

Parent Manual

August 1 2009

Welcome to Kids Zone/Kid's Zone SMB

We would like to welcome you to our culturally diverse, fully inclusive childcare center. Kids Zone accepts all children into our program, meeting the needs of individual development. As you begin to read through the information package, you will learn about our center's philosophy and objectives, program activities and our daily routine.

We are pleased to offer the following programs:

Infant Program (birth to 18m)

Toddler Program (age 18m to 30m)

Preschool (30m to 6 year

- Before and after school and summer program for school age children at Ste. Marguerite Bourgeoys School.
- As part of the new Best Start plan we also offer a preschool program for 4 and 5 year olds at Ste. Marguerite Bourgeoys School

Our staff consists of 2 Supervisors, Early Childhood Educators, Nursery Aides, Resource Teachers and Cooks. Together we are committed to provide a quality childcare program and hope your experience with us will be memorable.

Kids Zone has an open door policy, where we encourage and welcome Parent/Guardians to take part in their child's day. We would look forward to having you join us for lunch. We welcome all parents/caregivers to take part in our daily routines as well as our field trips and outings. It's great to share the excitement together with your child.

Kids Zone is an exciting program to be part of. We provide children with various stimulating activities and hope that you and your child(ren) will find our program one you can enjoy together.

Please feel free to share any questions, concerns or ideas that you may have. Our staff is more than willing to take the time to discuss and actively respond to your requests.

Again, welcome to Kids Zone/SMB Kid's Zone

Kids Zone Staff and Management.

Kid's Zone

Kid's Zone is a non-profit program of Children's Services, operating under the umbrella of the Kenora Association for Community Living. Kid's Zone provides full day programs for children birth to 6 years old, as well as a program for after school, P.D. days and summer care for children 5 to 10 years of age.

PROGRAM LOCATIONS

Kid's Zone Lakeside operates out of the Kid's Zone Building located at 216 6th St. S., Kenora ON. And the phone number is 467-5235. Kid's Zone SMB is located at Ste. Marguerite Bourgeouys School at 20 Gunne Crescent and the phone number is 467-5243. The hours of operation for the above programs are 7:30-5:30. Kid's Zone runs a Before and After School Programs as well as a school age summer program at SMB, the phone number is 467-5260. The after school program runs from 3:30 – 5:30pm.

PROGRAM PHILOSOPHY AND OBJECTIVES

All children need age appropriate opportunities to grow and develop in a safe and caring environment. We are therefore committed to fostering positive self-esteem for each child and in co-operation with the parents or caregivers will work towards developing self-control and self-discipline together with respect for others within an inclusive environment.

Play is the work of children and all children need a safe place where, through play, they can be themselves, learn to know themselves and take steps toward becoming healthy, complete people. Children need to know that they are important, listened to, and cared for. If children live with these messages they will be able to relate realistically, responsibly and in a caring manner within their environment.

In the infant and toddler programs the emphasis will be on a safe and nurturing environment with the ratio in the infant program 1 staff for every 3 children and in the toddler 1 to 5 ratio. Parent's/caregivers will need to spend at least one morning in the program with their child when the child is first entering the program to provide a good transition into the program.

The 4-6 year old Program will provide opportunities for basic learning. Whole language will be a part of the curriculum with the children having exposure to writing their own stories and early reading concepts. Science and environmental learning will be a regular part of the curriculum

through fun and challenging activities. The emphasis will be on providing fun and flexible learning through the environment and activities.

School age children require supervision and support to develop into capable, confident individuals. Through our program we provide these children with a caring adult when their parents or caregivers are not available to them, thereby promoting positive feelings of self worth. Our program will offer safe, reliable care in an enjoyable, relaxed setting.

PROGRAM DEVELOPMENT

The Kid's Zone programs will be re-evaluated regularly to reflect changes within the *Day Nurseries Act* and ideologies on early childhood education. Workshops are also offered for both staff and parents to review program content in conjunction with the Infant Development Program. Information about this will be put into the Kenora Association for Community Living Children's Services Newsletter on a regular basis. You are welcome to contribute to these newsletters. The Kenora Association for Community Living is committed to life long learning for both its staff and the people we support. Opportunities for training and workshops will be provided regularly.

STATEMENT OF PURPOSE

To provide an enriched learning experience in an inclusive setting, where all the children will begin to master the skills necessary for a healthy, happy and productive life.

OBJECTIVES

1. To provide an environment that recognizes the individuality of children and does not impose preconceived standards or limitations.
2. To provide an environment that nurtures cognitive development through adequate and appropriate physical, mental and social experiences.
3. To provide a program that recognizes the inter-relatedness of a child's physical, social, emotional and intellectual development.
4. To provide a play-oriented program that allows children to learn through active play experiences using all of their senses.
5. To ensure that staff receives support and training necessary to provide children with a favorable environment.
6. To provide an environment that will enhance the children's self-esteem, sense of personal worth and self-confidence.
7. To help children discover the joys found in companionship with peers and to develop sensitivity to the needs and respect of others.

8. To help children develop self-management skills, self-control, and a sense of responsibility so that they have a sense of security in coping with risks and consequences.
9. To provide an inclusive learning situation for children with special needs and those without special needs.
10. To assist each child identified as having special needs in achieving his/her optimal level of development through individualized programs based on identified strengths and needs.
11. To nurture the concept of partnership between parents and staff by welcoming ideas and suggestions for changes as well as encouraging participation in the daily routine of the Program.

POINTS OF INTEREST FOR PARENTS

1. Parents are encouraged to drop in and visit at any time, parents are welcome to come and have lunch with their child. Please notify the staff so they can set a place for you.
2. Please feel free to attend with your child on his/her birthday.
3. Any suggestions for class changes are welcome. Please bring them to the attention of the teachers after class.
4. Relatives and friends are welcome any day of the week and are encouraged to participate in the program.
5. If your child becomes ill during the day you will be contacted in order to make arrangements to have your child picked up from the program as outlined in our Ill Healthy Policy.
6. If your child requires emergency medical attention while attending Kid's Zone the staff will follow appropriate procedures to ensure that your child receives the best medical attention. In most situations an ambulance would be called first and when able to the staff would contact the parent or guardian.
7. Parents/Guardians of children with special needs can write notes to the staff in your child's communication book. The staff will keep you informed of your child's progress, any special events coming up or anything else of interest through these books. They will be sent home with your child on his/her last day of the month that they are in the program. It is **VERY** important that these books come back to the school on your child's first day back the next week.
8. If the person bringing or retrieving your child from the program is different from the person's indicated during the registration process, please provide the staff with this information.

9. The program will be hosting at least 2 family days. One in the fall and a second one, at Christmas time.
10. Parent or caregiver orientation will occur during registration. Parents of Toddlers will need to spend a half day with their child in the program to assist the child and staff to transition the child into the program in the most effective way.
11. Please ensure that your children are dressed in play clothes. The Program uses a variety of paints and glue for creative activities, which may not always wash out.
12. Parents of children not toilet-trained need to ensure that Kid's Zone staff have an ample supply of diapering materials for their child at all times.

I have read and understand the above. This form is to be signed by the parent or guardian and retained in the child's file.

Date:

Signature of Parent/Guardian

DEVELOPMENTAL SCREENING

All Kid's Zone programs want to be able to provide children within the program with individualized developmentally appropriate programming within our daily activities. In order to enhance our ability to do this staff are being trained to use a Developmental Screening Tool called the Ages and Stages Questionnaire (ASQ). This is a Parent-completed child monitoring system. The ASQ was revised in 1999 and includes a series of 19 questionnaires designed to be completed by parents when a child is 4 months to 60 months of age. Each questionnaire features 30 developmental items that are written in simple straightforward language. These items are divided into five areas: communication, gross motor, fine motor, problem solving, and personal-social. An overall section addresses general parental concerns. Illustrations are provided when possible to assist with the understanding of an item. Parents check "yes" if their child performs the specified behaviour, "Sometimes" indicating an occasional or emerging response, or "not yet" indicating the child does not yet perform the behaviour. Program staff assists with the questionnaire and convert each response to a point value, total these values, and compare the totals to established screening cut off points.

Parents will be asked to sign a consent form and participate in the completion of the questionnaire. Parents will be given the results of the questionnaire as well as any recommendations including referral to community services where warranted.

Staff will provide you with a sample of the appropriate questionnaire if you are interested. Please contact the Director of Children's Services, Kelly Williams, at 467-5232 if you have any questions regarding the ASQ.

PROGRAM ACTIVITIES

A variety of activities will be provided to stimulate imagination; encourage co-operation with and respect for others and promote self-esteem. Activities will include arts and crafts, games, sports, and special events.

In addition to planned activities, children will be allowed ample time to relax and socialize with their friends, within the comfortable atmosphere of the program. We feel this time is important, especially after a full day of structured school activities.

The program will be flexible in order to ensure the individual needs of each child are met and the children's input will be sought in planning activities. Healthy snacks will be offered as part of the program.

The whole community is considered a resource to the program and will be utilized to enrich and extend the program, not only through field trips out to the community but also by bringing the gifts of the community into the program. This extends from bringing in the local carpenter to build with the children to field trips with a resident geologist. It is through exciting experiences that children explore and learn who they are and what interests and gifts they possess.

DISCIPLINE

It is our belief that one of the most important lessons for children is that of self-control. Because of this belief we feel it is important for the children to have input into setting up choices and consequences. In the initial stages of the program the child care providers will sit down with the children and develop a set of rules; choices and consequences which will be written up on a large piece of paper that will be displayed every day. These will be updated on a regular basis and be used consistently by the staff and children. It is our belief that with consistency and time they will be referred to less and less.

Examples:

1. If a child has decided to use the designated quiet area for homework and another child is violating his/her privacy the child will then be re-directed and offered choices of play in the playroom.
2. If a child is using inappropriate language to express him/herself, the teacher will help the child identify his/her feelings and offer alternative ways of expressing him/herself.

CHOICES AND CONSEQUENCES

It is necessary for the Program team to decide which areas they will allow the children to exercise choices and which areas the children do not have choices. Our program schedule and child guidance strategies are based on these decisions.

For Example:

1. Do children have the choice of whether or not to eat snack?

If the answer to the above question is yes, then it is necessary that snack be available during a certain period of time, and that they be given the choice as to whether they wish to participate.

2. Do the children have the choice of whether or not to wash their hands before snack?

If the answer is “no”, then there must be a consequence if the child chooses not to wash his/her hands. This consequence must be logical and natural; and to deny that child snack is very natural and logical in this instance.

It is necessary that the team decides on the consequences for behaviour and consistently applies those consequences.

When guiding the children through this process, material such as Barbara Coloroso’s shall be used and in order for parents to obtain a clearer understanding of our approach we will have audio and video tapes for loan.

DISCIPLINE.....

1. Show kids what they have done.
2. Give them ownership of the problem.
3. Give them options for solving the problem.
4. Leave their dignity intact.

SIX CRITICAL LIFE MESSAGES

1. I believe in your
2. I trust in you
3. I know you can handle it
4. You are listened to
5. You are cared for
6. You are very important to me

TEACH YOUR CHILD TO BELIEVE

1. I like myself
2. I can think for myself
3. There is no problem so great that I cannot solve it

Dear Parents,

In order to best meet the children and parents needs we try to run our program in a flexible and comprehensive way. The following is the schedule for the 2009-10 school years.

CALENDAR

2009

September Closed September 7th for Labour Day

October Closed the 12th for Thanksgiving

December Closed December 25th, 26th, 28th and 29th for Christmas

2010

January Closed January 1st New Years Day

February Closed February 15th for Family Day

March Open for March Break 15-19th for March Break

April Closed for Easter 3rd and 6th

May Closed May 18th for Victoria Day

June Summer Program begins June 29th

July Closed July 1st for Canada Day

August Closed August 3rd for Civic Holiday
Last Day of summer program August 28th

QUALITY PRESCHOOL

Quality Pre-school Changes Children's Lives

The long term effects of good pre-school education clearly show that a child's life chances can be substantially improved by quality pre-school experience.

Pre-school graduates maintained intellectual and cognitive gains after they were enrolled in the primary grades. Teachers commented on the social behaviour of pre-school graduates, noting that they had a greater tendency toward self-reliance, self-direction and higher self esteem.

CHILDREN LEARN WHAT THEY LIVE

- IF** a child lives with criticism
He learns to condemn
- IF** a child lives with hostility,
He learns to fight
- IF** a child lives with shame,
He learns to feel guilty
- IF** a child lives with tolerance,
He learns to be patient
- IF** a child lives with encouragement,
He learns confidence
- IF** a child lives with praise,
He learns to appreciate
- IF** a child lives with fairness,
He learns justice
- IF** a child lives with security,
He learns to have faith
- IF** a child lives with approval
He learns to like himself
- IF** a child lives with acceptance and friendship
He learns to find love in the world.

LUNCHES

Kid's Zone will provide all children attending the full day session with hot lunches every day. A monthly menu will be posted, please advise staff of any food allergies your child may have. During the summer program there will be days where a bag lunch will be necessary because of outings. The following information may be useful when preparing lunches for these occasions.

SANITARY PRACTICES – BAG LUNCHES

The purpose of this guideline is to provide procedures regarding the storage and distribution of bag lunches. To provide parents with information regarding quick, easy and nutritionally complete lunches and outlines the supplements that will be provided by our program as well as a back up procedure in case a bag lunch is forgotten. This guideline will also include allergy awareness procedures.

IMPLEMENTATION

1. Parents are responsible for providing a nutritious bag lunch for children on field trip days. Recommendations will be provided.
2. Children will eat their own lunches, sharing of lunches will not be allowed due to possible allergy problems.
3. Staff will question parents at registration time regarding possible allergies. These will be recorded and posted. Procedure regarding administration of medication will be provided in writing by the parent.

DAILY SCHEDULE

A good program for children has stability and regularity combined with flexibility. Young children need to know what is likely to happen next during the day. This means that the order of events should be generally predictable. Predictability enables the child to prepare mentally for the next event; it makes compliance with routines more likely and helps children feel secure.....Schedules and routines should not be allowed to dominate the school....Rather than sticking right to the clock it is better to maintain an orderly, but elastic schedule. (From J. Hendrick, The Whole Child)

Infant / Toddler Program

Each week we plan and implement age-appropriate activities. We center the curriculum to the needs and interests of the children. Each week we focus on a different stage of development and implement activities accordingly. Activities are offered to the children throughout the day and at scheduled times. Planned schedules are posted on the parent information boards weekly.

Social Development/ Special Activity	<ul style="list-style-type: none">• Activities are used to promote socialization with peers and caregivers.• Our caregivers work together to stimulate infants and toddlers in a cozy, home-like environment. Caregivers will provide a nurturing and loving environment which will encourage relationship building with caregivers and other children.• Although infants and toddlers tend to do more solitary play, parallel and cooperative play are encouraged and demonstrated.• Empathy, turn taking and language are all used to enhance social development.
Sensory Development	<ul style="list-style-type: none">• Activities are provided to encourage sensory exploration and to stimulate the five senses.• Sensory development is on going and is part of our daily routine.

<p>Fine Motor and Cognitive Development</p>	<ul style="list-style-type: none"> • Activities will be offered to enhance fine motor control and development. Activity gyms – offer a stimulating environment which encourages children to reach, grab and kick. Finger plays (i.e. patty-cake) – to encourage children’s coordination. Puzzles, arts/crafts, use of forks and spoons are all promoted to improve fine motor control. • Cognitive development enables children to actively gain knowledge as they manipulate and explore their world. Manipulative toys such as puzzles, sorting, stacking toys; as well as toys with various textures and parts that move, spin, make noise, and light up will be offered. • Activities involving numbers, colours and word recognition will be provided.
<p>Gross Motor and Outdoor Play</p>	<ul style="list-style-type: none"> • Gross motor activities are encouraged through both planned and spontaneous activities such as tummy-time toys, exersaucers, and push toys. This will help the children to gain head and neck control, encourage children to pull up onto their hands, roll-over, crawl and eventually walk and run. • Activities to promote children to walk, run, jump, throw, kick and climb will be offered. • Children are generally outdoors twice a day (weather permitting). Activities are offered to children outside to enhance gross motor movement and development.

Although we have a planned schedule, we strongly believe and respond to spontaneous activities and following the children’s lead. Spontaneous or unstructured activities are very important and work well with infants and toddlers. Although we plan stories and songs, we naturally read and sing to the children throughout the day. Using music/songs often carries through transitions, as infants and toddlers are able to relate better to the repetition and movement.

Infant/Toddler Staff Welcome You and Your Child

Our infant and toddler rooms are unique programs that are committed to providing a quality-loving and home-like environment. If you haven't yet been to our center, please call for a visit. At this time we will show you around and introduce the program to you and your child. We would like to make our infant and toddler programs as comfortable and accommodating as possible. The teacher in charge will go over the program schedules and routines with you. After reading through our parent manual, there may be a few items that have not been mentioned.

- **Diaper:** You are responsible for supplying diapers for your child. Some parents send diapers daily, some send a package and we will inform you when your child needs more.
- **Wipes:** Wipes are supplied by the center. We use a generic brand, so if your child has sensitive skin and requires another brand, you will need to supply them.
- **Diaper Creams:** We do not supply any creams or powders, if your child requires either please send with them.
- **Bottles:** If your child requires a bottle throughout the day, you will need to supply the bottle and liners (if required). If your child is on formula, you will need to supply the formula or send pre-made bottles for the day. We supply Homogenized milk and 2% milk.
- **Nap Items:** Please supply any items which your child will need at nap time, along with a blanket to leave at the center.
- **Security Items:** Soothers, blankets, bottles, favourite stuffy animals are all welcome.
- **Change of Clothing:** If at all possible we would like you to send a change of clothes for your child. Each child has his/her own locker to keep their belongings in.
- **Foot Wear:** Please send a pair of indoor shoes or slippers.
- **Meals:** We provide two snacks and a hot lunch. Menus are posted on our parent information boards in the main entrance and each room. Please feel free to send food with your child should they want or need something other than what is on the menu.

→ **Communication:** Please feel free to call us at anytime throughout the day to check on your child. Our phone number is 467-5235, if we do not answer the phone, please leave a message and we will call you back.

Before your child's first day, please remember to bring the completed information package with their record of immunization.

Infant Program Schedule

7:30 – 9:00 Arrival / Free Play

(7:30 – 8:15 Drop off in Toddler Room)

Teacher(s) will greet families and welcome children into the program.

Children have the opportunity to explore their environment.

9:00 -9:30 Hand Washing / Snack

Children will be provided with a nutritious snack.

9:30 -9:45 Diapering / Prepare for Outdoor Play

9:45-10:45 Outdoor Play

Outdoor play all together or in groups depending on children's nap routines and needs.

Children will take part in gross motor activities, walks and/or sand/water play, weather permitting.

10:45-11:15 Group Activity/Diapering / Hand Washing

11:15- 11:45 Lunch

Children will be provided with a hot nutritious lunch.

11:45 – 2:00 Nap Time / Diapering

Children may have a shorter or longer nap; nap times vary from child to child.

2:00 – 2:30 Hand Washing / Snack

2:30 – 3:30 Outdoor Play

3:30 – 5:30 Diapering / Free Play / Departure

(5:00 – 5:30 Pick-up in Toddler Room)

Children have the opportunity to explore their environment.

Teachers share children's day with parents upon pick-up.

Toddler Program Schedule

7:30 – 9:00 Arrival / Free Play

Teacher(s) will greet families and welcome children into the program.

Children have the opportunity to explore their environment.

9:00 – 9:30 Hand Washing / Snack

Children will be provided with a nutritious snack.

9:30 – 9:45 Diapering / Prepare for Outdoor Play

9:45 – 10:45 Activity Time and/or Circle Time / Outdoor Play

Activity Time -Children will be given the opportunity to explore activities which provide social, sensory, cognitive, and fine/gross motor development.

10:45 – 11:00 Diapering / Hand Washing

11:00 – 11:30 Group Activity

11:30-12:00 Lunch

Children will be provided with a hot nutritious lunch.

12:00– 2:00 Nap Time

Children may have a shorter or longer nap; nap times vary from child to child.

2:00 – 3:00 Outdoor Play / Activity Time and/or Circle Time

Outdoor Play -Children will take part in gross motor activities and sand/water play, weather permitting.

3:00 – 3:30 Hand Washing / Snack

3:30 – 5:30 Diapering / Free Play / Outdoor Play / Departure

Children have the opportunity to explore their environment.

Teachers share children's day with parents upon pick

PRESCHOOL ROOM SCHEDULE

7:30-9:00 Welcome

Teacher will welcome children & parents, inquire about the child's evening and record attendance. Children will be given free choice of activities at arrival time.

9:00-9:15 Clean up

9:15-9:30 Hand washing

9:30-9:45 Morning Snack

9:45-10:00 Diapering/Washroom Routines

10:00-10:15 Circle Time

The children will sing songs, read stories, participate in finger play & games

10:15-11:00 Activity Time

The children will be encouraged to participate and move freely amongst the planned activities that have been set out. The children will be given the opportunity for hands on learning throughout the centres in the playroom.

11:00-11:45 Outdoor play

11:45-12:00 Hand washing

12:00-12:30 Lunch

12:30-12:45 Diapering/Washroom routine/Tooth brushing

- 12:45-2:45 Naptime/Quiet time
- 2:45-3:00 Diapering/Washroom routine
- 3:00-3:15 Book time /Manipulative activities
- 3:15-3:30 Afternoon Snack
- 3:30-5:30 Free Choice/Outdoor Play
This is the opportunity we take to say goodbye and share with each parent their child's discoveries and wonderments of the day's happenings.

THE VALUE OF PLAY AT KID'S ZONE

The Preschool Room:

Consists of 24 children 2.5 – 6 years of age. This program will provide opportunities for basic learning. The emphasis will be on providing fun & flexible learning through the environment and activities.

We would like the children to experience all of our sensory activities, so an extra change of clothes is encouraged to have on hand.

We have three teachers with a resource teacher in the room at all times and are a theme based, centre based room that follows a schedule & curriculum throughout our day.

Parents are encouraged to check out the Parent Information Bulletin Board located at our Front Entrance for events and any important information and daily menus. Please.

Parents often feel that their children are not learning anything when they are "just playing". However this is an important part of your child's learning experience. There are lots of wonderful things learning when they are playing.

WHEN YOUR CHILD BUILDS WITH BLOCKS:

She learns to use her imagination to create something from her own thinking...She has the satisfaction of being able to make something. She learns about sizes and shapes, weights and balances, height and depth, smoothness and roughness. She is exercising her body....She learns to play with others.

WHEN YOUR CHILD PAINTS:

He is more concerned with the process he is going through than with a finished product. He learns about colour and how he can use them....He learns to use his imagination and transfers his ideas to paper. He gets emotional satisfaction from being able to express himself....He learns how to use small muscle coordination to handle a brush....He learns to make choices and decisions.

WHEN YOUR CHILD PLAYS ON THE OUTDOOR EQUIPMENT:

She learns how to use her body effectively...She experiences joy in achieving a skill. She has fun and relaxation found in bodily movement....She learns the limitations of her body. She learns safety and caution....She learns to take turns and to share a piece of equipment.

WHEN YOUR CHILD PLAYS IN THE HOUSEKEEPING CORNER:

He learns what roles of mothers and fathers and children are. He understands what it feels like to play at being somebody other than himself. He learns how to use his imagination...He learns how to cooperate with other children.

WHEN YOUR CHILD MAKES A GIFT OUT OF PAPER AND PASTE:

She learns about doing things for others....She learns how to use materials like scissors and paste/glue. She learns how to use her imagination to make the kind of present she has in mind... She learns about shapes, sizes, colours, textures.

WHEN YOUR CHILD PLAYS IN THE SAND:

He finds it soothing to bury his hands in sand and pour sand in and out of cups, buckets and other containers. He is able to relax with these types of media and centre his attention on a task. He has an opportunity to play alone and not have to compete with other children as with some activities. He has an opportunity to learn about size, measurement, experimenting with measuring spoons, cups and different size containers. He is not concerned with a final product so he does not find it frustrating.

WHEN YOUR CHILD WORKS WITH PUZZLES:

She has an opportunity to work alone or together with other children. She gains satisfaction in completing a puzzle and builds her self-confidence. She has an opportunity to improve her hand eye coordination. She will use skills learned in doing puzzles to read-putting letters to sounds, and making words with letters, and making stories.

WHEN YOUR CHILD LISTENS TO STORIES OR LOOKS AT BOOKS:

He learns to listen...He has an opportunity to increase his vocabulary by hearing new words read to him. He learns about different concepts, people and places...He learns to enjoy books and reading. His mind is stimulated, visualizing the things he is hearing about.

WHEN YOUR CHILD COOKS:

She learns to follow directions...She stimulates and uses all five senses. She learns to recognize colours and shapes from different kinds of foods and kitchen utensils. She has an opportunity to use different tools and equipment to improve small muscle coordination.

WHEN YOUR CHILD LISTENS TO MUSIC, SINGS OR DANCES:

He learns to appreciate music from different countries, cultures and times periods...He learns to express himself. He increases his vocabulary...He gains satisfaction from participating in an activity that can be fun, physical and/or enriching.

WHEN YOUR CHILD USES MANIPULATIVE ACTIVITIES:

She explores new concepts, practices emerging skills, and reinforces skills already mastered...She develops fine motor practice. She learns about classifying, sorting, predicting, problem solving, and analyzing results. She develops her knowledge of the world around her using real objects and concrete examples. She learns how to learn.

WHEN YOUR CHILD USES TECHNOLOGY AND/OR COMPUTERS:

He learns how machines work and how they can help him learn more...He practices hand eye coordination using the mouse. He is able to learn the processes necessary to use technology. He learns how to express his ideas through technology and share his ideas with others.

WHEN YOUR CHILD PLAYS WITH PUPPETS:

She is able to verbalize her feelings using words...She can begin to understand the feelings of others. She can role play and perhaps find solutions to situations that may disturb her...She stretches her imagination.

KID'S ZONE SMB SCHEDULE

7:30-9:20	Welcome The teacher will welcome the children and record attendance and then the children will have free play time.
9:20-9:30	Clean up
9:30-9:50	Circle The children will explore the theme for the day, discuss the weather and do calendar activities.
10:00-10:15	Snack The children will be provided with a nutritious snack. Whenever possible they will be given the opportunity to be involved in the preparation.
10:15-11:15	Outdoor Play
11:15-11:45	Music, Science, Pre-reading and Math These activities will alternate throughout the week. Location may vary e.g. gym, outdoor or inside.
11:45-12:00	Story Time Children will gather to listen to a story followed by a discussion.
12:00-12:30	Lunch Teeth Brushing
12:30-2:15	Outdoor Play
2:15-2:45	Quiet Time Children will be provided an opportunity to read or do quiet activities.
2:45-3:00	Circle
3:00-3:30	Story/Music/Pre-reading and Math skills

These activities will rotate on alternate days.

3:30-4:00 **Snack**
4:00-Home Time **Free Time**

AFTER SCHOOL PROGRAM SCHEDULE

The After School Program has organized its weekly schedule around Science Day, Game Day, Movie Day, Cooking Day and Craft Day. The daily schedule is as follows

- 3:40-3:50 ARRIVALS Upon arrival they will proceed independently to their lockers.
- 3:50-4:15 SNACK Snack will be available to for those children who wish to have some. Children may also choose to assist in setting snack out. Snack will be set up for this time and children will be invited to wash hands and have snack.
- 4:15-4:30 FREE PLAY The children will be given time to explore the toys and interact with the other children. The teacher will mingle through the group providing the children with opportunities to talk about their day if they so desire.
- 4:30-5:15 ACTIVITIES The children will have a choice of participating in the daily activity, based on the weekly schedule. If they choose not to do this they may continue their homework or free play time.
- 5:15-5:30 GATHERING The children are invited by the teacher to join the circle where a musical activity or a story will be in progress. Children can join in or play quietly elsewhere.

5:30-Home FREE PLAY The children will be given time to explore toys, read quietly, finish crafts, or home outside time until their parents arrive.

- The above schedule is to be used as a guide. It should be noted that throughout the program the children will be given choices and the teachers will retain a great deal of flexibility.

SUMMER PROGRAM

There will be outings 3 days a week generally on Monday, Wednesday and Friday. Activities will be based on a weekly theme schedule.

Arrival-9:30	Free Play Time
9:30-10:30	Variety of 4 small group activities based on theme including cooking, crafts, games, computer, which the children rotate through.
10:30-11:00	Clean up & Snack
11:00-12:00	Outdoor Play
1:00-1:30	Lunch
1:30-3:00	Outdoor play, water play, sports activities
3:00-3:30	Snack
3:30-Home	Rotating activities such as music, crafts, computer, reading or story time.

POLICY OF ILL HEALTH

Children get infections and illness as a course of growing up, however, they are more likely to come into contact with infections when they are in group care.

To ensure infections are not spread within the child care program, children will be asked to leave the program or to stay at home if they have:

- An illness that prevents the child from taking part in daily activities
- An illness that requires continuous care from the staff
- An infectious disease such as chickenpox, measles, mumps, and whooping cough to name a few.
- A contagious or easily transferable disease such as strep throat, impetigo and pink eye.
- Vomiting
- Persistent diarrhea
- A temperature that exceeds 100.4 F or 38. C or higher
- Head lice (children can return after treatment and thorough combing. A second treatment is required as per treatment instructions.)

If a child exhibits any of the above symptoms, their parent or guardian will be asked to make alternate arrangements for their care. They can return to the child care program once the symptoms no longer exist or if they have been medicated for sufficient time to treat the illness (usually 24 hours) and are no longer infectious.

If there is an unusually high number of staff or children with the same symptoms of illness attending the Day Nursery, the North Western Health Unit is to be contacted.

These guidelines have been developed in accordance with the recommendations of the Well Being Guide published by the Canadian Pediatric Society.

FEE AGREEMENT

RATES: effective April 1st 2009, Kid's Zone **Junior and Senior Rates** will be \$31 a day per child. **Toddler program (18m.-2 ½ years)** will be charged a daily rate of \$34.00 a day. Our newest program the Infant Program will be \$60.00 a day. The Before and After School Program will change to a flat rate of \$7 for the morning and \$8 for the after school. Early dismissal will be a flat rate of \$19. All programs will now be on a committal basis, you will be charged for the days you have committed to whether your child attended or not.

MEMBERSHIP FEE: Each Family shall pay a yearly \$10.00 membership fee.

SNACKS & LUNCHES: The AFTER SCHOOL PROGRAM provides a daily snack. The FULL DAY PROGRAM provides a morning and afternoon snack, with a hot lunch daily for full day children.

ATTENDENCE: All programs except the AFTERSCHOOL-SCHOOL age program are on a strictly committal vase. When enrolling you will sign a committal form and be responsible for the days you commit to even if your child does not attend. If you would like to make changes to your child for a period of time please be aware that we will not be able to hold your spot while they are absent.

If for some reason the program will not be open due to a physical plant problem, we will contact you as soon as we are able.

SUBSIDY: Subsidy may be available through Ontario Works or Kenora District Services Board. Please review the attached subsidy form and return it to the District Services Board as directed.

BILLING: The billing will happen at the end of each month.

SICK DAYS: Each child will be allowed 3 sick days per year that they will not be billed for provided the program is called by 8:30 on the morning the child is sick.

Please pay your bills promptly. Accounts in arrears will result in your child being withdrawn from the program. As we are non-profit organization we are dependent upon parent fees, thus we are requires to take action against any non-payment of fees. Any account one month in arrears may result in the child being expelled from the program.

MAKE CHEQUES PAYABLE TO:

KENORA ASSOCIATION FOR COMMUNITY LIVING

* There will be a \$20.00 service charge for any NSF cheques. You will receive a receipt for each payment; these should be retained for income tax purposes. A \$20.00 service charge will be levied for duplicate receipts.

If you have any questions about your statement, please call 467-5230.

Payment can be made in person (cash, cheque or money order) Monday to Friday between 8:00 a.m. and 4:30 p.m. at:

Kenora Association for Community Living
501 8th Ave S.
Kenora, Ontario
P9N 3Z9

KID'S ZONE STAFF ARE NOT ABLE TO COLLECT FEES.

I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE....

Date	Signature of Parent/Guardian
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Child's Name

Program Infant Program/Toddler/Kid's Zone

**KENORA DISTRICT SERVICES BOARD
Income Test Application**

Name of Parent(s)	Marital Status	Telephone Number:	
		Residence:	Business:
Current Mailing Address:			

Family Composition - *** Adults and children requiring child care

Name:	Date of Birth	

Date:	Signature of Parent:
Date:	Signature of Kenora District Service Board – Clerk
Date:	Signature of Kenora District Services Board – Director
EFFECTIVE DATE:	REVIEW DATE:

ELIGIBLE HOURS OF CARE REQUIRED:

Employer: _____ Full-Time _____ Hours Part-Time _____ Hours

Part-Time Hours: A schedule is to be provided

Name of School _____ Full Time ____Hours Part-time____Hours

Part-Time Hours: A schedule is to be provided

Days per week required by parent(s)

Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday ____

Is full-time day care required for school-age children during school breaks? (ie P.D. days, Christmas, March Break, Summer months)

Yes: _____ No: _____

Child Care Provider: _____ Start Date: _____

CHILD CARE

Income Test

Fee Subsidy

Calculation for Determining Subsidy

Total Annual Income-Line 236 on Notice of
Assessment

0-20,000 X 0%

20,000-40,000 X 10%

40,000-up X 30%

Examples:

Annual Income: \$25,000-Line 236

$20,000 \times 0\% = \$0.00$

$5,000 \times 10\% = \$500.00$

Total annual contribution = \$500.00 divide by
12 months

Monthly Parent contribution = \$41.66

Annual Income: \$43,000 – Line 236

$20,000 \times 0\% = \$0.00$

$20,000 \times 10\% = \$2,000$

$3,000 \times 30\% = \$900$

Total annual contribution = \$241.67 per family