



## Before and After School Parent Handbook

September 2021

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# 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 ORGANIZATION INFORMATION

Tykes and Tots Early Learning Centre Inc. has 5 Early Learning Centres, 2 preschool programs, 3 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.

## BEFORE AND AFTER SCHOOL PROGRAM LOCATIONS:

Tykes and Tots Early Learning Centre Inc. provides before and after school programming for the following schools:

- St. Lorenzo School – Hampton Village
- Ernest Lindner School – Hampton Village
- St. George School – Redberry Road

Each program is very different and reflects the needs of the school community as well as the location of the program. Program locations within the school are as follows:

- St. Lorenzo and Ernest Lindner Schools – gymnasium area – enter through the Community Entrance doors
- St. George School – detached portable next to the school

## PROGRAM COMPONENTS:

### Hours of Operation:

Program hours are 7:15 a.m. to school opening and school close to 6:00 p.m. School closure day hours are 7:15 a.m. to 6:00 p.m.

### Age Requirements:

We accept children ages 6 to 12. Children 5 years old and in kindergarten can also attend.

### Drop off and Pick up Procedures:

**Morning:** Parents/guardians are encouraged to enter the program area to drop off their children in the morning to ensure that they get to the program safely and that staff are aware that the children have arrived. Upon arrival, a staff member will record drop off time on the attendance sheet. Children will be released to their classrooms a few minutes prior to school start time. Children in kindergarten and grade 1 will be walked to their classrooms in the morning.

**Afternoon:** Children in kindergarten and grade 1 will be picked up from their classrooms and brought to the program area. All other children are expected to walk from their classroom to the program area. Note that the after school meeting point for St. George school is the library and then they move to the program area.

Any change in drop off and pick up procedure due to any health restrictions will be sent to registered families via email.

Staff members will record on the attendance sheet as the children arrive after school. If any children who are scheduled to be at the program are not present within 10 minutes of school end, staff members will check first with the school to determine whereabouts and then will contact parents/guardians. Children are not allowed to leave the program area unaccompanied. Parents/guardians are required to come into the program area to pick their child up. Staff members record pick up time on the attendance sheet as children are picked up.

### Meals and Snacks:

We do not provide any meals or snacks for either before and after school program days or for school closure days. Families are requested to provide nut free lunch and snacks for your child as well as a refillable water bottle.

### **Clothing:**

Please provide appropriate outdoor clothing for your child to wear when at the program. We do like to go outside and want the children to be dressed appropriately.

### **Illness Policy:**

We want our children to have fun during their time with us and it's certainly no fun trying to play when you're sick. Therefore, children with high fever, vomiting, diarrhea or contagious illness are not allowed to participate in our program. Any required medication must be given to a staff member with written instructions for administration of the medication.

Our illness policy will reflect if there are any current Public Health issues. That information will be sent to registered families via email.

### **Safety Protocols:**

All regular Tykes staff have First Aid and CPR and are able to provide first aid care for minor injuries. There is a First Aid Kit and emergency supplies on the premises. All children are requested to wear indoor shoes while in attendance at the program.

### **Typical Activities:**

Each school program is different and activities can vary widely depending on the interests of the children, the size of the program and the available space. Staff members attempt to provide a variety of activities including free time in the gym, group games, art activities and a variety of toys, games, puzzles, etc. for children to enjoy. Children can bring their own items/electronics etc. to the program – Tykes and Tots is not responsible for lost or broken belongings.

### **Guidance Practices:**

Tykes and Tots philosophy is to encourage positive problem solving and effective conflict resolution skills. School aged children are beginning to understand how to navigate through difficult situations and conflict with others and our staff are there to help guide them. We focus on positive guidance methods and encourage the children to independently solve any issues that may arise.

There are times when a child(ren)'s behaviour can be difficult to manage. Behaviours that are considered difficult to manage can include physical aggression, swearing, bullying, etc. When this happens, staff members will address the issue in the moment with the child and will provide appropriate consequences (i.e. the child may not get to engage in a particular activity or will be required to put away his/her toy from home). If the behaviour escalates or is considered more frequent/severe than what we expect as average behaviour, we will discuss the matter with the parents to try to find a resolution. Should the behaviour continue, the Program Director will meet with the parents and possibly with the school administration to find a solution. In extreme cases where we cannot find positive solutions for the child, we may terminate care. This step will only be taken after all possible solutions have been exhausted and in conjunction with the parents and school administration.

### **Children with Diverse Needs:**

Tykes and Tots does not have funding to provide additional staffing for children with diverse needs. When a family wants to register a child with diverse needs, a meeting with the Program Director will be required to discuss the program and the child's needs to determine if we can provide a safe, quality environment for that child. It is our goal to do our best to meet children's needs, however, safety must be first and if a child cannot be safe in our program without one on one staffing, we regretfully will not be able to provide care for that child.

## Lost and Found:

Any items left at the program will be kept in a lost and found bucket for the week. Each Friday, the lost and found bucket will be brought to the school administration to be put into their lost and found. For the Hampton Village Schools, the lost and found items will go to St. Lorenzo School lost and found.

## STAFF ROLES AND RESPONSIBILITIES:

There are several components that need to be in place in order to run a high quality before and after school program. At Tykes and Tots, we have clearly defined roles and responsibilities that combine to ensure that the program runs smoothly. These are defined below:

Nancy Lautner – Executive Director – [executivedirector@tykesntots.ca](mailto:executivedirector@tykesntots.ca)

Nancy is responsible for new family registrations, communication about upcoming events and family requests to discontinue care/change billing structure/add an additional child etc.

Michelle Wacholtz – Business Administrator – [administration@tykesntots.ca](mailto:administration@tykesntots.ca)

Michelle is responsible for collecting fees and maintaining payment records. She also manages when families wish to change fee payment date and collects NSF payments.

Jason Clark – Program Director – [schoolageprograms@tykesntots.ca](mailto:schoolageprograms@tykesntots.ca)

Jason is responsible for the day to day running of the program. He is the person to contact about late changes to your child's schedule or to discuss any concerns/issues about the program. He develops and implements the program elements and structure and is responsible to guide and supervise the program staff. Jason also enters the children's arrival and departure times into the ProCare database to ensure accurate billing.

### School Age Program Staff

Our program staff are responsible for providing a safe, fun program that includes a variety of activities for your children. They are responsible to help children navigate through any difficulties they may be having and to provide appropriate supervision and guidance to all attending the program. All of our program staff and management are required to have a Criminal Record Check with Vulnerable Sector Search and need to have First Aid and CPR. The Hampton Village location also has a program supervisor who assists with managing the program components and staff supervision.

## PARENT/CAREGIVER RESPONSIBILITIES:

Parents are responsible for providing us with accurate information about the child's schedule. Parents who have chosen the drop in billing option are required to submit their child's schedule in the online system for each day/week they are attending. If a child is scheduled to attend and they will be absent, parents are responsible to contact the Program Director to advise.

## REGISTRATION PROCESS:

- Go to our website at [www.tykesntots.ca](http://www.tykesntots.ca)
- Navigate to the school age page
- Select the school name that you wish to register for and click on the button. This will bring you to a program called ProCare.
- Follow the directions. When the program gives you a confirmation number to enter, it will go to your email. DO NOT close the page that is open on the ProCare browser. Go to your email and get the confirmation number – enter it where requested.

- Once your registration is complete, you will receive a confirmation email.
- Your registration will then be processed and you will receive a second confirmation email with further information.

## **SCHEDULE OPTIONS AND BILLING STRUCTURE:**

Tykes and Tots endeavours to make our before and after school program as flexible as possible. Families have a choice between a flat monthly billing and an hourly billing. Options and cost are as follows:

### **Hourly Billing:**

Hourly billing is the appropriate billing format for families who require occasional care. It's also appropriate for families who require care each day school is in session but would pay more if they use the flat monthly billing option. For families choosing hourly billing, select **drop in care** when registering. Note that any children attending kindergarten on alternating days should select this option.

Cost is \$5.70 hourly for the first child and \$5.00 hourly for the second and subsequent children. Billing is minimum of half an hour, is based on actual hours used and is rounded to the nearest half hour. Any care booked as of the cutoff date for scheduling (Thursday of the week prior to the week that care is required) is billed the minimum half an hour regardless of attendance.

### **Flat Monthly Billing:**

Flat monthly billing is the appropriate billing format for families who require care each day school is in session and would pay less than if they selected hourly billing.

Flat monthly billing options are:

Full time before school care:

- Cost - \$95.00 per month for the first child, \$85.00 for second and subsequent children.
- This option is best for families who will need an hour or more on average of before school care each day school is in session.

Full time after school care:

- Cost - \$200.00 per month for the first child, \$180.00 for second and subsequent children.
- This option is best for families who will need 2 hours or more on average of after school care each day school is in session.

Full time before and after school care:

- Cost - \$285.00 per month for the first child, \$255.00 for second and subsequent children.
- This option is best for families who will need 3 hours of more on average of before and after school care each day school is in session.

Note that all the flat monthly rates are calculated based on the number of school days in the year and are averaged out over the year. Months where there are school breaks are billed the same amount as other months.

### **Billing Structure Changes and Cancellations:**

Requests to change from flat monthly billing to hourly billing or vice versa and requests to cancel service will be done effective the first of the month following the date of the request. All requests to change billing structure or to cancel service must be made by email to Nancy at [executivedirector@tykesntots.ca](mailto:executivedirector@tykesntots.ca).

### **School Closure Days:**

Tykes and Tots offers full day care on school closure days. The cost is \$30.00 per child per day and is added to your monthly billing. Note that school closure days are not included in the flat monthly billing rate. We also offer school age care through the summer. Payment for summer care is different than for other school age care and is outlined in the school age camps parent handbook.

### **Payment Processes:**

All payments for before and after school care and school closure care (other than summer) are through direct debit. Families using the before and after school program are required to provide us with banking information in order to withdraw the monthly fees.

All fees for before and after school care and school closure days excluding summer care are paid on the 15<sup>th</sup> of the month following the month of care. Families wishing to have a different payment date can contact Michelle at [administration@tykesntots.ca](mailto:administration@tykesntots.ca). Any payments returned NSF to us will be subject to a \$50.00 NSF fee. Current billing can be viewed on your account by going to [www.MyProCare.com](http://www.MyProCare.com) and entering the email address you used to register.

### **Payment for Split/Blended Families:**

Split or blended families can each have their own account on ProCare. This allows families to receive separate invoicing and receipts. For more information, contact Nancy at [executivedirector@tykesntots.ca](mailto:executivedirector@tykesntots.ca).

## **HOW TO SUBMIT YOUR CHILD'S SCHEDULE:**

**Flat monthly rate billing:** You do not need to submit your child's schedule – that has been done for you. Please advise Jason at [schoolageprograms@tykesntots.ca](mailto:schoolageprograms@tykesntots.ca) if your child will not be attending for a regularly scheduled day.

**Hourly billing:** You need to submit your schedule weekly through [www.MyProCare.com](http://www.MyProCare.com). Families registering for hourly billing will receive detailed instructions on how to do this when they register for the program.

**Checking attendance:** Each child scheduled to attend the program shows up for the whole program time in the schedule side of MyProCare. To check your child's actual attendance, click on your child's profile and click on attendance. All the arrival and departure times that have been entered will be shown on this screen.

## **SCHOOL CLOSURE DAYS:**

All registered families will receive email notification about upcoming school closure days. Such notification will include program location, registration instructions, registration cutoff date and cancellation policies. Hours of operation for school closure days is 7:15 a.m. to 6:00 p.m. For longer school breaks and summer, there are field trips and varied activities planned. Parents will be informed about any upcoming field trips. Transportation for any field trips is via chartered bus or city bus.

## **COMMUNICATION WITH STAFF:**

Effective communication between staff members and families is vital to providing a quality care program. If you ever have any questions about the programming or your child's experience with Tykes and Tots, please feel free to chat with the staff at drop off or pick up. You can also email the program director at [schoolageprograms@tykesntots.ca](mailto:schoolageprograms@tykesntots.ca).



# CORPORATION BYLAWS

March 2021

1. **NAME:** The name of the Corporation is “Tykes and Tots Early Learning Centre Inc.”
2. **PRINCIPAL OFFICE:** The principal office of the Corporation shall be 1055 Hampton Circle, Saskatoon S7R 0G7.
3. **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).
4. **GOALS AND OBJECTIVES:** To maintain and operate high quality childcare programs which include:
  - a. An emphasis on early childhood education.
  - b. A safe, warm, fun, and loving environment.
  - c. The promotion of the positive development of the child’s physical, social, intellectual, creative, and emotional aspects.
  - d. Encouragement of individuality, creativity, and self-acceptance.
  - e. Introduction to a variety of experiences.
  - f. Encouragement of tolerance, open-mindedness, and respect for others.
5. **MEMBERSHIP:** There shall be one class of Regular Members, consisting of any parent who has a child or children enrolled in any one of the Programs of the Corporation, the members of which shall be entitled to one vote per family at all meetings or members. Expulsion of membership shall be within regulations of the Act pertaining to Non-Profit Corporations.
6. **THE BOARD OF DIRECTORS:** At least 50% (one half) of the Board of Directors shall be members of the Corporation.
  - a. *Election of the Board of Directors:*
    - i. Each position shall be filled by election by the membership at large.
    - ii. Each member may vote once for each number of positions to be filled.
    - iii. Each of the Directors on the Board shall be elected to hold office:
      1. Until the date of the next Annual General Meeting
      2. Until the Director’s earlier resignation, or;
      3. 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.
  - b. *Board of Directors:*
    - i. The Board of Directors shall consist of no less than 4 and no more than 8 members. The positions available are:
      1. Chairperson
      2. Vice-Chairperson
      3. Secretary
      4. Treasurer
      5. Member at Large – 4 positions
    - ii. The Chairperson shall preside over all general meetings and all Directors’

- meetings of the Corporation.
  - iii. In the Chairperson's absence, or other inability to act, the Vice-Chairperson shall perform the duties of the Chairperson.
  - iv. The Board of Directors shall determine the duties and responsibility of each Director.
  - v. The Board may, from time to time, appoint from among their number any committee they deem advisable.
  - vi. The Members of the Board of Directors will abide by and follow the guidelines in the Board of Director's policies as approved by the Board and amended from time to time.
- c. *Vacancies on the Board:*
- i. 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.
  - ii. At no time shall there ever be less than four Directors.
- d. *Director's Meetings:*
- i. 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.
  - ii. The Directors shall meet no less than six times per year but may meet at any regular times set by them.
  - iii. 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.
  - iv. Any special meeting called where a one-week notice cannot be given will require a quorum of members as set out in Section D paragraph (i) of Bylaw 6.
  - v. A Director shall attend at least four of the minimum six meetings annually.
  - vi. A Director shall not miss any more than two consecutive meetings.

## **7. ANNUAL GENERAL MEETINGS:**

- a. An Annual General Meeting shall be held within every 12-month period and no later than 13 months after incorporation.
- b. 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.
- c. A regular general meeting of members may be held twice annually.
- d. 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.
- e. A Special General Meeting may be called anytime by:
  - i. Any Board Member, or:
  - ii. 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.
- f. Except where the bylaws otherwise provide, members shall vote:
  - i. By show of hands, or;
  - ii. By electronic vote, or;
  - iii. Where a majority of the members who attend the meeting so demand or the Chairperson of the meeting deems it advisable, by secret ballot.
- g. No member shall be entitled to more than one vote.
- h. For the purposes of voting at any Annual or General Meeting, all members of the Board of Directors are considered Members of the Corporation.
- i. Members may, at any Annual or General Meeting, amend, enact, repeal, replace or confirm any bylaw that regulates the activities of the Corporation;
  - i. 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;
- ii. By a two-thirds majority of the votes cast at the meeting.

**8. FINANCIAL AFFAIRS:**

- a. The fiscal year of the Corporation shall end on the 31<sup>st</sup> day of December in each year.
  - b. A copy of the Annual Financial Statement shall be made available to all members at an Annual General Meeting.
  - c. Where an Auditor is required in respect to Government Grant Regulations, such Auditor must be appointed at an Annual General Meeting.
  - d. 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.
  - e. A monthly Financial Statement shall be presented at all Directors meetings and shall be available to all members if so requested.
  - f. All cheques will require the signature of two of the four persons designated by the Board of Directors to have signing authority.
  - g. Each year, at least one month 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.
- 9. 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 902(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.