



Kin-R-Gee Family and Learning Centre PARENT HANDBOOK

PHILOSOPHY AND GUIDELINES

Here at the Kin-R-Gee Family and Learning Centre we strive to provide a safe and nurturing environment for preschool children. Our focus is geared towards enriching children's education through both active and interactive methods. Our aim is to stimulate young minds through cognitive and physical learning. Our physical program guides children along the path of socialization, the emergence of independence and the importance of self-respect and the respect for others. Our objective is to provide children with the highest level of education and care. The name Kin-R-Gee stands for family energy and our goal is to live up to our name every day.

The Child Care Program operates within the framework of the Day Nurseries Act (DNA) and helps prepare your children for formal schooling by providing a unique opportunity for them to develop socially, physically, emotionally, intellectually and creatively. Our Centre attempts to meet the needs of children in a loving atmosphere, which fosters cooperation, responsibility and problem solving. The children take part in a wide variety of activities such as art, indoor play, music, stories, small and large group times. The Centre helps develop each child's self-esteem and confidence through encouragement and positive reinforcement. We help the child to develop respect for their surroundings.

The Centre provides balanced nutritious snacks, in accordance with daily health guidelines in the Canada's Food Guide. **Although the centre does enforce a peanut free environment and expects all parents to adhere to this policy for the safety of the children, we cannot guarantee that your child will not come into contact with nuts.**

PARENTAL INVOLVEMENT

Communication with the parents is an integral part of the program. We encourage parents to have an active roll in their child's educational experience. Participation by family members that contribute to the growth and development of all children are welcomed.

STAFF REQUIREMENTS

All programs at Kin-R-Gee Family and Learning Centre are staffed by qualified and experienced teachers who have been trained in Early Childhood Education or an acceptable equivalent.

In addition, each staff member is required to hold a current Infant-Child CPR Life Saving Certificate and one of the following first aid certificates, Red Cross, St.John's or Link to Life certificate. All staff are also expected to be trained annually on epi-pens.

All Staff are expected to follow the current policies that are outlined in the childcare guidelines.

All Staff are required to submit a yearly medical that states that their immunization records are up to date.

All staff members are given the following policies to read and adhere to.

- Behavior Management and Contravention policy
- Child Abuse policy
- Anti-bias/Anti-racism and Contravention policy
- Serious Occurrence
- Smoke free environment policy
- Drinking water/flushing policy
- Anaphylactic policy

The staff are monitored semi-annually to ensure that the expectations of the Behaviour Management and Contravention Policies are being met.

After reading the policies, all staff are expected to sign the policies confirming they understand and comply.

All newly hired staff are also required by law to complete a Criminal Reference Check. This is completed by the York Police Department.

All Staff are expected to pursue professional growth opportunities on an ongoing basis.

CHILD CARE PROGRAMS

- **Preschool enrichment 2 ½ - 3 ½**
- **Kindergarten enrichment 3 ½ – 5** (*pending on date of birth*)
- **After school enrichment program 6 -12**

SPECIALIZED SERVICES

In the event that staff or parents are concerned with the developmental mile stones of a child, a meeting takes place discussing the concerns and after obtaining consent, the staff will assist the family in obtaining family resources.

HOURS OF OPERATION

The Child Care Centre is open 10 months of the year, from Monday to Friday from 9:00 am to 6:00 pm. We are closed on statutory holidays.

The morning classes are: 9:00 - 11:45

The afternoon classes are: 12:45-3:30

The after school programs are: 3:45-6:00

STATUTORY HOLIDAY

Labour Day Closed
Thanksgiving Day Closed
Victoria Day Closed
Christmas Day Closed
Boxing Day Closed
Family Day (Feb 18th) closed
New Year's Day Closed

Good Friday Closed
Easter Monday Closed
Canada Day Closed
Civic Holiday Closed

LICENSING

Kin-R-Gee Family and Learning Centre is licensed by The Ministry of Community and Family Children Services. The Centre accommodates children ages 2 1/2 to 12 years.

FEES

Fees are set according to the ongoing cost of operation and are pro-rated to include closures throughout the year. A receipt will be issued and given to you in February for the prior year's fees for tax purposes. Please retain this for your personal records, as no other receipt will be issued.

The 2 day enrichment program-	\$ 225 per month
The 3 day enrichment program-	\$ 300 per month
The 4 day enrichment program-	\$ 380 per month
The 5 day enrichment program-	\$ 420 per month
The 2 day/alternate Friday program-	\$ 275 per month

It is important for parents to carefully note the following:

No credits or refunds will be given for absences or holidays scheduled by you for your child during the year.

A charge of \$20.00 will apply to all NSF or returned cheques and late payments

WITHDRAWAL

A minimum of four (4) weeks' advance written notice must be given to the Child Care Supervisor if you are withdrawing your child from the Program. If such notice is not given, the deposit will be retained. A complete refund minus the non-refundable \$35.00 registration fee will be given to any parent withdrawing their child one-month prior to the start of a program.