

"JANIE'S KID ZONE INC."

(301 Hampton Road)

&

AFTER-SCHOOL PROGRAMS

- 1). QUISPAMSIS UNITED CHURCH 847-2646,***
- 2). QUISPAMSIS ELEMENTARY SCHOOL 849-0123***
- 3). KID ZONE TOO! 977-1930***

QUALITY CHILDCARE

"THE CHILDREN ARE OUR FUTURE. THEY DESERVE EVERY OPPORTUNITY TO LEAD HAPPY, HEALTHY AND PRODUCTIVE LIVES."

As owner and operator of the "*Kid Zone*" and "*After-School Programs*", my staff and I realize what a difficult task it is for parents who are seeking appropriate care for their children. As a parent myself, having been in your position, I believe in an atmosphere that promotes safety, education, happiness and fun. I want this to be your child's "*home away from home*". We offer a caring and compassionate staff, smoke free environments, bright, clean, healthy and safe facilities. We also encourage physical and social skills, along with developing positive self esteem.

Kid Zone follows the "Early Learning and Child Care Curriculum". This is a guide designed to support parents and caregivers in creating nurturing learning environments for young children. The goals of this programming are: 1). Well-Being: children experience safe and caring environments where their emotional and physical health, positive identities, and sense of belonging are nurtured and protected. 2). Play and Playfulness: children experience open and flexible environments where playful exploration, problem solving and creativity are encouraged and purposefully planned. 3). Communication and Literacies: children experience intellectually, socially and culturally engaging environments where their communicative practices, languages, literacies, and literate identities are valued and supported. 4). Diversity and Social Responsibility: children experience socially inclusive and culturally sensitive environments in which consideration for others, inclusive, equitable, democratic and sustainable practices are enacted, and social responsibility is nurtured. Our well trained staff will provide the atmosphere to enhance your child's natural abilities and encourage them to "*try new things*". If you are interested in learning more about this programming format google "early learning and child care curriculum".

Our After-School Programs are structured to address the interests and development levels of children in kindergarten through 6th grade. The programs are based on choices, children will gain independence and have the freedom to learn more

about what interests them. They can choose from a variety of fun, hands-on, age appropriate activities. Our After-School Programs feature opportunities for socialization, physical fun and sports, games, mini-tournaments and other activities that allow the kids time to *"kick back and relax"*. For those that need to *"burn some energy"*, we will offer hockey, soccer, and outdoor activities. Music provides the opportunity to sing, dance and express yourself. A showcase for young artists and creative minds, there is painting, crafts, building materials and more! It's the next best thing to being home! We offer Wii and X-Box (this is monitored), movies, board games, puzzles or this can be a great place to finish your homework. We are all about "choices".

LET'S EAT!

Our **full time cook** offers an excellent menu devised using the appropriate food groups. Most of our meals are "made from scratch" (stews,soups,muffins,cookies...etc). Feel free to discuss with her any allergies, or necessary substitutes we may have to make. Menu's are posted and available upon request.

Snacks will make us a favorite spot! We will provide lots of healthy snack foods to satisfy the *"munchy attacks"* for all of our age groups. Occasionally, the kids will be able to prepare their own snacks, as a group activity: banana splits, fruit snacks...etc.

OUTINGS

We will have some fun in our community, visiting the Library, Fire Stations, Ballfields and Playgrounds...etc. Occasionally, we use the Kid Zone 37 passenger mini-bus for a "Field Trip". The bus is fully licensed and insured. All parents will be notified first and children can only attend with the parent's permission.

HOURS OF OPERATION:

FULL DAY PROGRAMS: Monday - Friday **7:15 a.m. – 6:00 p.m.**

AFTER-SCHOOL PROGRAMS: Monday - Friday 1:30p.m.- 6:00p.m.(school closures 7:15-6:00 at The Quispamsis United Church and Kid Zone Too!)

**Late pick-up: we provide reliable and responsible care and would appreciate the same considerations from the parents. However, if parents take advantage of our "no late charge" policy, then we will be forced to set your pick-up time at 5:30p.m. daily or remove your child.

ADMINISTRATOR/OWNER/OPERATOR OF KID ZONE & AFTER-SCHOOL PROGRAMS: JANIE STEWART -- Our After-school Programs will have a Supervisor in charge each day and their name will be posted on the Bulletin Board at each location. Our Regional Coordinator from The Department of Social Development is Lissa McNaughton-Dickie.

TRANSPORTATION: "After-school Programs"

All children will arrive by school bus from their schools to the Quispamsis Elementary School where they will be met and brought inside. All of the children will have the opportunity to have fun in the gym/playground before transferring to their program location. The children will be walking to the Quispamsis United Church (.08 km), we will transport them by our passenger bus on stormy days.

STORM DAY/TEACHER'S CONFERENCES/PROFESSIONAL DEVELOPMENT:

We will offer full day programming at the Quispamsis United Church & Kid Zone Too!(when needed) from 7:15a.m.-6:00p.m. for any days the children are not in school with the exception of statutory holidays.

HOLIDAYS:

Parents will be expected to pay for absent days and also the following holidays (part time children will only pay for these if they are scheduled). We believe this won't be an issue because most of you are paid for these days from your employers, so it gives me the opportunity to offer the same to my staff.

New Year's Day, Good Friday, Victoria Day, Canada Day, New Brunswick Day, Labor Day, Thanksgiving Day, Remembrance Day, Christmas Eve Day we close at 2:30 p.m. Christmas Day, New Year's Eve day we close at 4:00 p.m.

VACATION TIME:

You will receive 2 weeks vacation from January-December. You are required to give 2 weeks notice in writing beforehand. Children must be enrolled at Kid Zone for at least **3 months** before vacation time is permitted

ENROLLMENT AND DISCHARGE PROCEDURE:

Prior to enrollment, we would personally like to give you and your family a tour of our facility. Pamphlets of our guidelines will be provided and also a copy of our menu. If you choose to register your child/children, you will be asked to complete a Child Profile, provide a copy of their immunization card, sign the necessary consent forms prior to the starting date and pay a deposit of the first week up front. All children are placed in groups according to their ages so we can provide "age-appropriate" activities.

WE REQUIRE 2 WEEKS NOTICE IN WRITING WHEN REMOVING YOUR CHILD FROM OUR FACILITY.

DISCIPLINE:

*****We believe in positive techniques of guidance including:**

- reflect with the child on the incident
- eliminate potential problems
- be consistent with our rules that we feel are logical and comprehensive
- "Time Out" enables a child to regain control of him/herself and keeps the child in visual contact with their teacher. This is used selectively considering a child's age and development.

We would ask for the help of parents, should we have a situation arise that endangers the other children (biting/aggression) or disrupts his/her group. Depending on the severity of the problem, the child may be removed from our facility.

Any major issues or concerns should be discussed with the Owner/Janie 849-0123, but certainly feel free to discuss any minor problems with the staff in charge.

PAYMENTS:

All payments are to be made at "**Janie's Kid Zone**", 301 Hampton Road, **weekly or biweekly**. We will accept personal cheques (**post dated cheques are the most convenient and may be given to staff**) **at anytime**. **Cash payments are collected Friday mornings in the kitchen between 7:15a.m. - 12:00 noon "only"**. **Please do not give cash to other staff, I'd prefer their priority to be the children at all times.**

KID ZONE PRICES:

FULL/PART TIME DAY (minimum of 3 full days weekly for all ages):

15 months – 24 months \$175.00/Full time week or \$36.00/per day part time

2 years old \$145.00/Full time week or \$30.00/per day part time

3,4 & 5 year olds \$135.00/ Full time week or \$28.00/per day part time

HALF DAYS:

****Only available to families honoring 3 full days first, the other 2 days may be half days.**

\$20.00—15mths - 5 years old--from arrival to 12:30p.m.

TWO OR MORE CHILDREN \$10.00 WEEKLY DISCOUNT: (applies only to full time children at Kid Zone Day Care/After School Programs).

2 infants \$340.00

1 infant and one 2 year old \$305.00

1 infant and one 3,4 or 5 year old \$295.00

2 two year olds \$275.00/week

1 two year old and 3,4 or 5 year old \$265.00/week

1 two year old and one after-school \$200.00

1 two year old and one 5-12 year old (full time) \$240.00/week

Two 3,4 or 5 year olds \$255.00/week
One 3,4 or 5 year old & one after-school \$190.00/week
One 3,4 or 5 year old & 6-12 year old full time \$230.00/week

After -School Program: \$70.00 per child/per week
\$130.00 for 2 children from the same immediate family/per week (\$10 discount)
\$110.00 per child/per week for Full Day Week \$210.00 for 2 children (\$10 discount from same immediate family.
****\$10.00 morning service fee (M-F or any part of, must attend Q.E.S.)**

EVACUATION PLAN:

We have evacuation plans posted in all locations, we will practice monthly fire drills with the children. If you have any concerns or questions, please ask. Should we need to evacuate the premises for a longer period of time, alternate arrangements will be made to accommodate all of the children at the Quispamsis United Church or Kid Zone Too!.

MEDICATION: If your child needs medication, we will call you immediately. It will only be administered with your verbal permission or if you have already signed our consent form allowing us to do so. On a day to day basis, if your child requires a daily medication you may call to remind us at the time it should be administered, along with having written it down on our Administration of Medication Record sheets. All children are required to have labeled fever medication left in our medicine cabinet. Should a child have an illness that requires a doctor's care, a doctor's slip should be given to the day care when the child is healthy enough to return and parents are required to fill out the necessary forms provided by staff.

*****EPIPENS & PUFFERS:*** Please make us aware of these and any written procedures we should follow.

CHILD ABUSE: We are required to report any form of suspected child abuse to the Department of Social Development.

PROPER STAFF-CHILD RATIO:

The "**Kid Zone**" maintains the following staff-child ratios:

- 1 staff: 3 children between the ages of 15mths – 24mths
- 1 staff: 5 two year olds
- 1 staff: 7 three year olds
- 1 staff: 10 four year olds
- 1 staff: 12 five year olds
- 1 staff: 15 six to twelve year olds (after-school program)

**Child spaces are according to availability, first come first serve.

ILLNESS: We are under strict guidelines concerning illness, should your child have any of the following: vomiting, diarrhea, fever, or communicable disease, you will be notified immediately and asked to come and get them within the hour. Depending on the severity, we will isolate those until picked up. We must be made aware of your child's condition by way of a doctors note and we'll follow the appropriate time factors as to when he/she can return. Please fill out all necessary return forms.

PARENTAL DUTIES:

--please provide all diapers/pull-ups and wipes for children 15mths – potty-trained. Provide any written instructions for your infant concerning feedings.

--accompany your children to and from "Kid Zone" and be sure they are signed in and out on our attendance sheets, make sure they are under adult supervision before leaving. Please wash your child's hands upon arrival to help prevent disease. Please be certain your child/children have been signed out after pick-up from the After-school program each and every day.

--Personal Belongings: all children will need indoor slippers, change of clothes for their cubbie and weather appropriate items. We **do not** allow food, jewelery, coins, hair accessories or toys (exception of "**Show & Tell**" on Friday's or children with **many allergies**) brought into the daycare.

--we welcome your calls to check on your child/children and make us aware of any changes in your schedule or if your child will not be attending. Please avoid the lunch hour of 11:15 - 12:30p.m. as this is a very busy time.

--update us on any information that may change, such as telephone numbers, medical history, person picking up your child...etc.

After having read all of this information, I hope it gives you an understanding of the childcare we are prepared to offer. I know that special circumstances can arise for families and I will always be available to sit with you to discuss a possible solution.

We are looking forward to welcoming your children into "Kid Zone" or one of our "After-School Programs".

Thank you

