



PARENT HANDBOOK

2021 SUMMER CAMP PROGRAM

689 WARDEN AVENUE #1, SCARBOROUGH, ON, M1L 4R6

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



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ABOUT JUST FOR FUN

Just For Fun (JFF) is a family-owned Family Entertainment Complex in Toronto's East end owned by two momentrepreneurs Fran and Sanna. Our 13,000 square feet is a spacious facility that is equipped with several play zones, party rooms and a variety of entertainment activities catering to all ages. A one stop-shop for all your entertainment needs. 2021 will mark the second year of our Summer Camp Program.

ABOUT US



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Coming from a family of entrepreneurs Fran had always dreamt of owning a business to entertain kids and provide a one stop shop for parents taking care of all their kid's needs. She is mom to a 12 year old Morgan and a 9 year old Maya. She is also a dog mom to her goldendoodle Buddy. She has a CPA and started her career as an accountant. Fran has always been the party planner for her family, work and social circles and she loves children. This is what led her to leave her career, put everything on the line and pursue running her own business. Her professional background and fun personality are the perfect mix for running a place like Just For Fun. She enjoys finding ways to celebrate and adds a special touch to every event she plans. She is a pro at throwing birthdays parties and entertaining children of all ages.

Fran
Owner



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Like the youth in most immigrant families, Sanna followed all the right steps to secure a stable income earning career and went on to become a CPA and work as an accountant. She continues to work in the corporate world as an auditor but the urge to do something more to feed her creative soul drove her to Just For Fun. She is a mom to Sofia who was born in the summer of 2020 and is loving the new parent life. Aside from party planning and entertaining, Sanna is a big foodie, loves to travel and is a big advocate for mental health & well-being.

Sanna
Owner





OUR PHILOSOPHY

At JFF our goal is to provide campers with a happy, healthy and rewarding summer camp experience. A child's summer experience plays a very important role in their development. JFF campers will gain self-esteem and self-confidence, learn from new experiences, make new friends and create memories that will last a lifetime!

We believe that ...

- Each child is unique.
- Every child has a natural desire to learn.
- Children learn best when they are actively involved with people, materials and ideas.
- Early learning programs should provide positive and healthy environments for all children.

Our camp programs are designed to give each child a unique summer camp experience. The age range for our camp program is 4 – 12 years. Having campers make lifelong friends is our goal! At JFF, we embrace new ideas, people and opportunities. We grow by challenging the status quo and by capturing the learning in everything we do.



Program Statement

Our program strives to:

1. Provide each individual child with the tools and support to develop new skills while further developing existing skills.
2. Encourage child-led opportunities in each learning activity while maintaining an inclusive environment.
3. Provide a safe and nurturing environment to foster learning and build strong relationships between staff, children, families and the community.
4. Continuously adapt our program to meet the needs of each individual 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 bodies, minds and senses.
- Documentation of the children's learning through pictures, group projects and learning stories posted around the classroom.
- Feedback from parents posted on the parent's board.
- Weekly program plans based on the interests and abilities of the children.

In our program you will hear:

- Conversations between staff and children that support problem solving and encourage co-learning throughout the day.
- Active communication and exchange of information between staff and parents.



Every Child Belongs

At Just For Fun (JFF), every child belongs and is welcomed. We are committed to providing fully inclusive summer fun that will support the health and well-being of every child in our care by focusing on the individual child needs. Our staff will work with you to determine the best way to support your child and family needs. All activities will be carried out in accordance with the public safety restrictions and guidelines provided by Public Health Ontario, the Toronto Summer Camp Guidelines and the CDC.

Prohibited Practices

All JFF employees are trained to use behaviour guidance strategies that support children to develop appropriate social and emotional skills and comply with the JFF Program Statement.

Child Care and Early Years Act prohibits the following practices:

- a. corporal punishment of the child;
- b. 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 physical restraint is for the purpose of preventing a child from hurting themselves or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
- c. locking the exits of the childcare centre for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;
- d. use of harsh or degrading measures or threats or use of derogatory language directed at 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;
- e. depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
- f. inflicting any bodily harm on children including making children eat or drink against their will.



If, at any time, a staff member was to implement any of these practices, the appropriate children's protection agency will be notified, and disciplinary actions would be taken.

Confidentiality

Every issue and concern raised at JFF will be treated confidentially and every effort will be made to protect the privacy of parents/guardians, children, staff and students, except when information must be disclosed for legal reasons (for example to law enforcement authorities or a Children's Aid Society).

Fees and Payments

All fees must be paid at time of registration. Payment methods include credit card or PayPal.

\$250.00 per week (8:00 AM – 4:00 PM)

Prices above are subject to applicable taxes.

\$50 per week sibling discount is available. Siblings must reside at the same address to qualify for the discount.

A tax receipt will be issued annually for all childcare fees paid from the previous calendar year. It is the responsibility of families to pay their assessed fees.



Waitlist/Registration Policy

Just For Fun will strive to accommodate all requests for the registration of a child in our program. Where the maximum capacity of a program has been reached and spaces are unavailable for new children to be enrolled, the waiting list procedures set out below will be followed.

No fee will be charged to parents for placing a child on the waiting list.

Receiving a request to place a child on the waiting list

1. The Camp Supervisor will receive parental requests to place children on a waiting list via email or phone.

Placing a child on the waiting list

1. The Camp Supervisor will place a child on the waiting list in chronological order, based on the date and time that the request was received.
2. Once a child has been placed on the waiting list, the licensee or designate will inform parents of their child's position on the list.

Determining placement priority when a space becomes available

3. When space becomes available in the program, priority will be given to children who are currently enrolled and need to move to the next age grouping and siblings of children currently enrolled.
4. Once these children have been placed, other children on the waiting list will be prioritized based on program room availability and the chronology in which the child was placed on the waiting list.

Offering an available space

5. Parents of children on the waiting list will be notified via email that a space has become available in their requested program.



6. Parents will be provided a timeframe of **24 hours** in which a response is required before the next child on the waiting list will be offered the space.
7. Where a parent has not responded within the given timeframe, the licensee or designate will contact the parent of the next child on the waiting list to offer them the space.

Responding to parents who inquire about their child's placement on the waiting list

8. The Camp Supervisor will be the contact person for parents who wish to inquire about the status of their child's place on the waiting list.
9. The Camp Supervisor will respond to parent inquiries and provide the child's current position on the list and an estimated likelihood of the child being offered a space in the program.

Maintaining Privacy and Confidentiality

10. The waiting list will be maintained in a manner that protects the privacy and confidentiality of the children and families on the list and therefore only the child's position on the waiting list will be provided to parents.
11. Names of other children or families and/or their placement on the waiting list will not be shared with other individuals.



Emergency Contacts

At the time of registration, JFF will request information regarding emergency contacts. We are required to ensure that each child has the information of at least one emergency contact person with name and phone number in the event the staff are unable to reach the parents or guardians.

Hours of Operation

Hours of operations for Just for Fun Summer Camp Program are as follows:

Monday to Friday from 8:00 am to 4:00 pm

Due to COVID-19 restrictions, these hours are slightly altered due to the staggered pick-up and drop-off times of each group.

Drop Off Procedure

To ensure that the required provincial and regional COVID-19 measures are followed and for the safety of the children, parents/guardians and employees, each child will be assigned a specific drop off time depending on the group your child is in. Please arrive at your specified drop off time.

- You will be directed to the “Kiss ‘N Go” loop.
- As of your specified drop off time each morning, staff will be posted at the “Kiss ‘N Go” loop to help escort your child out of the car with their bags. We ask that you do not get out of your vehicle. Safety is a priority!
- In the event that there is a line-up of cars, please be patient and do not pass anyone on the inside.
- Upon arrival at camp, campers will be walked by a staff member to their appropriate rec hall or sports area. Parents may not walk their child(ren) to their unit.



Pick Up Procedure

Due to COVID-19 restrictions, pick-up will also be staggered to ensure social distancing guidelines are able to be followed.

- Please arrive at your child's designated pick-up time. Children must be picked up by a parent, guardian or a person who has received authorization from the child's parent to pick-up.
- Staff will escort your child out of the facility and to your vehicle. The staff will document the departure of your child each day.
- Children will not be released to any person without authorization or confirmation from the parent. The person will be required to provide identification. If staff are not aware of alternate arrangements, staff are required to confirm with the parents by phone and verify identification before releasing the child. We encourage you to provide contact information in advance for anyone who the child may be released to other than yourself.

If Your Child is Sick

Each day when your child is dropped off staff are required to do a health screening to ensure your child is able to participate in the program that day. If your child is not well, we encourage you to keep them at home or visit a medical practitioner if necessary. Staff practice daily infection control measures to prevent and manage illness to the best of our ability. We encourage you to do the same by keeping your child at home when they are not well.



Medication

If your child requires medication, The assigned Camp Counselor will administer prescription medication. In the event that the assigned Camp Counselor is unavailable, the Camp Supervisor will administer the medication. Prescription medication must be provided in the original bottle/packaging, clearly labeled with your child's name and instructions for administering. Parents must complete and sign the appropriate medication administration form before the medication can be administered by our staff. Parents are required to take home any expired or medication that is no longer to be administered to the child for disposal at a pharmacy.

Anaphylactic Policy

Please indicate if your child has any allergies at the time of registration on the registration form. If your child has an allergy that requires the administration of an auto-injector (EPI pen), please notify the Camp Supervisor immediately to ensure that the necessary documentation and actions are taken to ensure your child's health and safety. You will be required to provide written and specific details of your child's allergy and symptoms of an allergic reaction from a medical practitioner including a prescribed auto-injector. All allergies will be listed in each of the programs to ensure all employees are aware and can respond appropriately to any potential reactions. A copy of the JFF Anaphylactic Policy and Procedure and all required documents will be provided to you. To ensure the well-being of children who have anaphylactic allergies, it is imperative that an auto-injector is available at the centre at all times. A child, who requires an auto-injector due to a severe allergy, will not be accepted into care without their prescribed and current auto-injector. If a child no longer requires an auto-injector, a note from a medical practitioner confirming this information will be required. These practices are in place for the health and safety of your child.



When Your Child is Absent

If your child is going to be absent for a day of camp, please notify the Camp Supervisor via email at info@justforfunpartycentre.ca or phone (416-750-1337) as soon as possible. In the case that the Camp Supervisor is not notified, they will contact the parent/guardian of the child to ensure the parent/guardian of the child is aware of their absence.

Accidents and Injury

While at the Summer Camp, children will be supervised at all times. Despite close supervision, some accidents may occur as your child explores and develops new skills and abilities. If your child is injured at the centre, the staff will provide immediate first aid, as needed. If the situation requires attention beyond basic first aid, we will contact you or the emergency contact person(s) on file. If required, we will call 911 or transport your child to the nearest hospital or medical facility by taxi. One of our staff members will accompany the child to the hospital or medical facility until the parent/guardian arrives. The staff will provide an accident report documenting the accident or injury. A parent or guardian's signature is required at the bottom of the form to verify that you were informed of the accident/injury. A copy of the signed report will be provided to you. If your child has an accident or injury at home, please inform the staff when you drop off your child the following day, so we are aware of the incident.



Menu

Menus incorporate the healthy eating guidelines of Canada's Food Guide regulations. Weekly menus are posted in advance for your information. A Sample Menu is included in your Parent Handbook Package. Mealtimes will be closely supervised by staff to ensure social distancing guidelines are being followed. Meals will be served by staff, wearing the appropriate personal protective equipment, to prevent any contamination of the meals from other campers. No sharing of food or drink will be permitted. Please do not pack outside food for your child unless previously discussed with staff.

Outdoor Play

It is important that children be dressed for the various types of weather to ensure they can actively participate in the outdoor program. Please ensure that adequate and suitable clothing and footwear is provided for your child. At times, due to the weather, children's outdoor time may be extended or shortened to ensure that children are active, engaged and comfortable. Staff monitor the children's comfort and activity level in the varying weather conditions to determine the length of time children will remain outside. We try to provide outdoor environments that provide children with various levels of activity to suit the weather. Extra drinking water, water activities and additional quiet experiences in the shade are implemented during the summer as well as more physically active, high energy experiences. JFF implements sun safety practices and parents are required to provide child safe sunscreen and protective clothing such as a wide-brimmed hat for outdoor times (Refer to the *Sunscreen Policy*). The staff will assist children to apply sunscreen to the exposed skin areas prior to going outside.



Clothing and Personal Belongings

Each child will be assigned a cubbie, a personal space to store their outdoor clothing, shoes and extra clothes. Please ensure that your child has a complete change of clothing in their cubbie in case of washroom or wet spill accidents. Please clearly label all of your children's clothing and belongings to minimize mix-ups and lost items. Please refrain from sending any valuables in your child's belongings that will be stored in the cubbie. JFF is not responsible for lost or missing clothing or personal items.

Parking

Our facility has a designated drop off and pick up area for parents to park their car for a short period of time. Please refrain from blocking other cars. JFF is not responsible for any parking costs, parking infraction costs or damage done to your car while on centre property. During this time JFF has closed off the Front Parking lot to allow for the Kiss N Go.

Smoke Free Facility

The Smoke Free Ontario Act prohibits persons from smoking in enclosed and public places, to protect workers and the public from the hazards of second-hand smoke. Smoking, handling of a cigarette or use of an e-cigarette or vape is prohibited in the centre and playground, near entrances and playground areas whether children are present or not.

Tell Us How We Are Doing



The Just For Fun Summer Camp Program is committed to ensuring that all customer service contacts are responded to in a courteous, fair and timely manner and will take appropriate action as required. We adhere to the following principles when dealing with a customer service contact:

- Everyone has the right to request service or complain about public services.
- All customers need to know that their requests are heard, understood and respected.
- We support participation for persons with disabilities, considering their needs and expectation of equity, dignity, integration and independence.
- Customers are expected to provide their requests and complaints in a respectful manner.
- Verbal abuse, verbal threats, racist statements, etc. will not be tolerated.