



**TYKES AND TOTS EARLY
LEARNING CENTRE INC.**

www.tykesntots.ca

*Providing a nurturing
environment where children can
grow through educational play.*

TYKES AND TOTS EARLY LEARNING CENTRE INC.

CHILD CARE CENTRE PARENT HANDBOOK

Updated January 27, 2023

Dear Parents:

Thank you for choosing Tykes and Tots Early Learning Centre Inc. The policies that follow are designed to give you an overview of what you can expect from Tykes and Tots staff and management when you entrust us with the care of your child. In particular, these policies outline vital elements such as hours, child guidance, fees, meals, etc. Please feel free to discuss with us any concerns or questions you may have regarding these policies or your child's experience at Tykes and Tots.

Open communication between childcare staff and parents is essential to a positive experience for your child. We provide communication in many ways, including individual daily reports, activities and special events, and periodic emails from management. In addition, our staff will keep you apprised of any significant events your child has experienced through the day.

Should you have any questions or concerns about your child's experience at Tykes and Tots, please do not hesitate to discuss your concerns with any staff member, the management staff, or any one of the members on the Board of Directors. The Board of Director's names and contact numbers are listed on the bulletin board at the front door. Contact information for the centres is listed below in the section on general information.

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MISSION STATEMENT AND PHILOSOPHY

MISSION STATEMENT

Building a safe, inclusive, nurturing community committed to play-based learning.

VISION STATEMENT

All families have access to quality childcare that provides the foundation and tools for the children to reach their full potential.

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. We encourage our children to develop and appreciate their individuality and to learn to express themselves widely and freely in accordance with their imagination and ability. Our programs offer many opportunities for choice and for a child to be responsible to him/herself within the limits of his/her capabilities. There are opportunities for free play, solitude and for creative expressive activities. Activities at the Centre stress co-operation and personal achievement rather than competition. The staff attempts to enhance each child's self-confidence and self-esteem and to set aside the time each day for individual attention.

Provision for a variety of experience. We attempt to introduce our children to the diversity of normal human experience by providing a full and varied program. Further, we encourage the children to sample as many things (including food) as we can offer. Each day, time is set aside for the development of intellectual and problem-solving skills, for creative arts, for learning and the satisfaction of curiosity, for work, for recreational activities and group exercises, for unstructured play and for rest and solitude. We also schedule periodic field trips to such locations as libraries, museums, stores, etc.

Encouragement of open-mindedness and respect for others. We encourage our children to appreciate and respect the diverse nature of humanity. We believe open-mindedness to be desirable and we discourage racial, sexual, national, physical, or other harmful stereotyping. We encourage children to combine individual expression with an awareness of, and respect for, the needs and concerns of others. We thus attempt to promote their social growth – working with others, sharing, and accepting the limits of group living. We emphasize co-operation more than competition.

Maximization of parental involvement. Only if parents become and remain informed about the activities of the Centre can we enhance the personal development of our children.

Thus, we must communicate regularly with the parents of our children about the activities at Centre and must express an interest in, and become knowledgeable about, daily activities outside the Centre.

Community Engagement and Partnerships. We are a community-based organization and as such place an emphasis on positive partnerships within the community and our partner schools. Tykes and Tots actively seeks out partnerships within the broader community as well as within the educational community and looks to deepen and broaden all partnerships.

Maintenance of health and safety. We endeavor to maintain facilities in which our children are secure from diseases and hazards. When children contract a contagious or infectious disease, for their health and the health of the remainder of our children, they must be sent home. Where direct and immediate medical attention is required, we attempt to provide it in accordance with parental instructions. We undertake frequent and regular checks for unsafe conditions at the Centre and we have a regular fire drill for the children. We provide varied and nutritious meals and snacks for the children. The children are discouraged from bringing candy, gum or other confections to the Centre. We schedule activities to enhance the children's physical, sensory and motor development. Medication and special dietary requirements are dispensed to particular children upon the request of, and provision by, the parent.

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 Centre are familiar with them and with the sort of care their child will receive before their children are enrolled.

We realize that our Centre setting 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 Centre.

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

ABOUT THE CENTRES

270 HERITAGE WAY:

We provide care for 40 children starting at 18 months of age and continuing up to school age. Phone number – 306-955-6183.

3118 LAURIER DRIVE LOCATION:

We provide care for 74 children starting at 6 weeks of age and continuing up to school age. Phone number – 306-382-1799

102 RAVINE COURT (ST. ANNE SCHOOL) LOCATION:

We provide care for 30 children starting at 18 months of age and continuing up to school age. Phone number – 306-659-7259.

141 CAMPION CRESCENT (ECOLE CARDINAL LEGER SCHOOL) LOCATION:

We provide care for 38 children starting at 30 months of age and continuing up to school age. Phone number – 306-659-7199.

1055 HAMPTON CIRCLE LOCATION:

We provide care for 90 children starting at 6 weeks of age and continuing up to school age. Phone number – 306-382-1700.

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 the Centre. 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 Centre. 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 Centre. The Director of Operations and other members of management are non-voting members of the Board of Directors.

Our licensed childcare centres are governed by the Child Care Act and Regulations. Information about licensed childcare in Saskatchewan, including copies of the Act and Regulations can be accessed online from the Saskatchewan.ca website.

HOURS OF OPERATION

7:30 a.m. to 5:30 p.m. Monday to Friday.

CENTRE CLOSURE

Tykes and Tots will be closed on the following days:

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Civic Holiday

- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day

When a statutory holiday occurs on a Saturday or Sunday, an alternate day will be selected for closure of the Centre. The chosen alternate date will be communicated to parents. In addition to the above stated statutory holidays, Tykes and Tots plans one day of closure for professional development each year. This closure is communicated a minimum of two months in advance. There is no reduction of fees for these days of closure.

The Centre will not close for Boxing Day unless there are very few or no parents requiring care for that day. If the Centre does close for Boxing Day, any parents requiring care for that day will be reimbursed for fees paid to an alternate care provider. Reimbursement will be upon Tykes and Tots receiving a receipt from the alternate childcare provider. Reimbursement will be up to a maximum of Tykes and Tots' daily rate for the child(ren)'s age group. If parents requiring care for Boxing Day are unable to find alternate care, the Centre will work with them to ensure that they have adequate care arrangements.

FEES

Monthly fees are posted at the entrance of each Centre. The Board of Directors reviews the budget regularly and makes any necessary fee increases to ensure operating costs are covered, therefore providing proper fiscal management of the organization. The Board of Directors provide a minimum of one month's written notice of any fee increases.

There is no reduction in fees for any absences including absences due to illness or vacation except as listed in the illness and COVID section in this document.

New families are required to provide a non-refundable deposit of half of their first month fees upon contract signing. This amount is applied to their first month's fees. All parent fees are withdrawn automatically through Electronic Funds Transfer. Parents can choose either the 1st or the 15th of the month for their fees to be withdrawn. Receipts will be issued annually.

Late pick up fees are \$50.00 per child per half hour or any portion thereof. This may be charged for any instance of late pick up past closing time of 5:30 p.m. The decision to charge this fee is at the director's discretion.

SUBSIDY PAYMENTS

Families who are eligible for subsidy are responsible for submitting all documents to the subsidy office in a timely manner. Families who have applied for subsidy are charged the full payment of their monthly childcare fees. Once Tykes and Tots has received payment

from the subsidy office, the amount of the payment will be credited to the family's account and applied to the next month's fees.

Since subsidy always works a month or two behind, there may be payments that come to Tykes and Tots from subsidy after a subsidized family leaves our care. In that case, any amount received by Tykes and Tots that is not required to pay fees will be deposited into the family's bank account.

CONTRACT TERMINATION

Services may be terminated with one calendar month's written notice. Notice must be provided by the 1st of the month. One month's fees may be paid in lieu of notice. Clients wishing to change care from full time to part time must provide a minimum of one month's notice. Tykes and Tots may terminate services without notice for non-payment of fees. Tykes and Tots may terminate services without notice if, in the opinion of the management staff, the child's behavior poses an unacceptable safety risk to the staff and/or other children in the program.

PICK UP AND DROP OFF POLICY

As a licensed, non-profit childcare centre, our first and foremost priority is to provide optimal care and safety for your children. In order to do that, we need to ensure that we have adequate staffing levels in the centres at all times. The Agreement for Child Care Services is the document that the centre director and the parents/guardians sign outlining the contracted hours of care. When signing up for childcare with us, parents/guardians and the director have a discussion and decide on those contracted hours of care that works for both the family's care needs and the staffing capabilities of the centre.

Pick up or drop off outside of your contracted hours of care requires management (or management designate) approval to ensure that we have appropriate staffing so that your child and everyone else's children will be appropriately supervised. While we understand that extenuating circumstances happen, we expect that families will abide by the care hours listed in their contract. If the contracted hours no longer work for your care needs, please discuss with your centre director to see if we have the staffing ability to accommodate the request for a change in hours.

CHILDREN LEFT AT THE CENTRE AFTER CLOSING TIME

In the instance that a child is not picked up by closing time and the parent has not contacted the Centre, the staff person will:

- Attempt to contact the parent
- Attempt to contact the designated emergency person
- Attempt to call the people authorized to remove the child from the Centre

If none of these people are able to pick up the child, the parent has not contacted the Centre

and it is 30 minutes past closing time, the staff person will contact the Mobile Crisis Unit which may pick up the child or may instruct the staff person to deliver the child to Haven Kid's House (formerly the Saskatoon Crisis Nursery) at 1020 Victoria Avenue. A sign will be posted on the Centre door indicating the whereabouts of the child.

CLOTHING AND DIAPERS

Please ensure that your child has appropriate outdoor clothing at all times, i.e. winter coat, rubber boots for spring, hat for summer. Also, please provide your child with a labeled water bottle with a closable lid to stay at the Centre.

Playing can be messy stuff. Please do not send your child in clothes that can't get dirty. Also, ensure that the clothing your child is wearing is practical (i.e. no dressy clothes/ frilly dresses). In order to handle the occasional mishap, we request that an extra set of clothing for your child (including underwear and socks) is sent with your child to be kept here until needed. **Please ensure that all extra clothing and all outside clothing, including footwear, is clearly labeled to avoid any confusion.**

We request that you send a pair of indoor shoes (labeled) to be kept at the Centre. This is an emergency precaution in the event of a fire.

Should your child require diapers or pull-ups, please provide a supply as well as diaper wipes to be kept here. We will inform you when more is needed. **Please label diapers and wipes to avoid confusion.**

Children are not allowed to bring toys from home to the Centre. It is usually disruptive and difficult for the child to share his or her toy from home. Children are allowed to bring a special blanket or stuffed animal.

Please provide a water bottle and blanket for nap time. Unless otherwise specified by the parent, these items will remain at the Centre and washed as necessary.

MEALS AND SNACKS

Your child will be provided with lunch, a morning snack, and an afternoon snack. A menu has been developed that follows the Canada Food Guide and is posted in the entrance way. Other than special dietary needs, please do not send food or treats with your child to the Centre.

SMOKING VAPING POLICY

There is no smoking or vaping on the premises, including the outside play areas. Centre staff members are not allowed to smoke or vape at any time while they are supervising children or, if on break, within sight of the facility.

OPERATIONAL POLICIES AND PROCEDURES

ILLNESS POLICY

Children may not attend the program while exhibiting the following symptoms:

- Fever
- Vomiting
- Diarrhea
- Contagious Illness
- Any two or more other symptoms (i.e. runny nose, cough, lethargy, mild fever, headache, inability to be comforted, etc.)
- If a child is unable to participate in all activities of the program (including outdoor play), they should not attend the program.

Staff members may not attend the program with the following symptoms:

- Fever
- Vomiting
- Diarrhea
- Contagious Illness
- Any two or more other symptoms (i.e. runny nose, cough, lethargy, mild fever, headache, etc.)

Children or staff members required to stay away from the program due to illness must remain away until 24 hours symptom free except as stated in the following two paragraphs and as stated in our cold and flu policy.

Children who are exhibiting symptoms that are not caused by a contagious illness (i.e. allergies, teething, non-contagious ear infection etc.) do not need to stay away from the program unless they are unable to participate in all activities, including outdoor play. The staff reserves the right to request that a child be sent home if illness is suspected, or to request a doctors' note to confirm that the child is not contagious.

Staff members who are exhibiting symptoms that are not caused by a contagious illness (i.e. allergies, non-contagious infection etc.) do not need to stay away from the program unless they feel too ill to perform all duties of their job. The management reserves the right to request a doctors' note to confirm that the staff member is not contagious.

Parents/guardians of children are requested to not enter the building if they are ill.

Staff and families are required to advise us of any cases of communicable disease that has the potential to be transmitted within the program. This includes, but is not limited to, pink eye, hand foot and mouth, NorWalk virus, COVID 19, measles, mumps etc. When informed of an incident of a communicable disease within our program community, Tykes and Tots will follow the guidance of Public Health with respect to informing staff and families and any measures taken to mitigate further transmission.

Colds and Flus

The intent of our illness policy is to reduce incidence of sickness in our programs to maintain a healthy environment for the staff and children in attendance. The flu and the common cold are the two most frequent illnesses that are present in childcare programs. Children and staff members who are sick with the flu or the common cold should stay home during the most infectious period of the illness – typically for the first 3 – 7 days from onset of symptoms or during the period when symptoms are worst. Staying home and resting during this time reduces the chance of spreading illness and reduces the recovery time for the person who is ill.

Tykes and Tots recognizes that at times, lingering symptoms from a cold can remain for an extended period of time and remaining away with a lingering cough or slight runny nose is not always necessary. If a child or staff member has been away due to a cold or the flu and the symptoms have significantly reduced, they are able to attend if there are no new or worsening symptoms and only very minor lingering symptoms persist (ie. occasionally clearing of mucus, occasional blowing of nose, occasional cough). Staff members who attend work with lingering symptoms are required to wear a mask to further prevent the spread of illness.

The program staff reserve the right to request that a child be sent home if the child is exhibiting new or worsening symptoms, or the child is too ill to actively participate in all program activities, including outdoor play.

It is our responsibility to take measures to protect the health and safety of our staff and families. By implementing the above illness policy, we are attempting to maintain a balance between reducing transmission of illness and unnecessary interruption of our childcare community members' ability to attend work and maintain their regular schedule. We thank our families and staff members for their cooperation with our illness policy.

FEES AND CENTRE CLOSURE:

Tykes and Tots will not issue any refunds or reductions in fees for absences due to illness. Please note that children can potentially be away from care for a week or more – depending on the illness and guidance from Public Health. Parents are advised to develop contingency plans in the event of an extended absence from childcare due to child illness.

Should Tykes and Tots be required to close any classrooms or childcare centres for any reason (public health requirement, staff shortage, etc.), we will notify the affected families via email and will provide a refund for the children registered in the affected classroom or centre for the time of the closure. Any refund for program closure will be applied as a credit on the account towards the next month's fees.

We will not provide a credit for siblings who are registered with us in other classrooms or centres that are not closed. We also will not provide a credit for families who are absent for any reason other than a closure of our classrooms or centres.

ALLERGIES

Tykes and Tots is an allergy aware Centre. We discourage foods that contain nuts or peanuts as these are common, life-threatening allergens. Further, staff members familiarize themselves with all allergy alerts and are cognizant of allergy alerts at all times.

MEDICATION

- Medication can be administered at the Centre only if a medication form has been completed and signed by the child's parent.
- All medicine must be in its original container and clearly labeled with the child's name and presented to a staff member who will place it in the medicine pouch. Parents and children are not allowed access to the medicine pouch.
- The staff will record each time medicine is administered.
- Medication can not be given in excess of the pharmaceutical and medical recommendations.
- Holistic or naturopathic medicines will not be administered except with a doctor's note.
- Over the counter medication is only administered in dosages as per the label instructions, unless accompanied by a physician's written recommendation to administer a different dosage.
- Authorizations for medication required on a long term basis are reviewed periodically (every 3 – 6 months) and completion of a new medication form will be required.

ACCIDENTS

- All Centre staff members have current first aid and CPR training and are allowed to perform simple first aid in the treatment of injuries using supplies in the first aid kit.
- Any accident that results in an injury (i.e. any visible mark) requires completion of a minor injury form to be signed by the staff member, parent and management staff. This form will be kept on the child's file.
- In the event of a serious accident or medical problem which requires immediate medical attention, the staff member will designate someone to:
 - Call 911 to call for an ambulance.
 - Take the child's emergency card which has information required by the hospital.
 - Attempt to contact the parent. If the parent cannot be reached, contact the designated emergency person.
 - Centre staff members are not allowed to sign consent forms for medical treatment of children.
 - Any serious injury or unusual occurrence requires the parents to be immediately notified, the program consultant notified within 24 hours, the Board of Directors notified within 24 hours, and an unusual occurrence form to be completed within 7 days.

SUNSCREEN AND INSECT REPELLENT

Parents are requested, each spring, to supply a bottle of each sunscreen and insect repellent to be applied as needed during the summer months. Staff members will apply sunscreen half an hour prior to going outside and will apply insect repellent once outside.

VISITATION RIGHTS

It is the Centre's policy not to become involved in custodial disputes. In the event that parents using the Centre separate or become involved in legal proceedings over custody of children and visitation rights, The Centre will not disallow a natural parent access to their child except in the circumstances where there is clear direction from a court order regarding visitation rights of a non-custodial parent. If both parents enter into a contract for childcare while living together, and then separate, the Centre will ask the custodial parent to enter into a new contract with the Centre.

Nothing in this policy will affect the right of the contracting parent to authorize any person to pick up or drop off his/her child.

EMERGENCY EVACUATION

The Centres are equipped with an emergency lighting system. However, for long term power failures or other emergencies the parents would be contacted to come and pick up their children.

GUIDING CHILDREN'S BEHAVIOR

Developing self control and learning appropriate social behaviors are essential to children's social development. By encouraging children's self-respect and respect for others, staff members can help children develop self-control and sensitivity in their interactions with others. Behavior management is the process in which children are guided and encouraged to act in appropriate ways. Guiding behavior is an important part the child's experience at the Centre and takes place continually throughout the day. Appropriate behavior management methods serve to guide children's behavior while protecting and enhancing their self-esteem.

In guiding children's behavior staff members will utilize the following strategies:

Preventative Strategies: Preventative strategies are based on a knowledge of child development and are used to increase the chances wanted behaviors will occur.

Intervention Strategies: Intervention strategies are used to stop or redirect undesirable behavior when it occurs.

Time away: Time away can be effective to help children calm down when they have lost control and are unable to reason.

Corporal punishment is not an acceptable method of guiding children's behavior and is not used at the Centre. Other disciplinary methods that are not acceptable include harsh or degrading measures that humiliate or undermine a child's self-respect, isolating a child, or withholding food, shelter, clothing, or bedding.

Staff members use a variety of methods of behavior management depending on the child and the situation. In some situations, it may be necessary to use several different methods before a situation can be resolved satisfactorily.

Behavior that is disruptive or harmful to the children and/or program will be considered unacceptable, and the following will result in the following steps:

A staff member working directly with the child and a management staff member will meet with the parent(s) to discuss the unacceptable behavior. The format of the meeting will be as follows:

- Identify the unacceptable behavior and support with staff observations and documentation.
- Develop a plan incorporating preventative strategies and intervention strategies which can be implemented at home and at the Centre.
- Determine the goals to be met during the period of intervention. Intervention period will be at the discretion of the management staff.
- Provide parent with information on outside support if required: community agencies, family intervention services and support groups.
- At the discretion of the management staff, a tentative notice of termination of services will be issued to the parent.

At the discretion of the staff and management staff, a follow-up meeting with the parent(s) may occur and will have the following format.

- Discuss progress through observations and documentation provided by Centre staff and parents.
- Determine if goals have been successfully achieved. If not,
 - Sufficient progress may warrant an extension of the intervention period.
 - No progress may warrant termination of services.

When a child's behavior is so extreme that the management staff is of the opinion that the well being of others may be jeopardized and prevention and intervention strategies are not showing progress the agreement for services shall be terminated without notice.

PROGRAM COMPONENTS

DAILY PROGRAMMING

Tykes and Tots follows the principles of play and exploration as set out by the Ministry of Education. The following excerpt is from the Play and Exploration Early Learning Guide produced by the Ministry of Education:

“The early childhood curriculum builds on the child’s own experiences, knowledge, skills, attitudes, needs, interests and views of the world within each particular setting. Children will have the opportunity to create and act on their own ideas, to develop knowledge and skills in areas that interest them, and to make an increasing number of their own decisions and judgments.”

(Te Whariki: Early Childhood Curriculum, New Zealand Ministry of Education, 1996)

Play and Exploration: Early Learning Program Guide offers a new perspective on how educators are evolving in their view of children. Today we have more information than ever about children's many abilities in their early years of life. It is now understood that play has a more important role in children's development than most adults realized in the past. Viewing children as competent learners has a strong, positive influence on children's identities, growth and development.

THE COMPETENT, CAPABLE CHILD

This view proposes that early childhood educators believe children are capable of manipulating materials, discovering their world and problem solving. Children contribute ideas to conversations that help the educator understand how the child is interpreting a concept. Children make choices about where they would like to play, who they would like to play with and what materials would engage them in play activity. Children engage in open-ended exploration with increasing independence, acknowledge their expanding abilities and communicate understandings of their world with confidence and creativity.

The Vision and Principles described on pages 4 and 5 in the *Guide* expand upon the idea that focusing on children's strengths positively impacts their learning.

Specifically, the Children as Competent Learners principle states that in quality programs, early childhood educators:

- appreciate that children are active learners, drawing on their experiences to construct their own understandings of the world.
- accept that children are competent co-learners with educators and learn best when their ideas are valued, their physical needs are met and they feel psychologically secure.
- acknowledge that children demonstrate their various ways of knowing, doing and learning through multiple ways of communicating.

SUPPORTING CHILDREN'S SELF-IDENTITY

High quality early childhood programs include caring educators who establish stimulating environments that support positive self identities in children. Children develop as confident learners when educators acknowledge the experiences and skills children bring to their play and learning activities. When educators build on children's accomplishments, this strengthens connections to learning and to the sense of belonging in the classroom.

High quality programs provide:

- environments where children can physically see themselves and others through windows and mirrors
- photographs of the children and their families featured throughout the environment
- descriptions of the children's speech, photographs of the children's actions and displays of children's work allowing children to reflect on past projects.

Please note that in addition to the principles of Play and Exploration, we have the following

program expectations:

- **Outside play** is offered daily for a minimum of 1 hour. In inclement weather, gross motor play indoors is provided.
- **TV time** is discouraged and is offered only for special occasions or as an educational component.
- **Special days** are organized to mark holidays and special celebrations.
- **Field trips** are organized periodically during the year.
- **Rest periods** are encouraged for all children at the Centre. Children who do not nap may lie down for a rest period with books to look at or sit at tables with quiet activities to do during their rest period. This is at the discretion of the staff member.

SPEECH THERAPY AND BEHAVIORAL CONSULTANT SERVICES

Some of our locations have access to a behavioral consultant and speech pathology services. These resource professionals provide us with advice and guidance to help us meet each child's specific developmental needs. There is no additional charge for the services of these professionals. Should you have any concerns about your child's speech and language development or your child's behavior, please discuss these concerns with your child's primary caregiver or with the management staff to ask if those services are available at your location. Application can then be made to have either speech pathology or behavioral consulting visit with your child at the Centre to determine if any additional services or resources are recommended in either of these areas.

APPENDIX I

CORPORATION BYLAWS

January 2023

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. Staff members and family members of staff members are disallowed from being on the Board of Directors.
 - 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 whereby resignation shall be done in writing to the Board Chairperson, or in the case of the Board Chairperson, to the Director of Operations, 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 composition, roles and duties:*
 - 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. Each member of the Board of Directors will abide by the duties and responsibilities as listed in the Job Description for Board Members document approved by the Board and amended from time to time by majority vote.
 - 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 Role of the Board document and any other Board 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 in writing 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 180 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 and director.
- 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 31st day of August 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 180 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. **PERSONNEL:** The Board of Directors is responsible for the hiring and termination of the senior management staff member of the organization. Hiring and/or termination decisions will be made at an in-camera session of the Board of Directors. The decision to hire or terminate requires the full participation of all members of the Board and is decided based on 80% consensus of the Board.

10. **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.