



PreSchool  
Parent Hand Book

## **TABLE OF CONTENTS**

**Mission Statement, Values and Philosophy**

**General Information**

**Program Information**

**Hours and Cost**

**Eligibility and Ages**

**Items to Bring**

**Daily Activities**

**Dates of Operation**

**Guidance Practices**

**Absences**

**Staffing Information**

**Illness and Injuries**

**Medication**

**Registration and Fees**

**Registration**

**Payment**

**Late Fees and NSF Fees**

**Subsidy**

**Cancellation**

**Communication**

**Organization By-Laws**

## MISSION STATEMENT, VALUES AND PHILOSOPHY

### MISSION STATEMENT:

**To provide a nurturing environment for children to grow through educational play**

### OUR VALUES:

Our values guide our our decisions and behaviours. Tykes and Tots values are:

<b>Respect for All</b>	<b>Creating Community</b>	<b>Integrity</b>
<b>Transparency</b>	<b>Healthy Practices</b>	<b>Sustainability</b>

### OUR PHILOSOPHY:

Early childhood experiences are a fundamental element in the development and growth of the child. Our philosophy incorporates quality care that emphasizes the principles of play and exploration. We provide a safe, warm, fun, loving environment that promotes the positive development of the child's physical, social, intellectual, creative and emotional aspects. Accordingly, we are guided by the following concepts:

- Encouragement of individuality, creativity and self-acceptance.
- Provision for a variety of experience.
- Encouragement of open-mindedness and respect for others.
- Maximization of parental involvement.
- Emphasis on community engagement and partnerships.
- Maintenance of health and safety.

We believe that these concepts are realistic and essential. We seek staff who are not only willing, but also eager, to be governed by them. It is necessary, further, to make certain that parents of children attending the program are familiar with them and with the sort of care their child will receive before their children are enrolled.

We realize that our programs may not be beneficial for every child and that there are limitations in what we can provide. Our intention is to support each family as best we can. Sometimes we are not capable of providing the necessary care. On other occasions providing that care may interfere with our responsibilities to other children at the program. In these cases, we may have to request that the parents make other arrangements for the care of a particular child. It would be equally wrong to jeopardize the safety, health and well being of other children entrusted in our care or to promise a service that we cannot adequately provide.

## GENERAL INFORMATION

Tykes and Tots Early Learning Centre Inc. has 5 Early Learning Centres, 2 preschool programs, 4 before and after school programs, 1 school age summer program and 1 Forest School Program.

## ADMINISTRATION

Tykes and Tots is a non-profit corporation governed by a Board of Directors. At least 50% of the board members are parents with children attending our programs. The Board is elected at the Annual General Meeting. Board members hold their position for a minimum period of 1 year. Board responsibilities and authority is outlined in the by-laws of the organization. The

members of the non-profit corporation are parents with children attending the programs. All members have voting privileges at the Annual General Meeting and in this way are able to participate in the decision making processes of the organization. The Executive Director is a non-voting member of the Board of Directors.

## **PROGRAM INFORMATION**

### **Hours and Cost:**

Preschool programs will operate from 9:15 a.m. to 11:45 a.m. There is a 15 minute drop off/pick up window before and after each class time. For example – the program start time is 9:15 a.m. but children can be dropped off anytime between 9:00 and 9:15. Families have the option of selecting two days per week or three days per week. Afternoon classes will be offered if there is enough interest. Afternoon program hours will be 1:00 p.m. to 3:30 p.m. Program cost is \$95.00 per month for 2 days per week and \$135.00 per month for 3 days per week. There is no registration fee. Parents/guardians are welcome to volunteer in our classroom if they so wish but there is no requirement to do so.

### **Eligibility and Ages:**

Children must be 3 by September 30 of the school year in order to attend the preschool program. Classess will consist of a mix of children ages 3 and 4. Children registered in kindergarten are not eligible to attend. All children must be fully potty trained prior to beginning preschool.

### **Items to Bring:**

All children are asked to bring a nut free snack to preschool, a refillable water bottle, indoor shoes and a change of clothing. Please ensure that all items are clearly labelled. In warmer weather, sunscreen and insect repellent is requested as well. Unless there is a speical show and tell day, please refrain from bringing toys from home.

### **Daily Activities:**

Tykes and Tots follows the Ministry of Education's Early Learning Program Guide which is a play and exploration based curriculum. This emergent curriculum philosophy focuses on the holistic development of the child, including the social, physical, intellectual, creative and emotional aspects. Activities are focused around the children's interests and include art activities, music, literacy, math concepts and play invitations. Project work follows the children's interests and can lead to development of many different interest areas. Examples of a project include gardening, dinosaurs, space, trains, bugs, or any other area of interest that catches the children's attention.

In addition to daily structured activities, the children will be able to engage in free play in various interest centres to increase social and emotional skill development, self-regulation skills and communication skills.

### **Dates of Operation:**

Our preschool programs follow the school year starting in September and ending in June. We do not operate on school closure days, including PD days, 3 way conference days and school breaks.

### **Guidance Practices:**

Developing emotional control and self-regulation is an important part of growth and development in the early years. Educators will use positive guidance methods to redirect behavior, teach social skills and assist with the development of empathy and impulse control.

Educators will discuss any challenging behaviors with the child's parents/guardians. The goal of the discussion will be to find positive solutions for the child.

In the event that the child's behavior is overly disruptive for the class or creates an unsafe situation for the child or other children, the educator and program supervisor will schedule a meeting with the parents/guardians to discuss possible solutions. In the event of extreme cases, the family may be asked to remove the child from the program.

### **Absences:**

Each family enrolled with us will be provided with the classroom phone number in order to contact the educator. Please call and let us know if your child will be absent from class for any reason.

## **STAFFING INFORMATION**

All staff are required to have valid First and and CPR and a criminal record check with vulnerable sector search. We staff to a ratio of maximum 8 children to 1 staff member.

Staff qualifications are:

Educator: 2 year diploma in Early Childhood Education – ECE III certification

Educator assistant: Minimum 3 ECE classes – ECE I certification

All staff are required to provide proof of certification from the Ministry of Education.

## **ILLNESS AND INJURIES**

Children ill with high fever, vomiting, diarrhea, or rash with no known cause are not allowed to attend the program while displaying signs of illness. If a child has a contagious illness, doctor's recommendations should be followed in terms of exclusion from the program.

Parents will be informed of any minor injuries that happen while at preschool and a minor injury report will be completed. Parents will be contacted to pick their child up in the case of illness that occurs during program hours or injury requiring medical attention.

## **MEDICATION**

Educators will not administer medication at the program, other than required emergency medication such as an asthma inhaler or Epipen. Parents are asked to complete a medication form and educators will fill out the form any time medication is administered.

## **REGISTRATION AND FEES**

### **Registration:**

Registration forms are available on our website at [www.tykesntots.ca](http://www.tykesntots.ca). Spots will be filled in chronological order as we receive the registration forms. We will maintain a wait list if necessary. Upon receipt of the registration form, we will contact the family to confirm that they are registered with us. Once a family is registered, they are required to provide their first month's fee as a non-refundable deposit. This is applied to your first month of preschool.

**Payment:**

All parent fees are withdrawn automatically through Electronic Funds Transfer. Parents can choose either the 1<sup>st</sup> or the 15<sup>th</sup> of the month for their fees to be withdrawn. Receipts will be issued annually.

**Late Fees and NSF Fees:**

Late fees are charged at \$20 per half hour or any portion for parents arriving late to pick their child up. NSF fees for any returned payment are \$50.00 per NSF. We reserve the right to terminate care for any family for non-payment of preschool fees.

**Subsidy:**

Subsidies are available through the Saskatoon Preschool Foundation. For more information, go to [www.spf.sk.ca](http://www.spf.sk.ca) or call 306-683-8384.

**Cancellation:**

One calendar's month notice received on the 1<sup>st</sup> of the month is required for cancellation of preschool care prior to the end of the school year.

**COMMUNICATION**

Tykes and Tots uses the HiMama app to communicate daily activities, upcoming events and developmental progress. This convenient app can also be used for two way communication between parents and the educators to stay in touch. Enrolled families will receive contact information for both the classroom and the program supervisor. Please contact us if you have any questions or concerns.

# TYKES AND TOTS EARLY LEARNING CENTRE INC. BYLAWS

## NAME

The name of the Corporation is “Tykes and Tots Early Learning Centre Inc.”

## PRINCIPAL OFFICE

The principal office of the Corporation shall be 1055 Hampton Circle, Saskatoon, Saskatchewan S7R 0G7.

## INTERPRETATION

In these bylaws “Corporation” refers to Tykes and Tots Early Learning Centre Inc.: and word or expression used, but not defined, has, unless the context otherwise requires, the same meaning as in *The Non-Profit Corporations Act, 1995* (of Saskatchewan).

## GOALS AND OBJECTIVES

To maintain and operate a high quality childcare centre which includes:

- An emphasis on early childhood education.
- A safe, warm, fun and loving environment.
- The promotion of the positive development of the child’s physical, social, intellectual, creative and emotional aspects.
- Encouragement of individuality, creativity and self-acceptance.
- Introduction to a variety of experiences.
- Encouragement of tolerance, open-mindedness and respect for others.

## MEMBERSHIP

There shall be one class of Regular Members, consisting of any parent who has a child or children enrolled in the organization, the members of which shall be entitled to one vote per family at all meetings of members. Expulsion of membership shall be within regulations of the Act pertaining to Non-Profit Corporations.

## THE BOARD OF DIRECTORS

At least 50% (one-half) of the Board of Directors shall be members of the Corporation.

### *Section 1 – Election of the Board of Directors:*

- Each position shall be filled by election by the membership at large.
- Each member may vote once for each number of positions to be filled.
- Each of the Directors on the Board shall be elected to hold office:
  - until the date of the next Annual General Meeting
  - until the Director’s earlier resignation, or;
  - until the Director’s removal or disqualification whereby a resolution regarding that Director’s removal from office requires a simple majority vote of the members present at the meeting.

*Section 2 – Board of Directors:*

The Board of Directors shall consist of no less than 4 and no more than 8 members.

The positions available are:

- Chairperson
- Vice-chairperson
- Secretary
- Treasurer
- Member at Large – 4 positions

The Chairperson shall preside over all general meetings and all directors meetings of the Corporation. In the Chairperson's absence, or other inability to act, the Vice-chairperson shall perform the duties of the Chairperson.

The Board of Directors shall determine the duties and responsibilities of each Director. The Board may, from time to time, appoint from among their number any committee they deem advisable.

*Section 3 – Vacancies on the Board:*

The Board may appoint from the membership at large a replacement for any vacancy on the Board for the term remaining until the next Annual General Meeting provided the term is greater than two months. At no time shall there ever be less than four directors.

*Section 4 – Director's Meetings:*

- A majority (a majority being at least 50% plus one) of all Directors holding office upon the date of a meeting of the Board shall constitute a quorum for the purpose of deciding all questions.
- The Directors shall meet no less than six times per year, but may meet at any regular times set by them.
- A one-week notice will be given prior to any special meeting called for to accommodate any circumstance that may arise and have to be dealt with before a regularly scheduled meeting.
- Any special meeting called where a one-week notice cannot be given will require a quorum of members as set out in Section 4 paragraph (a) of Bylaw VI.
- A Director shall attend at least four of the six meetings annually.
- A Director shall not miss any more than two consecutive meetings.

## ANNUAL GENERAL MEETINGS

An Annual General Meeting shall be held within every 12-month period and no later than 13 months after incorporation.

- The Annual General Meeting shall be held no later than 90 days after the end of the fiscal year of the Corporation and notice of the time and place of the Annual General Meeting shall be sent, not less than 15 days and not more than 50 days, before the meeting, to each voting member, director and the auditor.
- A regular general meeting of members may be held twice annually.
- At any General Meeting quorum shall be constituted by 25 members who must be present at the opening of the meeting for the purpose of deciding all questions.
- A Special General Meeting may be called anytime by:
  - Any Board Member, or:



- Five percent of the membership providing a notice of the meeting has been given to all members by and within 21 days of the said meeting.
- Except where the bylaws otherwise provide, members shall vote:
  - By show of hands, or;
  - Where a majority of the members who attend the meeting so demand or the Chairperson or the meeting deems it advisable, by secret ballot.
- No member shall be entitled to more than one vote.
- Members may, at any Annual or General Meeting, amend, enact, repeal, replace or confirm any bylaw that regulates the activities and affairs of the Corporation:
  - Providing such amendment, enactment, repeal, replacement, or confirmation has been forwarded to each member and clearly indicated together with the notice of the meeting at which the enactment, amendment, repeal, replacement or confirmation is to be considered, and;
  - By a two-thirds majority of the votes cast at the meeting.

## FINANCIAL AFFAIRS

- The fiscal year of the Corporation shall end of the 31<sup>st</sup> day of December in each year.
- A copy of the Annual Financial Statement shall be made available to all members at an Annual General Meeting.
- Where an Auditor is required in respect to Government Grant Regulations, such Auditor must be appointed at an Annual General Meeting.
- The Directors shall place before the General membership an audited or reviewed financial statement for the year ended not more than 90 days after its conclusion.
- A monthly Financial Statement shall be presented at all Directors meetings and shall be available to all members if so requested.
- All cheques will require the signature of two of the four persons designated by the Board of Directors to have signing authority.
- Each year, at least two months prior to the commencement of the fiscal year, a budget setting forth details of the estimated revenues and expenditures for the Corporation for the ensuing fiscal year shall be prepared and submitted to the directors for approval.

## WINDING UP

Upon liquidation, dissolution or winding up of the Corporation, the remaining property of the Corporation shall, after payment of all debts and liabilities, be transferred to such persons as are permitted pursuant to subsection 209(4) of *The Non-Profit Corporation Act, 1995* (of Saskatchewan), or any subsequently enacted section in substitution therefore as exists at the time of the liquidation, dissolution or winding up of the Corporation as may be designated by a majority vote of the Members of the Corporation.