

Kiddy Junction Academy Inc.

Policies and Procedures Manual

Updated January 2026



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Purpose of This Manual

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.

Definitions

Child

A person in care at one of the Kiddy Junction Academy Child Care programs.

Parent

The parents or other legal guardians of a child.

KJA, the School, the Centre, or the Program

Kiddy Junction Academy

Arrival

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. On the other hand, we ask that parents not stay longer than 15 to 20 minutes, as prolonging the ‘goodbye’ process can make leaving more challenging for the child, and make classroom transitions more difficult.

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 drop off their child, safely.

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.

Division III Only:

The Parents/Guardians will be provided an access code card to enter the daycare. Only authorized persons will have access to an access code.

Departure/Release of a Child

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 Parents to arrive 10 or more minutes before closing so that there is time for children to leave in a relaxed manner, and also for Parents to speak to the staff with any questions they may have about their child's day.

The school is CLOSED at 5:30pm.

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 7:00pm 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 fee associated with late pick-ups.** (See the fees/withdrawal section for more information).

Visitors

If you require a meeting with the Head Teacher, 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 Head Teacher or the designated classroom Vice Head Teacher, 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

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

Kiddy Junction Academy Division is Open **Monday - Friday** from **8:00am to 5:30pm**, during the “School Year” (September-June). **During KJA summer program, reduced hours may be in effect** (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 through New Year’s Day, with the first day back varying year by year*
2. **Spring Break:** *One week within with the Vancouver School Board’s Spring Break Closure*
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 3 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 and first week of January** (two 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 **HiMama App** will reflect the closure for the duration of the closure.

Meals & Snacks

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. Meals are prepared and provided by a third party licensed food preparation facility, *Carino Catering*.

Carino Catering
778-928-0003
256-8623 Granville Street
Vancouver, B.C., Canada
V6P 5A1

Only staff that are **Food Safe Certified** will be eligible for meal distribution and snack preparation & serving. Division 2's 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 **Nut Free Zone**. Please do not send any foods containing nuts with your child to the centre. These will be disposed of immediately if this should occur, and is very serious.

Allergies & Food Restrictions

If your child has a food allergy or sensitivity, it is imperative that you inform us immediately. Our Catering Company can accommodate food allergies, sensitivities, and restrictions in most cases. It is also not ideal to bring food from home as it introduces cross-contamination into the classroom and may be confusing or seem unfair to the other children who are all eating the school lunch. Wherever possible, KJA will provide the food and meals in meeting each child's needs.

Though students are not allowed to bring food from home generally, in extreme circumstances where KJA is unable to meet a child's meal requirements, we may request that the child brings a packed lunch from home. In this case, it is important that the lunch is packed in a Food Safe way, and ready to serve. Furthermore, it is important that the lunch provided from home meets Canada's Food Guide criteria. See more information here: <https://food-guide.canada.ca/en/>. Please do not send several highly processed/pre-packaged goods, no candy, and no juice. If these items are discovered in a child's cubby or lunch bag, they will be confiscated.

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. We will require three (2) EpiPens; One for the Dining Room, one for the class Travel bag, and one for your child's Earthquake/Comfort Kit. Alternatively, your child may bring one (1) EpiPen to school which is worn daily using an EpiPen "Waistpack" (see photo below). Please see the EpiPen website for ordering details; <https://www.epipen.ca/>. **It is the parent's responsibility to ensure the child's EpiPen remains valid, and to replace it prior to Expiry.**



Trusted for over 25 years.



Infant and Toddler Classrooms

Important policies surrounding meals and snack time in the Infant/Toddler classrooms are as follows; in our childcare facility, we support breastfeeding mothers and encourage parents to provide formula. We promote diverse food choices, respect individual preferences, and keep parents informed of dietary changes. Our staff models healthy eating attitudes, holds infants during bottle feeding, and ensures toddlers sit or lie down when having a bottle. We maintain cleanliness by discarding unused

liquids and respect children's eating paces. Parents' decisions on solid foods are honored while following BC Ministry of Health guidelines.

3-5 Year Classrooms

Children in the 3-5 Year classrooms will not be given a bottle or sippy cup or be spoon fed by one of the staff. Research suggests that these devices are developmentally inappropriate for children in this age group, and that bottle or sippy cup feeding in this age range can lead to dental problems and other complications later in the child's life. In particular, children that drink from a bottle or sippy cup may exhibit poor jaw-growth development which in turn can hamper speech. The forgoing notwithstanding, KJA is an inclusive environment and will accommodate any special needs for children living with disabilities related to eating and/or drinking.

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. In our 3-5 classroom, we also use real (glass) dishes and cutlery. This is because we not only view the children as capable individuals, 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.

No Juice Policy

At Kiddy Junction Academy, the health and well-being of our young learners are of utmost importance. We believe in promoting a safe and nurturing environment that encourages healthy habits. To support this commitment, we have established a "No Juice Policy" for children aged 1 to 5 attending our daycare center. This policy aims to provide a foundation for healthy nutrition and hydration practices while in our care.

Policy Statement: Kiddy Junction Academy enforces a strict "No Juice Policy" for all children between the ages of 1 and 5 who attend our daycare facility. This policy encompasses the following guidelines:

1. No Fruit Juice Allowed:

- We do not permit any form of fruit juice, including 100% natural fruit juice, fruit-flavored drinks, or fruit punch, to be served or consumed within the daycare premises.

2. Alternative Beverage Options:

- We encourage parents and caregivers to provide their children with water or milk as the primary beverages during their time at Kiddy Junction Academy.
- Water will be readily available to children throughout the day to ensure proper hydration.

3. Nutritious Snack Choices:

- Snacks provided at our facility will emphasize whole fruits, vegetables, and other healthy options to promote balanced nutrition.
- We do not serve or allow snacks that contain fruit juices or sugary beverages.

4. Communication with Parents:

- Parents and guardians will be informed of the "No Juice Policy" during the enrollment process and through written communication.
- Parents are encouraged to support this policy by refraining from sending fruit juices in their child's lunch or snack.

5. Enforcement:

- Kiddy Junction Academy staff will actively monitor and enforce this policy.
- Children will receive age-appropriate education regarding the importance of healthy beverage choices.

6. Health Benefits:

- By implementing this policy, we aim to reduce the consumption of sugary beverages, which can contribute to dental cavities, obesity, and other health concerns in young children.

7. Review and Revision:

- Kiddy Junction Academy will periodically review and revise this policy in accordance with emerging health recommendations and the needs of our students.

Conclusion: Kiddy Junction Academy is dedicated to creating a safe and nurturing environment where children can grow, learn, and develop positive lifelong habits. Our "No Juice Policy" is one of the many steps we take to ensure the well-being of our young learners. We appreciate the support of our parents and caregivers in helping us maintain this policy and promote a culture of health and wellness within our daycare center.

Note: As an exception to the “No Juice Policy”, it is acceptable to bring fruit juice and other juices to potluck and other occasional family events.

Illness

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.

If your child has a runny nose with colour, or has a cough and is unable to cover it consistently, we suggest staying home for the day.

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.*
- **COVID**
 - *We always follow the most up-to-date guidelines as started by the [BC Centre for Disease Control](#).*

Continuous Care and Supervision

Ratio

3-5 Year Classroom

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

Infant and Toddler Classroom

The Ratio of staff (which are certified to practice) to children is 1:4. That is, for every 4 children in a **daycare** facility, there must always be one staff member. This is a Child Care Licensing Regulation.

Supervision

Kiddy Junction ensures children are supervised at all times by teams consisting of Early Childhood Educators and Early Childhood Educator Assistants.

To ensure the highest level of supervision, care, prevention, and a safe environment:

General Supervision

- *All children are marked arrived/departed in the daily attendance sheet (noting time, illnesses, vacation, absent, etc.)*
- *Attendance information is kept with the group at all times*
- *At the beginning of a shift (including returning from breaks/lunch) educators confirm numbers verbally with the supervising staff on duty.*
- *Headcounts are performed regularly throughout the day and especially during transitions from indoors to outside and from outside to inside.*
- *The team anticipates supervision needs and responds accordingly*
- *The team ensures no part of the room is blocked from supervision (e.g. Tents)*
- *The team ensure they are spread out for maximum supervision of all areas at all times*

During outdoor play educators will ensure:

- *Educator to child ratios are maintained*
- *They are spread out for maximum supervision of all areas*
- *A high level of communication if they are moving to different areas or assisting children needing toileting, etc.*
- *The first aid kit, phone, and necessary medication (i.e. Epi Pen) will be brought outside*
- *Children will remain in sight at all times*
- *Appropriate clothing (i.e. muddy buddies, t-shirts, etc.) will be applied prior to going outside*
- *Children's skills are fostered, scaffolded, and supported appropriately (i.e. during climbing if a child can't climb on their own an educator will not physically help them climb but encourage and be in close proximity for the child to feel supported to reach their full potential/comfort zone)*
- *Children are never left unsupervised*

Reference

- 39** (1) A licensee must ensure that children are supervised at all times by a person who is an educator, an assistant or a responsible adult.
- (2) A licensee must ensure that a second adult is immediately available to supervise children in case the person responsible for supervising children needs a replacement because of urgent and unforeseen circumstances

http://www.bclaws.ca/Recon/document/ID/freeside/332_2007#section39

Accidents

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 into the Vancouver Coastal Health Authority.

B.C. Children's Hospital

4480 Oak Street, Vancouver, BC
Tel. 604-875-2345



Medication

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.

***All prescription medications must be in the original, child-proof, medication bottle, with your child's name and information on it. We will OT accept loose medication in a foreign container.**

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

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.

Pre-Authorized Debit

As of September 2018, we transferred all families to complete a Pre-Authorized Debit (PAD) 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.**

Lunch Fee

We have a lunch fee in place to support the funding of provided meals and snacks, ensuring that we maintain high program standards in all areas

Tuition Increases

Our tuition fees may be adjusted every 6-12 months to account for inflation, and we will provide parents with a minimum of 60 days' written notice before any increase.

Late & NSF Fees

A twenty dollar (\$20) late fee is charged on tuition payments which are paid past the 25th of the month in which they are due. \$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 **(\$20) per 15 minute increment** will be levied against you. For example, if you are 20 minutes late, you will be charged a \$40 fee. This fee is due within one week of the late pick-up or the invoice date.

***The centre is CLOSED at 5:30pm. Please mind that our valued teachers have families and obligations of their own to tend to outside of KJA. Any families remaining within the centre after closing will be subject to the standard Late Fee as described above.**

Space Withdrawal

If you wish to withdraw your child from the program, **we must be notified in writing at least sixty (60) days prior to the day you wish to withdraw.** If you fail to provide such notice, you will forfeit your space deposit, and be liable for payment for the space if your deposit is not sufficient to cover the tuition cost. You may make payment of one month's tuition fees in lieu of notice. *See page 19 for more details...*

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.

Withdrawal Request from Kiddy Junction Academy outside of the Probationary Period

In the event that the School asks a family to leave beyond the probationary period of 3 months due to the reasons stated in (but not limited to) the 'Probationary Period', as well as our Behavioural and Inclusivity policy, at least two (2) weeks' notice will be provided to the Parent.

Tuition will be refunded to the Parent in an amount equal to the monthly tuition at that time, divided by the number of days of care in the applicable month, multiplied by the number of days that the Parent has already paid for but that the Child will not be in attendance. The refund will be in the form of an e-transfer or cheque.

Any request for payments and/or withdrawal by the School shall be in accordance with the signed Childcare Agreement executed by the Parents and School at the time of enrollment.

Space Deposits

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 applied to the child's last months of care at KJA, subject to the provision of a written withdrawal notice two months (60 days) prior to the last day. Tuition cannot be prorated, so space deposits are used to cover the final month of care, regardless of how many days the child attends in the final month.

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

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 - Division II, Rhodes Park- Division III) 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”)

Ordered Kits:

In order to improve our Emergency Preparedness systems at Kiddy Junction Academy, we will no longer be accepting homemade or individually purchased Emergency Kits. KJA maintains bulk Classroom Emergency Kits with important supplies lasting 72 hours for all individuals within the centre. These kits are professionally prepared and will remain property of KJA for use when needed by the current class. In order to keep these kits up to date and ready for use at any given time, we will now be requiring a Classroom Emergency Kit contribution fee of \$30. This fee will be charged to all students annually, along with the first tuition payment for September. For families joining mid-year, the fee will be withdrawn with their first tuition payment.

In order to ensure that these kits are tailored to meet the needs of the current children in care, we will require families to complete the *Emergency Classroom Kit Form*, as well as to include the following items, annually;

- ✓ *Comfort note from parent to child*
- ✓ *Family photo(s)*
- ✓ *Small comfort toy*

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. This includes an EpiPen for children who have confirmed allergies.

Note: families are welcome to take one earthquake kit with them upon withdrawal/graduation. Please make a request to a member of your child’s teaching team.

Missing/Lost Child

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 Head of School or Head Teacher immediately. If the Head of School or Head Teacher is unavailable, the current supervisor will carry out the Head of School's or Head Teacher's duties.
2. The Head of School will designate a search team and meeting place, preferably close to a telephone, and set a time frame for the initial search.
3. The Head of School will designate areas to search in order of priority, starting with the areas that present the most danger.
4. The Head of School 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 Head of School or Head Teacher 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 Head of School or Head Teacher 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 Head of School or Head Teacher 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 Head of School or Head Teacher 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 Head of School 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

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. For children who are non-walkers, **Teacher-B** will assist in placing these children in our on-site stroller. **Teacher-A** will stroll the children out.
3. **Teacher-B** will quickly grab the attendance/sign-in sheet and emergency backpack, and then return to helping Teacher-A.
4. **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.
1. Everyone will all gather at the designated meeting place
 - i. Division 2: (Ebisu Park, around the corner).
 - ii. Division 3 (Earles Park, across the street).
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.



Earthquake

Earthquake Drill

Earthquake Drills will be held once each quarter at all KJA Centres.

Protection

- ✓ All emergency exits are clearly labeled and are easily accessible.
- ✓ All staff will receive training with regard to all emergency procedures.
- ✓ Emergency Drill Maps and Procedures are posted in a conspicuous place.
- ✓ Emergency Kits are provided to each child and are kept in an accessible place for emergency evacuations.

Earthquake

During Earthquake Drills, or in the event of an actual earthquake, the following will occur:

2. The children will Drop, Cover, and Hold under the closest safe structure (table, desk, chair, doorway)
3. The children and staff will stay down for at least 60 seconds.
4. After 60 seconds the children will take the hand of a partner and **Teacher-A** will guide them out the nearest exit.
5. For children who are non-walkers, **Teacher-B** will assist in placing these children in our on-site stroller. **Teacher-A** will stroll the children out.
6. **Teacher-B** will quickly grab the attendance/sign-in sheet and emergency backpack, and emergency kits then return to helping **Teacher-A**.
7. **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.
8. Everyone will all gather at the designated meeting place
 - i. Division 2: (Ebisu Park, around the corner).
 - ii. Division 3: (Earles Park, across the street).
9. 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.
10. Once the fire and/or police department arrives, we will wait for them to inform us whether or not it is safe to go back inside. If not,
11. **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.
12. In the event of an actual earthquake, and if we are unable to return to our school, we will meet at the closest *Disaster Support Hub*:

Division II
Marpole-Oakridge Community Centre
990 W 59th Ave , Vancouver, BC
Phone: 604-257-8180

Division III
Killarney Community Centre
6260 Killarney St, Vancouver, BC
Phone: 604-718-8201

Nap/Rest Time

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.

Division II: Parents are asked to please take home and wash their child's bedding each week on Friday, and return it on Monday. KJA staff will sanitize all nap mats each week.

Division III: 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

We are happy to help toilet train your child, however, you **must** be working on it at home as well, for consistency. 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. KJA is programmed for children who are mostly toilet trained. If your child is not ready to toilet, or it is apparent the child is not working on toileting outside of daycare hours, we may request the child withdraw and return when they are ready.

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.

3-5 Year Classrooms

Parents Please Provide:

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

Infant and Toddler Classroom

Centre staff will:

- *Follow Ministry of Health recommendations for diapering and toileting procedures posted in the washrooms.*
- *Record diaper changes and toileting activities on the diapering/toileting chart.*
- *Encourage independence for dressing and toileting. Assistance and support will be given to the children to encourage these new skills.*
- *Encourage the development of healthy personal habits by ensuring that children wash their hands after using the bathroom.*
- *Provide individual diapering storage for each child*
- *Decide with the family when a child is physically and emotionally ready to start to learn to use the toilet.*
- *Be patient, supportive and understanding during this learning process.*
- *Be respectful of the child's needs.*
- *Sanitized the changing station after each use.*

Parents please provide:

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

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 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.

Behavioural Guidance Policy

Kiddy Junction Academy promotes an environment which fosters positive child guidance. Employees will be informed of and are required to sign an acknowledgment indicating that they have read and understand the *Behavioural Guidance Policy*.

Guidance and Treatment

Kiddy Junction Academy's guidance and treatment of children is in agreement with the *Community Care and Assisted Living Act* and prohibits:

- shoving, hitting or shaking by an employee or another child, or confinement or physical restraint by another child;
- confinement or physical restraint by an employee, except as authorized in a child care's plan if the care plan includes instructions respecting behavioural guidance;
- harsh, belittling or degrading treatment by an employee or another child, whether verbal, emotional or physical, that could humiliate the child or undermine the child's self respect;
- spanking or any other form of corporal punishment;
- separation, without supervision by a responsible adult, from other children;
- as a form of punishment, deprivation of meals, snacks, rest or necessary use of a toilet.

Children at different ages and levels of development require guidance strategies appropriate not just to the situation, but to themselves as individuals. In developing guidance strategies, Kiddy Junction educators will:

- Give children the opportunity and encouragement to freely explore their environment as long as they are being safe and following classroom rules.
- Remember that each child is unique and will explore and process information in different ways.
- Plan daily activities that allow for children's different learning styles.
- Consider that children learn best by being able to make mistakes and by being given the opportunity to solve their mistakes either independently or together with other children and teachers.

In addition to philosophy and perspective that informs general guidance, Kiddy Junction educators take concrete steps in the form of guidance techniques to reduce the likelihood of instigation or escalation of difficult guidance situations. Some examples include:

- Setting up a developmentally appropriate environments and creating regular routines to give structure and avoid tensions.
- Selecting age appropriate materials and activities, and regulating their amount to help avoid contention while still facilitating discussion, coordination, and cooperation. If they observe an area being underused or misused, educators may close or repurpose the area to better direct flow in the environment.
- Redirect children with clear and friendly language to more positive activities or situations
- Apply logical consequences (e.g., if a child exhibits hitting with a certain toy, that child may be told that they cannot use the toy again unless they can show that they are able to be safe with it).
- Set and maintain rules and boundaries that are consistent across all educators
- Model appropriate language, behaviour, and interaction for children
- Provide positive encouragement and reinforcement.
- Encourage communication and problem solving (see Prevention and Intervention below).

Prevention and Intervention

It is impossible to eliminate all possibility of conflict within the classroom. If handled correctly, the majority of conflict situations can be great learning experiences both for those involved and for the classroom as a whole. If two children are seen to be disagreeing, an educator will not intervene immediately, but will instead do their best to allow the children to come to a positive conclusion themselves. If the children are seen to be struggling, or the situation seems to be escalating, the educator

may intervene to help provide some appropriate words or actions that can either be applied right away or the next time the child or children find themselves in that same situation.

Though educators need to be aware that some problems need immediate intervention and should step in when absolutely necessary (if a child's immediate safety is in jeopardy, for example). The goal of teacher intervention at Kiddy Junction is to provide guidance and support, and not to punish or to remove opportunities for the children to solve problems on their own.

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 a struggling child becoming overwhelmed or frustrated, we will complete a process known as "Time Away". During this process we will bring the child to another more 'neutral' area of the room and help them to first calm down before helping them develop techniques for properly expressing their emotions and avoiding overwhelm. Time Away has many benefits; one-on-one time with an educator helps the child feel valued and important, being singled out also reminds the child that they are visible in the classroom and makes them more self aware of their behaviour. Finally, sometimes all people just need to feel connected with and listened to. Time Away is *not* "time out" and is *not* a punishment. Children are accompanied by an educator throughout the experience and return with the educator to the classroom as soon as they have had a chance to calm down and express their emotions.

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 their actions and emotions. There may be times where we feel that introducing other resources may be helpful, such as a licensing officer or health nurse. 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. In that case, please refer to the *Withdrawal Policy*.

For clarity, we will take the following steps if a child is exhibiting dangerous behaviour: on the 1st instance, we will notify the parents. On the 2nd instance, we will ask the child be picked up from care. On the 3rd instance, we will ask the child stays home for a period of time, and on the 4th instance, we will consider referring the child to a more specialized care program.

The following is a non-exhaustive list of intervention and prevention strategies and perspectives implemented at Kiddy Junction programs:

Prevention Strategies

- Establish clear, consistent, and simple rules, with explanations
- State rules in a positive way, and remind children of them often.
- Tell children what behaviours are acceptable, instead of focusing on what is unacceptable.
- Provide opportunities for children to make choices throughout the day.
- Allow activities that require children to practice their decision-making skills.
- When guiding a child focus on their behaviour, which will preserve their dignity. Always provide a child with ways they could correct their behaviour.
- As long as behaviour is not compromising safety, limit interference.
- Prepare children for transitions, manage their expectations, and practice transitions often.
- Give children plenty of warning before changing to another activity.
- Model and encourage appropriate behaviour.
- Keep in mind that children learn behaviours by watching others around them.
- Interact with children during periods of free play as well as during scheduled activities.

Intervention Strategies

- Physical closeness and comfort - often a caregiver's touch, or a hug can help children regain self control and practice appropriate behaviours again.
- Remind children of classroom rules. If necessary, children may need to be redirected to another activity until they are able to follow rules.
- When intervening, be respectful. Try to get to the child's level, establish eye contact, and remain calm.
- Always acknowledge the feelings of any child involved. Help them find words for how they are feelings.
- Help children find their own solutions. State what the problem is, ask what should be done, and provide choices if necessary.

Abuse & Neglect

Kiddy Junction Academy will ensure that a child is not, while under the care or supervision of our staff, subjected to any of the following types of abuse or neglect, as described in section 1 of Schedule H of the *Community Care and Assisted Living Act and CHILD CARE LICENSING REGULATION*:

- emotional abuse;
- financial abuse;
- neglect;
- physical abuse;
- sexual abuse.

Environment and Materials

Kiddy Junction views the environment as the “third teacher”, and it is our belief that classrooms and the way they are set up have tremendous effects on the behaviour, both positive and negative, of children. If educators notice problematic behaviours, they must first look to see if they are a result of poor classroom design and utilization. When setting up play areas within a classroom, educators must consider:

- Which types of play will take place in each area. Noisy and messy areas should be kept away from quieter areas.
- Environments should anticipate flow to minimize accidents. Don't place areas in front of doorways or the middle of thoroughfares.
- Ensure Activities and materials are in good supply, in good repair, and are age appropriate. Ensure availability of toys is open-ended and could be used in a variety of ways.

Schedules, Routines, and Transitions

Children benefit from a well-planned and consistent schedule which helps them in developing a sense of trust, security and control over their environment. Schedules should provide a good balance of active and quiet activities, indoor and outdoor play, and individual and group activities. Each teacher needs to understand the importance of maintaining a consistent schedule; they also need to be a little flexible in some circumstances. If something in a child's schedule is going to change teachers must let children know about the change ahead of time so they can re-organize their expectations for that day's activities. All teachers must understand the negative effects staff turnover can have on a child's daily schedule. We must do our best to minimize any negative outcomes by providing consistency in as many other aspects of center life as possible, we must understand and support each child as they readjust to any changes this may bring to their day.

Inclusivity

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 how to meet the child's needs with an extra support worker, OR the child's transition from the program into a setting more suitable for that child's development.

Toys from Home

We generally ask that children do not bring toys from home to Kiddy Junction Academy. If your child has a “safety blanket” or similar toy/object, they can be permitted to bring it to daycare with while they are becoming comfortable with the environment, but they must keep it in their cubby; they can visit it from time to time.

**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

Once a family has been accepted into Kiddy Junction Academy, they will be placed on a three (3) 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 more one-on-one attention than our educators are able to provide in a classroom context.*
- *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 (by 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 policy manual.*
- *Other reasonable but unforeseeable grounds.*

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, and may extend the probationary period if the child is showing progress in the areas of concern. During this process we will maintain a clear line of communication with Parents. If the steps we have taken are unsuccessful, we may ask that the Parents withdraw the child from the Centre. In this case, Kiddy Junction will support the family in their transition out of the program into a more appropriate environment for their child.

Birthdays/Events

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 **Nut Free**.*
- *Please bring birthday treats for celebrations within the centre for the afternoon snack after nap time.*
- **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 Head Teacher or Vice Head Teacher 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

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: 1-800-663-9122

Licensing

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* and *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 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, they are generally well equipped to provide your child with a quality childcare experience.

KJA Assigned Licensing Officer:

Child Care Facilities Licensing (CCFL)
#1200-601 West Broadway
Vancouver, BC V5Z 4C2

KJA Assigned VCH Health Nurse:

South Community Healthy Centre
6405 Knight Street
Vancouver, BC V5P 2V9



Field Trips Misc.

Neighborhood Walks

The location of Kiddy Junction Academy's centres is such that we have access to some quiet & friendly residential areas for walks, as well as access to fabulous parks and community sites that are only a short distance away! We will often go on walks to these "away spaces" for outside play to allow for some diversity and extra room for activity and exploration.



We also 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.

Preparation, safety, and good supervision are all important parts to a successful trip to nearby localities. Since we go out into the neighbourhood so frequently, and in many different types of weather, communication and discussion with the children about the importance of being safe while on neighbourhood walks is ongoing in the classroom. When we leave the facility, we follow a procedure which includes frequent headcounts, the availability of first aid equipment, and a plan for getting to, using, and returning from our intended away space.

Field Trips to Other Places

We also go on more extended field trips quite often throughout the year.

Transportation: For field trips that require transportation, depending on the type of field trip, location, distance, and accessibility, we may either hire a chartered school bus or use public transportation. 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 a designated Kiddy Junction Academy t-shirt 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.

Field Trip Safety Procedures

Going on field trips around our beautiful city is a great opportunity for all involved, but our number one priority when we are caring for children is their safety. There are several ways in which KJA teachers ensure a safe environment and experience for our children when we are off-site, these include:

1. **Scanning;** any properly trained Early Childhood Educator will have the skill of scanning the environment whilst also completing another task or holding a conversation. Much like a driver noticing a red light instinctively. All of our teachers at KJA are frequently scanning the classroom and any new environments. On field trips in particular, it is imperative that all teachers are actively scanning the environment for hazards, in a way such that their team and the parents included can visibly see the teachers scanning (like shoulder checking when driving). This communicates to the other adults working with you, that you are doing your part within the team to ensure the safety of the group.
2. **Headcounts;** Each teacher is expected to complete a headcount of the number of children in their group BEFORE departing from a location or transportation vehicle, and then checking in with the other teachers in their team to cross reference numbers, BEFORE proceeding.
3. **Last On-Last Off;** When taking public transportation, including buses and trains, all teachers within a team must plan, ahead of time, who will be first-on and last-on the bus, as well as first-off and last-off. *In particular, the Last-on and Last-off is most important, as they are responsible to insure that no child is left behind, by way of scanning and headcounts.*

During this planning stage, if there are enough teachers, it is also important to designate a door holder on the bus or train.

4. **Emergency Backpack;** When on a field trip, the class will always have a RED Emergency Backpack, carried by one of the teachers. This backpack includes:
 - a. *First Aid Kit & Instant Ice Packs*
 - b. *Emergency Contact Information for Each Child AND Teacher*
 - c. *Epi-Pen of any child who may have an allergy*
 - d. *A couple of story books to assist the children during wait-times*
 - e. *Spare Money for an emergency Taxi*
 - f. *Sunscreen (during summer months)*
 - g. *The current Attendance Sheet for that day*
 - h. *Field Trip Consent Forms for any trips outside of our local neighborhood*
 - i. *A Handheld Paddle Stop-Sign for teacher-use in the event that we need to stop traffic while using a crosswalk.*
5. **Field Trip Vests;** All children AND teachers within a class will wear a reflective field trip vest over their clothing or jackets to improve visibility of the children as well as easily identifying students from our class. *Each Division will wear different colors.*
6. **Cell Phones;** All lead/management teachers will have their cell phone with them as a means for Emergency calls and parents contact. No other staff are permitted to have their phones with them and/or in use while on a field trip, unless specifically instructed by a lead teacher/management. This is strictly enforced.
7. **Line Spacing;** when walking with the children, the teachers will ensure to model 'safe walking' with the children. There are many aspects to this, including:
 - a. *No running, especially when crossing the street*
 - b. *Stay in your line*

- c. *Hold hands with your partner*
 - d. *Teachers and adults are spaced equally throughout the lineup with the lead teacher being ALWAYS in the front and a designated teacher to always be last in line.*
 - e. *The lead teacher must be aware of the class walking speed and slow down or stop to allow time for others to catch up, and prevent large gaps within the line.*
8. **Street Crossing;** Several points of consideration here include:
- a. *Teachers are only to lead children across the street by way of a CROSSWALK/STOP SIGN. Jay-Walking is absolutely not permitted at any time.*
 - b. *Teachers must only lead children across the street when street signs indicate it is safe to cross.*
 - c. *A designated teacher (usually the mid-line teacher) will be responsible to utilize and implement the handheld paddle stop sign to stop traffic in the even that we are still crossing when the light changes. It is important to keep the group together.*
 - d. *Teachers must ensure "Fast Feet" when crossing, but NO RUNNING. Children are more likely to fall when running across the street with their partner, which may result in pulling their partner down with them, accidentally tripping others, and not being able to break their fall.*
9. **Charter Bus;** From time to time, depending on the location of a field trip, we may hire a private charter bus company for transportation. When this happens, KJA teachers will respect the following steps:
- a. *Same Last-On and Last-Off rule, however ensuring to scan the whole bus, and under each seat before officially departing*
 - b. *When Boarding & Exiting the bus, a designated teacher is to stand at the door, assisting children to safe complete this task, one at a time.*
 - c. *Children are to be sitting properly on their seat with their backs to the back of the seat.*
 - d. *Inside voices are to be enforced so as not to potentially startle the bus driver.*
 - e. *The same Headcount and Scanning techniques must be followed.*



Resolution of Conflict

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 Head Teacher or Head of School and they will be happy to assist/intervene.

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.



Head of School
Mrs. Nicole Jiang
admin@kiddyjunction.ca



Head Teacher, 3-5 Room, Division III
Ms. Mary Cho
mary@kiddyjunction.ca



Head Teacher, IT Room, Division III
Mrs. Hannah Wu
hannah@kiddyjunction.ca



Head Teacher, 3-5 Room, Division II
Ms. Regine Zhang
regine@kiddyjunction.ca

Admissions Procedure & Priority Placement

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.*
 - a. **3-5 Year Classrooms** - *The minimum age requirement is 2.5 years of age or 30 months.*
2. *The child of a Kiddy Junction Staff Person*
3. *A sibling of a child enrolled in Kiddy Junction Academy*
4. *A child on a waitlist whose parents live/work in the local area*
5. *All others on the waitlist*
6. *Kiddy Junction Academy's Infant and Toddler Classroom has a minimum age requirement of 14 months of age.*

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

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 wither 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

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

- *KJA Website*
- *KJA Instagram Page*
- *KJA Notices and Forms*
- *Classroom Documentation & Photo Albums*
- *Special Event Slideshows*
- *Class Photos (which parents may order)*
- *Lillio App*
- *Private Google Photos KJA Account*

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: Kristen Laufer Photography

Website: <https://www.kirstenlauferphotography.com>



Staff Qualifications

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 written **Character References***
- *A **Doctor's note** indicating a good physical and mental ability to be working with children.*
- *Up-to-date Immunizations*

All Food Handlers Have:

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

All Staff, Student Teachers, and Volunteers in the Centre Have:

- *Criminal Record Check*



Practicum Students

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 Head Teacher.

Substitute Teachers

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

Short term or emergency substitutes will in all cases have an Early Childhood Educator license to practice and a criminal record check. Longer term substitutes will have all the normal qualifications of a Kiddy Junction Educator, including their valid license to practice, proof of immunization status, and clearance from a governing authority with regard to their health and criminal background.

Subsidy (ACCB)

Kiddy Junction Academy accepts subsidy and will work with the family and the government to process subsidy payments accordingly. However, since subsidy payments often lag behind tuition deadlines and centre expenses, and also can vary in amount based on attendance (unlike the tuition fee), the space Deposit and first month's tuition fee must be paid, with subsidy acting as a credit to the next month it is received in (normally the second tuition payment onwards). Subsidy payments are processed one month ahead of time.

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

Active Play Policy

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 180 minutes throughout the day.

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**
- **Tae Kwon Do (Optional)**
- **Soccer Classes** with our Little Kickers Soccer Instructor, Coach Vaughn (Optional)
- **Neighbourhood Walks** to our local Parks such as,
 - **Division II**
 - Ebisu Park & Playground,
 - David Lloyd George Park & Playground
 - Marpole Park & Playground
 - Marpole-Oakridge Community Centre Playground & Spray Park
 - **Division III**
 - Earles Park
 - Norquay 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 (Division II)
 - Loose Parts Play (Division III)
 - 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

Loose Parts Playground Policy

Division III has introduced a Loose Parts playground.

Children need opportunities to be creative and inventive in their environment, manipulating and constructing their ideas through play. This result can be achieved through the unstructured play with loose parts. Loose parts are materials with no specific set of directions and that can be used alone or combined with other materials. They could, for example, include crates, tires, planks of wood, or even water, sand or mud. Combining a variety of these objects during play promotes development and the acquisition of various skills.*

A variety of loose parts are made available to children to provide for unstructured/un-facilitated active play that cultivates creativity, teamwork, and confidence in the children. In addition, provocations and other facilitated play elements are provided by educators to guide children in developing safety awareness and physical literacy in loose parts play.

Supervision is an imperative aspect of functional loose parts use in a safe way. Our staff will be ensuring a safe introduction to this through playground safety checks and organizing the materials in a usable way.

KJA Active Play Schedule

Division II:

Activity	Time of Day	Duration
Morning Circle Time or Scheduled Event*	10:30am	30 Minutes
Morning Recess*	11:00am	75 Minutes
Afternoon Recess	3:30pm	90 minutes (or more)

Division III:

Infant and Toddler Classroom

Activity	Time of Day	Duration
Morning Circle Time or Scheduled Event*	10:00am	30 Minutes
Morning Recess*	10:30am	60 Minutes
Afternoon Recess	3:00pm	60 Minutes
Afternoon Circle Time or Scheduled Event*	4:00pm	30 Minutes

3-5 Year Classroom

Activity	Time of Day	Duration
Morning Circle Time or Scheduled Event*	10:30am	30 Minutes
Morning Recess*	11:30am	60 Minutes
Afternoon Circle Time or Scheduled Event*	3:30pm	30 Minutes
Afternoon Recess	4:00pm	60 minutes

- **Scheduled Events may include: Soccer Class, Music Class, Yoga Class, Tummy Time*
- **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 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.

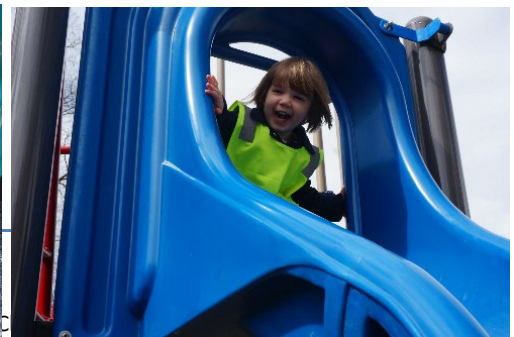
Un-Facilitated Play is child chosen and self-directed movement, activity, or interaction which encourages children to use their imagination, discover their interests and tap into their creativity. This type of play is often open-ended and not directed by an adult. Un-Facilitated Play does not include 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.*

Screen Time Policy

At Kiddy Junction Academy, we limit screen use to once per month on our designated Pajama Movie Day. On this day, the children will come to school in their Pajamas and as a group watch a movie or TV show. We choose an age-appropriate show to watch for 1 hour in the morning and 1 hour in the afternoon.

**These movie days apply only to our 3-5 year old classrooms. Our infant and toddler classrooms have a zero screen time policy.*



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.*

Kindergarten Club 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")*

*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

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 in the **3-5 classrooms**.

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 will be charged a fee of \$20 for the day, and to the discretion of the school, 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 Head Teacher, or Vice Head Teacher.**

These sections include:

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

TUNIC Dress Code

Tunic Dress	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.
Shirt	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.
Socks/Tights	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.

Sweaters/Cardigans	You may choose out of the following sweaters or cardigans from Cambridge Uniforms: <ul style="list-style-type: none"> • Navy Button Down Cardigan Sweater bearing the KJA Crest • Navy V-Neck Pull Over Sweater bearing the KJA Crest
Shoes	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

Hair Accessories	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

Shirt	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"> • Short sleeves with a long sleeve undershirt of your own may be worn, and must be solid white in colour with no patterns/designs. • Polo's must be in good repair and only the top button may remain unfastened.
Pants	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 Head Teacher prior to wearing them to KJA; <ul style="list-style-type: none"> • <u>Not Acceptable:</u> Jeans, Sweatpants, Cargo Pants • <u>Acceptable:</u> Dress Pant, Slacks, Cords
Socks/Tights	Solid black, white or navy socks may be worn with your son's uniform.
Sweaters/Cardigans	You may choose out of the following sweaters or cardigans from Cambridge Uniforms: <ul style="list-style-type: none"> • Navy Button Down Cardigan Sweater bearing the KJA Crest • Navy V-Neck Pull Over Sweater bearing the KJA Crest
Shoes	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).

OUTER ATTIRE Dress Code

Jacket	Students are encouraged to wear the traditional KJA Coat, provided by Cambridge Uniforms. This well-made coat goes below the waist, is fleece lined, water proof, and bears the KJA crest. If you prefer to purchase one elsewhere, please ensure that it is plain in colour.
Rain Pants	Also referred to as "Muddy Buddies", please ensure that your child's rain pants plain in colour, and are water proof.
Shoes & Boots	You may choose to provide a pair of "Outside Shoes" for daily outside play (optional). There are no requirements for this. Please ensure that your child has a well-fitted pair of waterproof rain boots for rainy days. (Boots that are too big often become a tripping hazard for children)
Sun Hat	Your child is required to have a hat for sunny days. Please ensure that the hat is "wide-brimmed" (the brim wraps around the hat entirely, protecting your child's face, ears, and neck).

Teacher/Parent Communication

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 arisen, 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 through the HiMama platform. 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.

Progress Reports

Your child's teacher will completed 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 Head Teacher or class Vice Head Teacher. 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.**

Lillio App

The use of this app is for confidential daily updates on a child's on toileting, meal times, diapering, sleep, activity and health.

Storage of Personal Belongings

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;

- ✓ *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)*
- ✓ *Framed 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*
- ✓ *Soccer Uniform (if you are enrolled in the Little Kickers program)*
- ✓ *Water Bottle (Kept in the classroom's water station. Please note that 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 safe storage.

Summer Camp Program

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. Please be sure to wash your child’s shirt regularly. Fitted shoes are required, please no loose sandals or flip-flops.

Field Trips (3-5 Year classrooms)

During summer camp, TKJA will take the children on approximately 1 designated field trip adventure 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:

- ✓ *Science World*
- ✓ *Vancouver Aquarium*
- ✓ *KidTropolis*
- ✓ *Play Palace*
- ✓ *Blueberry Picking*
- ✓ *Clip n’ Climb*
- ✓ *Suspension Bridge*
- ✓ *Maplewood Farm*
- ✓ *365 FunDays*
- ✓ *Water Park*

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 2023, this was \$180. 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 Head Teacher or Vice Head Teacher.

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 Head Teacher or Vice Head Teacher 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*
- ✓ *Water bottle*
- ✓ *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 Head Teacher, or Vice Head Teacher. We will do our best to accommodate your availability!



School Withdrawal Policy

At Kiddy Junction Academy, the safety and well-being of all children in our care are of paramount importance. We strive to create a nurturing and respectful environment where each child can thrive and learn. To ensure the safety and harmonious atmosphere of our daycare, we have established a withdrawal policy that addresses various concerns, with particular emphasis on any physically harmful behaviour exhibited by a child.

1. Physically Harmful Behaviour:

- In the event that a child engages in physically harmful behaviour towards another child (such as biting, hitting, kicking, punching, pulling hair, etc.), our commitment to the safety of all children is our top priority.
- We will report any physically harmful behaviour that results in injury to another child to our Vancouver Coastal Health Licensing Officer as required by the Child Care Guidelines.
- Parents of the child responsible for the harmful behaviour will be informed promptly, and a discussion will be held to address the situation and explore possible solutions.
- The School will use its discretion regarding physically harmful behavior and may implement an 'immediate pick-up' policy. This means that any further instances of such behavior will require an immediate pick-up from school, followed by a meeting with the child's parents or guardians.
- In cases where a child exhibits frequent or extreme physically harmful behavior, we reserve the right to exercise our discretion to withdraw the child from Kiddy Junction Academy. This decision will be made with the utmost consideration for the safety and well-being of all children and staff in our care.

2. Child Not Ready for Daycare:

- In some cases, a child may not be developmentally ready for daycare or preschool and may require more one-on-one attention than our educators can provide within a classroom context. We will work closely with parents to evaluate the child's readiness and determine the best course of action, which may include recommendations for alternative childcare options or additional support.

3. Bullying or Purposeful Mistreatment:

- Bullying or purposeful mistreatment of other children or the center's toys and activities will not be tolerated. We will address such behaviours through age-appropriate interventions, including discussions with the child involved and their parents to promote understanding and change in behaviour.

4. Late Payments and Late Pick-Up/Drop-Off:

- Parents are expected to adhere to our payment schedule and drop-off/pick-up times. Consistent late payments or NSF checks/payments may result in the child's withdrawal from our program.

5. Non-Adherence to Policies:

It is essential that parents and guardians adhere to the policies set forth in this policy manual.

When parents or guardians consistently do not follow our daycare policies, we take steps to address the issue:

1. Written Reminders:

We send a written notice explaining which policies have not been followed and how to correct the situation.

2. Three Written Reminders:

If the problem continues, we send a total of three written reminders over a reasonable time.

3. Withdrawal Right:

After three reminders, we may decide to remove the child from our daycare.

We prefer to work together to resolve any issues, but we take policy non-compliance seriously to maintain a safe and respectful environment for all children.

6. Other Unforeseeable Grounds:

- In rare and unforeseeable circumstances not covered by the above points, we reserve the right to withdraw a child from our program, always with the child's best interests in mind.

We believe in open communication and collaboration with parents and guardians to address any concerns and find solutions that benefit all parties involved. Our primary focus remains the safety, well-being, and positive development of all children at Kiddy Junction Academy. This policy is subject to review and revision as necessary to ensure that it aligns with our commitment to providing a safe and nurturing environment for children in our care.