



## Parent Policy Manual

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## **Introduction & Welcome**

Welcome! KidFit60 Jr is a place where we will provide a quality active learning environment for pre-school aged children. Our centre features a 3000 square foot gymnasium with indoor artificial grass and safety flooring, a dance studio, multipurpose area, kitchen, renovated daycare classrooms 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**

KidFit60 Jr is a place where being active, learning, imagination, and interaction come together and create success for each individual child. We will help foster each child's growth by promoting a healthy, strong positive relationship with each child. We will provide an inclusive and nurturing environment that will make your child feel safe so they can play, learn, and grow.

## **Our Vision Statement**

At KidFit60 Jr, we strive to provide the best quality childcare. We will help expand each child's well-being in all the areas of their development, including, physical, social, emotional, cognitive and sensory. Children will be able to develop a sense of self and enhance self-confidence. We have a passion for helping children grow and we will create a fun learning place. We will protect and provide a safe environment for each child and establish a professional relationship with every family.



## Curriculum Statement

At KidFit60 Jr we strive to provide quality early childhood care and education for children aged 2-6 years old. The daily schedule that is organized at KidFit60 that consists of daily activities that will help each child further their development in each developmental domain. Children will be involved in experiences that let the children learn through play, by interacting with others, and by structured lead activities. Our curriculum will be covering all aspects of the learning process, involving alphabet, numbers, reading, pen control, art, music, and many other learning opportunities covering different areas. We provide sufficient time in our schedule, and it is flexible to meet the children's needs. The learning process will be strengthened and supported by using a learn through movement approach using our indoor full-size gym and dance studio. Structured active activities that use children's large and fine motor skills, such as yoga, dance, balance activities, and basic movement skills will be everyday activities. As well, children will play low organized games and have free play blocks during the day to promote socialization and creativity.

At KidFit60 Jr staff build relationships with each child through positive interactions. We have realistic and developmentally appropriate expectations for each child, we take the time to be at the child's level, listen and talk to each child. The staff are positive role models and encourage children to take turns, to be independent, have different responsibilities, to cooperate and respect others, the toys, and themselves. As a team, the staff, work together in engaging children to prepare and be aware of transitions. We promote interactions among children to build friendships through group play. We closely observe children and discuss what their interests are, we will work together and arrange the areas suitable to their interests by providing different materials and supplies to support their exploration. The staff's involvement within each child's play supports and extends the child's learning and development.

By building positive relationships and observing all the children enrolled at KidFit60, staff gain inspiration for developmentally appropriate experiences. Staff will change how the learning centre is arranged or change the materials when interests change. For example, if a child comes in and talks about how they went camping. The staff will create a "camping" theme, provide books, promote activities and toys that related to the theme. We want to focus on each child to help them develop to their fullest potential emotionally, socially, cognitively, and physically.

The children, families and the community around us are represented throughout the learning environments in materials, books and photos. People of differing abilities and cultures are also included. Through positive and beneficial play experiences and role modelling, the staff at Kidfit60 encourage acceptance and tolerance of all persons.

At KidFit60 Jr, the staff and families work together to build a strong relationship. We value and respect each family. The staff engages in conversation about the child at drop-off and pick-up to share important information about the child's development, learning, and emotional health. Daily activities are shared on our private face book page, and we always have an open line of communication to ask any questions or share any concerns.



## Part One: Enrollment & Registration

### KidFit60 Jr.

- Tour
  - o All families are encouraged to have a tour at KidFit60 Jr. with the Director
- Hours of Operation
  - o We are open Monday through Friday from **7:30 am - 5:30 pm**
  - o Early drop off: 7:25am – Pick up by: 5:20pm
- Ages: our centre is licensed for Pre-school only (Ages 2-6)
  - o Toddlers under the age of 2 can only be accepted with an age exemption in place, approved by Early Learning and Child Care. Consult with the director for more information
  - o Children enrolled up to age 6, we have children attend up to age 6 who are in kindergarten
- Any important Information will be sent to parents' emails provided through our online platform called Fastoche
- Lockers
  - o Each child is assigned a locker in the locker room or in the program they are enrolled in
  - o We ask that you keep extra clothes, diapers, wipes and indoor shoes in the lockers at all times
- Lost & Found
  - o "Lost & Found" bin is located in the locker room area
  - o KidFit60 Jr. is not held responsible for lost items.

### Registration Process

- Registration Deposits
  - o A non-refundable deposit fee of \$100 per child will be required to hold a spot and confirm enrollment
- Registration Form
  - o This form provides us with all the information that is necessary to know
- Required Permission & Consents – signatures on fastoche
  - o Please ask Director any questions you may have

### Leaving the Centre

- If you plan to withdraw your child from KidFit60 Jr, please give notice to the director in writing and with **1 month notice**. If you do not give us 1 month notice, you will be charged for that upcoming month



## Part Two: Program Fee's

Full-Time (M-F)	Monthly Fees	Annual Supply Fee (Sept 2024)
2 – 5 year old	\$960.00	\$250
Part-Time	Monthly Fees	Annual Supply Fee (Sept 2024)
Mon/Wed/Fri	\$620.00	\$200
Tues/Thurs	\$440.00	\$175
½ Day Kinder	\$570.00	\$125

\*Tuition includes 261 days of payment for the year

\*Includes a healthy AM and PM snack

### Additional Costs:

- A one-time non-refundable deposit of \$100.00 is required to hold a spot and confirm enrollment.
- A yearly school supply and activity fee of \$250 for full time children, \$125 for half day children, and \$200 or \$175 for part time children will be due prior to the start of programming.

**½ Day Kinder Program:** We follow the Seven Oaks School Division Calendar

- AM / PM care at Garden City Community Centre (additional \$50/month)
- Full day childcare on Inservice Days (additional \$16/day)
- Holiday Break (additional \$120 in December)
- Spring Break (additional \$80 in March)
- Summer (July & August) \$700/month (no part-time availability)

### Payments

- E-Transfer to: [paymentskidfit60jr@gmail.com](mailto:paymentskidfit60jr@gmail.com)
- Payments will be due on the 1<sup>st</sup> and 15<sup>th</sup> of the month
- Receipts will be emailed yearly unless otherwise requested

### Outstanding Balance

- The centre retains the services of a collection agency. Families who leave the centre with a balance owing will have their account forwarded to collections.

### Part Time (2 or 3 Days/Week)

- You are responsible for paying the days your child is not in attendance; stat holidays or sick days
- No accommodations, your child can only come on the planned days scheduled (Monday, Wednesday & Fridays or Tues & Thurs)

### Statutory & Non-Statutory Holidays - We are Closed

- Regular fees are charged on statutory holidays to cover operational costs. Parents are responsible to pay their fees for the following days when the centre is closed:

New Year's Day	Terry Fox Day	Canada Day
Louis Riel Day	Labour Day	Truth & Reconciliation Day
Good Friday	Thanksgiving Day	*Christmas Eve: closed at 12pm
Remembrance Day	Christmas Day	*New Year's Eve: closed at 3pm
Victoria Day	Boxing Day	

**\*\*Fee's will be charged for absent, sick, vacation days and closure due to inclement weather or emergencies.**



## Part Three: Health & Wellness

### Children's Personal Belongings

- At KidFit60 Jr, we ask that your child is appropriately dressed for activities and outdoor weather conditions.
- Every day, we ask that your child has a pair of indoor running shoes
- Please ensure there is always a change of clothing in your child's locker that gets changed out every season & everything to be labelled with your child's name.
  - o Summer
    - Bathing suits and towels may be left for outdoor water play
    - Hat
    - Sunscreen and Insect Repellent
  - o Winter
    - Snow suit/ winter jacket and ski pants
    - Warm boots
    - Toque
    - Two pairs of water-proof mittens
  - o Fall & Spring
    - Waterproof boots
    - Splash pants

### Nap

- Nap time is offered to children for up to 2 hours per day, in a quiet room, with soothing music, reading books and with stuffed animals
- We will provide a cot & bed sheet that will be washed weekly
- We ask that you provide a blanket and any other items needed for nap (i.e.: soother or stuffed animal)
- Children (3-5) are encouraged to 'rest' on their cots for at least 30 minutes. Please communicate with staff in program based on your child's needs.

### Snack/Nutrition

- KidFit60 Jr will provide a healthy nutritious snack for am & pm
- Snack will contain two food groups, one being a fruit or vegetable
- We will have a snack schedule posted
- Parents are required to send a nutritious lunch that contains all the food groups; two servings of vegetables and fruit, one grain product and one meat/alternative.

### Sickness & Medical

- The health and safety of the children is our number one priority
- If your child is sick and cannot participate in centre activities, we will phone the parent/guardian to come pick up your child because certain illnesses require a child to have a relaxing, quiet environment.
- If your child has any Tylenol, Advil etc. administered prior to arriving at the centre, let the staff know so they can monitor their illness.
- If your child has prescribed medicine to be administered, please notify staff, we have a "Medication Approval Form", must be doctor prescribed medicine and in original container. Medicine must be handed to a staff member to be stored in a safe place.
  - Diarrhea & vomiting, the child must be taken home after the first incident if other symptoms are present.



- Ear infections, the child may attend after 24 hours on medication.
- Infections being treated by Antibiotics – please let the director/staff know
  - o Pink Eye: after 48 hours
  - o Impetigo: after 24 hours
  - o Lice: must be 'Nit-free' by a staff member at the Kidfit60 & already received treatment
  - o Strep Throat: 48 hours



## Part Four: Allergies/Medical Conditions

All known allergies and medical conditions of any child entering KidFit60 Jr must be disclosed at the time of registration

- Parents must disclose the allergy and any information regarding it, clearly state what the child's possible reaction may be and the nature of the allergy
- If any allergy is developed after your child has been enrolled in the centre, parents must alert the director **immediately**.
- If any allergic reactions require the administration of any medical treatments (I.e.: EpiPen, ventilator etc.) the parents must provide the centre with the medical treatment, sign the medication form and a Unified Referral and Intake System (URIS) form.

**At KidFit60 Jr, we will create an Allergy-Safe Environment**

- Wash hands before and after eating
- Do not share food, utensils or containers
- Tables washed before and after eating
- Place food onto a napkin rather than in direct contact with table

**KidFit60 Jr. is a nut-free, egg free & seafood free facility**

**Enhanced Safety Plan will have more information on Anaphylaxis Policy**

- Please see director



## Part Five: Safety

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

### Accident Report Forms

- If your child gets an injury while at KidFit60 Jr, there will be an accident report form for the staff that witnessed the injury happen to write up a report.
- Director will be notified and will sign the report, if it is a serious injury and needs medical attention, parents will be notified by a phone call ASAP. A parent will have to pick up your child and will be taken to the nearest hospital.
- Parents are asked to read the report, add any comments, or ask any questions and sign the report after.
- Parents, please keep the staff informed on if your child got an injury at home, so staff will be aware and monitored throughout the day.

### Arriving at the Centre

- We are open from 730am-530pm, our doors to our facility remain locked at all times
- Buzzer system – parents must identify themselves first name. Access will be allowed once the parent identifies themselves.
- Parent/guardian is **required** to accompany a child in and out of the centre.
- Please communicate with staff in your child's room, about any circumstances that may affect their day. (I.e.: didn't sleep well, may be getting sick etc.)

### Late Arrivals/Non-Attendance

- If your child will be arriving late or will be absent for the day, it is the parent's responsibility to notify the staff by phone or email, by 10am. Please leave a voicemail if there was no answer by phone.

### Departing the Centre

- We will only allow your child to leave KidFit60 Jr with you or someone who is listed on the consent form. Please notify staff if someone other than the parent/guardian is picking up that day, they will ask for photo identification.
- Parents must notify the director immediately, in writing if they want someone that was on the permanent pickup form to be removed.

### Late Pick Up

- We understand that picking up your child that problems may occur, please notify the staff if you will be late picking up your child ASAP. I.e.: Stuck in traffic, late from work
- We will charge \$10.00 for the first 15 minutes and \$5.00 for each additional 5 minutes.
  - o If a parent does not show up or contact KidFit60 Jr by 5:30, we will call the emergency contact
  - o If your child has not been picked up by 6:15pm and we have not been able to reach you or your emergency contacts, we will contact ANCR (Child and Family Services) for assistance.

### Neighbourhood Outings

- Spontaneous field trips may occur without notice (I.e.: neighbourhood walks, go to local parks etc.)



## **Transportation Policy**

- The KidFit60 Jr staff vehicles are only used for the school age before and after school program, they are not used for the KidFit60 Jr Preschool.
- Kindergarten Children are escorted to and from the bus stop and are bussed to and from school by the Seven Oaks School Division
  - o We are not responsible for transportation to and from school. Parents are responsible for arranging transportation through the school divisions and any costs involved for this transportation.
- If an ambulance is required for medical emergency, the cost of the transportation to the hospital is the responsibility of the parent

### **Responsibility for the child *starts and stops***

- o Parents are responsible for escorting their children into the building and to their classrooms. The staff will not be responsible for the children until the parent arrives with the child and notifies the staff of the child's presence
- o At the end of the day staff are responsible for the children until such time as the parent arrives to the classroom and notifies the staff of their arrival. Parents are then responsible for their child until they leave the centre.

## **Field Trips**

- Individual field trip forms will be signed for any trips requiring transportation and there will be a 24-hour notice period of these field trips.
- Parents may pick or drop off their child from pre-arranged locations

## **Emergency Evacuation Procedure/Safety Plan**

- All staff are trained to know the procedure in the event of an emergency and what the steps are to ensure the safety of all children.
- Lockdowns will be conducted regularly
- More information is in the Enhanced Safety Plan Handbook, this is a large document that outlines emergency procedures for evacuation of the centre.
  - o Available to parents upon request, please see Director

## **Fire Drill Procedure**

- Safety drills will be conducted monthly to ensure children are aware of the evacuation procedures. One drill will occur annually during nap time, and one drill will require that we practice evacuating to our designated place of shelter.
- See Enhanced Safety Plan for further details

## **Child Protection**

- The staff at KidFit60 Jr, receive training and review their child CPR and Emergency First Aid, the use of fire extinguishers and protocols for reporting abused children
- Child abuse: If for any reason we believe a child is being abused (emotionally, physically, or sexually) or neglected, with close observations, we are required by law to report the suspicions to Child and Family Services of Winnipeg
- Intoxication: any individual has arrived at the centre and who is suspected and appears to be under the influence of drugs or alcohol will be asked to leave immediately. We will contact the child's emergency contact or another person with pick up authority.



## **Confidentiality**

- KidFit60 Jr, will not release any information about your child or families enrolled in our centre
- Confidentiality is important to respect and protect the privacy of each family and the employees



## Part Six: Code of Conduct

At KidFit60 Jr, 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

### Guiding Principles, we follow for Appropriate Behaviour:

**BE Respectful:** respect those around us and ourselves. Respect 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

At KidFit60 Jr, we welcome and accept children of all abilities. We believe in making every child feel accepted, a sense of belonging and respect for equality. An opportunity for participation in activities is a right for all children. Each child has their own strengths and needs.

The staff members at KidFit60 Jr are experienced and make sure that the children can move freely. Children can make choices based on their needs and interests. Staff members will observe each child individually and will make any necessary arrangements.

Goals for children with additional support needs will be met by meeting with the parents and early childcare professionals. This community will help ensure the child's abilities are met and supported. We will create an environment that will nurture a confident, positive self-identity for each child. We will work together to help strengthen the foundation for a bright future and develop to their fullest potential.

KidFit60 Jr is a non-government funded centre, we do not receive any 1 on 1 supports or grants. We do our best to support all children in our care. Please see director for any questions or concerns.



## Part Eight: Electronics & Technology Policy

- Cell phone use
  - o We may take videos & photographs to be used as part of the program
  - o These photos will be deleted after to ensure child's privacy
  
- Social Media
  - o We will make a private face book page to keep in contact with parents and post photos of the children's (KidFit 60 Jr)
  - o Permission to observe, interview, assess, photograph & videotape as part of research or any activities happening in the centre
  - o At KidFit60 Jr, we will want to use some photos for advertising or social media purposes, ask director about any questions you may have.
  
- Students
  - o Early Childhood Education programs may observe and take notes at the centre, the identity of the child will NOT be released in the observations

\*If you do not feel comfortable or do not want your child to be a part of this, please notify director ASAP\*



## Part Nine: Behaviour Management Policy

At KidFit60 Jr, 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 respectfully 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 child care 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

At KidFit60 Jr, we want to provide your child with the best possible care. We appreciate you taking the time to read and understand the expectations of our centre. We need to maintain a clear open line of communication to meet the needs of all families. We want to encourage parents that may have any feedback, positive or negative, questions, or any suggestions about our program to be addressed to the director.

Please do not hesitate to contact us. Thank you for choosing KidFit60 Jr!

