



PARENT HANDBOOK

The Parent handbook is available to all parents/guardians upon registration. Families will be notified of any changes made to the information outlined in this document.

Welcome to Just for Kids Childcare.

Just for Kids childcare is owned and operated by Just for Fun Party Center located at 689 Warden Ave in Toronto. We opened February 1st, 2021 and offers a fun and engaging program. At Just For Kids, we believe that every child is capable of being their true self. It is our main goal to provide a safe, healthy, and inclusive environment for the children and families in our care. Our staff strive to provide a structured daily routine under the play to learn curriculum. All activities throughout the day are child lead and teacher assisted. We believe that children learn best when using their creativity. We encourage the children to be independent by allowing them to get creative with their activities. Our weekly program is based on the interest of the children in our care and changes as their interests change.

Program Statement and Philosophy

Just for Kids childcare strives to promote a positive, safe, loving, and nurturing environment where health, safety, nutrition, and well-being are our number one priority. We encourage mutual respect, patience and creativity in an inclusive environment while viewing children as competent, capable, curious, and rich in potential. We believe in building positive and supportive relationships with each family.

Our Program strives to provide each individual child with the tools and support to develop new skills while further developing existing skills. We encourage child-led opportunities in each learning centre while maintaining an inclusive environment and building strong relationships between staff, children, families, and the community. Our program is continuously adapted to meet the needs of each child.

In our program you will see a variety of open-ended materials that children can freely use to support their exploration, inquiry and play with body, minds, and senses. Documentations of the children's learning through pictures, group projects and learning stories posted around the classroom. Resources and parent feedback will be posted on the parent board in the lobby, along with weekly program plans based on the interest of the children.

In our program you will hear: Conversations between staff and children that support problem solving and co-learning. Active communication and exchange of information between staff and families.

Prohibited Practices

Children benefit from an affirming approach that encourages positive interactions with others, rather than a negative approach to managing unwanted behavior. The provision of prohibited practices forbids corporal punishment and other harmful disciplinary actions to protect the emotional and physical well-being of children.

No employee, student or volunteer shall permit a child to experience any of the following:

- 1- Corporal punishment of the child.
- 2- Physical restraint of the child, such as confining the child to a highchair, car seat, stroller, or other device for the purposes of discipline or in lieu of supervision, unless the restraint is for the purpose of preventing a child from hurting themselves or others and is only used as a last resort and only until the risk of injury is no longer imminent.
- 3- The use of harsh or degrading measure or threats or use of derogatory language directed at the child or used in the presence of a child that would humiliate, shame, or frighten the child or undermine their self-respect, dignity, or self-worth.
- 4- Depriving a child of basic needs including food, drink, shelter, sleep, personal hygiene, or clothing.
- 5- Inflicting any bodily harm on children including forcing a child to eat or drink.

All children will be supervised by a Just For Kids Staff member at all times. Under no circumstances will a child be left unattended or in the care of a student or volunteer. Students and/or volunteers are not to be counted in the staff to child ratio.

Days and Hours of Operation

Just for Kids is open Monday to Friday from 7am till 6pm

To ensure your child benefits from the daily program we will not allow drop offs after 9am. Exceptions can be made for appointments, please communicate with the staff beforehand.

Enrollment, Registration and Withdrawal.

Upon registration and prior to your child's start day, we require a \$500.00 registration fee along with your first month's payment. This fee will be used as your final 2 weeks upon withdrawal of your child. Just For Kids requires 2-week written notice of withdrawal prior to your child's last day. During registration

there are several forms that are required to be completed. Children are not permitted to start the program until all forms have been completed, signed, and submitted. All forms must be kept up to date; should any of your information change during your enrollment with Just For Kids; you must inform the staff of the changes. Changes will be updated, and you will be required to sign off on the updated form.

When it comes time to withdraw from the Just For Kids program, you are required to submit a minimum of 2 weeks written notice prior to your child's final date. If you fail to provide 2 weeks written notice, you will be charged 2 weeks of admission in leu for proper notice.

In the event of short-term absences such as sick days or vacations, you are still required to pay fee for the term of your child's absence. This is to secure your spot upon return.

Fees and Payment

Daily fees are \$50 per day and are paid monthly. Monthly payment is required by the first of each month. You can make your payment by EMT to info@justforfunpartycentre.ca, by cash or using debit/credit. In the event of any adjustments to the fees you will receive one months' notice of the changes. In the event of late payment, you will be charged an additional \$5 per each day of late payment.

Income Tax receipts will be issued in February for the previous year's fees.

Arrival and Departure

Just For Kids requires that all parents or guardians accompany their child into the centre, assist them with the removal of outerwear and bring them into the classroom. The Parent or guardian must make sure the teacher is aware that the child has entered the classroom.

If you require someone that is not listed as an approved emergency contact to pick up your child, we require written notice with the information of person picking up. ID is required to be shown. If you must make changes on a short notice, please contact us as soon as possible; under no circumstances will staff release any child into the care of anyone not on the approved pickup list or

without notice by parent. If at anytime the staff is unfamiliar with person picking up (including parents) or has not previously met them, Staff are required to ask for identification and must verify it against the child's approved pick up list. Please be patient with staff as they get to know your family.

Hours of operation are from 7 am to 6 pm. during registration you will be required to inform Just For Kids of your drop of and pick-up time. This will allow proper for staffing.

Please arrive before 6pm to give yourself and child enough time to get ready to leave. If you are late to pick up your child, there is a late fee of \$1 per each minute. If no one has arrived by 6:10 pm the staff will make every effort to reach parents and or emergency contacts listed on registration form. If after 1 hour the above are still unable to be reached Just for Kids will contact Children's Aid Services.

Sleep/Rest

Just for Kids has mid-day sleep/rest time from 12-2pm. We understand that not all children nap during the day however, young children benefit from relaxation to help balance their active play. If a child does not sleep or the parent has requested that their child not sleep, the child will be given quiet activities to do either on their cot or at the table. Staff will conduct and record visual checks every 20 mins during the period that the child is asleep. These checks include making sure the child's air way is not restricted in anyway. If the child has pulled their blanket up covering their face, mouth and nose the staff will reposition the blanket away from their face.

Toys, Clothing and Personal belongings

Be sure to clearly label all your child's belongings with their name. We do not allow toys from home to be brought into the centre if your child arrives with a toy from home it will be sent home with the parent/guardian. If your child is still in diapers/training pants, you are required to supply Just For Kids with diapers and wipes. Staff will inform you when the supply is getting low. All children are required to have two changes of clothing at the centre. This included shirts, pants, socks, and underwear. Any soiled clothing will be sent home and a replacement will be requested. Each parent is asked to send a blanket for sleep/rest time.

Please label the blanket with your child's name. Every Friday you will be required to bring home your child's blanket and bring it back cleaned on Monday. Your child must arrive to the program in clothing suitable for play. While we do our best to keep your child from getting their clothing dirty, children are active and having fun. Please do not send your child in clothing you do not want to get messy. All children are required to have two pairs of shoes. One pair for inside and one pair for outside. All shoes must be close toed and suitable for play. Do not send your child in sandals or flip-flops. Children must arrive to the centre in weather suitable clothing. If your child arrives in clothing not suitable for the daily temperatures the staff may refuse your child into the program. During the winter months please make sure your child has a winter jacket, snow pants, winter boots, hat, and mittens.

Meals and Snacks

Just For Kids provides fresh, and nutritious meals and snacks prepared on site by a food handling certified staff member. A four-week rotation of the menus will be posted on the parent board. Staff will document any daily changes made to the menu. Due to severe anaphylactic allergies Just For Kids does not allow any outside food to be brought in to the centre. We are a peanut and nut free centre.

A list of food restrictions and allergies will be posted in the kitchen along with in any area food is served. All anaphylactic allergies will require an individual anaphylactic plan and must be posted in the kitchen and classroom. Children will receive two snacks and a lunch. For children that are at the centre past 5:30pm a late snack will be provided.

Building Access Control

At just For Kids, it is our main goal to keep your children safe. For us to achieve this we must have proper building access control. Upon registration you will provide Just For Kids with scheduled drop off and pick-up times for your child. All children must arrive to the centre before 9:00 am. After 9:00 am the main door will be locked. If you arrive after the door is locked, you must call the centre to be let in. All doors leading into Just For Fun Indoor playground will be closed and always locked. When you arrive to pick up your child at the end of the day you will be required to call the centre to inform the staff that you are here. A staff

member will come to the door with your child and let you in. You Must Pick up and drop off at the Just For Kids entrance located at the North end of the building.

Concerns

At just For Kids, we take pride in maintaining a safe and healthy environment for every child that enters our program. If at anytime you are not satisfied or have concerns regarding our program or the care your child is receiving, we encourage you to express these concerns with the centre supervisor.

We thank you for taking the time to read our parent handbook and all our policies and procedures. If at any time you have questions, please feel free to reach out to the site supervisor.

We look forward to your family joining us at Just For Kids.

1-689 Warden Ave
Scarborough On.
M1L-4R6
416-750-1337



I _____ have read and agree to the policies outlined
in the parent handbook.

I also understand that Just For Kids is unlicensed childcare and is not affiliated
with the Ministry of Education.

Signature _____ Date _____