

# **Kiddy Junction Academy Inc.**

## **Policies and Procedures Manual**

Updated September 2018



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# Purpose of This Manual

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## Purpose

This Manual was created for easy lookup and reference to the key Policies and Procedures of the Centre. It should be used in the case of disputes regarding issues that are addressed in Kiddy Junction's Policies and Procedures. It is important that all parents and/or guardians read and understand these procedures, because they will be required to agree with them prior to their child's admission into the centre.

## Childcare Agreement

When you sign your child care agreement, you will be agreeing to those topics covered in the Agreement, as well as those topics covered in this Policies and Procedures Manual.

# Arrival

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Upon arrival, please remember to sign-in your child via the Parent Sign-in Sheet in the cubby room. In addition to the Parent Sign-in Sheet, we also have a Child Sign-in board. We encourage children to “sign-in” upon arrival as it helps in various developmental areas; it aids in the development of literacy, it establishes a sense of independence within the child, as well as assists in the transition from home to daycare/preschool because the child understands that he/she is now officially at daycare/preschool for the day.

**Please wash your and your child’s hands upon arrival each morning.**

In addition to Sign-In, we ask parents to stay for 5 or 10 minutes with their child in the Centre. This helps make the child’s transition more comfortable, and also makes the drop off smoother for everyone. If your child won’t be attending, please let us know as far in advance as possible.

**Student Drop-Off in the cubby room or foyer is not permitted. All children must be walked into the classroom where parents should greet a teacher to hand over their child, safely.**

## Division I Only:

The Parents/Guardians will be provided a Key-Scan card to access the daycare. Only authorized personnel will have access to an operating key. It is very important that all incidents of lost or stolen keycards are reported as soon as possible so that they may be deactivated.

**Key-Scan Cards require a parent deposit of \$50. This deposit will be refunded upon the return of the Key-Scan card.**

If you do not have a key-Scan card, please ring the doorbell and someone will assist you.

## Division II Only:

Parents/Guardians should ring the classroom doorbell to gain admittance into the classroom. **Please remember to lock and fully close the upstairs classroom door behind you as you leave!** The teachers work together to ensure this is always done, but it’s important that all of the parents are on the same page in this regard.

## D2 Playground Access:

It is imperative BOTH the inside and outside locks are utilized on the Division 2 playground. Please remember this at all times, when you enter or exit the playground. Ensuring the gate is fully closed and locked behind you is imperative to the safety of all of the children.

# Departure/Release of a Child

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Upon Departure, please remember to sign your child out via the same Sign-in Sheet.

Children will only be released to Authorized persons over the age of Majority. If anyone besides the main parent/guardian arrives to collect the child, that person must be on the list of authorized people that is on file at KJA and **must also present photo ID** confirming their identity. Please try to inform us if someone out of the ordinary is going to pick up your child so we know what to expect.

If an authorized person is suspected of being intoxicated or otherwise under the influence of either drugs or alcohol, staff will first offer to call a friend, family member, other authorized individual, or cab to come and collect them, and will then inform the person that the staff are required to notify the police if the person still intends to drive with the child.

**We require you to arrive 10 or more minutes before closing so that there is time for your child to leave in a relaxed manner, and also for you to speak to the staff with any questions you may have about your child's day. The staff are off at 6:00pm.**

If you are held up and are unable to pick up your child, staff will first phone your home and place of employment. After this has been unsuccessful, they will try the alternate authorized person or persons. If no one is available for an alternate arrangement, staff are required to stay with your child for up to one hour past pick up. **The Ministry for Child and Family Development will be called at 7pm if the staff member chooses to leave at that time.** The Ministry will then become responsible for your child's well being until such time as you are able to collect the child. **There is a fine associated with late pick ups.** (see the fees/withdrawal section for information on fees).



# Visitors

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Parents and Legal Guardians are welcome to visit the Centre at any time to observe their child in the Centre, or to speak with staff about their child or the Centre. If you require a meeting with the Principal, or a specific staff member, please schedule the visits ahead of time (or after hours) so that we may provide you with one-on-one attention without neglecting the needs of the children.

All other visitors must obtain prior approval from either the school's Principal or the designated classroom Vice Principal, in writing before coming to the Centre. This rule applies to all persons (family members included) who are not a Legal Guardian or Parent to a child enrolled in the Centre.

# Custody/Guardianship Issues

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We require that you provide us with all relevant documentation outlining your current custody/guardianship situation (if applicable).

Staff will follow any written custody agreement or court order at all times as they relate to your child and their Legal Guardians or Parents.

Staff will appear at custody proceedings only when subpoenaed.

***\*\*KJA staff will not be responsible for communicating or delivering items or messages between parents. Parent-to-parent communication is the sole responsibility of the child's parents.***

# Closures

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Kiddy Junction Academy is Open **Monday - Friday** from **7:30am to 6pm**, during the “School Year” (September-June). **During our KJA summer program, hours are shortened by up to 1 hour** (July & August)

The Centre is closed on all Statutory Holidays.

In addition, yearly holiday closures are as follows:

1. **Winter Break:** *Last Week of December, always feeding into New Year's Day Holiday*
2. **Spring Break:** *Three days prior to, and always feeding into Good Friday Holiday*
3. **Summer Break:** *Last week of July, always feeding into BC Day Holiday*

**Important:** If your child is absent either due to illness, an unanticipated facility closure, or any other reason, tuition fees remain unchanged. In addition, Part-Time children do not receive “extra days” to make up for the missed day(s).

## Vacation

Most childcare centers allow their staff 2 weeks’ vacation throughout the year. As a result, various substitute teachers replace permanent staff throughout the year. This common practice does not allow for an optimal learning environment, as it places stress/anxiety on both the staff and the children. To ensure quality of care at all Kiddy Junction Academy facilities, we close the facilities to send staff on vacation at the same time. Vacation closures take place during the **last week of July** (one week) and the **last week of December** (one week), as outlined above.

## Scheduled Closures

Aside from the Statutory Holidays & Vacation, Professional Development days must also be taken from time to time in order to maintain staff licenses as per provincial regulations. **The monthly Calendar and Parent Sign-In bulletin will be updated to reflect any unscheduled closure at least two (2) weeks in advance.**

## Unscheduled Closures

In the event of an unscheduled closure or other emergency, the Centre will attempt to contact the Parents and (if the centre was operating at the time of the closure) request that the Parent collect the child. Also, the Centre’s answering machine message will reflect the closure for the duration of the closure.

# Meals & Snacks

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Kiddy Junction Academy Inc. will provide healthy wholesome meals and snacks for the children each day. These meals adhere to Canada's food guide and contain no traces of peanuts.

Only staff that are **Food Safe Certified** will be eligible for meal/snack preparation & serving. The Kitchen is approved by a health inspector, and all Food Safe Certificates and Licenses are displayed in a conspicuous area.

Kiddy Junction Academy Inc. is a **Peanut Free Zone**. Please do not send any foods containing peanuts with your child to the centre. These will be disposed of immediately if this should occur, and is very serious.

If your child has a food allergy or sensitivity, it is imperative that you inform us immediately. If your child cannot eat our provided meals, we ask that you provide a lunch. We will provide you with a labeled basket in the refrigerator for your child's food. We will also ask that you fill out an "Emergency Plan" form describing the steps to be taken should your child have an allergic reaction. This, along with a photograph of your child and an EpiPen (Epinephrine Auto-Injector), provided by you, will be placed on our bulletin board in the eating/kitchen area to help ensure all staff are well aware of, and have easy access to the information for the safety of your child.

## Bottle & Spoon Feeding

Children at Kiddy Junction, under no circumstances will be given a bottle/sippy cup or be spoon fed by one of the staff. Children in this age group have outgrown bottles/sippy cups and spoon feeding. Bottle/sippy cup feeding in this age group can lead to severe dental problems later in the child's life. If a child in this age group is consistently spoon fed, they will have a difficult time developing autonomy, and will also hamper their overall development as it tends to foster a 'babyish' attitude in the child. Children that drink from a bottle or sippy cup, also may have poor jaw-growth development which in turn can hamper their speech.

## Meal Time Environment

Kiddy Junction Academy Inc. has a designated "Dining Room" for the children to both eat, and participate in cooking/baking activities. During Meal Time, the dining Room tables will have a table cloth and the table will be set with individual place settings, much like you would see anywhere else. We also use real (glass) dishes and cutlery. This is because we not only view the children as capable individuals deserving of such, but because we feel it is important to learn how to act, and how to treat the environment while in a dining setting. This is very much an example of practical life practices within the classroom.

## Cultural & Religious Food Preferences

In the event that your child is unable to eat the food on the menu due to a cultural, religious, or individual food preference, we will do what we can to prepare your child's meal so it meets his/her requirements. Sometimes, though, this may be rather difficult, in which case, we will request that you provide a lunch for your child. Please inform us of food preferences during initial enrollment. Some parents like to keep some non-perishable food items at the centre just incase. We welcome you to do as such, and will provide you with a small basket to keep your child's food in the kitchen.

# Illness

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## Hand Washing

The best prevention of illness is hand washing. It is a policy at Kiddy Junction that **all children and adults entering the centre wash their hands upon arrival**. The following procedure is followed at the centre:

1. *Wet hands with warm water*
2. *Dispense a small amount of soap into hands*
3. *Create a lather with the soap and scrub hand for 10 to 20 seconds  
(A good exercise with children is to sing 'ABC's')*
4. *Be sure to get in between your fingers, your finger nails and your entire hand up to your wrist. Thoroughly rinse hands*
5. *Dry with a paper towel*
6. *Turn water off with a towel in hand*

We ask that you practice this with your child before meals and after outside play. This is what is enforced at the center and there should be some fluency between home and school if possible.

Should your child become ill while at the centre, we will first comfort the child to the best of our abilities, allowing him/her to lay down, etc. We will then call you to pick up your child. If it is an emergency, we will first call 911, then the Parents/Guardians. If you are unable to come get your child, we will then call your child's listed emergency contacts.

## Children will be sent home, should the following symptoms appear:

(Including but not limited to; see VCH Sneezes & Diseases manual for other symptoms & references)

- **Unidentified Rash**
  - *We require a doctor's note indicating that the rash is not contagious prior to the child's return to the facility.*
- **Diarrhea**
  - *The child will be sent home after 2 episodes of diarrhea. The child must be diarrhea free for 24 hours (without medication) prior to returning to the facility.*
- **Vomit**
  - *A child will be sent home if experiencing vomiting, and is not able to return until 24 hours without vomiting has elapsed.*
- **Fever**
  - *A child will be sent home upon experiencing a temperature above 38°C (under arm or ear) or higher. The child must be fever free (without medication) for 24 hours before returning to the centre.*
- **Overall Discomfort**
  - *If the child is demonstrating lethargy, uncharacteristic behaviours or general discomfort and is unable to participate in daily activities, the child will be sent home to rest.*

# Accidents

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## Minor Accidents

Minor accidents will be reported in the teacher accident/communication book at the Centre. We will report, what happened, which teacher witnessed it, and how it was dealt with. We will be sure to inform you of any minor scrapes, bruises or bumps upon pick-up.

## Major Accidents

In the event a major accident occurs, the following steps will be taken:

1. The nearest teacher will begin first aid/CPR, while informing other staff of the incident
2. If necessary, other staff will call 911 and report back to the staff performing first aid/CPR. Parents/guardians will be responsible for the cost of an ambulance, if need be.
3. Other staff will bring remainder of class into another room
4. Other staff will call parents/guardian, if you are unavailable; we will leave a message, and then call the emergency contact on file at KJA for your child
5. An adult will remain with your child until you or the child's emergency contact arrives

**An accident report will be filled out and sent in to the Vancouver Coastal Health Authority.**

**B.C. Children's Hospital**  
4480 Oak Street, Vancouver, BC  
Tel. 604-875-2345

# Medication

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## Prescription Medications

In order for the staff to safely administer any prescription medication to your child, we must first have a completed and signed Medication form filled out by the parents/guardians. We will only administer medication for the duration that it has been prescribed by your child's doctor. This medication form will be kept with the child's medication, along with a log that we will use to keep a record of exactly when we administered the medication to your child and the dosage.

All medication must be kept in the medication box or Ziplock bag in our refrigerator, and must be clearly labeled with your child's first and last name.

## OTC Medications

**We will not administer over the counter medication to your child.** If your child is in need of these medications, then it is likely that your child is too ill to attend daycare/preschool (Fever, congestion, cough, etc.)

# Fees & Withdrawal

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All fees should be made payable to **Kiddy Junction Academy Inc.**

Your primary tuition fee which is based on your specific program is due 5 days before the end of the previous month.

## Post-Dated Cheques

We no longer accept post-dated cheques as a form of monthly tuition payment. Please speak with our Director, Mr. Shaun Olafson, if you have questions regarding this change. ([admin@kiddyjunction.ca](mailto:admin@kiddyjunction.ca))

## Pre-Authorized Debit

As of September 2018, we will be transferring all families to complete a pre-authorized debit form of payment allowing KJA to automatically withdraw monthly payments from your account without the use of cheques. A form for this will be provided to you with your registration package, along with your annual Welcome Package in August of each year. It is up to the parent to notify us in advance if there has been a change to the account. **NSF fees will apply if payment is declined.**

## Late & NSF Fees

A twenty dollar (\$20) late fee is charged on tuition payments which are paid past the 25<sup>st</sup> of the month in which they are due.

If a cheque comes back NSF, there is a twenty five dollar (\$25) NSF fee we are charged, as well as the \$20 dollar late fee for a **total of \$45 dollars** which must be repaid.

\$5 Dollars is added to the late fee for each 24 hour period the balance, or any part of the balance, goes unpaid.

## Late Pick-Up

If you are late to pick up your child, a late fee of ten dollars (**\$10 per 15 minute increment**) will be levied against you. For example, if you are 20 minutes late, you will be charged a \$20 fee. This fee is due within one week of the late pick-up or the invoice date.

## Space Withdrawal

If you wish to withdraw your child from the program, **we must be notified in writing at least forty (40) days in advance from the 20<sup>th</sup> of the months prior.** If you fail to provide such notice, you will be required to pay for the time your child's space remains unfilled. You may make payment of the one month's fees in lieu of notice. This is done simply, as, your space deposit will be used for this last month, whether your child is enrolled or not.

**We are very serious about prompt and punctual payment. KJA has financial commitments to our staff and suppliers, and parents who do not submit their payments on time put KJA at risk of closure. Our margin of profit is not high, and it is imperative that all spaces are paid for each month. This is the reason for our strict fee structure.**

# Space Deposits

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## Purpose

A space deposit is used to officially secure your child's space at KJA.

Any sum submitted to Kiddy Junction to secure a space is considered a Deposit. In addition, any initial sum submitted to Kiddy Junction is also considered a Deposit. Every family is required to have a Deposit on file. The deposit will be in the amount of one full month's tuition.

## Using your Space Deposit

Space deposits may be used by the family for the child's last months of care at KJA. For this to take place, the parent must provide us with the proper 40 days written withdrawal notice on the 20<sup>th</sup> of the previous month.

By submitting the proper notice we are able to prevent the deposit of your next payment and apply your "space-deposit" toward your child's final month. This is also imperative so that KJA is able to fill your child's space in time without causing the program to lose money.

Families who do not provide the proper withdrawal notice will not have access to their child's space deposit for their final month.

**Deposits are not refundable in full or in part under any circumstance. Please be sure of your arrangements before making a deposit!**



# Emergency Situations

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## First Aid Certification

All full time staff maintain up-to-date First Aid Certification, with a focus on early childhood development.

## Emergency Drills

Fire and Earthquake drills will be held once per month at Kiddy Junction Academy centres. The children meet at a pre-arranged spot (Ebisu Park) and a headcount/attendance check is completed using the daily sign-in sheet. Staff check the centre to ensure all children have left the building. **Safety is an ongoing learning part of our program.**

## Emergency/Comfort Kits

(Sometimes referred to as “Earthquake Kits”)

### **Home Made Kits:**

Please provide a personalized earthquake kit for your child. This should generally fit into one large Zip Lock bag. Within it, please provide things such as:

- ✓ *A bottle of water,*
- ✓ *Canned/dried/non-perishable food,*
- ✓ *Some family photos,*
- ✓ *Band-aids,*
- ✓ *A solar blanket,*
- ✓ *Wipes/tissue,*
- ✓ *A comfort note from parent to child,*
- ✓ *And a completed Comfort Kit Form provided by KJA, including an up to date photo of the child*

### **Ordered Kits:**

Comfort Kits are also available through KJA for \$40. Please ask your Principal or Vice Principal if you’re interested. We order them through a professional and reliable independent company. If you order a kit, you will still need to provide:

- ✓ *Some Family Photos,*
- ✓ *A comfort note from parent to child,*
- ✓ *And a completed Comfort Kit Form provided by KJA, including an up to date photo of the child*

These individual kits will be placed into one large kit for the entire centre. Within the large kit, we will also have flashlights/batteries, radio, lots of water, a well-stocked first aid kit, some books, and other such supplies.

**We ask that you provide three (3) days’ supply of any required medications, with clear instructions and labels with the medication name, and the child’s name.**

# Missing/Lost Child

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**In the event of a child going missing, the procedure is as follows:**

1. The teacher who discovers the missing child will report to the Director or Principal immediately. If the Director or Principal is unavailable, the current supervisor will carry out the Director's or Principal's duties.
2. The Director will designate a search team and meeting place, preferably close to a telephone, and set a time frame for the initial search.
3. The Director will designate areas to search in order of priority, starting with the areas that present the most danger.
4. The Director will designate a staff member to stay with the children, either at a meeting place (if on a field trip) or at the facility (if at the facility).
5. The person supervising the search will collect the emergency contact form for the missing child, & a first aid kit, and document the time in the communication book.
6. The Director or Principal will contact Vancouver Police by dialing 9-1-1 if a search of the immediate area is unsuccessful, and will then notify the parent/guardian.
7. The Director or Principal will gather and document as much information as possible;
  - *A description of the child,*
  - *When and where the child was last seen,*
  - *What the child is wearing,*
  - *A photo of the child,*
  - *What areas have been searched,*
  - *Who has been notified, and*
  - *Any other relevant information.*
8. When the police arrive, the Director or Principal will clarify the role of the staff with the police officer in charge, and remain at the search venue until the child is found and returned to the parent/guardian, or the KJA facility, or is relieved of duty by the Vancouver Police.
9. The Director or Principal will prepare a VCH incident report, including all relevant times, names, titles, and details of the search.
- 10. Staff of Kiddy Junction will not release any information to the media without the written consent of both the director and the parent/guardian.**
11. KJA Staff will debrief as soon as possible with the children, families, other staff, and police/emergency personnel involved in the incident.
12. Resources will be offered to the children, parents/guardians, field trip adults or staff who are having difficulty dealing with the incident.
13. Follow-up will include an evaluation of:
  - *the effectiveness of the policies and procedures,*
  - *And implementation & recommendations made to avoid a repeat of the incident.*

# Fire

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## Fire Drill

Fire Drills will be held once a month at all KJA Centres.

## Protection

- ✓ *Smoke Detectors and Fire extinguishers have been installed within the centres,*
- ✓ *All emergency exits are clearly labeled and are easily accessible.*
- ✓ *All staff will receive training with regard to all emergency procedures.*
- ✓ *Fire Drill Maps and Procedures are posted in a conspicuous place.*
- ✓ *Fire inspectors will conduct routine facility inspections.*

## Fire

During Fire Drills, or in the event of an actual fire, the following will occur:

1. The children will take the hand of a partner and **Teacher-A** will guide them out the nearest exit.
2. **Teacher-B** will quickly grab the attendance/sign-in sheet and emergency backpack, and then return to helping Teacher-A.
3. **Teacher-B** will be the last to leave the building, quickly checking the bathrooms and activity room for any children left behind, if possible turning off the lights and closing the doors behind him/her.
4. Everyone will all gather at the designated meeting place (Ebisu Park, around the corner).
5. The children will sit down on the sidewalk and **Teacher-B** will take roll, ensuring that all children are safely outside the building. The children will be allowed to play at the park at this point to help alleviate any stress or trauma.
6. Once the fire department arrives, we will wait for them to inform us whether or not it is safe to go back inside. If not,
7. **Teacher-A** will call all of the parents or emergency contacts to inform them of the situation, and our new location until all the parents arrive to pick up the children.

# Nap/Rest Time

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## Nap Time Necessities

A clean mat, blanket, fitted sheet, and pillow are all provided by KJA. You may provide a (one) stuffed animal for your child during nap time. This will aid in their comfort for a better rest.

If the stuffed animal proves to be more of a playful distraction than a comfort/calming tool, the teachers may ask that it be kept at home.

Kiddy Junction Academy will wash all bedding every week, as well as sanitize all nap mats.

## Rest Time Procedure

All children develop at a different pace. We cannot expect those that do not need a nap to be forced to nap with those who do require a nap. We will not under any circumstances force a child to nap. In the event that your child is a 'non-napper', we will provide a set of available quiet activities to facilitate a quiet rest time during our nap time. We welcome your child to bring a special book or quiet activity to do during rest time.

A similar philosophy applies to children who are demonstrating a need for a nap. Children who are clearly tired and want to have a nap/rest will be allowed to. It is not our place to prevent a developing child from needed rest.

# Diapering/Toileting

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We are happy to help toilet train your child, however, you **must** be working on it at home as well. Please keep in mind that it is important for a child to be both mentally and physically ready for toileting, and that each child is different. Toileting should not be a stressful, negative, or anxiety inducing process.

It is helpful to establish a **regular routine** (encourage children to “try” to use the toilet before meals when about to wash hands, before leaving the house/going outside, before sleep times, etc.).

Always remember to follow the basic steps (use toilet, wipe front to back, flush, scream “hurray!”, and most importantly always wash hands). **Remember that children are always watching, so it’s important to be a good role model.**

In the event of an accident we do not encourage a negative response, which is common among adults. Children need to be aware that it’s okay and they are still accepted. We always make sure they know how proud we are of them through this tough learning curve and provide tons of encouragement. After all, it’s not that difficult to clean up an accident, and in time there will be no more accidents.

## Please Provide:

- *Ample spare clothing (socks, underwear, pants)*
- *Wipes*
- *Any Diapers or Pull-Ups that your child may require*

## Note:

During this toilet training process, there will be many incidents involving soiled clothing. PLEASE remember to bring home and wash this clothing on a daily basis. Teachers will do their best to communicate any accidents with the parents.

## Staff Procedure:

When a child has had an accident, the following will take place:

- *An Educator will provide comfort and encouragement*
- *An Educator will put on a pair of vinyl disposable gloves (kept in the washrooms)*
- *The Educator will help the child remove soiled clothing, unless the child is able to independently*
- *The Educator will place soiled clothing in a plastic bag and place in child’s cubby.*
- *The Educator will help to clean soiled area on child*
- *The Educator will help the child to put on some clean clothes from the child’s cubby, unless the child is able to complete this task independently*
- *The Educator will sanitize the area in the classroom that may have been exposed (usually the nap mat or floor)*
- *The Educator will dispose of vinyl gloves and thoroughly, and wash hands*
- *The Educator will record the incident in the Staff Communication book and report to parent/guardian upon pick-up.*

## Procedure during Field Tips

Please note that if your child is mid-training or newly toilet trained, we will require your child to have a pull-up for field trips. This will help eliminate stress on your child and the teachers during the field trip.

# Supervision & Guidance Strategies

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## Supervision

The Ratio of staff (which are certified to practice) to children is 1:8, so for every 8 children in a **daycare** facility, there must always be one staff member. This is due to Child Care Licensing Regulations.

## Guidance

The children at Kiddy Junction will never be exposed to any form of physical, emotional, verbal, or psychological punishment, nor will they be humiliated in any fashion. We will only ever use a 'Time Out' as a very last resort to a child's behavior, and after discussions with the parent.

We believe that as adults, our role is to guide children through the early stressors of life. We will always be available to provide support, encouragement, and our listening ears to those in need.

In the event of struggling child; becoming overwhelmed or frustrated, we will complete a process known as "Time-Away". During this process we will bring your child to another more 'neutral' area of the room and help your children through calming techniques and learn to properly express their emotions. Sometimes a child simply needs some nurturing and to feel understood.

It is not acceptable for a child to put other children at risk through hitting, biting, or other physical harm on a consistent basis. If such events take place multiple times, we will ask that the child be picked up for the safety of the other children. We cannot provide constant one on one attention to children that are placing themselves and others in danger. If the issue persists, we will communicate with the Parents and try to help the child through his/her actions and emotions. There may be times where we feel that introducing other resources may be helpful, such as, licensing, a health nurse, etc. We will communicate with the parents every step of the way. If the situation cannot be resolved, and progress is not evident after a reasonable amount of time, the family may be asked to withdraw from the centre.

# Inclusivity

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We are an inclusive centre to the extent of our ability. Though we are not a special needs program, it is not always possible to identify children who may have needs beyond what the program can offer before they enroll. If such needs become apparent after the child has come into the facility, we will do our best to support the child and family, by providing various options and resources that would be better suited to the child's needs as they develop.

Generally, if a child is determined as having needs beyond the scope of the program (a special needs diagnosis, a destructive or inappropriate behaviour pattern, or a general need for more individualized care beyond an 1:8 ratio child care environment) we will discuss with the family the child's transition from the program into a setting more suitable for that child's development.

# Toys from Home

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We generally ask that children do not bring toys from home to Kiddy Junction Academy. However, if your child is willing to share his/her toy with the rest of the class, we can be flexible (depending on the item being brought to school. Please request permission from your child's teacher before bringing the toy or telling your child it's allowed.

*\*Toys that construe violence or are play weapons (such as swords, or guns) are prohibited.*

**The Academy assumes no responsibility for lost or damaged toys from home. Please consider this before bringing any personal items to school.**

It is recommended that the child's name be labeled on all items from home. Often times, KJA students have the same toys/items at home and may become confused about who it belongs to.

## Star Student/Show & Tell

Each week during the school year, a student is assigned as the "Star Student". This student is invited to bring a toy/activity/book from home to show & share with the class. The toy must be given to your child's teacher in the morning and the teacher will keep it safe until group time, at which point the student will present it to the class. Use of the toy/activity/book will be at the teacher's discretion.

Toys that construe violence or are play weapons (such as swords, or guns) are prohibited.

# Probationary Period

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Once a family has been accepted into Kiddy Junction Academy, they will be placed on a 2 month probationary period. During the period, we may ask the family to withdraw the child at any time. This may be for the following reasons **(But not limited to)**:

- *Your child may not be ready for daycare/preschool and may require so much attention that it takes away from the other children. We require the children to have a certain level of autonomy.*
- *Your child may be bullying other children.*
- *Your child may be purposefully mistreating the toys and activities within the centre.*
- *Your child may be putting others in harm's way (biting, hitting, kicking, punching, pulling hair, etc.)*
- *Late monthly payments or consistent NSF cheques/payments.*
- *Consistent late pick up or drop-off.*
- *Not adhering to the policies set forth in this book.*
- *Other relevant reasons that cannot be reasonably foreseen or thusly displayed in this list.*

In the event that the issue at hand relates directly to the child, we will do what we can to work with you and your child in addressing the issue. During this process we will maintain a clear line of communication with you and your child. If the steps we have taken are unsuccessful, we will then be forced to request that you withdraw our child from Kiddy Junction Academy.

In the event that one of the previously listed events occurs after the probationary period, a request for withdraw may be put into effect.



# Birthdays/Events

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In the event that a family would like to celebrate their child's birthday at the centre, we ask the following:

- *If the birthday treat (i.e. cake) is homemade or purchased, please provide the ingredients (even the icing ingredients) in advance so we can approve it. Remember that it must be **Peanut Free**.*
- *Please bring birthday treats for celebrations within the centre for the afternoon snack at 3:00pm*
- **Goodie Bags:** *We encourage families, instead of providing a small treat to each child, to provide a medium treat for the class to share and always have available such as a **book or activity**. (Please be sure that it is approved by your school Principal or Vice Principal prior) A teacher can tell you a small wishlist for the class, including specific books, if you aren't sure what we may like.*

*KJA does not support the distribution of disposable goodies such as dollar store treat bags, as they end up in our landfills and accumulate quickly. Many parents have also expressed the desire to not bring home such items. **We strive to be as green & eco-friendly as we can and to role model and teach mindfulness of this aspect to our children.** Please ask us if you have any questions!*

- **Birthday invitations for a party outside of the centre must be given to all children within the centre, not select children within the centre.** *This is to promote inclusion and considerations for the feelings of your child's peers. Please supply select invitations on your own time outside of the Academy grounds.*
- *Families are not expected to bring in anything on birthdays, it is optional. Regardless of your plans, we will always acknowledge your child's special day, provide a birthday card from the school, and sing happy birthday during one of our group times. We will also announce a big "Happy Birthday" on our White Board near the entrance.*

# Reporting Child Abuse/Neglect-Protocols

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Under the Child, Family and Community Service Act, it is the responsibility of everyone who suspects abuse or neglect, or has received a disclosure, to report directly to a **Ministry for Children and Families** Intake protection worker or to the Family Service protection worker involved with the child and family. This responsibility is not discharged by reporting to anyone other than a Ministry for Children and Families protection worker. *Failure to report in these circumstances is an offense, and is liable to a fine of up to \$10,000 or to imprisonment of up to 6 months, or to both.*

The child, Family and Community Service Act protects those who report. No action can be taken against a person making a report unless he/she knowingly reports false information or does not have reasonable grounds for his/her belief.

## **In the event that an anonymous report has been made by someone either related to or unrelated to Kiddy Junction Academy:**

It is the responsibility of the Ministry for Children and Families protection worker to inform the parent(s) or guardian(s) of the protection report that the child has been interviewed. This will be done in person or by telephone. *Childcare staff will not be put in the position of having to explain the purpose and the outcome of the social worker's interview to the parent(s) or guardian(s).*

If the child is interviewed and/or removed prior to the parent(s)/guardian(s) arriving at the centre, a Ministry for Children and Families worker will remain whenever possible to explain the situation to them. If this is not possible, the protection worker shall provide a telephone number and contact name to care staff to share with the parent(s) or guardian(s).

## **Reports of suspected and disclosed abuse are to be made by telephone to the Ministry of Children and Families Intake social worker in the Vancouver Region:**

- *During Normal Working Hours (8:30am to 4:30pm): 660-KIDS (660-5437)*
- *Outside Normal Working Hours: 660-4927*

# Licensing

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## What Does it Mean to be Licensed?

A Licensed childcare centre in Vancouver is a facility that has met the requirements of the Community Care Facilities Licensing Regulations of the Vancouver Coastal Health Authority set out in the Child Care Design Guidelines of Vancouver and enforced by the appropriate sections of the Community Care and Assisted Living Act.

To be licensed, a potential licensee must apply for a Child Care Facility License and then undergo considerable scrutiny by both the Coastal Health Authority and the City of Vancouver before finally being issued a license and becoming a Licensed Child Care Facility.

## What are the Benefits of a Licensed Childcare Program?

Being a licensed facility places us on the West Coast Child Care Resource Centre's list of trusted childcare Centres, and also ensures that our facility and program maintains its level of quality by continual inspection and observation on behalf of the Vancouver Coastal Health Authority.

Since licensed centres must adhere to standards of child care set out by educated and interested government consultants, it is logical to conclude that they have the best chance of providing your child with a quality childcare experience.

### KJA Assigned Licensing Officer:

**Current:** Ms. Catharina Christiaanse

Email: [Catharina.Christiaansa@VCH.ca](mailto:Catharina.Christiaansa@VCH.ca)

Telephone: (604) 675-3800

### Child Care Facilities Licensing (CCFL)

#1200-601 West Broadway

Vancouver, BC V5Z 4C2

### KJA Assigned VCH Health Nurse:

**Current:** Ms. Chris Skinner RN, BSN

Email: [Chris.Skinner@VCH.ca](mailto:Chris.Skinner@VCH.ca)

Phone: (604) 321-6151 EXT: 3329

### South Community Healthy Centre

6405 Knight Street

Vancouver, BC V5P 2V9



# Field Trips

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## Neighborhood Walks

The location of Kiddy Junction Academy's Marpole Daycare is such that we have access to some quiet & friendly residential areas for walks, as well as access to two fabulous parks that are only a short distance away! We will often go on walks to these parks for outside play to allow for some diversity.



Marpole Park



Ebisu Park

We often take walks and short bus rides within our community to the library, the café to share a treat, the family place down the street, our local senior living home, a local grocery store or market, and sometimes even a local restaurant for lunch.

## Field Trips

We go on field trips quite often throughout the year.

**Transportation:** For field trips that require transportation, we will almost always use public transportation. Depending on the type of field trip, location, distance, and accessibility we may hire a chartered school bus. In these cases, depending on the fees, we may require a small parent contribution.

**Parent Involvement:** We always welcome parent volunteers at Kiddy Junction, especially for field trips! Keep in mind though that when volunteering, we need you to help out during our field trips. Your class teachers will outline some important guidelines to be followed that are specific to the field trip we will be taking. Also remember that even though you are with us, your child is still part of our group and must stay with us at all times.

**Attire:** During a field trip, Staff and Parent Volunteers are required to wear our designated Kiddy Junction Academy Inc. t-shirts or a designated high-visibility vest. This will help make us easily identifiable to the children and other adults in our group. The children are also all required to wear the designated Field Trip Vests that help make it easier for the adults to keep a close watch over the children. It is not okay, at any point for any of the children to be wearing a name tag as this is a safety hazard. One or more of the staff members will be in charge of carrying the designated Travel First Aid Kit.

# Resolution of Conflict

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At Kiddy Junction, we see ourselves as one big family. And as you may be aware, being a part of a family means properly maintaining a relationship with those in the family. The key to any relationship is communication and we pride ourselves on this aspect.

If you have a concern surrounding a particular staff member, we encourage you to speak with the staff member directly. It is usually best if the parent and the staff member speak directly to avoid any buildup of negative feelings, and to promote clear and concise communication. If you are unable to resolve things, or if you feel uncomfortable confronting the staff directly, contact our school Principal or Director and they will be happy to assist/intervene.

**School Principal:** Mrs. Melissa Ekins

**School Director:** Mr. Shaun Olafson

If a conflict or concern arises within Kiddy Junction between yourself/your child and one of the other families in KJA, please inform us immediately. If you are comfortable, we encourage you to speak directly with the family in question, however, if you prefer, we are more than willing to speak to them for you and to keep your family anonymous.

If your concern or conflict cannot be resolved from the above steps, you may wish to withdraw your child from Kiddy Junction Academy. If so, the withdrawal policy is applicable.



**Principal**

Mrs. Melissa Ekins

604-568-4747

[melissa@kiddyjunction.ca](mailto:melissa@kiddyjunction.ca)



**Director**

Mr. Shaun Olafson

604-306-5411

[shaun@kiddyjunction.ca](mailto:shaun@kiddyjunction.ca)

# Admissions Procedure & Priority Placement

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**When a childcare space becomes available at Kiddy Junction Academy, the following the following steps will be taken in determining to whom the space will be offered:**

1. *Licensing Regulations regarding allowable age. The minimum age requirement at Kiddy Junction is 2.5 years of age or 30 months.*
2. *A sibling of a child enrolled in Kiddy Junction Academy*
3. *The child of a Kiddy Junction Staff Person*
4. *A child on a waitlist whose parents live/work in the local area*
5. *All others on the waitlist*

## Note:

When two or more children are eligible for enrollment in Kiddy Junction Academy, the children's admittance/enrollment date will be the determining factor. For those with the same admittance/enrollment dates, the children's birth dates will be the determining factor. (i.e. the earliest birth date has priority)

Kiddy Junction works towards a balanced classroom environment and, in extreme cases, this may be reflected in the admissions process. (E.g. if a classroom is mostly comprised of boys, the next family admitted to the program might have a daughter.)

# Children's Records

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In accordance with licensing regulations, Kiddy Junction Academy must maintain the following records pertaining to each child attending Kiddy Junction Academy:

- *Name, gender, date of birth, medical insurance plan number, and immunization status*
- *Date of enrollment in the facility*
- *Daily attendance record, indicating for each day whether the child is absent or, if the child is present, the time of arrival and departure*
- *Name and telephone number of a parent, medical practitioner, and emergency contact*
- *Any illness, allergy or medical disability disclosed to the staff by either the child or his/her parent or medical practitioner*
- *Any medication administered to the child, including the amount and the time at which the medication was administered*
- *Any notification of a parent, emergency contact or medical health officer indicating illness or injury*
- *Any special instruction regarding the child's diet, medication, participation in a program of activities, or other matter relevant to the child's care*
- *Documents given to the staff by the parents of the child*
- *A photograph or digital image of the child, and other information that can be used to identify the child in an emergency*
- *A record of any person who is not permitted access to the child*
- *The date on which the child stops attending the facility*
- *Consent to call a medical practitioner or ambulance in case of accident or illness if the parent can't immediately be reached*
- *Consent to release the child to someone other than the parent*

# Photographs & Videos

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Staff members may take pictures of your child within the program. These pictures may appear in the following places:

- *KJA Website*
- *KJA Facebook Page*
- *KJA Instagram Page*
- *KJA Daily Interactive Photo Gallery (which parents can email to themselves)*
- *KJA Notices and Forms*
- *Classroom Documentation & Photo Albums*
- *Special Event Slideshows*
- *Class Photos (which parents can order)*

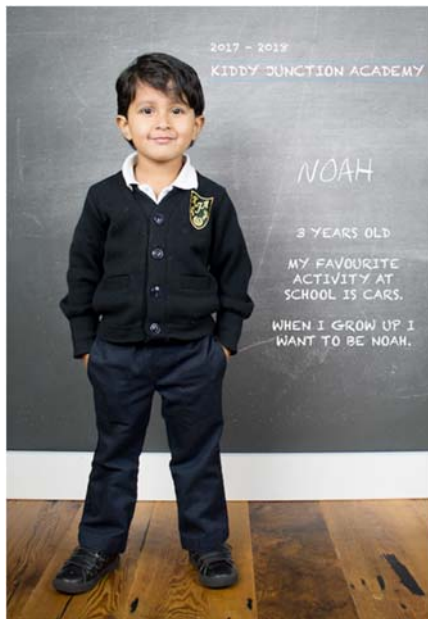
Pictures may also be taken for record keeping purposes (to be stored with medication, inside your child's cubby storage, Progress Reports, etc.)

## Class Photos

Each year, our schools hosts class photos in the Fall and Spring. Parents will be given information on how to preview and order these photos.

**Our Current School Photographers:** Whippersnapper Studio

**Website:** <https://www.whippersnapper.studio/>





# Staff Qualifications

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The Following are the minimum requirements for staff members at Kiddy Junction Academy:

## All Educators Have:

- ✓ *Education from a **Post Secondary** Institute  
(Holds a Diploma or Degree in Early Childhood Education)*
- ✓ ***License** to Practice in British Columbia*
- ✓ ***First Aid** Certification, specializing in Early Childhood*
- ✓ ***CPR-Level B** Certification with AED training*
- ✓ ***FoodSafe** Certification*
- ✓ *Clear **Criminal Record Check** through the Government of British Columbia, and specifically for Kiddy Junction Academy*
- ✓ *Minimum of two Professional **Character References***
- ✓ *A **Doctor's note** indicating a good physical and mental ability to be working with children.*

## All Food Handlers Have:

- ✓ *FoodSafe Certification*
- ✓ *Clear Criminal Record Check*

## All Staff in the Centre Have:

- ✓ *Criminal Record Check*



# Educator Shifts

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Division I & II (Marpole):

Staff	Time in	Time Out	Break
A	7:30am	3:30pm	12:00pm-1:00pm
B	8:30am	4:00pm	1:00pm-2:00pm
C	9:30am	5:30pm	2:00pm-3:00pm
D	12:00pm	6:00pm	3:00pm-3:30pm

\*This is Assuming Full Enrollment, Ratio is 1:8 (Teacher:Child) or better.

# Practicum Students

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From time to time, students studying for their Early Childhood Educator's Diploma/Degree will be joining the centre to observe and learn/practice.

These students will not be counted in the Staff to Child Ratio. In addition, parents will be informed when a practicum student comes into the centre and a Criminal Record Check will be performed on the student.

Each Classroom has a designated area with postings of the current Practicum Student Biographies for your reference. If you have any questions or concerns about one of the students, please don't hesitate to speak with one of your teachers, or our school Principal.

# Substitute Teachers

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From time to time, when a staff member becomes ill, for instance, a substitute teacher will be called in to cover for them.

All substitutes will be subject to the same qualifications as the normal operating staff. They will hold a valid License to Practice ECE, and will have been cleared by a medical practitioner and governing authority in regards to their health and criminal background.

# Subsidy

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Though we **do** accept subsidy, we have our own way of handling a subsidy situation.

- ✓ *Parents benefiting from subsidy may be required to pay the **full** monthly tuition fee by the same deadline as everyone else. They will be reimbursed in an amount equal to the amount received by Kiddy Junction from the Ministry.*

*This is done for many reasons, not the least of which is the fact that, though subsidy is only paid out for days that a child attends KJA, we require that a full tuition payment is made regardless of attendance.*

- ✓ *In addition, the Centre may hold the full amount of the subsidy payment if there is any outstanding balance on your account.*
- ✓ ***For families with accounts in good standing, reliable student attendance, and a space deposit in place; a request to arrange for an alternate payment plan may be made. This will be at the discretion of our Director who manages the accounting department; Mr. Shaun Olafson. An example of this would be for the parent portion to be reduced to only the difference owed after subsidy is applied and only during the dates in which subsidy is approved.***
- ✓ ***Families with approved subsidy are still required to have a full Space-Deposit on file.***

If you have any specific questions regarding subsidy, please address management for a direct answer.

# Active Play Policy

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## Canadian Physical Activity Guidelines

The Canadian Physical Activity Guidelines recommend that:

- ✓ *Infants age 1 year or less are physically active several times daily; Particularly through interactive floor-based play*
- ✓ *Toddlers & Preschoolers should accumulate at least 180 minutes of physical activity spread throughout the day (in increments of 15 minutes, or more, at a time)*

## What is Active Play?

Active Play is a physical activity which includes moderate to vigorous bursts of high energy, raises children's heart rate and may make them 'huff & puff', such as running or jumping.

For an infant or toddler, Active Play may include reaching out for a toy, rolling over, balancing in a sitting position, tummy time, crawling, or walking.

## Why is Active Play Important?

Active Play helps to promote healthy growth & development, and supports body control and movement. Active play helps to build strong bones and muscles, improve balance, coordination, and assists with the development of fine motor and gross motor skills. Active Play also helps to promote children's confidence, improves concentration, thinking, and learning skills, as well as providing opportunities to develop social skills and make friends.

## Standard of Practice in Childcare

Whenever possible, it is recommended that Active Play and Physical Movement should be incorporated into the childcare environment throughout daily routines, and activities for a total of 120 minutes.

Multi-Age Childcare (such as Kiddy Junction Academy), must ensure a minimum of **60 minutes per day** of outdoor Active Play. Active Play may be accumulated in increments of 15-minutes (or more) throughout the day, or continuously.

- ✓ *KJA Teachers are aware of and incorporate **Fundamental Movement Skills** (See definition, below) and injury prevention through all Active Play activities.*
- ✓ *Children will have opportunities to practice fundamental movement skills as part of their indoor and outdoor daily routines.*
- ✓ *KJA Teachers will limit **Prolonged Sitting** (See definition, below) activities (in a stroller, high chair, board games & crafts) and schedule frequent short bursts of activity for one to two minutes.*
- ✓ *KJA Teachers will (must) demonstrate appropriate modelling of Active Play activities, and Screen Time throughout each day.*

## Active Play at KJA

Kiddy Junction works to implement various forms of Active Play throughout the day, both indoors and outdoors. Some key areas in which this will take place are:

- ✓ **Circle Time Music and Whole-Body Movement** with songs such as "Shake your Sillies Out", "Go Bananas", "Sleeping Bunnies", "Head Shoulders Knees & Toes", "Monkeys Jumping on the Bed", "Teddy Bear Teddy Bear Turn Around", "Hokey Pokey", "Sally the Camel", "London Bridge is Falling Down", "Farmer in the Dell", "Freeze Dance", "Musical Chairs", "Simon Says", "Follow the Leader", etc.
- ✓ **Music Classes** with our Music Teacher, Mr. McFadden
- ✓ **Yoga Classes** with our Certified Youth Yoga Instructor, Ms. Atkinson
- ✓ **Soccer Classes** with our Little Kickers Soccer Instructor, Coach Vaughn  
(...Continued on Next Page)

- ✓ **Neighbourhood Walks** to our local Parks such as,
  - Ebisu Park & Playground,
  - David Lloyd George Park & Playground
  - Marpole Park & Playground
  - Marpole-Oakridge Community Centre Playground & Spray Park
- ✓ **Un-facilitated Outdoor Free Play** on our own Playground and at our Local Parks & Playgrounds, through various open activities such as:
  - Bike & Scooter Riding,
  - Climbing Structures,
  - Pulling Peers in a Wagon,
  - Chasing Games,
  - Jumping Rope,
  - Soccer,
  - Playing Catch with a ball or Frisbee,
  - Chasing Bubbles using our Bubble Machine,
  - Making Bubbles both large and small,
  - Water & Sprinkler Play during Warm Weather
  - Digging, shoveling, and Building within the sandbox or through snow during winter weather
  - Balancing Activities,
  - Outdoor Games such as Ring Toss, Bean Bag Toss, Hop-Scotch, Lawn Bowling, etc
- ✓ **Facilitated Outdoor Play** on our KJA Playground and at local parks and playgrounds, such as:
  - Hide & Seek
  - Parachute Games
  - Friendly TAG
  - What Time is it Mr. Wolf
  - Treasure Hunt
  - Duck-Duck Goose
  - Balloon Batting
  - Scarf Tossing
  - Dance Party

### KJA Active Play Schedule

Activity	Time of Day	Duration
Morning Circle Time or Scheduled Event*	10:00am	30 Minutes
Morning Recess*	10:45am	75 Minutes
Afternoon Recess	3:00pm	90 minutes (or more)

- ✓ **\*Scheduled Events** may include: Soccer Class, Music Class, Yoga Class
- ✓ **\*Morning Recess** may take place through play: On-Site (KJA Playground), Neighbourhood Walks, and Local Parks & Playgrounds

### Injury Prevention

KJA takes various steps to ensure the safety of the children in attendance while also being cautious in determining “safe-risk” moments to help the children further develop their abilities. For example, climbing always takes place with a proper “fall-zone” in place and under supervision of the teachers.

**(Definitions relating to the Active Play Policy as described on the Next Page)**

## Some Active Play Definitions

**Fundamental Movement Skills** are gross motor skills that involve different body parts such as feet, legs, head, trunk, head, arms, and hands. These skills are important because they are the building blocks/foundation movements for more complex and specialized skills needed by children throughout their lives to completely and confidently play different games, sports, and recreational activities. Fundamental Movement Skills include:

- ✓ Balance Skills – movements where the body remains in place but moves around it's horizontal and vertical axes
- ✓ Coordination Skills – involves gross motor manipulation of objects; catching, throwing, or kicking a ball/beanbag; balloon batting, scarf tossing
- ✓ Loco Motor Skills – running, jumping, hopping, galloping, skipping, & leaping

**Prolonged Sitting** is sitting for long periods of time without whole-body muscle movement. Activities or games which lead to periods of sitting should be broken up with short bursts of activity for one to two minutes (stretches, walking, etc.).

**Facilitated Play** is play that is directed by adults or teachers and has a set of rules with specific objectives. These include organized sports such as soccer, hockey, tennis, etc.

**Un-Facilitated Play** is child chosen and self-directed movement, activity, or interaction which encourages children to use their imagination, discover their interests and tap into their creativity. This type of play is often open-ended and not directed by an adult. Un-Facilitated Play does not include playing with most electronic toys (computers, tablets, automated pets, or games such as LeapPad, etc.

- ✓ *A group of children initiating playing soccer together is free-play, vs. the adult setting up and directing the activity*
- ✓ *Building block-towers, sand castles, and other structures, freely, and knocking them down, is un-facilitated play.*
- ✓ *Children using their imaginations to invent games with water, sand balls, cars, or other objects is un-facilitated free play.*
- ✓ *Children running, jumping, or dancing around the play space (without direction) is un-facilitated free play.*
- ✓



# Kindergarten Club

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## About

If interested, some of the older children (“graduating class”) may take part in Kindergarten Club. Kindergarten Club consists of some daily, age appropriate, class work that the children will complete at their own pace and daily “homework” (a daily journal to be completed with the parent).

## Class Work

This involves various activities such as

- *Alphabetic sound recognition (as far as the child’s interest goes),*
- *Age appropriate mathematics (counting, matching, puzzles, etc.),*
- *Group games (e.g. bingo),*
- *Community involvement (aka: age appropriate “social studies”),*
- *Art projects (group and individual), group time (more detailed stories, maybe even listening to small chapter books, or audio stories, followed by group discussions),*
- *Science Experiments, etc.*

## Homework

The children in Kindergarten Club are provided with a homework package consisting of a daily journal, some coloring pencils, an age appropriate writing pencil, and eraser. This is a great opportunity for parents to spend a few minutes of each day on a focused activity with your child. These journal activities are intended to prompt family discussion and personal reflection:

**Child:** It is the job of the child to draw the journal entry using the coloured pencils provided. Then to describe the drawing to the parent

**Parent:** It is the job of the parent to encourage as much detail in the drawing as possible, as well as to facilitate discussion (helping with language development). The parent must scribe the child’s description of their drawing. (This shows the child how their words can be put into writing which is a great literacy activity). We recommend you to read back the child’s description after it is written, following the words with your index finger.

Journal Subjects: Each term, a child has a slightly different goal with their journal;

- **Term 1: Open Entry.** *A child may draw and discuss any meaningful event or thing that they wish. A dream, an experience, a favourite, toy, etc.*
- **Term 2: Gratitude Journal.** *The child should reflect on each day and describe something specific that they are grateful for. The parent should also discuss with the child something that they are grateful for each day. This exercise can be challenging to some people, but the key is to be as specific as possible (e.g. “My family” is not specific enough. A better reflection might be: “Eating dinner at White Spot with my whole family”)*
- **Term 3: Open-Ended daily assignments/questions.** *You will find a question or instruction written at the top of your child’s journal page. This is often a quite enjoyable task for the parent and child to complete.*

\*The homework packages are kept in a basket beneath the sign-in desk. Please remember to take yours home daily and to return it completed the next morning!

## Note

We want your child’s first school-like experiences to be as positive as possible. **Please refrain from placing any undue stress or anxiety onto your child to complete the tasks above**, as we will only ever encourage participation. We find that most children are eager to have the opportunity to be a member of the seemingly exclusive “Kindergarten Club”. If you are struggling with the at-home journals, we are happy to help you in whatever way possible to make it a fun and encouraging activity. Let’s work as a team for your child!

# Uniforms

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Kiddy Junction Academy has implemented a uniform program as of January 2011. Please make sure your child meets the daily dress code as he or she attends KJA.

## Benefits of Uniforms

Having uniforms in our curriculum has many benefits to the children at KJA. Some of these benefits include:

- ✓ *Convenience in terms of dressing each morning (Many young children struggle with choosing an outfit each morning),*
- ✓ *Convenience in terms of the constant chore of clothes shopping for children*
- ✓ *Removal of fashion as it relates to a child's financial or cultural background*
- ✓ *Self confidence and respect gained from tasteful uniforms*
- ✓ *Having uniforms will also save your family money over replacing and maintaining a variety of 'school clothes'*

## Uniform Days

Though we believe uniforms are an important part of our program, we also believe that it is important for children to be able to express themselves through choice of attire frequently. That said, we have developed the following schedule for uniforms:

- ✓ *Monday-Thursday: Uniform Days*
- ✓ *Fridays: Casual Days (No uniform)*

## Order Form

An information letter from Cambridge Uniforms (KJA Supplier) will be provided with your registration package and/or Annual Welcome Package. This letter will detail everything you need to know about placing an order, reporting a concern, requesting a refund or exchange, etc.

We have had great experiences and feedback from parents regarding the customer service from Cambridge Uniforms. You are in good hands with them!

## Proper Uniform Required for Attendance

At Kiddy Junction Academy, we expect all families to meet and respect our school dress code. Children not meeting the daily uniform dress code may not be permitted to join the class and will be asked to return with the school uniform. We understand that sometimes there are unique situations and special circumstances; we simply ask that you maintain communication with us should a situation arise.

## Uniform Dress Code

You'll find below, a detailed explanation of the KJA Dress Code, broken up into sections as they may or may not apply to your child. **If you are uncertain of a specific detail or if your child's item meets the dress code, please consult your child's Principal (Mrs. Ekins), or Vice Principal (D1 Ms. Atkinson, D2 Ms. Lee)**

These sections include:

- ✓ *TUNIC Dress Code*
- ✓ *POLO Dress Code*
- ✓ *OUTTER ATTIRE Dress Code*



## TUNIC Dress Code

<b>Tunic Dress</b>	Navy and green plaid tunics must be provided by Kiddy Junction Academy Inc. (via Cambridge Uniforms) These tunics also have a special 'KJA' embroidery on the breast of the tunic.
<b>Shirt</b>	The shirt worn beneath the tunic must be solid white in colour where visible. Any form of white shirt may be worn, as long as it wears comfortably beneath the tunic.
<b>Socks/Tights</b>	Solid black, white or navy tights or socks may be worn with the tunic. In the winter, your child may wear leggings instead of tights to stay warm. These leggings must also be solid black, white or navy in colour, with no patterns or designs.
<b>Sweaters/Cardigans</b>	You may choose out of the following sweaters or cardigans from Cambridge Uniforms: <ul style="list-style-type: none"> <li>✓ Navy Button Down Cardigan Sweater bearing the KJA Crest</li> <li>✓ Navy V-Neck Pull Over Sweater bearing the KJA Crest</li> </ul>
<b>Shoes</b>	Please provide black dress shoes for your child. You may provide separate shoes for your child to wear during recess to prevent damage to your child's dress shoes (optional). "High-Heels" not permitted.

## Hair Accessories

<b>Hair Accessories</b>	Please aim to have hair accessories which are matching to your child's uniform. Colours include Navy, Dark Green, Black, White, and Gold.
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## POLO Dress Code

<b>Shirt</b>	Solid white short or long sleeve Polo/Golf shirts are worn, bearing the KJA crest. These shirts must be purchased from Cambridge Uniforms. <ul style="list-style-type: none"> <li>○ Short sleeves with a long sleeve undershirt of your own may be worn, and must be solid white in colour with no patterns/designs.</li> <li>○ Polo's must be in good repair and only the top button may remain unfastened.</li> </ul>
<b>Pants</b>	You may purchase the navy pants or shorts from Cambridge Uniforms. If you wish to purchase your child's navy pants from elsewhere, please ensure they meet the criteria, and are approved by your principal prior to wearing them to KJA; <ul style="list-style-type: none"> <li>○ <u>Not Acceptable:</u> Jeans, Sweatpants, Cargo Pants</li> <li>○ <u>Acceptable:</u> Dress Pant, Slacks, Cords</li> </ul>
<b>Socks/Tights</b>	Solid black, white or navy socks may be worn with your son's uniform.
<b>Sweaters/Cardigans</b>	You may choose out of the following sweaters or cardigans from Cambridge Uniforms: <ul style="list-style-type: none"> <li>✓ Navy Button Down Cardigan Sweater bearing the KJA Crest</li> <li>✓ Navy V-Neck Pull Over Sweater bearing the KJA Crest</li> </ul>
<b>Shoes</b>	Please provide black dress shoes for your child. You may provide separate shoes for your child to wear during recess to prevent damage to your child's dress shoes (optional).



# Teacher/Parent Communication

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The teachers use various methods in an effort to communicate important information with our KJA Families/Parents. Please be sure to pay close attention to these efforts of communication and remember to read notices fully. We are here to answer any questions that you may have!

## Daily Feedback

You should be greeted by your child's teachers at both drop-off and pick-up. During this time, KJA teachers will update you on any exciting or new activities/events that took place that day, any struggles that your child may have faced, any minor incidents (major incidents will be reported immediately via telephone), how your child slept and/or ate, any peer conflict which may have risen, as well as any important information for the following day.

## White Board

A notice board (white board) is located at the sign-in/out desk in your child's classroom. This white board will have any important information and news posted. **Please be sure to read this white board daily when you both sign-in and sign-out your child.**

## Monthly & Weekly Lunch Menus

A monthly hot lunch menu will be made available to parents at the start of every month. The teachers will also write the menu items for each week on the white board posted in your class dining room. Please take a moment to review these items and don't hesitate to offer any feedback you may have! We strive to provide our children with a healthy and balanced diet for lunches and snacks.

## Newsletters

KJA will distribute a School Newsletter with information and news about upcoming events. These newsletters are distributed bi-monthly and will always have a calendar for your reference at the rear of the Newsletter. **It is the parents' responsibility to thoroughly read through each newsletter.** Thank you.

## Progress Reports

Your child's teacher will complete a KJA Progress Report for each school-term. These reports are age appropriate and help to outline the areas to which your teachers observe and work with your child in their development while here at KJA. If you have any questions, concerns, or would like to schedule a parent-teacher meeting to discuss these reports, we would be more than happy, and we recommend you discuss this with your Principal or class Vice Principal. Progress reports must be signed by the parent and returned to the class each term. We are happy to make a photocopy for you to keep if you need. Parents will be able to keep their child's progress report after Term 3. **\*If your Progress Report is lost or damaged, a replacement may be made within the same school year, for an extra fee. We will not be able to re-mark previous terms.**

## Mail Bags

Each school-year, the students in your class will be given a "Mail Bag". These bags must be kept in your child's classroom, and **it is the parents' responsibility to take home and return the Mail Bag (emptied) at the end of each week.** Mail bags will consist of important notices, reminders, Progress Reports, Class Photo orders, Newsletters, Your child's casual artwork, field-trip consent forms, fee invoices, etc.

# Storage of Personal Belongings

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There are two places for which our KJA students may store personal belongings;

- ✓ *Cubby (within the cubby room/foyer)*
- ✓ *Nap Basket (within the nap room)*
- ✓ *Diapering Cupboard (located within/near the diapering washroom)*

## Labeling

Since many of the children have the same items, including their uniform, it is imperative that each personal belonging is property labeled with your child's first and last name. KJA assumes no responsibility for lost or damaged items.

## Permitted Belongings

The following items are the only items that your child should have at school;

- ✓ *Uniform/Dress Shoes (sometimes referred to as "inside shoes")*
- ✓ *Spare Clothing set (Only one set please. Must match uniform dress code)*
- ✓ *Boots (Rubber/rain/snow)*
- ✓ *Sun Hat (This must be wide-brimmed) and/or Sunglasses*
- ✓ *Weather appropriate jacket (meeting uniform dress code)*
- ✓ *Rain Gear (sometimes referred to as "Muddy Buddies", must be uniform dress code)*
- ✓ *Frames Family Photo (kept in a designated place within the classroom)*
- ✓ *Stuffed Animal or "blankie" (for comfort during nap time, kept in nap basket. Only one please)*
- ✓ *Small Backpack (for field trips, etc.)*
- ✓ *"Outside/Active" Shoes (these are optional and often used to preserve the life of your dress shoes)*
- ✓ *Soccer Uniform (if you are enrolled in the Little Kickers program)*
- ✓ *Water Bottle (Kept in your class dining room. Juice is not permitted)*

## Not Permitted

**Toys from home are not permitted** without prior approval, or unless it is your child's designated Show & Tell day.

**Food from home may not be kept in your child's cubby.** This is for the safety and fairness of the other children within the program who may have food allergies or restrictions. This is strictly enforced. If food items are found in your child's cubby or on their person, they will be disposed of immediately. If you need a snack for pick-up time, we recommend that you keep some non-perishable snacks in your car, such as granola bars.

Children who have made arrangements to bring lunch from home due to allergies or cultural food preferences, must provide the teachers with the daily lunch for proper/safe storage in our KJA kitchen.

# Summer Camp Program

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Each year for the months of July & August, we alter our KJA program to feel more like a casual Summer Camp. This is to offer a needed break to all of the children and teachers from our regular school-year routines. Please note that “Summer Camp” is not options. It is simply a change in program style. The same students and teachers are in attendance.

## Attire

Summer camp attire is casual. Please dress your child in weather appropriate and comfortable clothing. KJA will provide each student with a specially designed Summer Camp T-Shirt, which may be kept at the conclusion of summer. KJA will wash these shirts each day. Fitted shoes are required, please no loose sandals or flip-flops.

## Field Trips

During summer camp, KJA will take the children on 2 designated field trip adventures per week! This will keep your children busy and having fun through the summer months. Please make sure that your child get plenty of rest at home! A list of field trips that we plan to attend will be outlined in your Summer Camp Newsletter. Some examples are:

- |                             |                               |                            |
|-----------------------------|-------------------------------|----------------------------|
| ✓ <i>Science World</i>      | ✓ <i>Play Palace</i>          | ✓ <i>Suspension Bridge</i> |
| ✓ <i>Vancouver Aquarium</i> | ✓ <i>Blueberry Picking</i>    | ✓ <i>Maplewood Farm</i>    |
| ✓ <i>KidTropolis</i>        | ✓ <i>Clip n' Climb</i>        | ✓ <i>Go Bananas</i>        |
| ✓ <i>Kits Beach</i>         | ✓ <i>Lonsdale Quay Market</i> | ✓ <i>Water Park</i>        |

## Transportation

Depending on the type of field trip and the location, KJA will venture on either public transit (bus/skytrain) or a private chartered school bus.

## Fees

In order to attend various field trips, charter busses, host various theme days, and provide camp T-Shirts, KJA must charge a small additional fee toward the Summer Camp Program. For 2018, this was \$160. The fee may increase slightly when we experience an increase in fees for various bookings each year.

## Lunch

KJA will provide a healthy packed lunch to each child on the field trip. If you have questions about this, please don't hesitate to speak with you class Principal or Vice Principal.

## Hours

During our KJA Summer Camp, hours will be shortened slightly by up to one hour. This is due to the busy nature of our Summer Camp Program. Many of our Educators must work overtime hours in the heat of summer. This is also to help ensure a better rest time away from school for the children. The long hot summer days can be quite exhausting and we want to ensure that everyone involved is staying healthy, hydrated, and well rested.

## Sunscreen

KJA will provide sunscreen to all of the children. If you child has a skin allergy, please speak with you Principal or Vice Principal about the possibility of using an alternative sunscreen.

## Theme Days

During days which are not scheduled for a field trip, KJA will have a fun theme planned. Some examples of these include:

- ✓ *Crazy Hair Day*
- ✓ *Face Painting*
- ✓ *Pool Day*
- ✓ *Reptile Guy visit*
- ✓ *Teddy Bear Picnic*
- ✓ *Camping in the Classroom*
- ✓ *Blanket Fort Day*
- ✓ *Pizza Party*
- ✓ *Theme Party*
- ✓ *Spa Day*

## Cubby/School Belongings

Each student/camper should have the following items at om-site each day:

- ✓ *Small Backpack*
- ✓ *Waterbottle*
- ✓ *Wide-Brimmed Hat*
- ✓ *Spare Set of Comfortable clothing*
- ✓ *Stuffy for nap time (optional)*
- ✓ *Small Towel for water-play*

## Parent Participation/Volunteer

We welcome and are very grateful for our parent volunteers during our class field trips. Please be sure to respect KJA rules relating to parent participation;

- ✓ *Assist with all the children, not just yours*
- ✓ *Arrive on time*
- ✓ *Never take any child away from the group without first communicating with a teacher (this includes things like bathroom breaks, even with your own child!)*
- ✓ *Wear the matching group Camp T-Shirt*
- ✓ *Please no carrying of children (children in this age group are expected to walk and toilet independently and this should be encouraged as much as possible)*
- ✓ *Assist with sunscreen application*
- ✓ *Encourage water drinking by the children*
- ✓ *Pay close attention to your teachers for guidance*

We tend to limit the number of parents per trip. This is for many reasons. If you are interested in discussing this further, please feel free to speak with your Principal, or Vice Principal. We will do our best to accommodate your availability!

