Tykes & Tots

EARLY LEARNING CENTRE INC.

Before and After School Parent Handbook

October 2026

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MISSION AND VISION STATEMENT, VALUES 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 VALUES:

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

Respect for All	**Creating Community**	**Integrity**	**Sustainability**
Transparency	**Healthy Practices**	**Adaptability**	

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 experiences.
- 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 to 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 6 Early Learning Centres, 3 before and after school programs, and 1 school-age summer 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.

Maximum Number of Children – Hampton location:

Due to space constraints, the before and after school program at Hampton Village will be limited to a maximum of 120 children for any one program time. As a result of this limit, drop in families are not guaranteed care.

Age Requirements:

We accept children ages 6 to 12. Children 5 years old and in kindergarten can also attend. Children over 12 can attend if necessary – a conversation with the Program Director to ensure fit is required prior to entry of children over age 12.

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 Lillio App. Children will be released to their classrooms a few minutes prior to school start time.

Afternoon: The after-school meeting point for St. George school is the library and then they move to the program area. Children attending St. Lorenzo and Ernest Lindner meet in the community space hallway.

Kindergarten and Grade 1 Students: Staff will walk kindergarten and Grade 1 students to and from their classrooms at the start of the year to ensure that they know the way to and from the program. Once the children have demonstrated competence in knowing where to go, they will be expected to make their own way to and from the program.

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 Lillio App 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 Lillio App 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. Food is not to be shared amongst other children except for siblings.

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:

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. All medication must have the child's name on it and be in its original packaging.

Our illness policy will reflect any current Public Health mandates. 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 shoes (indoor and outdoor) 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 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 guidance strategies (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 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.

Items from outside the program (including tech devices):

Items from outside of the program are allowed to be brought to the program as long as they do not pose a safety risk or prompt unwanted behaviours. Items from home do not need to be shared with other children.

The use of tech devices is to be limited during program times. Devices may be used when medically necessary or for communication with families when discussed with the program leadership.

Outside items are brought at the discretion of the individual. Tykes and Tots does not take responsibility for any items lost or damaged while at the program.

Unwanted Language (Cursing and insults):

In the Before and After School program, children will sometimes use language that is deemed offensive and unacceptable. This is developmentally appropriate for children of this age as they are processing words they have heard and learning, through exploration, what to incorporate into their base vocabulary to express themselves and communicate with their peers.

As much as possible, the leaders and management of the school age program allow children to freely express themselves and provide room for them to explore safely. We will step in and address language when any of the following is heard:

- Anything that insults or discriminates against a person or group of people. This can range anywhere from a word with negative historical or cultural connotation to insulting someone's intelligence or appearance. Our response in this situation will be to promptly call out the language as not acceptable. We may model what is appropriate to say and help them understand why the language is harmful.

- Anything that makes the environment feel unsafe. Language that is repetitive, aggressive, and/or disruptive may make children feel unwelcome or question what will happen to them if they stay in the environment. In these scenarios we will focus on potential unmet needs that the child using the language may have, inform them of the effect the language is having, or try to direct them to another activity or space.

Language may be intentionally ignored if it is not directed at anyone, infrequent, and does not create an unsafe environment, but it will be monitored. This does not condone or support the use of the language, but drawing attention may add to the taboo nature behind the language and be the reaction the child is seeking. Responding can increase the word's power and the likelihood of it getting used again.

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. At the end of every month, items will be bagged and held for another month. Any unclaimed items at the end of the second month will be donated or discarded. All items left behind at the end of June will be donated or discarded.

STAFF ROLES AND RESPONSIBILITES:

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:

Isra Jeilani – Program Director –ijeilani@tykesntots.ca

Isra is responsible for the day-to-day running of the program. She manages program registrations and attendance and communicates program activities as well as upcoming events. She is the person to contact about late changes to your child's schedule or to discuss any concerns/issues about the program. She develops and implements the program elements and structure and is responsible for guiding and supervising the program staff. Isra also is responsible for accurate entries into the Lillio database to ensure accurate billing.

Michelle Wacholtz – Financial Controller – mwacholtz@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.

Graeme Williams – Regional Director – gwilliams@tykesntots.ca

Graeme is accountable for the overall performance of the before and after school programs. He supports Isra and her staff in ensuring high quality care is provided in the programs.

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. Each program also has a program supervisor who assists with managing the program components and staff supervision.

PARENT/CAREGIVER RESPONSIBILITES:

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 for contacting the Program Director to advise.

REGISTRATION PROCESS:

Registration links can be found through the website and will be sent out to currently registered families at the end of each school year. Registration is through Lillio, and requires an initial form to be filled out followed by a larger registration package that is sent out through Lillio if there is room in the program. There is a $50 registration fee (per family) that is also required. Once all forms and the fee have been submitted a follow up email confirming registration is sent out.

Registration is accepted throughout the school year, but must be resubmitted every summer for care to continue the following school year.

BEFORE AND AFTER SCHOOL CARE SCHEDULE OPTIONS AND BILLING STRUCTURE:

Tykes and Tots endeavors 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 **as of September 1, 2026** are as follows:

Drop In Care:

Drop in care 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. Note that due to the maximum cap for the Hampton program, drop in care families attending St. Lorenzo and Ernest Lindner school are not guaranteed care.

Cost is $10.00 per morning per child and $15.00 per afternoon per child. Billing is minimum of $50.00 per child per month. Over the $50.00 minimum, billing is based on actual days used. All care needs to be booked Thursday of the week prior to the week that care is required to allow us to staff appropriately for the number of children attending.

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 drop in care billing.

Flat monthly billing options are:

Before school care only:

- Cost - $105.00 per month for the first child, $95.00 for the second and any subsequent children.
- This option is best for families who will need more than 10 days on average of before school care each day school is in session.
- Drop in care is available in the afternoons at $15 an afternoon.

After school care only:

- Cost - $210.00 per month for the first child, $190.00 for the second and any subsequent children.
- This option is best for families who will need more than 14 on average of after school care each day school is in session.
- Drop in care is available in the mornings at $10 a morning.

Both before and after school care:

- Cost - $300.00 per month for the first child, $270.00 for the second and any subsequent children.

- This option is best for families who will need more than 12 days 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 Isra at ijeilani@tykesntots.ca.

Payment Processes – Before and After School Care:

Payment is processed through Lillio on the 15th of the month following care. This means that September billing is processed on October 15th, and June billing is processed on July 15th. Depending on a client's banking institution, withdrawal dates may differ from processing dates. If there are insufficient funds (NSF) in a client's bank at the time of withdrawal, an NSF fee of $50 will be added to their amount owing. Any other reason for a missed payment will be treated as an NSF and also result in a $50 fee. 4 instances of NSF will result in removal of the child(ren) from the program. E-transfers, unless requested or agreed to in advance by Michelle, will not be accepted as a form of payment. Any funds successfully transferred will be returned.

Payment for Split/Blended Families:

In situations where there are multiple payees for a child's care, split payments can be arranged. This will take place through discussion with Michelle Wacholtz. Failure by one party to pay will result in an NSF fee for that parent but will count towards a child/family's total number of NSF charges.

HOW TO SUBMIT YOUR CHILD'S BEFORE AND AFTER SCHOOL CARE SCHEDULE:

Registration forms are sent out each month for the following month. Each form covers every week for that month, and must be filled out separately for each week that the child requires care. These are due the Thursday before the week of care. An individual form must be filled out for each child in care.

SCHOOL CLOSURE DAYS:

Tykes and Tots offers full day care on most school closure days. The cost is $40.00 per child per day. Note that school closure days are not included in the flat monthly billing rate. We also offer school age care throughout the summer.

All registered families will receive email notification about care on school closure days. The email will include program location, registration instructions, registration cutoff date and cancellation policies. Hours of operation for school closure days are 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.

Payment Processes – School Closure Days:

Payment for School closure days are through e-transfer and may be sent to Mwacholtz@tykesntots.ca. Payment is due one full day before the date of care.

Unplanned Program Closure Days:

At times, emergencies such as severe weather, fires, power failures, water system failures, staff shortage, or public health orders, etc., require the closing of school, and thus, our programs. Any time the schools have an unplanned closure, Tykes and Tots programs will also be closed.

In the event of a closure, drop in families will not be charged for care that day. Full time families who must pay for alternate care will be reimbursed 1/20th of their usual monthly fee per day of closure. Parents requesting reimbursement need to provide a receipt from the alternate care provider to the Program Director. The reimbursement will be applied to the following month's fees.

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 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 ijeilani@tykesntots.ca.

CORPORATION BYLAWS

February 2026

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 person at all meetings of 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 Executive Director, 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.

jjj. 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.

kkk. The Board may, from time to time, appoint from among their number any committee they deem advisable.

lll. 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.

j. 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. Failure to attend a scheduled meeting requires a minimum of 72 hours notice. Exceptions may be granted in the event of extenuating circumstances. This should be communicated to the Director and
Board Chair via email. Exceptions will be evaluated by the Director and Board Chair. ii. The process for the removal of a board member shall follow Board Policy.

iii. The Directors shall meet no less than six times per year but may meet at any regular times set by them.

iv. 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.

v. 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. vi. A Director shall attend at least 75% of the annual meetings.

vii. 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 by the Board 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 Executive Director 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.