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# Onionpatch Infant and Day Care Centre

## Parent Handbook

Dear Parents,

Welcome! This booklet is for you, the parents of a child entered in Onionpatch Infant and Day Care Centre.

The day your child enters this program is a very important milestone in his/her life. Therefore, our teachers have planned very carefully to receive your child. We shall try to give your child the loving care and learning experiences that children need in their formative years. We want the change from home to school to be a happy one where your child feels safe and secure.

As parents, you are cordially invited to visit us, ask questions, and keep us informed regarding your child's progress. We consider that you are "enrolled" along with your child, for you are as important to your child in his/her school as you are to him/her at home.

Onionpatch Infant and Day Care has been planned for young children with the goal of helping them in their total development (physical, mental, social, cognitive, and emotional) and helping them to realize that they are purposeful, intelligent, creative, feeling, social persons who are in the lifelong process of learning.

Onionpatch Infant and Day Care is in compliance with fire, health, and licensing standards required by the Department of Planning, the Department of Environmental Health and the Department of Education. We also strive to uphold the international standards set by The National Association for the Education of Young Children (NAEYC).

Onionpatch Infant and Day Care does not discriminate on the basis of race, color, sex, national origin, religion, age, physical disabilities, or political affiliation.

### Philosophy

Onionpatch Infant and Day Care adopts the philosophy that all areas of development social, emotional, intellectual, and physical are equally important and should receive equal

emphasis. The early years are critical in a child's development and the quality of care they receive during these years will have a lasting effect. Optimum learning and development occurs in children when they feel loved, safe, and secure. Onionpatch Infant and Day Care ensures a supportive, predictable environment through developmentally appropriate practices. Children can depend on their teachers for attention, guidance, and caring. The curriculum will reflect this. It is believed that children learn by manipulating and interacting with their environment, and that they learn best when their educational experiences are facilitated by skilled and loving adults. We know that children learn best through play, and our role is to set up a variety of play experiences in which we can encourage your child to become involved. Because play is a process, it is likely that you often will not see a final, finished product to reflect what your child has learned. This is normal. Please feel free to talk to the teachers for information regarding the learning experiences your child is having, or come by to observe for yourself at any time.

## Mission Statement

The mission of Onionpatch Infant and Day Care is to nurture children in an innovative learning environment that provides quality, developmentally appropriate, child development services for children ages 3 months through age four; to be a model setting for learning; to offer guidance and mentoring for parents regarding the growth and wellbeing of their children.

## Curriculum

Onionpatch Infant and Day Care has chosen to use the Pinnacle Curriculum which is a research-based early childhood curriculum, designed with both teachers and students in mind. Based on the works of Piaget, Gardner, and Erikson, Pinnacle provides teachers with lessons that engage children in developmentally appropriate activities.

All aspects of developmentally appropriate instruction in the areas of music, bible focus, language, fine and gross motor skills, social and emotional development, art and outdoor play are engaged each day for all children of all abilities.

Each classroom plans its daily routines and activities based on developmentally appropriate

practices for young children. The learning experiences provided by the teachers enhance development in the children on all levels: socially, emotionally, cognitively, physically, and creatively. The curriculum includes daily plans that allow freedom of choice, interactions with adults and children, active and quiet activities, individual and small group activities, family style meals, hands-on exploration of real materials, outdoor/active play, and creative problem solving. Lesson plans, daily schedule, menus and special events are posted in each classroom.

### Goals For Children

- Develop a healthy self concept.
- Develop positive trusting relationships with teachers and peers.
- Develop security and a feeling of success.
- Develop socially, emotionally, intellectually, and physically through interactions with adults, children, and materials.
- Develop independence and personal care skills.
- Develop enjoyment of creative experiences.

### Goals For Parents

- Become familiar with the Onionpatch Infant and Day Care philosophy, goals, policies, and procedures.
- Seek information on age appropriate expectations and methods to enhance each child's optimal learning and development of self concept.
- Explore methods for child guidance and for the progressive development of self control in children.
- Become active in family/school partnerships to promote quality environments for children.

## Orientation

An orientation meeting will be scheduled prior to the child attending Onionpatch Infant and Day Care. This meeting is a mandatory parent only meeting. Both parents are strongly encouraged to attend.

## Purpose

The purpose of Onionpatch Infant and Day Care is to provide superior child care and education to children of families in the City of Hamilton and surrounding communities. The highest standards will be maintained to provide stimulating programs in clean, well organized and spacious facilities.

The needs of the children are our first priority. All decisions regarding the procedures and policies of Onionpatch Infant and Day Care are made with the best interests of the children in mind. We also hope to serve the needs of the parents by providing some convenience services.

## Visitation

Parents are encouraged to come to Onionpatch Infant and Day Care unannounced, at any time, to visit their children in the classroom. However, please be aware that some children may become upset as parents begin to leave. Please use discretion. The teachers will work with parents and children to ensure that parental visits are very special times for both the parent and the child. Please understand that teachers can visit with the parents for a few moments as the children are dropped off and picked up, but they must return to the children quickly. Parents need to schedule a parent conference with the classroom lead teacher if they have a question or concern that will require a longer conversation.

# Program Policies

## Admission and Enrollment Procedures

### Types of Enrollment

Onionpatch Infant and Day Care Centre accepts children without discrimination on the basis of sex, creed, handicapping conditions or national origin. No otherwise qualified child with a disability shall, on the basis of disability, be denied enrollment in the Centre or be excluded or removed from Onionpatch Infant and Day Care Centre's programs or activities.

Onionpatch Infant and Day Care has fulltime. Part time and partial day slots are subject to availability. In the interest of safety Onionpatch Infant and Day Care does not provide sick care or drop-in care.

Parents may apply for enrollment at Onionpatch Infant and Day Care Centre or print an application online ([www.opacademy.com](http://www.opacademy.com)). The registration fee and last week's tuition is required to reserve a space in the program, or a \$250.00 application fee is required in order to be placed on a waiting list. The parent will be contacted when a space is available.

### Priority Enrollment Procedure

Names are placed on the waiting list by date of application. Priority status allows that siblings currently on the waiting list for enrollment in Onionpatch Infant and Day Care Centre will be moved to the top of the list when openings arise in age-appropriate classrooms.

Children (legal dependents) of employees assigned to permanent positions at Onionpatch Infant and Day Care Centre will receive priority status for enrollment in the Centre.

Priority status allows that children (legal dependents of the staff member) currently on the waiting list for enrollment in Onionpatch Infant and Day Care Centre will be moved to the top of the list when openings arise in age appropriate classrooms.

## Age

Children will be accepted from three (3) months of age through age four (4).

## Enrollment Forms

The following forms must be completed before a child can attend Onionpatch Infant and Day Care Centre:

- Updated Information Form
- Bermuda Department of Health Certificate of Immunization\*\*
- Onionpatch Infant and Day Care Centre Registration Form
- Activity and Emergency Consent Form

## Hours

Onionpatch Infant and Day Care Centre will be open from 7:30 a.m. until 6:00 p.m. The sign-in/out computer will be located on the counter in the reception area. We cannot accept the responsibility of caring for children before 7:30 a.m. for insurance reasons.

If you arrive before 7:30 a.m., you may wait in the exterior courtyard with your child until that time. There will be no access to the facility before 7:30 a.m. Onionpatch Infant and Day Care Centre closes at 6:00 p.m. A fee of \$15.00 per fifteen minutes, per child, will be charged for late pickups. The fee will be applied at 6:01 p.m., and to every additional 15 minutes after 6:01 p.m. that your child remains at Onionpatch Infant and Day Care Centre. (Example: After 6:01 p.m., \$15.00 per child. After 6:15 p.m., \$30.00 per child.) Onionpatch Infant and Day Care may terminate child care services after three (3) late pickups per school year. The clock on the digital sign in system in the front lobby of Onionpatch Infant and Day Care Centre determines the time. Onionpatch Infant and Day Care reserves the right to suspend enrollment of any child for failure to abide by these policies.

## Weather Closings, Delays, Early Dismissals

Onionpatch Infant and Day Care Centre follows all weather decisions made by the Bermuda Weather Service and Emergency Measures Organization in conjunction with the Bermuda Public School System. Any time the Emergency Measures Organization in conjunction with the Bermuda Public School System decides to close, delay opening, or dismiss early, Onionpatch Infant and Day Care Centre will follow the same schedule. If the public schools release early due to inclement weather and your child is in the after school program, you will need to pickup your child at the school. All preschool children need to be picked up immediately upon the announcement of early dismissal. Most local radio and television stations air the announcements.

## Tuition Payments

The non-refundable registration fee is \$250.00 and must accompany the registration form. \$50.00 of the registration fee goes toward the purchase of the school shirts. \$200.00 of the registration fee goes toward the last month of tuition.

Onionpatch Infant and Day Care requires all tuition be paid in advance on the 1<sup>st</sup> of the month. Payments can be made by electronic funds transfer from your savings or checking account or by automatic bill to your Visa or Master Card. The Onionpatch Infant and Day Care Centre account information can be obtained by calling the office. Please note, there will be an additional 3% surcharge applied for all Visa or MasterCard transactions. Fees paid online vial transfer should include the child's name in the memo section.

Parents should provide the school with a credit card number with expiration date for our files so that any fees not received by the 5<sup>th</sup> of the month can be charged to the credit card supplied with an additional 3% surcharge. A late fee of \$100 will be applied to funds not received on time.

## Returned or Late Payments

Any time an electronic payment is returned due to insufficient funds or other reasons, a charge of \$30 will be assessed. The error must be corrected within 48 hours, at which time

your bank will receive the updated electronic billing which includes the tuition plus the \$30 fee.

If the issue with the electronic payment cannot be resolved within 48 hours, you will be required to bring in a certified check the next day. If certified checks are required more than two times, you may be asked to leave the program.

At no time can a tuition payment be outstanding when the next tuition payment becomes due.

### **Changing Bank Accounts**

If you need to change the bank account used for Tuition Express within five (5) business days of the next billing cycle, you must pay that upcoming tuition payment by check on the due date. This will allow time for the new account information to be electronically approved.

### **Withdrawal**

Onionpatch Infant and Day Care Centre requires a month week notice when withdrawing your child. Please request a withdrawal form from the Administrator. If no notice is given, the final two weeks of tuition will be charged to the parent's account.

### **Leaving and Picking Up Children**

For the safety and convenience of all parents and children, the following rules must be observed by all who use the Centre:

- All traffic must follow normal parking lot rules please stay within the painted lines.
- Parents can park in marked parking spaces on Court and Victoria Streets for drop off and pick up of your child. Please keep your child with you at all times when arriving and departing as traffic is heavy and small children are difficult to spot between parked cars. Supervision of children before entering and after departing the classroom is the responsibility of the parent.
- Parent must accompany his/her child into the child's room upon arrival, and out of the child's room at the end of the day in order to ensure that the children arrive and depart safely.

- Parent must sign his/her child in and out each day.

### Custody of Children

We do not allow your children to leave with any person who is not listed on the update information form unless we have permission from you in writing. Teachers/staff will request identification from any person before allowing the child to leave Onionpatch Infant and Day Care Centre.

### Records Update

All records pertaining to the child shall be kept current. Any changes in address or telephone numbers, as well as other pertinent changes, must be reported to the administrative personnel. Any permanent changes in authorized pickup persons must be made on the official form. Parents are required to fill out a new updated information form once a year. Other forms may be updated as required by Department of Health or Department of Child and Family Services.

### Classroom Records

Observation of children will be an ongoing process by teachers. Checklists of developmental skills will be kept on each child. These will be a basis of parent/teacher conferences to inform parents of their children's progress. They will enable teachers to plan activities that will aid in an individual child's development.

## Schedule

Weekly lesson plans are posted in each room for parents and visitors to see. A typical day is shown below. Schedule is subject to change with age and development of child.

Time	Area
7:30 – 8:30 am	Arrival, sign in, goodbyes, quiet free indoor play activities
8:30 – 9:00 am	Breakfast /snack served, toilet, diaper change (social activity) cleanup
9:00 – 9:20 am	Morning Group
9:20 – 9:40 am	Bible focus
9:40 – 10:00 am	Large Group
10:00 – 10:10 am	RECESS
10:15 – 10:40 am	Small Group
10:40 – 11:00 am	Language
11:00 – 11:20 am	Creative Arts
11:20 – 11:40 am	Science/Sensory
11:40 – 12:00 pm	Dramatic Play
12:00 – 12:30 pm	Lunch (social activity), cleanup/hand washing/toileting; naptime
12:30 – 12:45 pm	Quiet music, story time
12:45 – 2:30 pm	Rest time, teacher preparation time.
2:40 – 3:00 pm	Math
3:00 – 3:20 pm	Blocks
3:20 – 3:40 pm	Music
3:40 – 4:00 pm	Outdoor learning
4: 00 – 4:30 pm	Academic Options
4:30 - 5:45pm	Start departure, pack up belongings, put toys away, general clean up
6:00 pm	The Onionpatch Academy care closes.

## Research

Research is vital to the field of child development and to the success of Onionpatch Infant and Day Care Centre. As an educational institution, Onionpatch Infant and Day Care Centre will be involved in research to gain information regarding the usefulness and benefits of the child care and educational programs it offers. The information gained from the research will be used to improve the quality of care provided to your child and other children in Bermuda.

# Parent Involvement

## Communication

We encourage parents to have open communication with all our teachers and administrators. Any problems or concerns about the classroom should be discussed with the teacher directly. If not resolved at this level, the parents should consult with the Administrator. All attempts will be made to solve concerns to everyone's satisfaction.

Communication is essential in any effective program. Teachers are responsible for supplying information to parents concerning their child's growth and development, his/her routine daily care, and any significant occurrences during his/her day. Parents need to supply teachers with the details concerning goals and expectations for their child. Also, please inform the Onionpatch Infant and Day Care Centre staff of any significant changes in the child's routine and any significant events in the child's life. These situations could cause a change in behavior or require special attention from the staff.

Please remember to keep the staff informed of any changes in the home or emergency phone numbers, updates on work, residence, etc. Onionpatch Infant and Day Care Centre staff must be able to reach all parents in the event of an emergency!

## Conferences

A minimum of two parent conferences will be planned by the staff during the year, usually in September and March/April. At these conferences teachers will discuss the development of the child on all learning domains: physically, socially, emotionally and cognitively. However, a conference can be scheduled at any time if requested by the parent, teacher, or Administrator. If parents request a conference it must be scheduled so that the teacher can make arrangements for staff coverage.

## Evaluation

All parents will be asked to complete a comprehensive evaluation form about the

Onionpatch Infant and Day Care Centre annually. This information will be helpful to Onionpatch Infant and Day Care Centre in implementing and/or redesigning its services. Typically, annual surveys are done in November. We encourage parents to complete these surveys in order to provide the best possible program for their child.

## Fire Drill Policy

- On discovering a fire, raise the alarm.
- Immediately evacuate the building using the nearest safe exit.
- Nursery officers will pick up the registers.
- Staff will lead the children out in an orderly manner and should assemble at the designated assembly point. Babies will be placed in strollers and members of staff will wheel strollers to the assembly point – **On Victoria Street near the Government Clinic or as otherwise directed by Bermuda Fire and Rescue Service Personnel**
- The Person In Charge will check all area including toilets, staff room and baby changing area, sleep room and reception and play areas.
- Close all doors behind you as you proceed out.
- Dial 911 and ask for the fire service. Do not replace the handset until the fire service confirms our address.
- Check the register to ensure all children are accounted for.
- Account for all staff and any other adult in the building.
- Only if it is not too dangerous and if you are sure you can do it quickly and safely, attempt to put out the fire using the appropriate firefighting equipment, which can be found hanging next to all fire exits.

### **Please note.**

The fire drill will be held at regular and random intervals. These will be held with no regard to any conditions existing inside or outside of the nursery premises, e.g. rain, mealtimes, light or darkness, busy or quiet, parents or visitors on site. Any parent or member of staff

can initiate a fire drill at any time, after consultation with the Nursery Manager, by placing the 'Fire painting' (to be found in reception), in any part of the nursery. The drill will take place as soon as the 'Fire painting' is discovered by anyone. A record will be made of the date, the time and duration of the drill, numbers of staff and children that were present.

## Health and Safety

No child will be allowed to remain in Onionpatch Infant and Day Care Centre if he/she has a temperature of 101 degrees or develops diarrhea or vomiting. Children with communicable diseases must stay home until the contagious period has passed. Parents will be contacted if a child becomes ill while at school. Please call Onionpatch Infant and Day Care Centre if your child will not be attending. In some instances a doctor's permission must be obtained before a child is able to return to school. For more information contact the Administrator.

## Children Too Ill To Participate

When, due to illness, should a child not be brought to Onionpatch Infant and Day Care Centre? This is a common question that often arises in a child care setting. In order to protect your child and other children, the following guidelines have been established. Please read them carefully. If your child is sick upon arrival, the caregiver will not be able to accept him/her. Please have someone available to keep your child when he/she is sick in case you cannot.

## Keep A Child At Home If He/She Has:

The following list is a guide to help parents assess and make a judgment regarding attendance—this is not an exhaustive list:

- a fever of 101 degrees axillary or 102 degrees rectally (or above)
- a skin rash that has not been identified by a physician in writing
- diarrhea and/or vomiting two or more times in a day
- evidence of head lice or other parasites
- severe coughing
- discolored nasal discharge with other symptoms

- rapid or difficult breathing
- yellowish skin or eyes
- conjunctivitis
- unusually dark urine and/or gray or white stool
- sore throat or difficulty swallowing
- stiff neck
- infected skin patches
- complaint of pain and/or pain which interferes with normal activity
- evidence of infection
- excessive fatigue
- ring worm
- drainage from ears
- chicken pox
- measles (red or German)
- mumps
- signs of illness without obvious localizing symptoms. In this case, your child may look and act very differently. There may be unusual paleness, excessive crying, irritability and excessive sleeping.

### You Will Be Asked To Pick Up Your Child From The Centre:

1. If the above illnesses or any other symptoms of illness occur during the course of the day.  
OR
2. If your child develops a fever of 101 degrees axillary/orally or 102 degrees rectally.

Onionpatch Infant and Day Care Centre policies for exclusion focus on the need and behavior of the ill child. The decision to send a child home is based on many factors; fever is not the only indicator. Your positive support to these health standards will help us protect your child and others attending Onionpatch Infant and Day Care. All children should be fully able to participate in all activities, including outdoor play while in attendance at Onionpatch Infant and Day Care Centre.

Parents will be notified if a child becomes ill at school. In the event the parent is unable to

be reached, an alternate emergency number that is listed on the updated information form will be called. It is very important that the staff be provided a parent contact number.

It is also important that parents have an alternate plan for child care for when their child becomes ill. An ill child should be picked up as soon as possible after the parent is notified, preferably within the hour.

### Children may be readmitted:

- With a physician's statement stating that the child is free from communicable disease and that returning poses no risk to the child or to others.
- If the child is visibly free from communicable disease, illness, fever free for 24 hours, and free of vomiting/diarrhea for 24 hours while on a normal diet.

### Allergies

If a child has any food allergies, a doctor's note must be provided verifying this situation. The parent must provide an alternate food item for your child at meals and snacks. Please inform us of other allergies your child may have and the expected reactions.

### Medication

If your child requires medication (prescription or nonprescription), Onionpatch Infant and Day Care Centre must have a written order from the child's physician. Medication permission forms are provided in the main office and in your child's classroom. Teachers are required to document, in writing, when the medication is administered to your child.

### Accidents

Phone numbers of police, fire, and ambulance are posted at all phones. Parents will be notified immediately and an ambulance called, if necessary. Onionpatch Infant and Day Care Centre carries accident insurance covering the 7:30 a.m. to 6:00 p.m. hours. All accidents, both major and minor, will be outlined in an accident report to be completed by the teacher, and a copy given to the parent.

## Meals and Snacks

Mealtime and snacks are a vital part of the curriculum and are designed with nutritional and social needs of children in mind. Parents of infants will provide formula and baby food. Bottles must be marked with the child's name. Only plastic disposable containers please, no glass bottles or containers.

Children are urged to serve and feed themselves whenever possible, and the staff is present to assist the children as well as model appropriate behavior for these times of day. Morning and afternoon snacks are scheduled. Please see the schedule posted in each classroom. Parents are invited to eat lunch with their child at any time.

## Other Policies

### Child Abuse

All suspected cases of child abuse will be reported to the appropriate agency in accordance with state laws and licensing regulations.

### Discipline

The purpose of discipline in Onionpatch Infant and Day Care Centre is to help children learn acceptable behavior, to express emotions appropriately and to develop inner control. Onionpatch Infant and Day Care Centre will use developmentally appropriate methods for guiding behavior, recognizing that all children are unique with individualized past experiences, preferences and concerns. Harsh voices, corporal or physical punishment, scolding, shaming, or ridiculing will never be used.

Parents should not be alarmed if their child exhibits new behaviors when joining a group of children. It is typical for children to try out new behaviors that they observe from their classmates. Of course, this takes the form of desirable and undesirable behaviors.

It is important to treat these behaviors matter-of-factly while making it clear what is acceptable and unacceptable. In addition, increase in aggressive or passive behavior may

emerge with some children when first adjusting to a new group of children. Through appropriate direction, the staff will guide these children towards more appropriate interactions. In the case of discipline of children with disabilities, special considerations and procedures will be employed. For more detailed information contact the Administrator.

Onionpatch Infant and Day Care Centre staff will encourage the development of self-control through individualized appropriate methods described below:

- Arrange environment to reduce behavior difficulties
- Appropriate rules stated with explanation of reason
- Tell child what she/he can do, show or instruct appropriate behavior
- Give child choices when possible
- Recognize child's appropriate behavior
- Redirect child's behavior
- Use listening techniques to help child express feelings and solve problems
- Use logical consequences when appropriate
- Remove child from group or situation when child is not in control of own actions, until child is ready to rejoin class
- Physically hold child, if necessary, to prevent child from hurting self, others, or property

## Wearing Apparel

### **Student Uniform**

The student uniform will consist of a white blue polo shirt with the school crest embroidered on it and a pair of navy shorts, skorts or pants.

Although there is a required uniform, each child will need at least one change of clothing that is labeled with the child's name and left in the child's cubby for emergencies. Infants and toddlers need at least three changes of clothing. The change of clothes should be seasonally appropriate. The child should be dressed comfortably for an active school day and should be encouraged to help choose his/her clothing whenever possible.

Socks and nonskid, comfortable shoes such as tennis shoes or sneakers are a necessity. Sandals, flipflops, dressy shoes and cowboy boots are not allowed at any time, as they are

unsafe when children are running, climbing, etc. Please remember that children are active and often involved in messy art and outdoor activities. Although we try to keep children's clothing clean, it is not always possible. Please dress your child for play.



### **Teacher Uniform**

The teacher uniform will consist of a medium blue polo shirt with the school crest embroidered on it and a pair of navy shorts or pants. Appropriate shoes are to be worn.



### **Daily Rest Time**

Daily periods for rest are essential for children to relieve stress and rejuvenate themselves physically and mentally. The infant rest periods are determined according to the individual needs of each infant. Children age 12 months have a one scheduled nap per day. The toddler and preschool classes have a scheduled rest period following lunch each day. The children may bring a special comfort item (a stuffed animal or special blanket), which may

be helpful for sleep or reducing separation distress. These items must be labeled with the child's name and must be able to fit in the child's cubby.

### Personal Belongings

We provide a full day of activities for children, and the fourteen classrooms are fully equipped. Therefore, we require that a child's personal toys be left at home. Occasionally, a teacher may plan a show and tell activity as part of the day. You will be notified when these will occur. We ask that videos, toy knives, toy guns, action figures, candy, gum, breakable, and potentially hazardous items not be brought to Onionpatch Infant and Day Care. Onionpatch Infant and Day Care is not responsible for lost or broken personal items.

### Outside Times

We feel that outdoor play experiences are a vital part of the child's total development. Children will play outside every day, weather permitting, for at least a few minutes. Please dress your child accordingly. Send hats, mittens, etc. for winter, and dress your child lightly for summer.

### Field Trips

Children may be taken on field trips to reinforce the curriculum they are learning. A field trip can be as simple as a walk to the park to see a nest of eggs, or to a destination off site. You will sign a blanket permission form for field trips. All rules of the road and child safety guidelines will be enforced.

### Birthday Celebrations

Parents may bring a treat bag to share with the class to celebrate their child's birthday. These bags will not be opened in the classroom, but the children can bring them home where they can be opened with the supervision of their parents. We will also be providing cupcakes along with the regular snack that meets health guidelines. A special birthday celebration can be purchased if interested please see the Administrator for details.

## Nondiscrimination

It is the policy of Onionpatch Infant and Day Care not to discriminate on the basis of sex, race, age, religion, veteran status, national origin or handicap in its educational programs, activities, or employment policies. Onionpatch Infant and Day Care complies with all rules governing licensed child development centres in Bermuda.

## Confidentiality:

All records on children and families are computerized with backup copies which are kept in a locked cabinet.

## Disclosure:

The Onionpatch Academy operating as the Onionpatch Infant and Day Care Centres at its option, may change, delete, suspend, or discontinue parts or the policy in its entirety, at any time without prior notice.