



Community Child Care ~ February 2016

New Attendance Records

On the back of this newsletter you will find a sample of our new calendar-style attendance records. You will use a separate calendar sheet for each family. As usual, you and the parent are to sign the sheet at the end of the month. Keep a copy for your records and e-mail, fax or mail a copy to the office as soon as possible after the end of the month.

We will be bringing sets of attendance calendars out to you in the next few weeks. If you prefer, we can send them by e-mail and you can print them as needed. Just call the office and we'll e-mail them to you.

To meet the new Ministry of Education requirement, there is space to record children's drop off and pick up times in each calendar block. You can note in a comment if a child is away sick or on holiday, or if buses are cancelled, etc.

Please call the office or talk to your advisor if you have any questions about the new forms. Thanks for your cooperation.

Daily Log Books

Your advisor will soon be bringing you a booklet to use as a daily record of what happens in your daycare home. We call it your "Daily Log". Use it to write about anything special that happened during the day, for example, if any of the children was feeling ill or if there was a big snowstorm and some children couldn't come to you that day. You could note special crafts or outings – anything that happened that day. You don't have to write much, just a few words to jog your memory.

When your advisor visits the logbook will help you remember to mention the interesting happenings in your home.

This new booklet is a Ministry of Education requirement. The pages are numbered and the booklet has to be kept intact. When it is full, send it to the agency to keep on file.

Statutory Holiday:

Family Day

Monday, February 15, 2016

If your parents require care ask them to contact the office to have it approved.

Change, change and more change!

Pam has accepted an exciting new position! Although we are sorry to lose her, we are delighted that she has this opportunity, and thank her for all her work with Community Child Care.

Sharon has also left us to work at a child care centre. Sharon said she enjoyed her time with us, but she missed working directly with the children. We wish her well in her new endeavours.

We are happy to tell you that Andrea, who has been helping us with special projects, has agreed to stay on for the next few months. Many of you met her at the Merry Mingle, and the rest of you have probably met her by phone.

Free Dental Screenings

Ottawa Public Health offers free dental screening clinics every month. The clinics closest to Kanata are at the Pinecrest-Queensway Community Health Centre from 1:30 to 6:00 p.m. on the first Wednesday, and at the Western Ottawa Community Resource Centre from 9:00 a.m. to noon on the third Tuesday of each month. For more information go to: <http://ottawa.ca/en/residents/public-health/healthy-living/access-dental-care>

First Aid

Almost all providers and staff are now qualified to the Standard level of First Aid/CPR! Thank you to everyone who has made the effort to upgrade.

Winner of the First Aid kit in the January 23/30 class was Toby. Congratulations!

The next course is scheduled for two Saturdays: March 5 and March 12. The April evening course was cancelled due to low enrolment.

If you have not been able to attend one of the courses the agency has offered, another agency may be willing to put you on their waitlist. If not, you will have to arrange and pay for training on your own.

If you do not upgrade to Standard First Aid/CPR and provide your certificate to the agency before August 31, 2016, your affiliation with the agency will be suspended. That means you will not be able to care for any agency children until you pass the Standard First Aid course.

February 2016

Child(ren)'s Name(s): _____ Guardian Signature: _____
 _____ Provider Signature: _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Please call in your attendance by the 25 th of each month to 613-592-4636. A signed copy of the attendance for each agency child/family must be submitted as soon as possible after the end of the month. E-mail to attendance@communitychildcare.ca or fax to 613-592-9146 or mail to Community Child Care, 2 MacNeil Court, Kanata, ON K2L 4H7.						
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