

January 14, 2008

**TO: ALL OPSEU MEMBERS**

**RE: CHILD CARE**

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Child care services will be co-ordinated by the Convention Office in conjunction with a child care provider (ECE) as lead hand for the 2008 OPSEU Annual Convention April 17 to 19, 2008.

Child care is governed by the Day Nurseries Act. The Act is responsible for setting guidelines to ensure that children in the care of others are well taken care of. It stipulates how many children, based on their ages, may be placed with an adult.

The staff-child ratios as stated by the Act are as follows:

|                 |   |                      |      |
|-----------------|---|----------------------|------|
| Infants         | ➤ | 6 weeks to 18 months | 1:3  |
| Toddlers        | ➤ | 18 to 30 months      | 1:5  |
| Preschoolers    | ➤ | 2.5 to 6 years       | 1:8  |
| Jr. Schoolagers | ➤ | 6 and 7              | 1:15 |
| Sr. Schoolagers | ➤ | 8 and up             | 1:15 |

Your assistance is needed to ensure that your child(ren) receive the best quality care based on the Day Nurseries Act. If you plan to use the child care service at Convention, please ensure the purple child care registration forms are completed and forwarded with your credentials to your Regional Office by **March 3, 2008**. It is essential that Head Office receive all forms by **March 17, 2008**. This will enable us to have enough staff to care for all the children based on their ages and special needs.

In solidarity,

Warren (Smokey) Thomas  
President

January 14, 2008

## **TO ALL PARENTS/GUARDIANS OF CHILD CARE PARTICIPANTS AT THE 2008 CONVENTION**

Dear Brothers and Sisters:

I would like to take this time to introduce myself as the Lead Hand for child care services at the 2008 OPSEU Annual Convention.

There has been a great deal of time and effort put into organizing appropriate schedules, activities and programs for each individual age group. The children will be divided into activity groups according to their ages and there will be an ECE qualified worker in each group at all times.

### **Infants and Toddlers**

Infants (up to 18 months) and toddlers (18 to 30 months) will be cared for according to their individual needs. We would ask that you supply any formula, bottles, diapers and baby food necessary for your infant. We will supply a crib for your child's rest time but we would greatly appreciate it if you could bring any small chairs e.g. car seat, or strollers that can be used for feeding and walking.

### **Preschool and School Age**

For preschool (30 months to 6 years), and school age (6 years to 11 years) children, days will be filled with age appropriate toys and activities, including walks, music, special guests (if available), story times, creative arts, dramatic play, sensory, fine and gross motor activities. Only school age children (6 years to 11 years) with a signed permission form will be permitted to go swimming.

### **Teen Program (Mandatory)**

For age 12 and up, OPSEU will provide a **MANDATORY** program that is age appropriate. Children who are in this age group must attend the program or Convention expenses for accommodation will not be honoured.

Those children old enough to consume "regular" food will be provided with a healthy and nutritious lunch and snack that will meet the guidelines set out in the Day Nurseries Act.

The childcare services will be in the Essex Room, Windsor East and Windsor West meeting rooms, and Conference Rooms D, E, F and G, located on the Mezzanine Floor, Richmond Tower.

Our hours of operation are as follows:

|            |                            |
|------------|----------------------------|
| Wednesday: | 7:00 p.m. - 12:00 midnight |
| Thursday:  | 8:00 a.m. - 12:00 midnight |
| Friday:    | 7:00 a.m. - 12:00 midnight |
| Saturday:  | 8:30 a.m. - 5:00 p.m.      |

In solidarity,

Emilsa Sealy, Local 588  
Lead Hand, Child Care Services

## MENU FOR CHILDREN OPSEU 2008 CONVENTION

|                        | WEDNESDAY                             | THURSDAY   | FRIDAY                                       | SATURDAY  |
|------------------------|---------------------------------------|--|--|---|
| <b>MORNING SNACK</b>   |                                       | BAGELS AND<br>CREAM CHEESE<br>FRUIT/JUICE                | FRUIT/<br>MUFFINS<br>JUICE                   | FRUIT/CEREAL<br>JUICE                                       |
| <b>LUNCH</b>           |                                       | MASHED<br>POTATO WITH<br>GRAVY<br>SALAD<br>MILK<br>FRUIT | PASTA AND<br>SAUCE<br>SALAD<br>MILK<br>FRUIT | CHICKEN FINGERS<br>FRENCH FRIES<br>VEGGIES<br>MILK<br>FRUIT |
| <b>AFTERNOON SNACK</b> |                                       | CROISSANTS<br>CHEESE<br>FRUITS<br>JUICE                  | MUFFINS<br>FRUITS<br>JUICE                   | YOGURT<br>FRUITS<br>JUICE                                   |
| <b>EVENING SNACK</b>   | CRACKERS<br>CHEESE<br>FRUITS<br>JUICE | YOGURT<br>RICE KRISPIES<br>SQUARES<br>FRUITS<br>JUICE    | VEGETABLE<br>TRAY<br>JUICE                   |   |

**Due to the fact that not all children are able to consume adult food we will have on hand animal cookies, digestive cookies, bagels and apple sauce. Please remember that we do ask for all parents with infants to supply any baby food, formula, or bottles needed for your child's stay.**

**REGISTRATION SHEET FOR CHILD CARE  
ANNUAL CONVENTION, SHERATON CENTRE  
April 17-19, 2008**

Your child will be provided with a program tailored to his/her age. This includes age - appropriate toys and activities. A nutritious lunch and snack will be provided, except for those on special diets. Baby formula, baby food and other such dietary needs, must be provided by the parents. Cribs are available for infants. Diapers must be brought by parents. The pool is available so have your child bring a bathing suit.

The child care facility will be open during the hours the Convention is in progress, including the evenings of Wednesday, April 16, Thursday, April 17, and Friday, April 18.

**NOTE:** Requests for on-site child care should be received by **March 17, 2008** otherwise child care arrangements for on-site child care may not be made. Members who bring their children to the event without the required notice, may be responsible for making their own child care arrangements. The Family Attendant Care section on the reverse side of the expense claim must be completed whenever family care or meals for dependent children are claimed.

| Child's Name | Age   | Medical Problems<br>Allergies, Special Care Needed | Health Card # |
|--------------|-------|--|---------------|
| _____        | _____ | _____  | _____         |
| _____        | _____ | _____  | _____         |

**For What Days and TIMES will child care be required?**

Wednesday (evening) \_\_\_\_\_ Thursday (day) \_\_\_\_\_ Thursday (evening) \_\_\_\_\_  
 Friday (day) \_\_\_\_\_ Friday (evening) \_\_\_\_\_ Saturday (day) \_\_\_\_\_

**Name of Parent (print)** \_\_\_\_\_ **Signature of Parent** \_\_\_\_\_

**Home Address** \_\_\_\_\_  
(Street) (Apt) (City) (Postal Code)

**Phone #:** (Res) \_\_\_\_\_ (Bus) \_\_\_\_\_

**Cell Phone #** \_\_\_\_\_ **Local** \_\_\_\_\_

**NOTE: According to OPSEU policy:**

1. Members who bring children to union events will be entitled to single accommodation and meal expenses.
2. The meal allowance for children under 13 years of age is 50 per cent of OPSEU's standard meal allowance.
3. If a spouse accompanies the member and the child(ren) to an OPSEU function, the member should bear the cost of the private room and no expenses (travel or meals) will be paid for the child(ren) or the spouse.
4. Claims must be signed by the service provider and may be verified by Head Office before payment is made.
5. All children (16 years or younger), accompanying delegates must be pre-registered and sign in at the day care centre. If they are not signed in, single accommodation and meals will not be honoured.

## PARENT AGREEMENT

**Please read this agreement with the children.**

The following are the policies which have been set out by OPSEU's Child Care Services and the Day Nurseries Act. All parents registering their children for the 2008 Annual Convention must be prepared to follow these policies accordingly.

1. If your child becomes ill, we will ask you to have him/her picked up as soon as possible. As a health precaution your child can be readmitted to our care only after he/she has been free of fever for 24 hours.
2. Only prescribed medication in their original containers stating your child's name, date of issue, doctor's name, dosage, pharmacy and storage information will be administered. A daily medicine chart must be filled out before this can be done.
3. Each child has to be signed in and out daily by an adult. This is a safety requirement.
4. No one other than the parents and those listed on the registration form will be permitted to pick up a child from our services unless otherwise specified to the childcare provider, by the parent.
- Important* 5. The Child Care Services Centre **closes at 12:00 midnight on Wednesday, Thursday and Friday**, after this time **you** are responsible for your child(ren). Dinner hour is open to only those **members attending meetings**. You are responsible for feeding your child.
6. Any necessary equipment that is needed for your child's stay e.g. bottles, formula, diapers, baby food, strollers, baby seats for feeding, favourite sleep toys, swim suits (school age), must be brought with the child.
7. Any programming and planning of the daily schedule, with the exception of special needs, is left solely up to the Child Care Workers.
8. All children age 12 and up, are required to attend a **MANDATORY** education program.

## PARENTAL CHILD CARE AGREEMENT

I agree to cooperate with the general policies set out by the OPSEU Child Care Services.

\_\_\_\_\_  
Name of Child

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Name of Child

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Name of Child

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Name of Child

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Name of Parent (please print)

\_\_\_\_\_  
Signature of Parent

Please return this form to your REGIONAL OFFICE with your credentials by **March 3, 2008** or FAX to OPSEU Head Office by **March 17, 2008**, FAX number (416) 448-7468.

If you have any questions or concerns, please call Nympha Chan, at (416) 443-8888 ext. 7467.

**OPSEU PERMISSION FORM**

**SWIMMING**

I \_\_\_\_\_ give my permission for \_\_\_\_\_  
(parent's name) (child's name)

to take part in any swimming activities at the Sheraton Centre Hotel pool that are supervised by the OPSEU Child Care Providers. This is only for children six years of age or older.

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_



**WALKS/FIELD TRIP**

I \_\_\_\_\_ give my permission for \_\_\_\_\_  
(parent's name) (child's name)

to take part in all walks, or field trips that are outside of the Sheraton Centre Hotel that are supervised by the OPSEU Child Care Providers. There may be extra cost involved.

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Admission Costs are to be paid by the parents upon sign in at the Childcare Centre.