



Tykes & Tots

EARLY LEARNING CENTRE INC.

## School Age Camp Program Parent Handbook

May 2022

# **TABLE OF CONTENTS**

**Mission Statement, Values and Philosophy**

**General Information**

**Program Locations**

**Program Components**

**Hours of Operation**

**Age requirements**

**Drop off and Pick up Procedures**

**Meals and Snacks**

**Clothing**

**Illness Policy**

**Safety Protocols**

**Typical Activities**

**Guidance Practices**

**Children with Diverse Needs**

**Lost and Found**

**Staff Roles and Responsibilities**

**How do I register?**

**Cost and billing method**

**Payment for Split/Blended Families**

**NSF Fees**

**How to submit your child's schedule**

**Communication with Staff**

**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.

## SCHOOL AGE CAMP PROGRAM LOCATIONS:

Tykes and Tots Early Learning Centre Inc. provides school age programming for February, Easter break and summer break. Care for Christmas break is not provided. Program locations are as follows:

- February and Easter Break (Christmas if offered) – 2930 McClocklin Road – Hampton Methodist Church
- Summer break – 219 Primrose Drive – Henk Ruys Soccer Centre. Note that there are times during the summer where the program is moved to the soccer centre on Nelson Road. Parents will be informed of any changes to location.

## PROGRAM COMPONENTS:

### Hours of Operation:

Program hours are 7:15 a.m. to 6:00 p.m.

### Age Requirements:

We accept children ages 6 to 12.

Children age 5 and currently in kindergarten or completed kindergarten can also attend.

### Drop off and Pick up Procedures:

**Drop off:** 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.

**Pick up:** 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. 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. For summer days, parents are requested to bring a bathing suit and towel as well as sunscreen and insect repellent that your child can put on themselves.

### **Illness Policy:**

We want our children to have fun during their time with us and it's certainly no fun to spend a day 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. In the event of a Public Health emergency, Tykes and Tots will follow all required Public Health protocols.

### **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:**

Our program focus is on providing a balance between free play and structured play, indoor and outdoor play. We aim for a minimum of one field trip per week. Transportation for field trips is via chartered bus or city bus. A typical day includes free play in the morning followed by some outside time. Lunch break around noon and then an afternoon of planned activities/structured games or field trip. We plan to be back at the program area around 4:30 each day to wind down and be back for pick up time.

Each of our camp programs has planned activities for each day/week. This information is sent out to families via email ahead of the camp week.

### **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 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.

### **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. Any items not claimed at the end of the program duration will be donated.

## **STAFF ROLES AND RESPONSIBILITIES:**

There are several components that need to be in place in order to run a high-quality school age 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:

Howard Rose – Program Director – [hrose@tykesntots.ca](mailto:hrose@tykesntots.ca)

Howard is responsible for the day to day running of the program. He manages program registrations and attendance and communicates program activities as well as upcoming events. He is the person to contact if your child won't be attending for a scheduled day 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.

Michelle Wacholtz – Financial Controller – [mwacholtz@tykesntots.ca](mailto:mwacholtz@tykesntots.ca)

Michelle is responsible for fee payments and maintaining payment records.

Carlea Taylor – Director of Operations – [ctaylor@tykesntots.ca](mailto:ctaylor@tykesntots.ca)

Carlea oversees all programs run by Tykes and Tots. Carlea implements the strategic plan for the organization as set by the Board of Directors and supports the program directors in ensuring high quality care is provided in each program.

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.

## REGISTRATION PROCESS:

- Go to our website at [www.tykesntots.ca](http://www.tykesntots.ca)
- Navigate to the school age page and click on register for camps now
- **If you are a current before and after school family, do not re-register through the website – instead email Howard at [hrose@tykesntots.ca](mailto:hrose@tykesntots.ca) and your child(ren)'s data will be added to the camp program database.**
- 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.

## COSTS AND BILLING STRUCTURE:

The cost for the Tykes and Tots school age programs is \$35.00 per day per child. Families can book as many or as few days as the need through the summer as long as we have space available.

### Payment Processes and Cancellation:

**For families not booked in our before and after school programs,** payment is via etransfer for all camp dates.

**For families registered in our before and after school programs,** payment is as follows:

- February, Easter breaks – cost is added to your monthly before and after school billing and paid through direct debit – same as your before and after school fees.
- Summer break – payment is via etransfer on the payment due date listed on the registration form.

Payment due dates and instructions for etransfer are listed on the registration form. Requested care dates and schedule can be changed or cancelled up to the payment due date listed on the registration form with no cancellation fee. Care days booked as of the payment due date is charged full fee regardless of attendance.

Any payments returned NSF to us will be subject to a \$50.00 NSF fee.

### 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 Howard at [hrose@tykesntots.ca](mailto:hrose@tykesntots.ca).

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

Families cannot submit schedules for camp programs through the ProCare program. When registration for upcoming camps is opened up, families in our ProCare database will receive a registration form via SurveyMonkey. You will receive a confirmation email after you have submitted your registration with dates confirmed and cost and payment dates/procedures.

## **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 email the program director at [hrose@tykesntots.ca](mailto:hrose@tykesntots.ca). There will also be a cell phone number provided to all enrolled families that you can use to either call or text the program director if needed.

# 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.