KidFit60 Inc.

Parent Policy Manual

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Introduction & Welcome

Welcome! KidFit60 is a place where we provide a quality active learning environment for before and after school-aged children. Our centre features a multipurpose area, kitchen and many other indoor and outdoor active/learning opportunities for our children. We want to build the best environment for your child and create a community for the families.

Our Mission Statement

At KidFit60, our mission is to provide a supportive and engaging environment where children can thrive through a blend of activity, learning, and imagination. We are committed to fostering growth in every child by building meaningful, positive relationships and nurturing their physical, emotional, and cognitive development. By prioritizing safety and inclusivity, we ensure each child feels valued, empowered, and confident to explore, play, and succeed in their own unique journey.

Our Vision Statement

At KidFit60, our vision is to create a nurturing and dynamic environment where every child feels valued and empowered. We are dedicated to fostering holistic development—physical, social, emotional, cognitive, and sensory—while helping each child build a strong sense of self and confidence. Through engaging learning experiences, we strive to cultivate curiosity, creativity, and growth. Our commitment to safety, along with building supportive relationships with families, ensures that every child has the foundation they need to thrive and succeed in their journey of development.

Curriculum Statement

At KidFit60, we are committed to providing quality early childhood care and education for children aged 5-12 years. Our daily schedule is thoughtfully designed to support the development of each child across all developmental domains. The children are engaged in various experiences that promote learning through play, social interaction, and structured activities. Our curriculum covers key areas such as:

- **Literacy:** Alphabet, numbers, reading, and pen control
- **Creative Arts:** Art and music
- **Cognitive Skills:** Problem-solving and critical thinking
- **Physical Development:** Motor skills, coordination, and active movement

Flexible and Supportive Learning Environment

We ensure that our schedule allows ample time for each activity, while remaining flexible to meet the unique needs of the children. Our **Learn Through Movement** approach is a key component of the curriculum, we do this programming in our multipurpose room. Daily active activities, including yoga, dance, balance exercises, and basic movement skills, are designed to strengthen both large and fine motor skills. Additionally, children engage in low-organized games and free play blocks to foster creativity, socialization, and independent exploration.

Building Positive Relationships

At KidFit60, staff members are dedicated to building strong, positive relationships with each child. We have developmentally appropriate expectations and strive to meet the children where they are. By taking the time to listen, talk, and interact at the child's level, we create a nurturing and respectful environment. Our staff encourages essential social skills such as taking turns, cooperation, respect for others, and personal responsibility. We also help children navigate transitions and promote group play to build friendships.

Individualized Learning and Interests

Our staff closely observes each child, noting their interests and developmental progress. Based on these observations, we adjust the learning environment and materials to support each child's evolving needs. For instance, if a child shares an interest in camping, we might create a "camping" theme, offering related books, activities, and toys. By staying attuned to each child's interests and developmental stage, we aim to nurture emotional, social, cognitive, and physical growth to help them reach their fullest potential.

Inclusive and Diverse Learning Environment

We strive to create a learning environment that reflects the diversity of the children, families, and community around us. Our materials, books, and photos represent people of all abilities and cultural backgrounds. Through positive play experiences and role modeling, we encourage acceptance, tolerance, and respect for all.

Collaboration with Families

We value the partnership between staff and families in supporting each child's growth. Our staff engages in meaningful conversations with families during drop-off and pick-up, sharing insights into the child's development, learning progress, and emotional health.

Part One: Enrollment & Registration

<u>KidFit60 Information:</u>

Hours of Operation

- We are open Monday through Friday, from **7:00-9:30am & 3:30-5:30 pm**.
- **Pick-up**: By **5:25 pm** (*late pick up charge*: $1 per minute after 5 minutes of closing time at 5:30 pm)

Ages

- Our before and after school program serves ages 5-12 years.

Lost & Found

- A "Lost & Found" bin is located in the main common room area.
- KidFit60 is not responsible for lost items.

<u>Registration Process:</u>

Registration Deposits

- A **non-refundable deposit** of **$200 per child** is required to hold a spot and confirm enrollment.
  - ❖ $50 Admin Fee (one time fee)
  - ❖ $150 Annual Supply Fee

Registration Form

- The registration form provides essential information we need for your child's enrollment.

Required Permissions & Consents

- Please ensure signatures are completed on Fastoche registration
- If you have any questions, feel free to ask the Director or Supervisor.

Withdrawal Policy

- If you plan to withdraw your child from **KidFit60,** please provide **2 month's written notice** to the Director.
- During the two month notice period, all regular childcare monthly fees will continue to be due and payable, regardless of your child's attendance.
- Failure to provide the required two months' notice will result in charges equivalent to two months of regular tuition.

Part Two: Program Fee's

Full-Time (M-F)	Monthly Fees	Annual Supply & Activity Fee
Before & After School With RETSD Bussing	$450.00	$150
Before & After School With Walking to School (Dr. Hamilton)	$450.00	$150

*Tuition includes 261 days of payment for the year

Additional Costs

- **Non-refundable Deposit**: A one-time deposit of **$50** is required to hold a spot and confirm enrollment.
- **Yearly Annual Supply & Activity Fee**: **$150/year**
  This fee is due prior to the start of programming.

Payments

- **Payment Methods**:
  - **Pre-Authorized Direct Withdrawal**
  - Cash
- **Payment Due Dates**:
  - Payments are due on the **1st** of each month.
- **Transaction Fees**:
  - **Direct Withdrawal**, a **$0.20** transaction fee will apply to the account.
  - A **$30 charge** will be applied for **NSF (non-sufficient funds)**.

Outstanding Balance

- Families with an outstanding balance who leave the center will have their account forwarded to a **collection agency**.

- **Scheduled Days**:
  - No accommodations are available. Your child can only attend the days Monday through Friday

Statutory & Non-Statutory Holidays - We are Closed

- Regular fees are charged on statutory holidays to cover operational costs. Fee's will be charged for absent, sick, vacation days and closure due to inclement weather or emergencies
- Parents are responsible to pay their fees for the following days when the centre is closed.

Centre	Closure Date: 2026-2027	Holiday/Reason
KidFit60 ESP	September 7th September 30th	Labour Day Truth & Reconciliation Day
KidFit60 ESP	October 12th	Thanksgiving
KidFit60 ESP	November 11th	Remembrance Day
KidFit60 ESP	Holiday Break: Various Dates in December	Last two weeks of December into Jan
KidFit60 ESP	December 25	Christmas Day
KidFit60 ESP	December 31	New Years Eve
KidFit60 ESP	January 1st	New Years Day
KidFit60 ESP	February 15th	Family Day
KidFit60 ESP	Spring Break: Various Dates in March/April	Last week of March into April
KidFit60 ESP	March 26th	Good Friday
KidFit60 ESP	May 24th	Victoria Day
KidFit60 ESP	July 1st	Canada Day
KidFit60 ESP	August 2nd	Terry Fox Day

= KidFit60 Additional Rates Apply

Part Three: Health & Wellness

Children's Personal Belongings

- **Appropriate Clothing**: Please ensure your child is dressed appropriately for indoor and outdoor activities and weather conditions.
- **Indoor Running Shoes**: Every day, your child must have a pair of **indoor running shoes**.
- **Change of Clothes**: Ensure there is a **change of clothing** in your child's locker, and update it every season.

  *All items should be **labeled with your child's name**.

Sickness & Medical

- **Health and Safety**: The health and safety of the children is our top priority. If your child is sick and unable to participate in center activities, we will contact you to pick them up.

Illness	When to Send Home	When Child Can Return
Diarrhea & Vomiting	After the first incident if other symptoms are present (fever, lethargy, etc.)	May return 24 hours after the last incident and no other symptoms are present
Ear Infections	If child has fever or appears unwell	May attend 24 hours after starting antibiotics and fever-free
Pink Eye (Conjunctivitis)	If eyes are red, irritated, with discharge	May return 48 hours after starting antibiotic drops and no discharge
Impetigo	If sores are oozing or uncovered	May return 48 hours after starting treatment and sores are covered or healed
Lice	If live lice are detected	May return after treatment and must be nit-free, confirmed by staff
Strep Throat	If fever is present or diagnosis is confirmed	May return 48 hours after starting antibiotics and fever-free
Hand, Foot & Mouth	If blisters are open, child has fever, or drooling due to mouth sores	May return when all blisters are closed, no fever is present, and nothing is blistering
Measles	If symptoms such as fever, cough, and rash appear	May return 4 days after the rash appears and with a doctor's clearance
Any Unknown Rash	If rash cause is undetermined and accompanied by fever or other symptoms	May return once cause is diagnosed, rash is no longer contagious, and with a doctor's note if required
Fever (≥100.4°F / 38°C)	Any fever accompanied by other symptoms (rash, cough, lethargy, etc.)	May return 24 hours fever-free without medication
Common Cold	If symptoms interfere with participation (severe coughing, fever, excessive nasal discharge)	May attend if fever-free, symptoms are mild, and child feels well enough
Cough	If persistent, barking, or accompanied by fever or breathing difficulty	May attend when cough improves, no fever, and child can participate
Influenza (Flu)	If fever, body aches, fatigue, or confirmed flu diagnosis	At least 2 days after symptom onset, 24 hours fever-free without medication, and energy has returned

Part Four: Allergies/Medical Conditions

Allergy & Medical Disclosure

- **Registration**: All known allergies and medical conditions of any child entering **KidFit60** must be disclosed at the time of registration.
    - Parents must provide clear details about:
        - **The allergy** and **its nature**.
        - **Possible reactions** and any symptoms to watch for.

- **After Enrollment**: If your child develops an allergy after enrollment, please notify the **Director/Supervisor immediately**.

- **Medical Treatment for Allergies**:
    - If an allergy requires medical treatment (e.g., **EpiPen**, **ventilator**), parents must:
        - Provide the center with the necessary medication.

Creating an Allergy-Safe Environment

At **KidFit60**, we are committed to maintaining an allergy-safe environment for all children. Our practices include:

- **Hand Washing**: Children and staff wash hands **before and after eating**.
- **Food Sharing**: Children are not permitted to **share food**, utensils, or containers.
- **Sanitizing**: Tables are cleaned **before and after meals**.

Food Restrictions

KidFit60 is a nut-free, egg-free, and seafood-free facility to ensure the safety of all children.

Part Five: Safety

The safety and wellbeing of the children is always the first concern for staff.

Accident Report Forms:

- If your child is injured at **KidFit60**, a **staff member** will complete an **accident report**.
  - The **Director** will be notified and will sign the report.
  - For **serious injuries** requiring medical attention, parents will be **contacted immediately** and must pick up their child for transport to the nearest hospital.
  - Parents should **review the report**, add comments, ask questions, and **sign** it.
  - Please **inform staff** if your child had any injuries at home so we can monitor their condition throughout the day.

Arrival & Departure Procedures:

Arriving at the Centre:

- **Operating Hours**: **7:00-9:30am & 3:30-5:30pm**
- A **parent/guardian** must **accompany the child** in and out of the facility.

Non-Attendance:

- If your child will be **absent**, notify staff by email centre directly.

Departing the Centre:

- **Authorized Pick-Up**: Children will only be released to **parents/guardians** listed on the **consent form**. If someone else is picking up, please inform the staff, who will ask for a photo **ID**.

Late Pick-Up:

- If you anticipate being **late**, please inform staff **ASAP** (e.g., **traffic delay**, **work commitments**).
- A **late fee** will apply
- If no contact is made by **5:45pm**, staff will call the **emergency contact**.
- If the child remains uncollected by **6:30 pm**, and all contacts fail, we will contact **ANCR (Child and Family Services)**.

Neighbourhood Outings & Transportation:

Neighbourhood Outings:

- **Spontaneous field trips** (e.g., walks to local parks) may occur without prior notice.

Transportation Policy:

- **KidFit60 vehicles** are used for **emergency weather related-situation only.**
- **Parents/guardians** are responsible for arranging **school bussing transportation**.
- **Emergency Medical Transport**: If an **ambulance** is needed, the cost is the **parent's responsibility**.

Responsibility for the Child:

- **Upon Arrival**: Parents are responsible for escorting their child into the building and notifying the staff of the child's arrival.
- **Upon Departure**: Staff are responsible for the child until a **parent arrives** and informs the staff of their arrival. Afterward, the **parent** assumes responsibility.

Field Trips & Emergency Procedures:

Field Trips:

- Individual **field trip consent forms** will be provided for any trips requiring transportation. A **24-hour notice** will be given for these trips.
- Parents may arrange for **pick-up/drop-off** at pre-arranged locations.

Emergency Evacuation Procedure/Safety Plan:

- All staff are **trained** in emergency procedures to ensure the safety of the children.

Fire Drill Procedure:

- Safety drills are conducted **a few times a year**.

Child Protection & Confidentiality:

Child Protection:

- **Staff Training**: Staff members are trained in **CPR**, **First Aid**, **fire extinguisher use**, and the procedures for **reporting suspected child abuse**.
    - If **child abuse** is suspected (emotional, physical, or sexual), staff are required by law to report concerns to **Child and Family Services**.
- **Intoxication**: If an individual arrives at the centre and appears to be under the influence of **drugs or alcohol**, they will be asked to leave immediately. **Emergency contacts** will be contacted for pickup.

Confidentiality:

- **KidFit60** will not release any information about your child or family to third parties. Confidentiality is paramount to protect the privacy of all families and staff.

Part Six: Code of Conduct

At KidFit60, we will strive to provide an environment where all adults and children treat each other in a respectful manner. Respect is the way someone **speaks** to, **listens** to, or **acts** towards others.

The following people are expected to behave in a respectful manner and comply with this code of conduct while in the centre, or on the property and while representing the centre on any other occasions:

- Management and Staff members
- Children enrolled - Volunteers
- Parents/guardians - All others involved

<u>Guiding Principles, we follow for Appropriate Behaviour:</u>

BE Respectful: respect those around us and ourselves. Respect the environment, materials and equipment.
BE Safe: Play and work safely to keep everyone from getting hurt.
BE Supportive of Learning: Support the learning of each other. We will create an environment that will teach each individual child in each developmental domain.
BE Cooperative: Listening to each other and communicating respectfully to find a solution.

At KidFit60 Jr, we will provide an environment that is supports the **health, safety, well-being** of children by:

- Developing a consistent but still flexible schedule for the children
- Setting up the environment and materials to encourage appropriate behaviour
- Planning a program based on children's needs and interests
- Having realistic and developmentally appropriate expectations for behaviour

At KidFit60 Jr, we create a **positive environment** for children, parents, families, staff and others involved by:

- Create positive relationships by listening and taking the time to talk
- Working together to solve any problems that may arise
- Encouraging and modelling appropriate behaviour
- Establish clear, consistent and simple limits

There are certain rules that must be followed to ensure the safety and well-being of all adults and children. These behaviours are unacceptable by staff, children, parents, and others involved. These behaviours will not be tolerated:

- All forms of **bullying** – physical, verbal, emotional, social or cyber bullying (including comments, actions or visual displays that are hurtful, repetitive, constant and intentional)
- **Harassment** behaviour that degrades, demeans, humiliates or embarrasses another
- **Discrimination** against any person or group because of their race, colour, nationality or place of origin, ethnic background, religion, age, sex, gender-determined characteristics, sexual orientation, marital or family status, source of income, political belief and physical or mental disability
- All forms of **abuse** (physical, sexual or psychological), including verbally in writing or other
- **Actions** that put another person at **risk of harm**, including violent physical acts (with or without a weapon) and threatening someone

It is normal for children to display inappropriate behaviour at times. Each incident will be dealt with individually and appropriately to the child's stage of development. The developmental capabilities of each child will be considered when determining both expectations for behaviour and consequences for inappropriate behaviour.

Further steps will be considered, depending on the severity of the inappropriate behaviour such as:

- Using a behavioural analysis to learn what may be contributing to a child's inappropriate behaviour and help reduce the behaviour
- Setting up a meeting to discuss concerns and develop a plan and continue encouraging appropriate behaviour
- Give a written warning that outlines specific concerns and consequences if behaviour continues
- Access outside resources for help and guidance

Part Seven: Inclusion Policy

Inclusion and Support for Children of All Abilities
At **KidFit60**, we are committed to welcoming and accepting children of all abilities. We believe that every child has the right to feel accepted, valued, and respected. Our goal is to foster a strong sense of **belonging** and **equality** for every child in our care, ensuring they have the opportunity to participate fully in all activities.

Individualized Support for Each Child
We recognize that each child has their own unique strengths, interests, and needs. Our experienced staff make it a priority to create an environment where children can move freely, explore their interests, and make choices based on their individual needs.

Additional Support
As a **non-government funded centre**, **KidFit60** does not receive funding for **1:1 support** or grants. However, we do everything in our power to support children with additional needs. We strive to create an inclusive environment that caters to all children to the best of our abilities.

If you have any **questions or concerns** about your child's care or support needs, please feel free to **contact the Director** for further information.

Part Eight: Electronics & Technology Policy

At **KidFit60**, we respect the privacy of our children and families, while also utilizing technology for educational purposes. Below are the guidelines regarding electronics and technology use within the centre:

Cell Phone Use

- **Videos & Photographs**: We may take videos or photographs as part of the children's program.
- **Privacy**: All photos and videos taken will be deleted after use to ensure the privacy of the child.

Social Media

- **Permission for Media**: We may observe, interview, assess, photograph, and videotape as part of our activities.
- **Advertising & Social Media**: Some photos may be used for **advertising** or **social media** purposes.
- If you have any questions or concerns, please speak with the **Director**.

Opt-Out Option

If you do not feel comfortable with your child being part of any of these activities, please **notify the Director/Supervisor** as soon as possible.

Part Nine: Behaviour Management Policy

At KidFit60, we believe in quality early learning and childcare. We are committed to helping children develop to their fullest potential; every individual that enters our program is required to treat the environment with respect and speak positively and respectful to others. We recognize the importance of promoting acceptable behaviour and methods of discipline. The decisions that will be made will be based on the developmental capabilities of each individual child.

Methods we use to help guide children and manage behaviours:

1. Redirection – teachers will help guide the child into different acceptable options and give choices
2. Setting limits – teachers will help make the child aware of the results of their actions, set clear limits and give age-appropriate explanations
3. Modelling – teachers will demonstrate appropriate behaviours
4. Provide choices – teachers will outline the choices that are age-appropriate, and children are encouraged to make decisions for themselves and be independent
5. Consequences— logical consequences that will make the child aware of their actions that caused the behavior. Encouraged to problem solve.
6. Support the child -- praising, encouraging, recognizing, and acknowledging the positive behaviours
7. Environment – teachers will prepare and plan the environment to avoid conflict

***Regulations of the Early Learning and Childcare Program of the Province of Manitoba.** Section 11(1) Guidance – Prohibited forms: a license shall **NOT** permit, practice or inflict any forms of physical punishment, verbal or emotional abuse, or the denial of the physical necessities to any child in attendance at the childcare centre*

Guidelines for Regulation

- Physical punishment includes striking a child, either directly or with an object, shaking, shoving or spanking the child. It also includes forcing a child to repeat physical movements, or any other action carried out which results in physical injury to the child.

- Verbal or emotional abuse includes any harsh, belittling, or degrading response by an adult in the centre, which would humiliate or undermine a child's self-respect.

- The denial of physical necessities includes normal comforts such as shelter, clothing, food, bedding or toileting.

Circumstances may result in the child being removed from group or area

1. Continued inappropriate use of language
2. Continued behaviour inappropriate for the situation
3. Incident of physical aggression
4. Bullying other children

- Behavioural Report Form will be used if the behaviour continues, this form outlines the details of the concerning behaviour. Parents will have to sign the paper and write any further comments and are encouraged to communicate with staff/director on any questions they may have.

- All staff, volunteers, parents and others who are in the centre, are responsible for adhering to the behaviour management policy at KidFit60 Jr and help guide the children in appropriate manner and methods provided. Any persons fail to comply with, the director will act immediately.

Part Ten: Closing

Communication & Feedback

At **KidFit60**, we are committed to providing your child with the highest level of care. We appreciate your time in reviewing and understanding our centre's expectations. Open and clear communication is key to meeting the needs of all families, and we encourage parents to share any **feedback**, whether positive or constructive, as well as **questions** or **suggestions** regarding our program.

If you ever have anything to discuss, please don't hesitate to reach out to the **Director**. We are here to listen and ensure the best experience for your child.

Thank you for choosing **KidFit60!**