

## RESOURCE LENDING

The early years centre carries a wide variety of information and resources for parents and caregivers, as well as children's books, video and book sets, computer software and CD's for children from 0 - 6 years.

## BORROWING POLICIES

1. Resources may be borrowed for a two week period.
2. Renewals for two weeks are permitted by phone.
3. Adults may borrow 2 resource books, 1 video, 1 music CD and 1 computer software game with no limit on children's books.
4. Items may not be reserved.



## DAMAGE OR LOSS OF PIECES TO RESOURCE ITEMS

If an item is returned damaged and is rendered unusable or not repairable, the library member must pay the replacement cost of the item. If the damage is repairable a fine will be levied to cover the cost of repairs providing the repair does not exceed the cost of the replacement. Payment regarding damaged, lost or unusable items is due upon notification by the Early Years Staff.

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Fax: (613) 966-8819

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# Ontario Early Years Centre Information

## Playrooms

Families visiting the playrooms at the Ontario Early Years Centre quickly notice the abundance of age appropriate toys and materials available in a clean, well organized early learning environment. We have a gymnasium, a block & drama room, infant/toddler room (for children 24 months and under), and a creative room available to children from infancy to 6 years. Cleanliness is important when young children are involved, so the necessary supplies are available in each room. To keep the playrooms looking inviting we encourage parents, caregivers and children to assist staff by tidying toys that are not being used before moving on to another room.

## Partners in Play & Learning

Every month we invite community members and staff to facilitate special activities or presentations here at the Early Years Centre. Everyone is invited to participate! A schedule of events can be picked up at the front.

## Child Guidance

We encourage positive child guidance (i.e. praise, redirecting children, brief time out sessions). Corporal punishment (i.e. spanking, hitting, shaking) is not permitted.

## Playroom & Resource Room Hours

Monday & Tuesday – 9:00 to 12:00

Wednesday – 12:00 to 7:00

Thursday, Friday & Saturday – 9:00 to 12:00



### Registration

Please register at the front desk when you enter the building. This process provides statistics to the government to support our funding and helps us plan and prepare enough materials for activities in the playrooms.

### Family Washroom

The washroom is equipped with infant change tables and posted diaper changing instructions. Paper towels and disinfectant are located on a shelf above the change tables. In addition to the family washroom, there is a single washroom located across from the reception area.

### Safety & Supervision

Safety is a top priority for us at the Early Years Centre! Because each room is set up to support children of differing ages, you will encounter some equipment and materials that your child may find challenging or inappropriate for his age. We require adults to provide close supervision that promotes learning through safe exploration and fosters positive interactions and relationships. Thank-you for being a responsible role model for the children in your care!

### Incident Report

Should an incident occur that results in injury to a child, parent or caregiver please report the incident to an Ontario Early Years staff member. The incident will be documented and if possible action will be taken to prevent similar incidents in the future.

### Snacks



Snacks and drinks may be eaten at the snack tables in the block/drama or creative room. Due to potentially fatal allergic reactions by some of the children who use our program, we ask that snacks do not contain peanut butter or nut products. (ie coconut, almonds, walnuts, cashews, some granola bars). Although we request they not be served we cannot guarantee a nut-free environment.

### Staff Members

The Early Years staff members are Thelma, Ginny, Lisa, Tracey, Krista, Angela, Julie, Shari, Amanda and Holly. The staff work together with students and volunteers to:

- \* Plan & implement early learning activities in a variety of curriculum areas such as blocks, creative arts, drama, science & math.
- \* Set up a safe, organized, stimulating, decorative, clean and healthy play environment to support early learning and healthy child development.
- \* Provide support and resources to adults about children's development and behaviour. Printed fact sheets & parent-friendly reading material on a variety of topics are available upon request. Please help yourself to information in the brochure racks that are located throughout the centre.
- \* Plan and facilitate parenting courses and workshops.
- \* Provide a newsletter to educate and inform adults
- \* Provide resource library to enhance early learning and child development.
- \* Facilitate outreach playgroups in ... Deseronto & Tyendinaga.

### Donations/Fundraising



Cash donations – Individual donations are always greatly appreciated and a tax receipt can be issued upon request.



Toys – New or gently used toys that are donated for the playrooms are always appreciated. Other items greatly appreciated: craft materials, paper, kleenex and dress up clothes.

