCA with three professional references. Additionally, they provide the YMCA with a current police records check with vulnerable sector screening prior to being placed in our programs.

Volunteers and placement students are oriented to the centre they will be placed at, and review and sign-off on all YMCA policies and procedures. They are also required to adhere to the Ministry of Education requirements for licensed child care.

Our volunteers and placement students are not responsible for and are never left alone with children. They are always under the supervision of a paid YMCA educator.



## Family Partnership

Our commitment to provide high quality child care involves remaining knowledgeable with current research in child development, and working in partnership with our families. At the YMCA we understand that young children flourish in all areas of development when they are in positive and responsive relationships with adults. YMCA educators build a foundation of trust with children by being able, sensitive, responsive and caring.

YMCA educators create an inclusive and respectful environment to foster positive, equitable, and collaborative relationships. When children feel safe, secure, valued and contributing members of their world they're able to explore, discover, try new things, grow, learn and develop. We believe that our expertise in child care is only one part of ensuring every child has the best experience possible. We rely on our families to work side by side with us in order to better understand and respond to individual needs. We encourage our families and our educators to exchange information regularly. We have an open door policy, and encourage our families to spend time in the program with their child when possible.

We use a number of strategies to ensure open communication with our families, and they include:

- informal information sharing during drop-off and pick-up times
- phone calls and emails
- celebrations and family engagement events (eg. YMCA Strong Kids campaign events)
- meetings
- photographs of children at play
- posting program plans that include observations of children's interests and activities
- website updates, newsletters and e-blasts
- annual parent satisfaction survey ( third party administered)

Our parent satisfaction survey is administered to our toddler, preschool, and before and after-school families on an annual basis. We encourage all of our families to complete the short online survey as it is used as a tool to get feedback and gain insight into how we can continuously improve the quality of our programs. The feedback offered on these surveys helps guide our decisions and helps us to develop plans to address any gaps in quality.

## Ministry of Education

Our partners from the Ministry of Education help us to deliver on our promise to ensure high quality programs that support the healthy growth and development of children. We work with our Halton school administrators, principals and teachers to ensure every child has a positive, safe school community.

Additionally, all YMCA licensed child care centres adhere to the criteria set out by the Ministry of Education, and we are inspected annually to confirm compliance with the regulations. As you enter your child's centre you will see the current license issued by the Ministry of Education. If you have any questions about the license of the centre, you are encouraged to speak directly with the child care supervisor.

As a licensed child care provider, YMCA educators have the responsibility to report serious occurrence incidents to the Ministry of Education, Quality Assurance and Licensing within 24 hours. To support transparency and access to information, a "serious occurrence notification form" will be posted at the centre for 10 days following an incident. This posting provides our families with a brief overview of what happened and what kind of follow-up will happen, while protecting the privacy of individuals involved.

Many factors lead to a serious occurrence report. A serious occurrence does not necessarily mean that an operator is not complying with licensing requirements, or that children are at risk. The policy supports the government's efforts to increase access to information about licensed child care programs in Ontario.

## Quality First

Our YMCA partners with Quality First to ensure a consistent level of high quality programs. Quality First is an initiative that provides all licensed child care programs in the Halton region with the opportunity to participate in a developmental model for quality improvement. It is designed to facilitate positive, meaningful and sustained change in the delivery of quality care and learning in Halton region. Our partners at Quality First support the professional development of our educators by providing training and in-centre support.







## Inclusion

The YMCA of Oakville, in keeping with our mission and core values, believes in the development of healthy and confident children. We're committed to treating all children with dignity and respect, and helping them grow and develop to their full potential in a supportive environment.

We know that an inclusive environment allows children to take risks, challenge themselves, develop their skills and have a place to truly belong. Other benefits include teaching children to:

- develop a better understanding and appreciation of differences
- learn to show respect for self and others
- learn from, and with, their peer group
- more fully participate in the community and transition into school

Our full-day and before and after-school programs are primarily designed for children who can participate in group care experiences. We adhere to the staff to child ratios as legislated by the Ministry of Education – Child Care and Early Years Act. As such, our ratios are as follows:

- |  |      |
|--|------|
| • Toddler (18 months-2.5 years)          | 1:5  |
| • Preschool (2.5 years-3.8 years)        | 1:8  |
| • JK/SK (3.8 years-6 years)              | 1:13 |
| • Primary/Junior School Age (6-12 years) | 1:15 |
| • Junior School Age (9-12 years)         | 1:20 |

There will be times when children require additional support in our programs to experience success. In order to meet the individual needs of the children in our programs we:

- consult with our families to learn more about their child's individual needs and explore ways we can partner to ensure consistency between home and school
- strive to adapt the environment and programs to meet the needs of the child (where possible)
- work with our community partners to enhance our ability to support children through training and consultation
- provide additional in-centre supports (where possible)



## Child Guidance

Our educators are trained to support children to make good decisions, to help them become more independent, and to take personal responsibility for their behaviour. As a values-based organization, we encourage children to show respect for themselves, others and their environment. Our educators help children develop these important life-skills by setting limits, creating boundaries and establishing standards for appropriate behaviour.

YMCA educators are expected to adhere to the procedures outlined in the YMCA Child Guidance policy at all times. Additionally, educators are required to review the policy on an annual basis and a behaviour management review is conducted every six months by the child care supervisor. A copy of the YMCA Child Guidance Policy is available from the child care supervisor upon request. Any practice based on harmful disciplinary methods that affect the emotional or physical well-being of a child are not permitted in any YMCA child care programs.

**\*\***These prohibited practices include the following:

- Leaving children unattended or unsupervised;
- Deliberate use of harsh or degrading measures on the child that would humiliate the child or undermine his or her self-respect;
- Depriving the child of basic needs including food, shelter, clothing, or bedding;
- Locking the exits of the child care centre premises for the purpose of confining the child; or
- Using a locked or lockable room or structure to confine the child if he or she has been separated from the other children;
- Any form of abuse including corporal punishment, physical, sexual or emotional abuse.

YMCA educators are fully committed to safeguarding the welfare of all children in our care. Educators recognize their responsibility to promote safe practices and to protect children from harm, abuse, and exploitation. Our educators are trained in the identification and reporting requirements of suspected abuse, as outlined in the Child and Family Services Act.

In some cases, group care does not meet the needs of every child. If a child's behaviour threatens the safety of other children, staff or volunteers and/or poses an ongoing disruption to the program, the child may be suspended and/or removed from the program. Removal from the program is considered in more extreme situations, and is at the discretion of the YMCA.

The following additional situations may be considered cause for withdrawal of care at the discretion of the YMCA:

- non-payment of child care fees
- chronic late pick-up of child
- situations that require specialized services that the YMCA is unable to provide
- parents or other family members who exhibit abusive and/or disrespectful behaviour toward YMCA staff, volunteers, other children and other families
- refusal by the parent/guardian to meet with YMCA staff and/or consent to the use of support services for their child





## Promoting Health, Safety and Well-Being

The YMCA of Oakville provides a vital service to families ensuring that children are in a safe, nurturing environment that fosters independence and well-being. We believe that a healthy lifestyle begins at an early age.

### Nutrition

For the convenience of busy working families, all of our licensed child care programs offer a food service. Food is prepared through a catering company or by an on-site YMCA staff member, who is trained in food handling.

Our full day toddler and preschool programs offer two nutritious snacks and a variety of fresh fruit, as well as a nutritious lunch every day. Our before and after-school programs offer two nutritious snacks (morning & afternoon) and a variety of fresh fruit and non-perishable snacks each day.

Our snack menu follows the legislated requirements outlined in the Child Care and Early Years Act. Additionally, we follow the Canada's Food Guide. Every snack or meal incorporates a minimum of 2 of the food groups. Our snack menus are posted at each location for your information.

Due to the number of children with allergies and food restrictions, our YMCA discourages food from home in our program. We do recognize that there will be times in our before and after-school programs when children are expected to bring their own lunch (ie. PA days and holiday program). In these instances, we ask for your cooperation in not sending any snacks/lunches that contain nuts, peanut or peanut products

### Illness

The health and safety of the children in our programs is our primary concern. As partners in your child's care it is important that we work together to prevent infectious diseases and illness from spreading. Please ensure that you have made arrangements for your child in the event of illness.

If your child becomes ill while in our care, he/she will be supervised away from other children and you will be contacted and asked to pick up your child. If we are unable to reach you, we will call your emergency contact as indicated on your registration form, to pick up your child.

Children should not return to the program until they are able to fully participate in all aspects of our program, including outdoor activities. For some illnesses, there is a specific program exclusion period that we ask families to adhere to. For more detailed information, please speak directly with the child care supervisor

All children must have an updated immunization record or provide a letter of exemption prior to participation in our licensed child care programs.

## Allergies/Anaphylaxis

Anaphylaxis is a serious allergic reaction that can be life-threatening. This allergy can include, but is not limited to, food, insect bites, medicine and environmental conditions. We have many children in our care who have a life-threatening allergy and we take every measure to ensure their safety.

Protecting children with life-threatening allergies is a shared responsibility. Parents who have children who have been diagnosed with an anaphylactic allergy must provide a detailed individual emergency plan for their child and are required to train/orient all centre staff and volunteers on their child's emergency plan prior to the first day of care. It is the parent's responsibility to inform centre staff of a child's allergy at the time of registration and provide an annual update of any allergy changes.

YMCA educators are certified in standard First Aid and infant and child CPR, and have been trained to effectively use an auto-injector in the event of a severe allergic reaction. We will inform families within our programs of any anaphylactic allergies and will request that the causative agents are not brought into the program. An information sheet indicating the type of anaphylactic allergy will be placed in the child's file and each child's individual emergency plan will be posted in all classrooms and food service areas.

### Medication

Our educators can administer prescription medication in the original container. The medication must be affixed with the original pharmacist's label and must include the following information:

- name of the child
- medication prescribed
- dosage
- duration
- expiry date

Over the counter medication will only be administered to your child when it is sealed in the original container and labelled with the following information:

- name of child
- medication prescribed (ie. children's Tylenol)
- dosage
- duration
- expiry date
- reason for administering

In both cases, we ask our parents to complete a YMCA medication form that authorizes the administration of medication.

If you would like our educators to apply creams (ie, sunscreen, diaper cream, moisturizer), you will be asked to complete a YMCA medication form that provides us with permission to apply.



## Inclement Weather

An important component of all of our licensed child care programs is outdoor play. On a daily basis, children will participate in outdoor activities and it is important that our families send their children with appropriate clothing for the weather conditions. Clothing should be comfortable enough for children to fully participate, and your child's belongings should be clearly labeled with their name.

During extreme weather alerts including heat, smog and wind chill advisories children will not participate in outdoor activities, and an alternate in-centre program will be implemented.

In the event of severe weather conditions, the school board may make the decision to adjust their school hours and dismiss the children early. If this happens, a YMCA staff member will contact each family and ask them to make arrangements to pick up early. Families will not be refunded for the day.

In some cases, the school board will close for the day, and our YMCA will also close. These decisions are usually made in the early morning and are posted on the school board's website. Families can also check the YMCA website for the latest updates or tune into the local radio and television stations. Families will not be refunded for the day.

In the event that the school is closed during our program time due to an emergency, YMCA staff will re-locate the children to the emergency evacuation site and will contact all families to notify them.

## Smoke Free

In accordance with the Smoke-Free Ontario Act, no person shall smoke tobacco in or around the child care centre whether or not children are present. This includes playgrounds, school property and surrounding areas.

## Impaired Parents/Guardians

The safety of the children in our care is our top priority. As such, our educators have been instructed to follow specific procedures should a parent or guardian who is impaired comes to pick up their child. Staff will request that the parent or guardian arrange for a taxi service or contact an alternate person who can be responsible for driving them home safely. If this practice is not followed, our staff have been instructed to contact Halton Police Services.





## Hours of Operation

### Full-Day Child Care (toddler & preschool)

Monday-Friday  
7:00 a.m. – 6:00 p.m.

### Before and After-School

#### (JK/SK – 12 years)

Monday – Friday  
7:00 a.m. until school starts  
school dismissal until 6:00 p.m.

Our full-day child care programs operate 12 months of the year, while our before and after-school programs operate from September to June.

## Dropping Off and Picking Up Your Child

It is important that all children are under the supervision of an adult at all times. To ensure this practice, we require all parents to drop off and pick up their child directly in the YMCA program space. Upon arrival and departure, a YMCA staff member will greet you and your child and indicate the time of arrival and the time of departure on our attendance.

YMCA staff will only release your child to those who are indicated on the registration form as people who are authorized to pick up your child. This includes parents/guardians and emergency contact people. It is very important that we have updated contact information at all times. If your contact information changes, please notify the child care supervisor.

There will be times when you would like to have someone different pick up your child from care. If this happens, you are required to provide either written and/or verbal consent to a YMCA staff member. If this person is unknown to the staff, they will be required to show photo identification. Please ensure the person you ask to pick up your child is aware of this expectation so they come prepared.

## Late Picking up your Child?

To accommodate the needs of busy working families, all of our child care centres open at 7:00 a.m. and close at 6:00 p.m. It is very important to ensure that your child is picked up at the centre every day no later than 6:00 p.m. If you anticipate being late, please make arrangements for an alternate pick up.

To respect the schedules of our YMCA staff members, our YMCA has a late fee policy in effect. Families who arrive after 6:00 p.m. will be required to make payment directly to the staff on duty within 48 hours. Our late fee is levied at a rate of \$15.00 for every 15 minute increment, starting at 1 minute past the program time. For example:

6:01 p.m. – 6:15 p.m.	\$15.00
6:16 p.m. – 6:30 p.m.	\$30.00

Please note that we do not issue receipts for late payments.

Should you be late, every effort will be made to reach you and your emergency contact person. If we have not been able to contact someone to pick up your child by 7:00 p.m. a call will be placed to Halton Children's Aid Society for consultation.

Families who are late more than three times will be asked to find alternate child care for their child.

## Parental Access Procedure

The YMCA of Oakville does not have the legal right to deny a parent or authorized pick-up person access to his or her child if we have proper notification and written notice of release.

If parents have legal joint custody of a child, then the child may be released to either parent provided both names are listed on the registration form and the YMCA staff person is familiar with the individual.

If only one parent has legal custody of a child, a current original letter/agreement from the courts indicating the visitation schedule and any restrictions is required on file. This is required by our YMCA by the first day your child attends our program.

## If Your Child Will be Away

To ensure the safety of the children in our programs, we ask all parents to notify their child's centre if he/she will be absent for the day. Each of our child care locations has a direct phone line, and email address where you can either speak directly with a YMCA staff member or leave a message. For a complete phone and email listing of our child care centres please visit our website at [ymcaoakville.org](http://ymcaoakville.org).



## PA Days and School Breaks

We recognize the needs of busy working families, and this is why our YMCA offers full day programs for children 3.8 to 12 years on all professional activity breaks. Please visit our website at [ymcafoakville.org](http://ymcafoakville.org) to see a listing of program locations and to register your child. If your child care fees are subsidized through Halton region, you will need to register your child for PA days directly at the Peter Gilgan Family YMCA at 410 Rebecca Street.

Our full-day programs offer children many activities and opportunities to be active and creative and will often include a special guest. Some locations offer trips. We also offer a full-day program during the Holiday break and throughout the March Break.

If you are looking for a program for your child 3.8 to 12 years, our YMCA offers a wide variety of summer day camp programs at 5 locations. Extended hours and bus transportation is available. Registration for summer day camp starts January 30, and our brochure is available for families towards the end of January. For more information, please visit our website at [ymcafoakville.org](http://ymcafoakville.org).

## Statutory Holidays

YMCA Child Care programs are closed on the following holidays:

New Year's Day	August Civic Holiday
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Christmas Day
Victoria Day	Boxing Day
Canada Day	

*Please note that fee payment is required for all statutory holidays.*

## High-quality child care for every child

We believe that every child deserves to be nurtured to reach their full potential and thanks to caring donors, we're here to help.

## Megathon for YMCA Strong Kids

In early June, children in YMCA child care and before and after-school programs are focused on healthy activity and the importance of giving back to help those in need by raising funds for the YMCA Strong Kids campaign through Megathon events. The children decide on the activities and help plan the fundraisers.

## Your support changes lives.

Make your gift to YMCA Strong Kids and help create more opportunities for people in our community to become healthier, stronger, more confident and reach their potential.

**YMCA**  
**STRONG**  
**KIDS**  
CAMPAIGN

## Donate Now

You can also donate online anytime by visiting our website at [ymcafoakville.org/donate](http://ymcafoakville.org/donate)

Charitable Registration # 11906 4400 RR0001



YMCA Child Care Locations	Ages	Alternate Phone Number
<b>Abbey Lane</b> 1160 Old Abbey Lane (905) 510-0768 abbeylanesacc@oakville.ymca.ca	3.8-12 yrs	Pilgrim Wood Child Care Linda LaForge (905) 847-9260
<b>Captain R Wilson</b> 2145 Grand Oak Trail (905) 808-4753 captainrwilsonsacc@oakville.ymca.ca	3.8-12 yrs	St. Bernadette Child Care Janet Caranci (905) 825-9121
<b>Eastview</b> 2266 Hixon Street (905) 510-0937 eastviewsacc@oakville.ymca.ca	3.8-12 yrs	Peter Gilgan Family YMCA Gillian Beaver (905) 845-5597, ext. 312
<b>EJ James</b> 338 Cairncroft Drive (289) 681-1211 ejjamesacc@oakville.ymca.ca	6-12 yrs	Oakville Trafalgar Child Care Centre Heather Dean (905) 338-7755
<b>Emily Carr</b> 2255 Pine Glen Road (905) 580-6341 emilycarrsacc@oakville.ymca.ca	3.8-12 yrs	Oakville Trafalgar Child Care Jan Spiers (905) 338-7755
<b>Falgarwood</b> 1385 Gainsborough Drive (905) 510-6934 falgarwoodsacc@oakville.ymca.ca	3.8-12 yrs	Oakville Trafalgar Child Care Jan Spiers (905) 338-7755
<b>Forest Trails</b> 1406 Pine Glen Road (905) 808-0205 foresttrailssacc@oakville.ymca.ca	6-12 yrs	Oakville Trafalgar Child Care Jan Spiers (905) 338-7755
<b>Gladys Speers</b> 2150 Samway Road (905) 510-6904 gladysspeerssacc@oakville.ymca.ca	3.8-12 yrs	Peter Gilgan Family YMCA Gillian Beaver (905) 845-5597, ext. 312
<b>Holy Family</b> 1420 Grosvenor Street (905) 510-3904 holyfamilysacc@oakville.ymca.ca	3.8-12 yrs	Oakville Trafalgar Child Care Jan Spiers (905) 338-7755
<b>James W Hill</b> 2860 Kingsway Drive (905) 580-6759 jameswhillsacc@oakville.ymca.ca	3.8-12 yrs	St. Luke Child Care Centre April White (905) 829-0868
<b>Joshua Creek</b> 1450 Arrowhead Road (905) 510-5821 joshuacreeksacc@oakville.ymca.ca	3.8-12 yrs	St. Marguerite Child Care Centre Ashley Gomes (905) 849-7005
<b>Maple Grove</b> 288 Maple Grove Drive (905) 510-6937 maplegrovesacc@oakville.ymca.ca	3.8-12 yrs	St. Luke Child Care Centre April White (905) 829-0868
<b>Montclair</b> 1285 Montclair Drive (905) 580-6588 montclairsacc@oakville.ymca.ca	3.8-12 yrs	Peter Gilgan Family YMCA Gillian Beaver (905) 845-5597, ext. 312
<b>Mother Teresa</b> 1190 Westview Terrace (905) 510-2935 motherteresasacc@oakville.ymca.ca	3.8-12 yrs	Peter Gilgan Family YMCA Gillian Beaver (905) 845-5597, ext. 312
<b>Munns</b> 1511 Sixth Line (905) 510-5935 munnsacc@oakville.ymca.ca	3.8-12 yrs	Oakville Trafalgar Child Care Jan Spiers (905) 338-7755



YMCA Child Care Locations	Ages	Alternate Phone Number
<b>New Central</b> 133 Balsam Drive (905) 681-1209 newcentralsacc@oakville.ymca.ca	3.8-12 yrs	Peter Gilgan Family YMCA Gillian Beaver (905) 845-5597, ext. 312
<b>Oakville Trafalgar</b> 1460 Devon Road (905) 338-7755 heatherde@oakville.ymca.ca	18 mo-5 yrs	Heather Dean
<b>Oodenawi</b> 385 Sixteen Mile Drive (905) 510-5917 oodenawisacc@oakville.ymca.ca	3.8-12 yrs	St. Marguerite Child Care Ashley Gomes (905) 849-7005
<b>Our Lady of Peace</b> 391 Riverglen Blvd (905) 257-3111 lucyco@oakville.ymca.ca	18 mo-12 yrs	Lucy Correia
<b>Palermo</b> 2561 Valleyridge Drive (905) 510-2393 palermosacc@oakville.ymca.ca	3.8-12 yrs	The Waterford Child Care Stephanie da Silva (905) 827-2405, ext. 546
<b>Pilgrim Wood</b> 1551 Pilgrims way (905) 847-9260 lindala@oakville.ymca.ca	2.5-12 yrs	Linda LaForge
<b>Pine Grove</b> 529 Fourth Line (905) 510-2509 pinegrovesacc@oakville.ymca.ca	6-12 yrs	Peter Gilgan Family YMCA Gillian Beaver (905) 845-5597, ext. 312
<b>Post's Corners</b> 220 Caldwell Drive (905) 510-2709 postcornerssacc@oakville.ymca.ca	3.8-12 yrs	Our Lady of Peace Child Care Lucy Correia (905) 257-3111
<b>River Oaks</b> 2173 Munns Ave (905) 842-6639 allisonyo@oakville.ymca.ca	3.8-12 yrs	Allison Youden
<b>Sheridan</b> 1555 Lancaster Drive (905) 510-0997 sheridansacc@oakville.ymca.ca	3.8-12 yrs	St. Marguerite Child Care Centre Ashley Gomes (905) 849-7005
<b>St. Andrew</b> 145 Millbank Drive (905) 808-5298 standrewsacc@oakville.ymca.ca	3.8-12 yrs	Our Lady of Peace Child Care Lucy Correia (905) 257-3111
<b>St. Bernadette</b> 1201 Heritage Way (905) 825-9121 janetca@oakville.ymca.ca	18 mo-12 yrs	Janet Caranci
<b>St. Dominic</b> 2405 Rebecca Street (905) 580-3115 stdominicsacc@oakville.ymca.ca	3.8-12 yrs	Peter Gilgan Family YMCA Gillian Beaver (905) 845-5597, ext. 312
<b>St. James</b> 255 Morden Road (289) 681-4055 stjamessacc@oakville.ymca.ca	3.8-12 yrs	Oakville Trafalgar Child Care Heather Dean (905) 338-7755

YMCA Child Care Locations	Ages	Alternate Phone Number
<b>St. Joan of Arc</b> 2912 West Oak Trails (905) 510-6509 stjoanofarcsacc@oakville.ymca.ca	3.8-12 yrs	St. Bernadette Child Care Janet Caranci (905) 825-9121
<b>St. John</b> 1480 Mansfield Drive (905) 510-2507 stjohnsacc@oakville.ymca.ca	3.8-12 yrs	River Oaks Child Care Allison Youden (905) 842-6639
<b>St. John Paul</b> 2130 Kingsridge Drive (289) 681-6756 popejohnpaulsacc@oakville.ymca.ca	3.8-12 yrs	Oakville Trafalgar Child Care Heather Dean (905) 338-7755
<b>St. Joseph</b> 477 Warminster Drive (905) 510-0977 stjosephsacc@oakville.ymca.ca	3.8-12 yrs	Oakville Trafalgar Child Care Heather Dean (905) 338-7755
<b>St. Luke</b> 2750 Kingsway Drive (905) 829-0868 aprilwh@oakville.ymca.ca	18 mo-12 yrs	April White
<b>St. Marguerite</b> 1359 Bayshire Drive (905) 849-7005 ashleygo@oakville.ymca.ca	18 mo-12 yrs	Ashley Gomes
<b>St. Mary</b> 2175 Colonel William Parkway (905)-580-7071 stmarysacc@oakville.ymca.ca	3.8-12 yrs	The Waterford Child Care Stephanie da Silva (905) 827-2405, ext. 546
<b>St. Matthew</b> 1050 Nottinghill Gate (905) 510-0537 stmatthewsacc@oakville.ymca.ca	3.8-12 yrs	Pilgrim Wood Child Care Linda LaForge (905) 847-9260
<b>St. Michael</b> 165 Sewell Drive (905) 808-2419 stmichaelsacc@oakville.ymca.ca	3.8-12 yrs	Oakville Trafalgar Child Care Jan Spiers (905) 338-7755
<b>St. Vincent</b> 1280 Braeside Drive (905) 338-7755 heatherde@oakville.ymca.ca	3.8-12 yrs	Oakville Trafalgar Child Care Centre Heather Dean (905) 338-7755
<b>Sunningdale</b> 1434 Oxford Ave (905) 808-3678 sunningdalesacc@oakville.ymca.ca	6-12 yrs	River Oaks Child Care Allison Youden (905) 842-6639
<b>The Waterford Child Care Centre</b> 2140 Baronwood Drive (905) 827-2405, ext. 546 stephanieda@oakville.ymca.ca	18 mo-5 yrs	Stephanie da Silva
<b>W.H Morden</b> 180 Morden Road (905) 510-0935 mordensacc@oakville.ymca.ca	3.8-12 yrs	Oakville Trafalgar Child Care Heather Dean (905) 338-7755
<b>West Oak</b> 2071 Fourth Line (905) 510-3517 westoaksacc@oakville.ymca.ca	3.8-12 yrs	Oakville Trafalgar Child Care Jan Spiers (905) 338-7755



## Registration

YMCA child care families are required to register annually for our programs. Typically, registration packages are available at your child's school at the main office and in YMCA program space by mid-February. To ensure that we meet the needs of families, you will be guaranteed space in our program for the following school year provided we receive your completed registration form no later than May 31st. In order to process your registration, we will need the following:

- registration form
- medical information form
- pre-authorized debit form

Please note – if we receive your completed registration form after May 31st, we will not be able to guarantee space in the program and you may be put on our child care waitlist. Children on our waitlist will be accepted into the program as space becomes available, expansion of the program and/or our staffing compliment can accommodate the growing need for care.

Space in our full day toddler & preschool program is based on availability, so we encourage you to submit your paperwork as soon as possible.

There is one-time non-refundable registration fee of \$25.00/family.

## Changes to Your Registration

Making changes to your registration is easy! If you would like to change days, program components, change your billing information or withdraw from the program, we ask that you provide two weeks written notice to the child care supervisor.

While we want to meet the needs of our families, please speak with your centre supervisor before submitting your written request to ensure that we are able to accommodate you.

## Child Care Fees

Child care fees are paid on a monthly basis and can be paid by VISA, AMEX, MasterCard or by pre-authorized debit. If you are paying by credit card, payments will be processed on the 22nd of each month and if you are paying directly from your bank account, payments will be processed on the 15th of each month. Please be advised that an NSF fee of \$20.00 will be applied to your account in the event your child care payment is declined. Should child care fees continue to be in arrears, child care services may be withdrawn at the discretion of the YMCA.

Please refer to the most current fees schedule found in your registration package for more information.

## Subsidized Child Care Fees – Halton Region

The YMCA of Oakville holds a Purchase of Service Agreement with Halton Region. This partnership allows us to meet the needs of families in our community who are unable to pay the full cost of licensed child care. To learn more about how you can apply for child care fee subsidy please contact Halton Region at (905) 825-6000.

## YMCA Financial Assistance

Today, child care is a significant factor in the way many Canadian children live, learn and grow. For families who are struggling, the cost of high-quality child care can be beyond reach. Halton Region helps struggling families afford the cost of child care, but there are times when this support is not enough. We believe that every child deserves to be cared for by compassionate professionals in a safe, nurturing environment.

If your family needs financial support, please speak directly with the child care supervisor to learn more.

Thanks to donors to the YMCA Strong Kids campaign affordable, high-quality child care is within reach for families in need.

## Tax Receipts

The YMCA of Oakville issues official tax receipts to families on February 28th of each year. Tax receipts can be found online at [ymcafoakville.org](http://ymcafoakville.org).

If you have any problems accessing your child care tax receipt, please contact us directly at (905) 845-3417.





"My son loves the Y!  
He's always outside playing  
or doing crafts and learning  
something new!"

### Our Mission

The YMCA of Oakville is a charity that strengthens community in Spirit, Mind and Body

### Our Vision

The YMCA of Oakville will be at the forefront of positive change in the health and well-being of our community

### Our Core Values

Respect, Responsibility, Inclusiveness, Caring, Health and Honesty

Building healthy  
communities

## Get Involved!

As a new member of our family, we also invite you to get involved in our YMCA community. You can make a difference by volunteering or supporting our YMCA Strong Kids campaign to help children, youth and families in need access much needed YMCA programs and services. Visit us anytime to learn more, or attend one of our free community events like Family Day and YMCA Healthy Kids Day.

## Stay Connected!

Check out our website [ymcaofOakville.org](http://ymcaofOakville.org) and social media sites to learn more about the YMCA and keep connected all year long.

