

PARENT HANDBOOK



“Children learn best in an environment that acknowledges interconnectivity and thus focuses on both emotional and cognitive development. There is now an explosion of knowledge that tells us that healthy development cannot happen without good relationships between children and the important people in their lives, both within the family and outside of it.”

(How Does Learning Happen?, 2015)

History of Organization

Fun on the Run began operations in 2003, as a non-profit organization. Having resided in Ontario for over 40 years, Fun on the Run is a family-owned organization that was founded and is operated by three sisters who have always had a passion for working with children and families and an appreciation for community and all that it represents.

Fun on the Run currently operates before-and-after school programs at 12 school locations throughout York Region, including six (6) Catholic schools and six (6) Public schools. In addition, Fun on the Run opened its first full-day childcare centre in January 2019, located within Pope Francis Catholic Elementary School in Kleinburg, Ontario.

Program Statement

With respect to its program, Fun on the Run provides high quality, yet affordable childcare for working and nonworking families. Moreover, Fun on the Run believes that all children are competent, capable, curious, and rich in potential. Providing children with learning experiences that are inquiry-based, help to stimulate problem-solving skills, while building communication skills among their peers, educators, and families.

At Fun on the Run, we know that all children have the opportunity to develop optimally in all developmental domains in early childhood, as well as achieve success as they prosper throughout their time in school. Correspondingly, each child who attends Fun on the Run will be welcomed into a positive environment that promotes responsive interactions between the children, families, and childcare providers. Furthermore, each childcare provider will scaffold and co-learn in each child's journey through learning.

On a daily basis, Fun on the Run in all of its representations leads a sizeable group of team members throughout the journey of mastering the art of implementing meaningful learning opportunities that encompass every child's strengths, needs, and interests.

Program Statement (A-K)

(a) Promote the health, safety, nutrition, and well-being of children;

Fun on the Run is committed to the development of healthy individuals. We strive towards educating young children and their families on the importance of nutrition and healthy child development. By providing children with healthy eating choices, we are mentoring life-long skills that will facilitate nutritiously feeding and nourishing their bodies for optimal health and development. All menus are comprised of an assortment of healthy food items from each of the food groups in the Canada Food Guide. Fruits and vegetables are offered all throughout the program, which includes breakfast, lunch, and afternoon snack.*

****Lunch is only served at Pope Francis Childcare Centre.***

(b) Support positive and responsive interactions among the children, parents, childcare providers, and staff;

Each child who attends Fun on the Run will be exposed to a positive environment that promotes responsive interactions among the children, parents, and childcare providers. Moreover, each childcare provider will scaffold and co-learn within each child's educational journey.

(c) Encourage children to interact and communicate in a positive way and support their ability to self-regulate;

Throughout the meaningful process of facilitating positive learning experiences that are child-initiated, each child at Fun on the Run is provided with the opportunity to explore, inquire, and investigate experiences within their environment. By incorporating stimulating play and learning opportunities that acknowledge the needs, interests, and strengths of each child, Fun on the Run ensures that every child's development is supported. Furthermore, freedom within limits provides each child with opportunities to make decisions encouraging autonomy, self-esteem, self-discipline, and self-regulation.

(d) Foster children's exploration, play, and inquiry;

At Fun on the Run, each classroom has a variety of materials that are open-ended, allowing each child to manipulate the materials into whatever they see fit. Throughout the process of program planning, the following aspects are taken into consideration, to ensure that each child has the opportunity to develop to their full potential: Developmentally appropriate activities, small group activities, building meaningful relationships, creating a positive environment, and giving the children the opportunity to have choices with regards to activity selection.

(e) Provide child-initiated and adult-supported experiences;

Fun on the Run believes that children should be at the center of choosing their learning opportunities, by giving them access to all materials within the classroom setting, as well as observing key conversations that occur within the classroom. Our team of staff will provide each child with educational opportunities that are rich in inquiry-based learning, will stimulate problem-solving skills, and will help to build communication skills among their peers, families, and childcare providers.

(f) Plan for and create positive learning environments and experiences in which each child's learning and development will be supported and which is inclusive of all children, including children with individualized plans;

Throughout facilitating positive learning experiences that are child-initiated, each child at Fun on the Run is provided with the opportunity to explore, inquire, and investigate experiences in their environment. Furthermore, children with individualized plans will have endless opportunities to reach new milestones, achieve goals, and prosper at their own pace.

(g) Incorporate indoor and outdoor play, as well as active play, rest, and quiet time into the day, and give consideration to the unique needs of children receiving care;

On a daily basis, each child who attends Fun on the Run will be able to experience a variety of experiential play ranging from indoor to outdoor learning experiences, as well as group activities and time for each child to build on previous knowledge and expand on it. As educators, we know that an important principle in early childhood education is the freedom of choice in each child's play.

(h) Foster the engagement of and ongoing communication with parents about the program and their children;

We encourage parent involvement and input within every aspect of our program. We strive to create a supportive family atmosphere where the program is an extension of both the home and community. Furthermore, we believe in the importance of working together in order to meet the needs of each child.

Our main goal is to ensure the overall health, safety, and well-being of each child in our care. We look forward to working together with each family, in order to provide each child with a positive, meaningful journey, and seamless entry into childcare. Fun on the Run maintains an open-door policy and is always available for feedback, to ensure that we are providing the best possible care.

(i) Involve local community partners and allow those partners to support the children, their families, and staff;

Fun on the Run believes in building a strong sense of community within the program. With that being said, we have become active members in each of our schools, by giving back to the communities. We work alongside with each school's administrators, to develop plans as to how Fun on the Run is able to support and provide for each school community.

(j) Support staff or others who interact with children in relation to continuous professional learning; and

Within each childcare centre it operates, Fun on the Run ensures that each member of the staff possesses varying levels of knowledge, skills, and experience. Correspondingly, individuals employed by Fun on the Run must understand what is required of their work, as they will be provided with opportunities to acquire new information and support, to further enhance their skills, knowledge, and pedagogical approaches.

(k) Document and review the impact of strategies on children and their families.

All Fun on the Run team members, volunteers, and placement students must adhere to all clauses upon hiring and throughout their employment period at Fun on the Run. Documentation of the program statement will be visible within each classroom's learning experiences, including pedagogical documentation. All team members, volunteers, and placement students will review the program statement prior to working in the program and annually thereafter or upon any changes or modifications made to our policies.

Workplace Culture

At Fun on the Run, families will encounter educators who have a passion for working with children, families, and supporters of the community. The term “leadership” holds extraordinary meaning within the organization, as the concept of teamwork is deep-rooted within our overall practice, as well as our workplace environment. Even as adults, we are continuously learning, so we continue to adopt innovative lessons on a daily basis. Correspondingly, the process of training and further developing our knowledge and skills is how we work to meet the diverse needs of all children, families, and the community.

Important Roles within Our Program

Registered Early Childhood Educator/Assistant:

The role of the Registered Early Childhood Educators (RECE) and Early Childhood Assistants (ECA) at Fun on the Run is one that incorporates developing an emergent program plan each week, which meets the physical, intellectual, cognitive, social, and emotional needs, skills, and interests of each child within the program. Similarly, each RECE and ECA claims a role that encompasses following Fun on the Run’s program statement, along with all of the Centre’s policies and procedures. Each educator possesses an up-to-date immunization record, including a 2-Step Tuberculosis (TB) test, a clear and detailed medical record, a copy of completion of the Occupational Health and Safety Awareness training certification, a current Police Vulnerable Sector Check (Dated within 6 months), membership with the College of Early Childhood Educators with proof of a good standing status, and/or a membership with the Ontario College of Teachers with proof of a good standing status, and a valid First Aid and CPR Level C certification.

Site Supervisor:

The role of the Site Supervisors at Fun on the Run is one that includes overseeing the day-to-day delivery of the childcare program. Furthermore, the Site Supervisor claims a role that encompasses communicating with children, families, and members of the community on a daily basis, regarding discourses related to child development, program registration, questions, and concerns regarding programming. Each educator possesses an up-to-date immunization record, including a 2-Step Tuberculosis (TB) test, a clear and detailed medical record, a copy of completion of the Occupational Health and Safety Awareness training certification, a current Police Vulnerable Sector Check (Dated within 6 months), membership with the College of Early Childhood Educators with proof of a good standing status, and/or a membership with the Ontario College of Teachers with proof of a good standing status, and a valid First Aid and CPR Level C certification.

Placement Students and Volunteers:

Fun on the Run continues to be selected by various community colleges, universities and secondary schools to provide opportunities for students to complete practical placements. Throughout the year, families may encounter placement students working within the childcare

centre. These students are always be supervised by a Fun on the Run team member and will not be left alone with any child. All students are required to provide an up-to-date immunization record, including a 2-Step Tuberculosis (TB) test, a Police Vulnerable Sector Check (Dated within 6 months), and a valid First Aid and CPR Level C certification.

Professional Development

Within each childcare centre it operates, Fun on the Run ensures that each team member possesses varying levels of knowledge, skills, and experience. Correspondingly, individuals employed by Fun on the Run must understand what is required of their work, as they will be provided with opportunities to acquire new information and support, in an effort to upgrade and continue to improve their skills, knowledge, and pedagogical approaches.

Curriculum

Each child who attends Fun on the Run will be able to experience a variety of play-based activities, ranging from indoor to outdoor learning experiences and group activities. Children will also have endless opportunities to engage in play that allows them to build on previous knowledge. As educators, we know that an important principle in early childhood education is the freedom of choice within each child's play. With that being said, each classroom has a variety of materials that are open-ended, allowing each child to manipulate the materials however they see fit. When program planning, the following aspects are taken into consideration, in order to ensure that each child can develop to their fullest potential: Developmentally appropriate experiences, small group activities, building positive relationships, creating a positive environment, and giving the children the opportunity to have choices when selecting activities. While facilitating positive learning experiences that are child-initiated, each child at Fun on the Run is provided with the opportunity to explore, inquire, and investigate experiences within their environment. With the implementation of positive learning experiences, every child's development will be supported. Furthermore, freedom within limits provides each child with opportunities to make decisions encouraging autonomy, self-esteem, self-discipline, and self-regulation.

How Does Learning Happen? Ontario's Pedagogy for the Early Years

Fun on the Run's curriculum approach directly aligns with the "How Does Learning Happen?" Ontario's Pedagogy for the Early Years document. In addition, the core and supporting principles of our program reflects the Early Learning for Every Child Today (ELECT) guiding principles. Our pedagogical approach requires our team members to be play partners, architects of the play scape, planners, recorders, and communicators. Our programs serve the following ages:

- **Infant: 6 months – 18 months** (Child Care Centre Only)
- **Toddler: 18 months – 30 months** (Child Care Centre Only)
- **Preschool: 2.5 years – 3.8 years** (Child Care Centre Only)
- **Kindergarten: 3.8 – 6 years** (Before-and-After School Program Only)
- **School-Age: 6 – 12 years** (Before-and-After School Program Only)

Infant

Fun on the Run will serve children ages 6 months to 18 months. Staff-to-Child Ratio **1:3**

Hours of Service: 7:00am to 6:00pm

Program Description:

Fun on the Run will provide a warm, nurturing, and home-like environment for each infant. By following the required ratio, each infant will be able to have the one-on-one care that they require. Through a variety of stimulating learning experiences, each infant will grow and will achieve new milestones.

Fun on the Run communicates with all families with regards to providing their child with the appropriate bottles needed for their feeding schedule. All bottles will be returned at the end of each day, for proper disinfecting to be performed at home. Families will be responsible for providing milk (other than 2%), formula, diapers, wipes, and creams needed for their infant, all of which must be clearly labeled with their child's name.

Daily communication between the team member(s) and family is imperative, in order to ensure that both parties understand the needs of each individual child. Documentation will be recorded on a daily basis, and forms will be accessible and available for all families to review throughout the day (virtually) via HiMama.

Tentative Daily Schedule

7:00AM – 9:00AM	Arrival and Exploration Time Morning Breakfast Diapering Routine Free Play Learning Experiences
9:00AM – 10:00AM	Neighbourhood Walk (Weather Permitting)/Gross Motor Activities
10:00AM – 11:00AM	Classroom Activities: Sensory-Based Learning Experiences
11:00AM – 2:00PM	Lunch (Bottles as Required) Washroom Routine Rest/Nap Time
2:00PM – 3:30PM	Neighbourhood Walk (Weather Permitting)/Gross Motor Activities
3:30PM – 4:00PM	Snack Time (Bottles as Required) Diapering Routine
4:00PM – 5:00PM	Classroom Activities – Sensory-Based Learning Experiences
5:00PM – 6:30PM	Implementation of: Songs, Books, and Table/Carpet Activities Diaper Change if Needed Departure Time

Toddler

Fun on the Run will serve children ages 18 months to 30 months. Staff-to-Child Ratio **1:5**

Hours of Service: 7:00am to 6:00pm

Program Description:

Fun on the Run will provide each toddler with the freedom to explore within a safe and inviting classroom, which will support their growth and development within each developmental domain.

As each child transitions from the infant room to the toddler room, they will have the opportunity to explore new materials that will foster growth and development, as they begin to self-regulate through communication. This will further enhance independence skills, as well as problem solving and critical thinking skills. Depending on the child's development and readiness, the team member(s) and families will begin toileting routines, to help appropriately toilet-train each child. Ongoing communication between families and team members is essential in helping each toddler achieve new milestones.

Tentative Daily Schedule

7:00AM – 9:00AM	Arrival and Exploration Time Morning Breakfast Diapering Routine
9:00AM – 9:30AM	Morning Circle: "Big Idea"
9:30AM – 10:00AM	Washroom Routine
10:00AM – 11:00AM	Outdoor Exploration (Weather Permitting)/Gross Motor Activities
11:00AM – 11:30AM	Lunchtime Preparation Handwashing and Washroom Routines
11:30AM – 12:15PM	Lunch (bottles as required)
12:15PM – 2:30PM	Diapering Routine Rest/Nap Time <i>*If a child is not napping after 1 hour, quiet table activities are available</i>
2:30PM – 3:00PM	Washroom and Diapering Routine
3:00PM – 3:30PM	Afternoon Snack Time
3:30PM – 4:00PM	Afternoon Program: Music and Movement
4:00PM – 4:15PM	Story Time
4:15PM – 5:15PM	Outdoor Gross Motor Activities (Weather Permitting)
5:15PM – 6:30PM	Implementation of: Songs, Books, and Table/Carpet Activities Diaper Change if Required Departure Time

Preschool

Fun on the Run will serve children ages 2.5 years to 3.8 years. Staff-to-Child Ratio **1:8**

Hours of Service: 7:00am to 6:00pm

Program Description:

Fun on the Run will provide each preschooler with the opportunity to grow and develop in a safe, stimulating, and inviting environment. Our team members will support each child in their developmental stages, while creating a space that allows children to build upon prior knowledge.

As each child transitions from the toddler room to the preschool room, they will use their learned skills such as following a routine, self regulation, and communication, to continue to support their success and development. The primary goal in the preschool room is to provide continued support to each individual child at the stage they are at, by maintaining an environment that meets their diverse needs within every developmental domain.

Tentative Daily Schedule

7:00AM – 9:00AM	Arrival and Exploration Time Morning Breakfast Free Play Learning Experiences
9:00AM – 9:30AM	Morning Circle: “Big Idea”
9:30AM – 10:00AM	Washroom Routine
10:00AM – 11:00AM	Outdoor Exploration (Weather Permitting)/Gross Motor Activities
11:00AM – 11:30AM	Lunchtime Preparation Handwashing and Washroom Routines
11:30AM – 12:15PM	Lunch
12:15PM – 2:30PM	Washroom Routine Rest/Nap Time <i>*If a child is not napping after 1 hour quiet table activities are available</i>
2:30PM – 3:00PM	Washroom Routine
3:00PM – 3:30PM	Afternoon Snack Time
3:30PM – 4:00PM	Afternoon Program: Music and Movement
4:00PM – 4:15PM	Story Time
4:15PM – 5:15PM	Outdoor Gross Motor Activities (Weather Permitting)
5:15PM – 6:30PM	Classroom Activities Implementation of: Songs, Books, and Table/Carpet Activities Departure Time

Kindergarten

Fun on the Run will serve children ages 3.8 years to 6 years. Staff-to-Child Ratio **1:13**

Hours of Service Vary From: 7:15am-9:00am and 2:30pm-6:30pm

Hours vary and are dependent on the school location

Program Description:

Fun on the Run will provide each kindergarten student with the opportunity to grow and develop in a safe, stimulating, and inviting environment. Our team members will support each child throughout their developmental stages, while creating a space that allows children to build upon prior knowledge.

As each child enters the kindergarten room, they will use their learned skills such as following a routine, self-regulation, and communication, to continue to support their success and development. The primary goal in the kindergarten room is to provide continued support to each individual child at the stage they are at, by maintaining an environment that meets their needs within every developmental domain.

Tentative Daily Schedule

Morning Program	
7:00AM – 9:00AM	Arrival and Exploration Time Morning Breakfast Free Play Learning Experiences
Afternoon Program	
2:30PM – 3:00PM	Attendance/Washroom Routine/Snack Time
3:00PM – 3:30PM	Outdoor Play (Weather Permitting)
3:30PM – 4:30PM	Open-Ended Activities: Loose Parts, Coloring, etc.
4:30PM – 5:15PM	Gym Gross Motor Activities
5:15PM – 6:30PM	Classroom Activities Implementation of: Songs, Books, and Table/Carpet Activities Departure Time

This program will operate for ten months out of the year, unless stated otherwise for the implementation of camp programs. Please note that there are a minimum of 3 (three) enrollment days that are required upon registration.

School-Age

Fun on the Run will serve children ages 6 years to 12 years.

Staff-to-Child Ratio **1:15 (Gr.1-3) and 1:20 (Gr. 4-6)**

Hours of Service Vary From: 7:15am-9:00am and 2:30pm-6:30pm

Hours vary and are dependent on the school location

Program Description:

Fun on the Run will provide each schoolager with the opportunity to grow and develop in a safe, stimulating, and inviting environment. Our team members will support each child throughout their developmental stages, while creating a space that allows children to build upon prior knowledge.

As each child transitions from the kindergarten room to the schoolage room, they will use their learned skills such as following a routine, cooperation, communication and leadership skills to continue to support their success and development. The primary goal in each schoolage room is to provide continued support to each individual child at the stage they are at, by maintaining an environment that supports their diverse strengths, needs, abilities, interests, and skills.

Tentative Daily Schedule

Morning Program	
7:00AM – 9:00AM	Arrival and Exploration Time Morning Breakfast Free Play Learning Experiences
Afternoon Program	
2:30PM – 3:00PM	Attendance/Washroom Routine/Snack Time
3:00PM – 3:30PM	Outdoor Play (Weather Permitting)
3:30PM – 4:30PM	Open-Ended Activities: Loose Parts, Coloring, etc.
4:30PM – 5:15PM	Gym Gross Motor Activities
5:15PM – 6:30PM	Classroom Activities Implementation of: Songs, Books, and Table/Carpet Activities Departure Time

This program will operate for ten months out of the year, unless stated otherwise for the implementation of camp programs. Please note that there are a minimum of 3 (three) enrollment days that are required upon registration.

Inclusion of Children with Special Needs

The significance of inclusion surrounds the notion that all children are unique individuals who should be provided with endless learning opportunities. Our primary goal at Fun on the Run is to encourage children to work to their fullest potential, as they grow in a developmentally appropriate environment that fosters positive self-esteem and independence.

The role of the family within this process is significant because they are considered as the primary caregivers of their child(ren). With the implementation of constant communication between families and team members, we can ensure that we have a mutual understanding of each individual's diverse abilities, as well as become aware of any important changes to their development and needs.

Fun on the Run builds an inclusive environment by creating a natural, home-like classroom atmosphere with real-life experiences, in order for the child to gain independence and social competence. We also work closely with York Region Early Intervention Services, as well as our on-site Resource Consultant, to implement supportive programs for children with exceptionalities.

In addition, Fun the Run works closely with York Region to offer a program called 'Enhanced Funding', to use as an option for children who require **additional** support and assistance during program hours. If your child could benefit from additional support within our classrooms, kindly contact the Centre's Resource Consultant via email at marianne@funontheruncentre.com for more information.

Cultural Diversity

In an effort to ensure a culturally diverse program, Fun on the Run remembers that all children are competent, capable, curious, and rich in potential, as well as come from diverse cultural backgrounds. Creating a welcoming, accepting, and positive environment for children to express themselves is one of Fun on the Run's primary approaches. Certain behaviors and instructional strategies enable team members to build a strong teaching/learning relationship with their culturally diverse students. Many of these behaviors and strategies exemplify standard practices of good teaching and are specific to working with children from diverse cultures. A number of these behaviours and strategies are listed below.

- ✓ *Appreciate and accommodate the similarities and differences among each child's culture*
- ✓ *Build meaningful relationships with students*
- ✓ *Focus on the ways children learn through observations*
- ✓ *Teach children to match their behaviours to the environment*

Fun on the Run embraces and celebrates the ethnic and cultural diversity of our families and school communities within each of our programs

Camp Programs Offered *(Before-and-After School Program Only)*

Fun on the Run offers the following camps for kindergarten and school age children:

- March Break Camp
- Winter Break Camp
- Summer Camp
- P.A. Day Camp

March Break Camp

Fun on the Run offers full-day care during the week of March Break, where children will have the opportunity to participate in endless spring-themed activities, along with visits from special guests and exciting off-site excursions.

Winter Break Camp

Fun on the Run offers full-day care during the December/January winter break, where children will partake in various wintry learning opportunities, including outdoor winter sports and winter themed arts and crafts.

Summer Camp

During the months of July and August, Fun on the Run offers full-day care, where children will explore a variety of learning opportunities that are incorporated within planned weekly themes including: Creative Week, Cooking Week, Science Week, and much more!

P.A. Day Camp

Throughout the school year, Fun on the Run offers full-day care during P.A. Days, where children are provided with a myriad of open-ended learning opportunities, along with visits from special guests and planned off-site excursions to the local movie theatre, indoor playground, bowling alley and more.

***In direct response to Covid-19, Fun on the Run will not be implementing any off-site excursions (trips), expect for community walks.**

Please note that P.A. Days are NOT included in monthly fees when registering for before-and-after care. P.A. Days and camps will be charged separately according to the days registered. Please refer to your monthly fee schedule for additional information.

Media Consent

Throughout the school year, our team members will be taking photos of each child engaged in learning, as well as their work, to use as pedagogical documentation. This is done in an effort to make each child's experiences and learning at Fun on the Run visible within the school's community. Documentation of photos will also be used to share within monthly newsletters, our private online platform *Instagram*, and our website (www.funontherunchildcare.com).

Upon registration, families will be asked to provide consent to have their child photographed, in addition to their work being used for the purposes described above. Please note that consent is not mandatory but encouraged for educational and learning purposes.

Behaviour Guidance and Prohibited Practices

Restorative Approach

This approach uses past incidents to facilitate an enhanced future for all involved individuals and focuses on working with one another to build and restore relationships.

Questions to Challenge Behaviour

1. *What happened?*
2. *What were you thinking at the time?*
3. *What do you think you need to do to make things right?*

To Help Those Affected

1. *What did you think when you realized what happened?*
2. *What do you think needs to happen in order to make things right?*
3. *What impact has this had on you and others?*

Child Guidance

It is the policy of Fun on the Run to promote and direct positive and concise direction to all children. By implementing an exceptional code of behaviour, we make every effort to encourage positive reinforcement in order to avoid negative tones and verbal inferences. Our team members will ensure that every child feels a sense of belonging, is developing a sense of self-identity, and possesses a healthy well-being. Every child is an active and engaged learner who explores their world with their body, mind, and senses. Moreover, we understand that children are capable communicators who express themselves in many different ways.

Prohibited Practices Include:

1. *Corporal punishment of a child;*
2. *Physical restraint of a child, such as confining a child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting themselves or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;*
3. *Locking the exits of a childcare centre or home childcare premises for the purpose of confining a child, or confining a child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures; use of harsh or degrading measures or*

threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten a child or undermine their self-respect, dignity, or self-worth;

4. *Depriving a child of basic needs including food, drink, shelter, sleep, toilet use, clothing, or bedding;*
5. *Inflicting any bodily harm on children, including making children eat or drink against their will.*

The Site Supervisor will ensure that a written record of the monitoring of all child guidance practices is completed annually in September or immediately following an observed or reported prohibited practice by team members, volunteers, and placement students. All written records of monitoring will be kept on file for three years. Placement students and volunteers will not be left alone with children, as they must be supervised by a Fun on the Run team member at all times.

Incident Reports/Termination Procedures

Fun on the Run will take special circumstances into consideration when implementing the following policy, as each situation remains unique. Outlined below are termination policies and procedures that our team members and administrators will implement when necessary. Please note that Fun on the Run reserves the right to terminate services for the following behaviours displayed by children within our program:

- *Persistent opposition of authority*
- *Willful destruction of property*
- *Use of profane or hurtful language*
- *Conduct which is injurious to the moral of the Centre or the physical or mental well-being of themselves, or to other children, team members, and volunteers of Fun on the Run*
- *Conduct that manifests itself into a potential safety hazard to themselves, or to other children, team members, and volunteers of Fun on the Run*

Incident Reports (Limit of Four):

1. **First Incident:** Team members will speak with the child and inform the family through verbal communication. Documentation of the incident will be provided to parents/guardians as well.
2. **Second Incident:** A signed written warning will be submitted to the family.
3. **Third Incident:** Suspension from all Fun on the Run programs will be established for the child, for 1 to 5 business days.
**Once a third incident report has been issued on a child's behalf, a Service Contract will be presented and discussed with the family.*
4. **Fourth Incident:** A Program Manager will notify the child's family in writing of the termination of services.

School Suspension *(Before-and-After School Program Only)*

Fun on the Run works in partnership with both the York Region District School Board and the York Catholic District School Board. In saying this, in the event that a child is suspended from school, Fun on the Run must abide by the policy set forth in the suspension documentation sent from the child's school. Therefore, if a child is not permitted to remain on school property, they will also not be permitted to attend Fun on the Run.

Parent Engagement and Communication

We encourage parent involvement and input within every part of our program. Moreover, we strive to create a supportive family atmosphere, where the program is an extension of both the home and the community. We believe in the importance of working together with families in order to better meet the needs of our children. Fun on the Run also believes in building a strong sense of community within the program. Therefore, we are active members in each of our school communities. Furthermore, we work alongside the administrative staff within each school, to develop plans for Fun on the Run to provide necessities for each school community.

Within each centre, Fun on the Run:

- 1. Includes families in the program planning process*
- 2. Distributes a monthly newsletter to inform and engage families in important events*
- 3. Communicates daily with families at the beginning and end of each day*
- 4. Offers special events such as family barbeques, holiday concerts, and open houses to highlight children's achievements*
- 5. Works together with a Parent Advisory Committee throughout the school year*

Annual satisfaction surveys are also distributed to gain feedback and to receive input about our before-and-after school programs.

Our main goal is to ensure the overall health, safety, and well-being of each child while in our care. We look forward to working together with each child's family in order to provide them with a positive journey and seamless entry into care. Fun on the Run maintains an open-door policy and is always available for feedback, to ensure we are providing the best possible care.

Ongoing Communication

Each of our program locations has an email account for easy communication with the Site Supervisor and head office.

Please reference the chart below for the contact information for each of Fun on the Run's centres.

Name of School	Site Supervisor Email Address
Anne Frank Public Elementary School	supervisor.annefrank@funontheruncentre.com
Bayview Glen Public Elementary School	supervisor.bayviewglen@funontheruncentre.com
Discovery Public Elementary School	supervisor.discovery@funontheruncentre.com
Guardian Angels Catholic Elementary School	supervisor.guardianangel@funontheruncentre.com
Holy Jubilee Catholic Elementary School	supervisor.holyjubilee@funontheruncentre.com
Johnny Lombardi Public Elementary School	supervisor.johnnylombardi@funontheruncentre.com
Michael Cranny Public Elementary School	supervisor.michaelcranny@funontheruncentre.com
Nellie McClung Public Elementary School	supervisor.nelliemclung@funontheruncentre.com
Pope Francis Catholic Elementary School	supervisor.popefrancis@funontheruncentre.com
Pope Francis Childcare Centre	pfchildcare@funontheruncentre.com
St. Peter Catholic Elementary School	supervisor.stpeter@funontheruncentre.com
St. Catherine of Siena Catholic Elementary School	supervisor.stcatherine@funontheruncentre.com
St. Elizabeth Seton Catholic Elementary School	supervisor.seton@funontheruncentre.com

Some examples of how Fun on the Run communicates with families are as follows:

- Newsletters
- Parent Advisory Meetings
- Daily verbal and written communication
- Surveys
- Emails
- Website
- Instagram

Parent Concerns and Issues: Policies and Procedures

Purpose:

The purpose of this policy is to provide the process and guidelines families, team members, and operators will follow when they bring forward issues and/or concerns regarding Fun on the Run.

Definitions:

Operator: *The individual or agency licensed by the Ministry of Education responsible for the operation and management of each childcare centre it operates.*

Team Member: *Individual employed by the operator.*

General Policy

Families belonging to Fun on the Run are encouraged to take an active role in our childcare centre and regularly discuss what their child is experiencing within our program. As mentioned within our program statement, we support positive and responsive interactions among the children,

families, and team members and foster the engagement of ongoing communication with families regarding the program. Our team members are available to engage in conversations with families, to support positive experiences during programming.

All issues and concerns raised by families are taken seriously by Fun on the Run and will be addressed in a timely manner. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties, as quickly as possible.

Issues and concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally or in writing upon request. The level of detail provided to the family will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to families within 1-5 business day(s). The individual who raised the issue and/or concern will be kept informed throughout the resolution process.

**Investigations of issues and concerns will be fair, impartial, and respectful to all parties involved.*

Confidentiality

Any issue and/or concern will remain confidential; every effort will be made to protect the privacy of families, children, team members, volunteers, and placement students, except when information must be disclosed for legal purposes (i.e. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities, or Children's Aid Society).

Professional Conduct

Fun on the Run maintains high standards for facilitating positive interactions, effective communication, and role modeling for children. Harassment and discrimination will therefore not be tolerated from any individual, at any time. If at any point, a child, family member, or team member feels uncomfortable, threatened, abused, or belittled, they may immediately end the conversation and report the situation to the Site Supervisor and/or a Program Manager.

Concerns about Suspected Abuse or Neglect of a Child

All individuals, including members of the public and professionals who work closely with children, are required by law to report suspected cases of child abuse or neglect. If a family expresses concerns that a child is being abused or neglected, the family will be advised to contact the local Children's Aid Society (CAS) directly. Persons who become aware of such concerns are also responsible for reporting this information to Children's Aid Society as per the "Duty to Report" requirement under the Child and Family Services Act.

For more information, please visit:

<http://www.children.gov.on.ca/htdocs/English/childrensaidthereportingabuse/index.aspx>

Escalation of Issues or Concerns

If families are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing via email to admin@funotheruncentre.com.

Issues and/or concerns related to compliance with requirements set out in the Child Care and Early Years Act., 2014 and Ontario Regulation 137/15 should be reported directly to the Ministry of Education's Childcare Quality Assurance and Licensing Branch.

Issues and/or concerns may also be reported to other relevant regulatory bodies (i.e. York Region Public Health, York Regional Police, Ministry of Environment, Ministry of Labour, College of Early Childhood Educators, Ontario College of Teachers, etc.) where applicable.

Contact Information

Head Office: Fun on the Run Pre-School Centre

Telephone: (905) 265-7458

Email: admin@funontheruncentre.com

Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or childcare_ontario@ontario.ca

Procedures

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
Program (Classroom) Related i.e.: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.	Raise the issue or concern to <ul style="list-style-type: none"> - The classroom staff directly or, - The Site Supervisor or licensee. 	<ul style="list-style-type: none"> - Address the issue/concern at the time it is raised or <ul style="list-style-type: none"> - Arrange for a meeting with the parent/guardian within 1-5 business days. <p>Document the issues/concerns in detail. Documentation should include:</p> <ul style="list-style-type: none"> - The date and time the issue/concern was received;
General, Centre, or Operations Related i.e.: childcare fees, hours of operation, staffing, waiting lists, menus, etc.	Raise the issue or concern to <ul style="list-style-type: none"> - The Site Supervisor or licensee. 	<ul style="list-style-type: none"> - The name of the person who received the issue/concern; - The name of the person reporting the issue/concern; - The details of the issue/concern; and
Team Member, Family and/or Licensee Related	Raise the issue or concern to <ul style="list-style-type: none"> - The individual directly or, - The Site Supervisor or licensee. <p>All issues or concerns about the conduct of staff, duty parents, etc. that puts a child's health, safety and well-being at risk should be reported to the Site Supervisor as soon as parents/guardians become aware of the situation.</p>	<ul style="list-style-type: none"> - Any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral. <p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p>
Placement Student/Volunteer Related	Raise the issue or concern to <ul style="list-style-type: none"> - The staff responsible for supervising the volunteer or student or, - The Site Supervisor and/or licensee. <p>All issues or concerns about the conduct of placement students and/or volunteers that puts a child's health, safety and well-being at risk should be reported to the Site Supervisor as soon as parents/guardians become aware of the situation.</p>	<p>Ensure the investigation of the issue/concern is initiated by the appropriate party within 1-5 business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.</p> <p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>

Nutrition

Fun on the Run is committed to the development of healthy individuals. Furthermore, we strive to educate young children and their families on nutrition and healthy child development. By providing children with healthy eating choices, we are mentoring life-long skills to nutritiously feed and nourish their bodies for optimal health and development. All menus are comprised of an assortment of healthy food items from each of the food groups featured in the Canada Food Guide. Fresh fruits and vegetables are also offered throughout the day during each meal time (breakfast, lunch and afternoon snack).

Lunch is ONLY provided for children enrolled in the Infant, Toddler and Preschool programs located at Pope Francis Childcare Centre.

Fun on the Run strives to continuously promote healthy eating habits while appreciating food. Fun on the Run can positively influence children's health and well-being with regards to eating nutritious food by:

- *Providing nutritious food and beverages that incorporate familial and cultural preferences*
- *Creating positive eating environments with foods and portion sizes that are responsive to children's cues of hunger and fullness*
- *Using a bright, attractive, well-ventilated, and comfortable room for serving meals*
- *Providing suitable child-sized tables and chairs*
- *Supplying dishes and eating utensils that are attractive, durable, and of suitable size and shape for small hands*
- *Ensuring that dishes and utensils match the children's capabilities*
- *Ensuring team members eat with the children (when possible) and always eat the same meal that is served to the children*
- *Providing an opportunity for children to leave the table if they become restless before the meal is over (i.e. let the children return their plates to the counter)*
- *Encouraging children to practice self-care skills (i.e. feeding themselves) and help with food preparation, distribution, etc.*
- *Setting a good example by having a positive approach to new foods and pleasant table manners*
- *Being prepared for spills and calmly cleaning up and offering reassurance when they happen*
- *Encouraging interesting conversation and modeling language related to food, drink, and eating, to support language development*

Monthly Menu *(Before-and-After School Program Only)*



Snack Schedule

Week # 1			
Day	Morning	Afternoon	Fruits/Vegetables served
Monday	Mixed Cereal with Milk	Crunchy Rice Rolls with Jam/Cream Cheese	
Tuesday	Waffles/Pancakes with Jam/Butter/Cream Cheese	Fresh Vegetables Ranch Dip/Hummus	
Wednesday	English Muffins with Jam/Butter/Cream Cheese	Seasonal Fruit & Yogurt	
Thursday	Toast with Jam/Butter/Cream Cheese	Cheese & Crackers	
Friday	Mixed Cereal with Milk	Gold Fish Crackers & Apple Sauce	
Week # 2			
Day	Morning	Afternoon	Fruits/Vegetables served
Monday	Mixed Cereal with Milk	Seasonal Fruit & Yogurt	
Tuesday	Arrowroot Biscuits/Muffins & Yogurt	Pita & Hummus	
Wednesday	Cinnamon Raisin Toast/Toast with Jam/Butter/Cream Cheese	Fresh Vegetables Ranch Dip/Hummus	
Thursday	Mixed Cereal with Milk	Made-Good Bars & Yogurt	
Friday	Toast with Jam/Butter/Cream Cheese	Cheese & Crackers	
Week # 3			
Day	Morning	Afternoon	Fruits/Vegetables served
Monday	Mixed Cereal with Milk	Melba Toast With Cream Cheese	
Tuesday	English Muffins with Jam/Butter/Cream Cheese	Fresh Vegetables Ranch Dip/Hummus	
Wednesday	Arrowroot Biscuits/Muffins & Yogurt	Seasonal Fruit & Yogurt	
Thursday	Mixed Cereal with Milk	Nachos with Salsa	
Friday	Cinnamon Raisin Toast/Toast with Jam/Butter/Cream Cheese	Crunchy Rice Rolls With Jam/Cream Cheese	
Week # 4			
Day	Morning	Afternoon	Fruits/Vegetables served
Monday	Mixed Cereal with Milk	Nutri-Grain/Gluten Free Clusters Bars & Yogurt	
Tuesday	English Muffins with Jam/Butter/Cream Cheese	VW Sandwich with Cheese/Deli Meat	
Wednesday	Toast with Jam/Butter/Cream Cheese	Fresh Vegetables Ranch Dip/Hummus	
Thursday	Mixed Cereal with Milk	Seasonal Fruit & Yogurt	
Friday	Fruit Yogurt with Granola	Cheese & Crackers	

All snacks conform to the standards set within the current Child Care and Early Years Act and the Canada Food Guide. A bowl of fruit and/or vegetables are also available throughout the entire duration of the program. Mixed Cereals include but are not limited to: Cheerios, Corn Flakes, Frosted Flakes, Rice Krispies, Mini Wheats and Shreddies. Milk & Water are served during morning and afternoon snack.

Subject to change due to availability

Revised March 2021

Monthly Menu *(Child Care Centre Only)*

WEEK 1					
DATE: OCT 26-30, 2020					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Breakfast 7:00am-9:00am	Cereal With Milk	Yogurt With Berries	Toast Butter & Jam	Cinnamon Raisin Toast Butter & Jam	Cereal With Milk
Morning Snack	FRESH FRUIT				
Lunch	Meat Ravioli With Sause	Chicken Tenders Steamed Veggies Brown Rice	Grilled Cheese Sandwich Cucumbers	Penne with Tomato Sause	Cheese Pizza Cucumber
Afternoon Snack	Cheese & Crackers	Clusters Bananas	Homemade Muffins	Rice Rolls Cream Cheese & Jam	Yogurt Made Good Bars
Substitution					

WEEK 2					
DATE NOV 2-6, 2020					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Breakfast 7:00am-9:00am	Cereal With Milk	Oatmeal	Waffles & Berries	Toast Cream Cheese	Cereal With Milk
Morning Snack	FRESH FRUIT				
Lunch	Cod Balls Steamed Veggies Brown Rice	Lasagna	Vegetable Soup & Meatballs Crackers	Turkey & Cheese Sandwich Cucumber & Peppers	Turkey Sausage Pancakes Strawberries
Afternoon Snack	Gold Fish Crackers Cucumbers	Apple Sauce Crackers	Homemade Muffins	Apple Slices Made Good Bar	Veggies & Dip

WEEK 3					
DATE NOV 9-13, 2020					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Breakfast 7:00am-9:00am	Cereal With Milk	English Muffins Butter & Jam	Waffles Fruit Spread	Cinnamon Raisin Toast Butter & Jam	Cereal With Milk
Morning Snack	FRESH FRUIT				
Lunch	Vegetable Soup & Meatballs Crackers	Chicken Tenders Steamed Carrots, Green Beans & Peas	Homemade Marconi & Cheese	Penne with Tomato Sause	Chicken Cutlet Mashed Potatoes Broccoli
Afternoon Snack	Cheese & Crackers	Veggies & Dip	Homemade Muffins	Pita Served Hummus	Apple Slices Made Good Bar
Substitution					

WEEK 4					
DATE NOV 16-20, 2020					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Breakfast 7:00am-9:00am	Cereal With Milk	Yogurt Berries & Bananas	Toast Butter & Jam	Bagels Cream Cheese	Oatmeal
Morning Snack	FRESH FRUIT				
Lunch	Cod Balls Broccoli Mashed Potatoes	Lasagna	Vegetable Soup & Meatballs Crackers	Veal Cutlet Mashed Potatoes Broccoli	Cheese Pizza Cucumber
Afternoon Snack	Rice Rolls Served With Cream Cheese And Jam	Cheese & Crackers	Homemade Muffins	Veggies & Dip	Gold Fish Crackers Fresh Fruit

Health, Safety, and Wellness

At Fun on the Run, our main goal is to ensure the overall health, safety, and well-being of each child within the program.

Personal Health Care

The term 'unwell' is defined as an individual who is experiencing a fever, diarrhea, vomiting, undiagnosed skin rashes or infections, head lice, or infectious illness and will not be admitted to school. If a child becomes ill during program hours, the family will be contacted immediately and must make arrangements to pick up their child as soon as possible. If the family cannot be reached, the emergency contact individuals will be contacted. As a safety precaution, any sick child who is experiencing those symptoms will be removed from the classroom and redirected to rest in another supervised area until they are picked up. If a child is suffering from a transmittable condition, our team members must be made aware of the condition so that other families can be notified.

Inclusion/Exclusion of Student Illness

[Fever – Vomiting – Diarrhea – Cold/Flu]

A child with any of the above symptoms may not return to the childcare centre until they are symptom-free for at least 24 hours. Should any of these symptoms develop during program hours, families or an emergency contact person will be notified and asked to pick up the child immediately. ***These guidelines do not apply to Covid-19.**

[Contagious Diseases: Chicken Pox – Rubella – Measles – Pink Eye – Hepatitis A or B – Meningitis – Mumps – Pertussis – Candida – Coxsackie A16 (Hand, Foot and Mouth Disease) – Fifth Disease – Pinworms – Scabies – Streptococcal Infections]

If a child contracts any of the above contagious diseases, the Site Supervisor must be informed immediately. Children will not be permitted to return to the childcare centre until a doctor has verified in writing, that the child is no longer contagious.

Immunizations (Child Care Centre Only)

Up-to-date immunization forms must be submitted to the childcare centre upon registration; please notify the Centre immediately of any changes. If a parent refuses to immunize children for religious or personal beliefs, a form will be provided for the parent to complete and submit to the Centre. As enforced by York Region Public Health, children will not be able to enroll in Fun on the Run, unless a copy of the child's immunization record is presented at the time of registration.

Head Lice (Pediculosis)

If a child is suspected/identified as having pediculosis, Fun on the Run's policy states that the child must be picked up from the childcare centre **immediately** by a family member or an emergency contact individual. Please note that a child with pediculosis will only be readmitted to the childcare centre upon evidence (note from a health practitioner) that the child is

completely nit free, there are no signs of head lice, and the family has taken every precaution to treat it (i.e. application of medicated shampoo, etc.).

Outbreaks

Fun on the Run abides by all health and safety procedures set forth by York Region Public Health. This includes the length of time children need to refrain from attending the daily program and when they may return. However, all cases will be given equal consideration.

An outbreak occurs when there are two or more related cases (children or team members) with similar signs and symptoms of an infection or illness, or two or more laboratory confirmed cases, or when the illness rate exceeds the norm in the school/centre within a short period of time.

Typical symptoms of enteric illnesses are:

- | | |
|--------------------------|-------------------------------|
| → <i>Diarrhea</i> | → <i>Stomach Cramps</i> |
| → <i>Bloody Diarrhea</i> | → <i>General Irritability</i> |
| → <i>Vomiting</i> | → <i>Malaise</i> |
| → <i>Fever</i> | → <i>Headache</i> |

Early detection of signs and symptoms through the observation of children's health, as well as diligent record keeping are crucial to the recognition and control of an outbreak. If you suspect an outbreak, please notify the York Region Health Services Department immediately, as well as the Centre's Site Supervisor.

For information relating to **Covid-19** or other infectious diseases, please reference the extension of the parent handbook entitled, 'Health and Safety Guidelines for Families: Infection Prevention and Control Plan'. A copy will be provided to families on an annual basis and each time the document is revised.

Toilet Training/Diaper Change *(Child Care Centre Only)*

At Fun on the Run, toilet training begins when each child is ready. Moreover, because each child develops at their own pace, our team members and families work together to encourage children to have a successful toilet training experience.

Families and team members should look for signs that a child is ready to begin toilet training. For example:

- *The child is dry for long periods of time.*
- *The child may show facial expressions indicating that they need to urinate or have a bowel movement.*
- *The child has the language abilities to follow simple instructions and is able to vocalize that they need to be brought to the washroom.*

Tips for toilet training:

- Families and team members must communicate with one another regarding each child's progress and work together to encourage the child to use the toilet.
- Consistency at home and at the childcare centre is a key element to success; what is being implemented at the childcare centre must also be implemented at home.
- Families should provide at least three changes of clothes daily for their child(ren).
- Help children feel physically secure in the toileting area, by being gentle and understanding about accidents.
- Success may not be immediate. Always be patient, understanding, and encouraging.

*** Fun on the Run will post these written policies and procedures on-site, to clearly identify proper toileting routines.**

Washroom Routines *(Before-and-After School Program Only)*

In order to facilitate a safe environment at all times within our program, Fun on the Run no longer exercises the "buddy" system during washroom routines. Instead, team members now accompany a small group of children at a time to the washroom, throughout the program. This new policy will help to eliminate any unsafe situations that could possibly occur and will ensure that children are supervised at all times.

Daily Outdoor Play and Physical Activity

Children need to be active every day in order to promote their healthy growth and development. Children who establish healthy lifestyle patterns at a young age will continue to follow them throughout adolescence.

Each child who receives care for six hours or more in a day must spend time outdoors for at least two hours each day, weather permitting, unless a physician or parent of the child advises otherwise in writing. *(Child Care Centre Only)*

Each child who receives care in the before-and-after school program must spend time outdoors for at least 30 minutes each day, weather permitting, unless a physician or parent of the child advises otherwise in writing. *(Before-and-After School Program Only)*

Outdoor play with physical activity can help children cope with stress. It also promotes:

- | | |
|---|--|
| - <i>Healthy growth and development</i> | - <i>A stronger heart</i> |
| - <i>Improved self-esteem</i> | - <i>A healthier weight range</i> |
| - <i>Stronger bones, muscles, and joints</i> | - <i>Social interaction with friends</i> |
| - <i>Improved posture and balance</i> | - <i>Development of new skills while having fun</i> |

Rest and Sleep Times (Child Care Centre Only)

In accordance with the regulations set forth within the Child Care and Early Years Act (2014), children in a childcare setting are provided with a minimum of two hours per day to sleep, rest, or engage in quiet activities that are based on each child's needs. Fun on the Run believes that sleep and rest are important to a child's health, well-being, and overall development. Correspondingly, Fun on the Run will assign individual cribs or cots to children, as well as consult with families regarding their child's sleeping arrangements at the time a child is enrolled.

Administration of Medication

Fun on the Run team members are not authorized to administer any over-the-counter medication (i.e. pain medication, cough medicine, eye drops, etc.). Moreover, children are not permitted to bring them to the Centre. Please note that if a child is required to take medication at school, it is Fun on the Run's policy that an 'Administration for Prescription Medication' form be completed and signed by a parent/guardian. All required medication must be submitted to the Centre's Site Supervisor in the **original packaging** (or prescription bottle) with proper measuring tools. The medication will be stored in our server, in a locked box or refrigerator. Under no circumstances are children permitted to be in possession of medication or to self-administer any medicine.

Severe Allergy Policy (Nuts)

Due to the increasing number of children in the program who suffer from severe and life threatening allergies to nuts and nut products, Fun on the Run has established a nut and severe allergy policy. We understand that a nut and allergy free environment cannot be guaranteed. However, we are asking for the co-operation of all families in working to minimize the risks to those directly affected.

Please speak with your child about not sharing their snacks or lunches with other children. Encourage your child(ren) to wash their hands after every meal to reduce the chances of spreading peanut/nut residue.

We thank you for your support and understanding. In working together, we can all help to create a safe and healthy environment for all individuals.

Anaphylactic Policy

Anaphylaxis is defined as a severe allergic reaction that can be fatal, resulting in circulatory collapse or shock. The allergy may be related to food, insect stings, medicine, latex, etc.

Fun on the Run is committed to taking a proactive position regarding the prevention of anaphylaxis. The purpose of the policy is to provide a process for dealing with anaphylaxis in the Centre.

Strategies to Reduce Risk of Exposure:

- Foods with a “May Contain” label will not be served
- All labels will be read by a team member prior to serving
- Team members purchasing foods on behalf of the Centre must have food ingredient labels every time a product is purchased
- No food other than those provided by our kitchen staff will be available to children. This policy includes birthdays and/or special events. **(Child Care Centre Only)**
- Kitchen staff will prepare fun treats for all special events planned by the Centre, in an effort to ensure all allergies are acknowledged. **(Child Care Centre Only)**
- Children, team members, and volunteers will be instructed to not share food
- Team members will not bring any outside food into the childcare centre
- All surfaces will be cleaned with a cleaning solution (water and germ destroyer approved by York Region Public Health) prior to and after preparing and serving foods
- All cleaning supplies, medicines, and any other products that may be of any danger and/or commonly produce allergic reactions, will be properly stored away from children
- Garbage bins will be removed from each room and emptied after lunchtime
- Extra supervision will be provided to anaphylactic children during mealtimes (i.e. sitting opposite to child, etc.)
- On the school bus during field trips, no food/snacks will be permitted
- Playground areas will be checked and monitored for insects such as bees and wasps. The property manager will be notified immediately and children will be forbidden to play in the affected area until it is safe
- During off-site trips, families will be notified beforehand to send an extra epi-pen/puffer (if applicable) for their child
- Consent is required by the child’s physician in order to carry their own epi-pen

Allergies and Medical Needs

Please note that if your child is anaphylactic or possesses ANY allergy or medical need, it is imperative that each parent/guardian make note of it within the appropriate childcare centre documents. If applicable, any changes must be made by the parent in writing.

To ensure the safety of all individuals with an allergy or medical need, parents/guardians will be informed by newsletter/handout of all allergies in the childcare centre. A list of allergies and medical needs will be posted in each room operated by the childcare centre and on the Parent Information Board (including hallways, gym, bathrooms, playground area, play area, etc.).

Individual Allergy/Medical Need(s) Plan and Emergency Procedures

Upon enrolment, families must communicate with our team members, and the Site Supervisor to provide input for a child’s individual allergy/medical need(s) plan and emergency procedures. The allergy/medical need(s) plan will include but is not limited to:

- *Description of the child's allergy/medical need*
- *Emergency plan as per directions provided by the family and/or physician*
- *Monitoring and avoidance strategies*
- *Signs and symptoms of an anaphylactic reaction/attack*
- *Team member's roles and responsibilities*
- *Parent/guardian consent for administering medication, sharing information and posting emergency plan*
- *Emergency contact information*
- *Location of Epi-pen and/or medication i.e. puffer (Classroom First Aid Kit/Fanny Pack)*

Parents/guardians must advise the Site Supervisor if their child develops an allergy and/or medical need, requires medication, and if there are any changes to the child's individual allergy/medical need(s) plan or treatment. Individual plans will be revised on an annual basis and as directed by the child's parent and/or physician.

Please note that if a child requires an epi-pen/puffer, it must be on-site within the child's classroom, located within the first aid kit/fanny pack, their backpack and/or in a wearable pouch, in order for them to attend Fun on the Run.

For the health and safety of each child with an anaphylactic allergy or medical need(s), children who enter any Fun on the Run childcare centre without their required medication will not be permitted to stay.

Copies of individual plans will be stored in each child's file, each classroom binder, the on-site anaphylactic/medical needs binder, parent information boards, the kitchen/serverly, and on-site child care manual, as well as every room operated by Fun on the Run (where necessary).

Parent Training Regarding Allergies/Medical Needs

Where a child at Fun on the Run has an anaphylactic allergy or medical need, team members, placement students, and volunteers must be provided with training from a parent on how to best handle the situation. Training will include the procedures to be followed in the event a child experiences an anaphylactic reaction or medical attack, including how to recognize signs and how to administer medication.

For any new team members, placement students, and volunteers who commence employment or placement after the initial parent training, additional training will be provided to the individuals by the Site Supervisor and/or parent.

All team members must be trained by the parent of the child on an annual basis and must receive consent from the parent to train new team members, placement students, and volunteers. Please note that volunteers and placement students are not permitted to administer medication unless extreme circumstances occur (i.e. a team member is unconscious). Team members will conduct checks on a daily basis to confirm that each child has their required medication with

them before entry into the daily program. Each team member will be required to confirm in writing that they have received appropriate training from each child's parent. The Site Supervisor will keep an anaphylactic/medical needs binder on-site to keep track of all training dates, trainers, and staff/parent signatures.

Safe Arrival and Departures

Families are required to accompany their child to and from the childcare centre on a daily basis. Families must ensure that they have signed in and initialed the time their child(ren) departs the childcare centre upon pick-up.

Car-Seat/Seat Belt Safety

Every child that is dropped off and/or picked up at Fun on the Run must adhere to the transportation laws set forth by the Government of Canada with regards to car-seat safety. Please note that children who weigh less than 40 pounds must ride in appropriately installed booster seats and/or car-seats.

Emergency Procedures (Medical Attention)

In the event of an emergency at Fun on the Run, parents/guardians will be notified immediately via telephone and email. Up-to-date medical information is vital in order for the childcare centre to respond immediately and appropriately to the situation. In an emergency, team members will take any or all of the following actions:

- *Call an ambulance (911)*
- *Contact the emergency contact individuals*
- *Contact the family*
- *Administer reasonable first-aid/CPR measures*

Fire Drills

On a monthly basis, the team members in each classroom at Fun on the Run must conduct a fire drill, in an effort to ensure that all educators and children are up-to-date with Fun on the Run's policies and procedures regarding fire safety. Please note that during these fire drills, team members will conduct a "real-life" drill that includes instructing children to stop what they are doing and to exit the premises as quickly as possible, without grabbing coats and backpacks.

Smoke/Vape Free Environment

Fun on the Run remains a smoke/vape free environment. Please note that there is no smoking of any kind permitted inside or outside school property.

Pet Visits

Due to potentially severe allergies, no pets are permitted on school property or within the childcare centre without the approval of the Centre's Site Supervisor.

Inclement Weather

In an effort to safely welcome the wintry season each year, Fun on the Run has provided families with a few helpful reminders and procedures to consider:

IMPORTANT: Please note that in the event that school buses are **CANCELLED**, Fun on the Run will NOT be permitted to operate the before-and-after school program, due to the fact that the York Region District School Board and the York Catholic District School Board has made the decision to **CLOSE** all schools. However, Pope Francis Childcare Centre will remain open.

1. In an effort to ensure each child's safety, kindly remember to contact the Centre's Site Supervisor if your child(ren) is going to be absent for the day due to inclement weather. Please note that this is only required if schools remain open for the day.
2. Please note that in the event of an inclement weather advisory, Fun on the Run will continue to operate the before-and-after school program (as long as schools remain open). However, please prepare to make alternate arrangements for after-school pick-up, as Fun on the Run will be enforcing early pick-up routines in an effort to ensure the safety of all children, families, and team members.
3. Kindly remember to send your child(ren) to school with appropriate outerwear, as Fun on the Run is mandated to implement outdoor play as outlined within the Ministry of Education guidelines, unless the outdoor weather is recorded at -10° celsius or lower with the wind-chill. This will include boots, jackets, snow pants, sweaters, scarves/neck warmers, gloves, hats, extra clothing, and **indoor shoes**.
4. In the event where schools within the York Region District School Board and the York Catholic District School Board **DO NOT** remain open **throughout the day** due to **severe** ongoing inclement weather, Fun on the Run will be unable to operate the after-school program, as our programs are located inside the schools.

Please note that in the event of an inclement weather advisory, severe or otherwise, Fun on the Run will contact each of its families **via email** to deliver any important information related to the before-and-after school program. This will include email messages relating to school closures, early pick-times, and weather warnings. For additional information and inclement weather notifications, families may also refer to the YCDSB website: www.ycdsb.ca, the YRDSB website: www.yrdsb.ca or the television station, **CP24**.

Serious Occurrences and Procedures

A serious occurrence can include:

- *A death of an individual that occurs while participating in a service*

- *Any serious injury to an individual that occurs while participating in a service. This includes any injury caused by a team member, an accidental injury, a self-inflicted injury, a non-accidental injury, or an unexplained injury*
- *Any alleged abuse or mistreatment of a client that occurs while participating in a service. This includes all allegations of abuse or mistreatment of individuals against team members, foster parents, volunteers, and temporary care providers.*
- *Any situation where an individual is missing, in accordance with ministry requirements for applicable program sectors*
- *Any disaster such as fire, flood, and/or power outage on the premises where service is provided*
- *Any complaint concerning the operational, physical, or safety standards of the service that is considered by the service provider to be of a serious nature (i.e. lockdown, outbreak, etc.)*
- *Any complaint made by or about an individual, or any other serious occurrence concerning an individual and, that is considered by the service provider to be of a serious nature*

Procedures can include:

- *Provide the individual with immediate medical attention (Call “911” if necessary)*
- *Team members or any other witness must report the serious occurrence to the Site Supervisor immediately*
- *The Site Supervisor will contact the parents/guardians via telephone and email*
- *Team members witnessing the serious occurrence will be required to complete an ‘Incident Report’ and have the Site Supervisor and parent sign it; parents will be provided with a copy as well*
- *The Site Supervisor will notify the Program Advisor within 24 hours of the serious occurrence. This will be done through the Child Care Licensing System (CCLS)*
- *For a child receiving fee assistance (subsidy) from York Region, the contact representative will be contacted immediately following the incident*
- *An annual summary of serious occurrences will be kept on file (electronically via CCLS) by the Program Manager for at least three (3) years*
- *All serious occurrences will be posted for 10 business days in a conspicuous place and will outline any actions taken by Fun on the Run.*

Please note that a serious occurrence does not necessarily mean that Fun on the Run is out of compliance with licensing requirements or that children are at risk in the childcare centre.

Accident Reporting Procedures

Fun on the Run will ensure that when a child is injured, the following procedures are followed:

- (a) An accident report is made describing the circumstances of the injury and any first aid administered; and

(b) A copy of the report is provided to a parent of the child. Please note that in the event that an accident does not fit the description of a serious occurrence (at the discretion of the team member(s) involved), a courtesy phone call will be placed to the parent/guardian of the child(ren), first aid will be administered, and an accident report will be made and provided to the parent of the child(ren).

Emergency Management

An emergency can be defined as one the following crises:

1. Lockdown (Threat near or in the building)
2. Hold and Secure (Threat in general vicinity but not inside the building)
3. Bomb Threat (Threat to detonate an explosive device)
4. Disaster Requiring Evacuation (Incident that requires all individuals to leave the building)
5. Disaster-External Environmental Threat (Gas spill, oil leak, etc.)
6. Natural Disaster (Tornado, earthquake, hurricane, etc.)

The purpose of this policy is to provide clear direction for team members and licensees to follow in the event of an emergency. Clear policies and procedures will support all individuals to manage responses and responsibilities during an emergency, resulting in the safest outcomes possible.

1. As soon as possible, Fun on the Run will notify parents/guardians [via telephone or email] of the emergency situation and that the all-clear has been given.
2. Where disasters have occurred that did not require evacuation of the childcare centre, Fun on the Run will provide a notice of the incident to parents/guardians by the end of the day via email.
3. If normal operations do not resume the same day that an emergency situation has taken place, Fun on the Run will provide parents/guardians with information by email as to when and how normal operations will resume as soon as this is determined.

Important Information

Important Dates

Fun on the Run
<i>Statutory Holidays and Breaks</i>
New Years Day Family Day Good Friday Easter Monday Victoria Day Canada Day Civic Holiday Labor Day Thanksgiving Day Christmas Day Boxing Day New Years Eve
Fun on the Run will not be operating on the holidays listed above. All childcare centres will be closed.

Childcare Services Offered (Child Care Centre Only)

Fun on the Run will accommodate a one-week vacation during the following three periods:

These weeks include:

- *March/Spring Break – Written notice must be submitted by January 2nd*
- *Summer (July and August) – Written notice must be submitted by April 1st*
- *Christmas Break – Written notice must be submitted by September 1st*

****Please note that parents/guardians will NOT be charged for the week they arrange their vacation.***

Intoxicated Drivers

Fun on the Run is obligated by law to ensure that no child enters a motor vehicle with an intoxicated person and reserves the right to insist that a taxi or other authorized individual be called to take the child home. In situations where an individual whose ability to operate a motor vehicle is believed to be impaired owing to the consumption of alcohol or drugs (as defined by

the controlled drugs and substances act) attempt to leave the childcare centre with a child, team members will contact York Regional Police immediately.

Custody of Children/Legal Guardians

Fun on the Run realizes the challenges that come with parent separation/divorce. With that being said, please understand that Fun on the Run will only follow instructions that are outlined on legal court documents. Families are responsible for communicating with the childcare centre regarding legal situations, as well as providing up-to-date information.

In the Event of a School Strike (School Closures)

Please note that in the rare event of Fun on the Run being impacted by a **school closure** imposed by the York Catholic District School Board and/or the York Region District School Board, where we are unable to operate the before-and-after school program, there will be no refunds issued to any family. In an effort to ensure that each family is aware of any school closure, Fun on the Run will communicate any important information to families via email.

Late Fees

Please note that there is a **\$10.00 late fee** for the first 15 minutes after closing and **\$1.00 per minute** after that, per child. This fee is payable directly to the team member(s) during pick-up, in the form of **cash** but may be submitted no later than 24 hours after the notice is issued. If the lateness persists, a meeting will be held with the parent and Site Supervisor in a timely manner, to further discuss the situation. Please note that Fun on the Run's morning program closes at 9:00AM and the afternoon program closes at 6:00PM or 6:30PM, depending on the school location.

Bus Pick-Up and Drop Off

Fun on the Run works closely with families to accommodate arrangements made by the family **ONLY**, regarding bus pick-up in the morning program and bus drop-off in the afternoon program. Please note that these arrangements are usually made by families with children who attend an alternate school location, where before-and-after care is not offered. Please note that Fun on the Run's team members will gladly assist children with getting on and off the bus. However, it is not Fun on the Run's responsibility to arrange bus services, nor is it to contact the bus company with any issues regarding lateness or otherwise. That responsibility lies solely with the family who made the prior arrangements. For example, if a bus does not arrive on time or does not arrive at all, Fun on the Run's team members will contact parents by phone and parents will be expected to pick-up children immediately. Please note that late fees will apply for both morning and afternoon programs.

Child Left After Closing Time

Late fees are incurred when a child remains at the Centre after 6:00 PM or 6:30PM depending on the school location. Inclement weather may be accepted. Any child left one (1) hour after closing time, for whom no parent or emergency contact can be reached, will be handled in the following manner:

- *The York Regional Police will be contacted and asked to go directly to the family home to see if anyone is present*
- *If the York Regional Police cannot locate the parent or emergency contact, the Children's Aid Society will be contacted on behalf of the child*

Tax Receipts

Tax Receipts will be issued electronically via email, by the end of February of each year. Should families require a duplicate receipt, a \$10.00 fee will apply.

Refund Policy and Procedures

Fun on the Run's policies regarding refunds are as follows:

- *Please note that no refunds or credits will be provided for a child's absence or vacation*
- *Registration fees and security deposits are non-refundable*
- *Days are not transferrable*

Non-Sufficient Funds (NSF)

Please note that \$30.00 will be charged for NSF payments. After the 3rd NSF occurs, a \$50.00 charge will apply. If payment is not made by the provided due date, there will be an additional \$25.00 charge per day. Parents/guardians must replace payment in the form of a certified cheque, money order, or cash.

Monthly Payments

Childcare fees are due on the first of every month and withdrawn from your financial account, via a Pre-Authorized Debit (P.A.D.) agreement. Please note that if monthly childcare fees are not submitted or accessible via P.A.D. agreement, families will be issued a two-week termination notice by Fun on the Run. All payments including NSF payments will be required, in order to void the termination notice.

Childcare Fee Assistance

If families require fee assistance (subsidy) offered by York Region to receive childcare, kindly contact York Region Childcare Subsidy at: 1-888-703-KIDS (5437) to apply.

Upon registration, a representative from York Region will contact a Director from Fun on the Run to process their enrollment.

Deposit and Registration Fees

A one-time non-refundable \$100.00 family registration fee is required for each family upon registration. A half month security deposit is also required upon registration, in order to secure each child's space within the Centre. **(Child Care Centre Only)**

A one-time non-refundable \$100.00 family registration fee is required for each family upon registration. A \$50.00 security deposit is also required upon registration, in order to secure each child's space within the program. **(Before-and-After School Program Only)**

Please note that all monthly payments will be withdrawn on the first of every month. A VOID cheque is required upon registration, in order to process the pre-authorized payments.

Please note that all cheques are to be made payable to Fun on the Run, with the child's name clearly printed on the front of each cheque. At this time, due to Covid-19, electronic payments are only being accepted, via e-transfer.

Off-Site Excursions and Outings

Fun on the Run may leave the childcare centre premises from time to time, to visit places of interest within the community. These locations may include public playgrounds and are planned as part of the children's early learning program. It is understood that supervision will be provided by team members of the childcare centre and every precaution will be taken, to ensure the health and safety of each child.

Confidentiality of Records

Children's records are confidential and open only to the team members at Fun on the Run, authorized employees of the licensing agency and the child's parents or legal guardians.

Waitlist Policy and Procedures

General

- Fun on the Run will strive to accommodate all requests for the registration of a child at the child care centre.
- Where the maximum capacity of a program has been reached and spaces are unavailable for new children to be enrolled, the waiting list procedures set out below will be followed.
- No fees will be charged to families for placing a child on the waiting list.

Procedures

Receiving a Request to Place a Child on the Waiting List

1. Fun on the Run will receive parental requests to place children on a waiting list via phone or email. Families will be contacted in order, according to their place on the wait list.

Placing a Child on the Waiting List

1. Fun on the Run will place a child on the waiting list in chronological order, based on the date and time that the request was received.
2. Once a child has been placed on the waiting list, Fun on the Run will inform parents of their child's position on the list.

Determining Placement Priority when a Space Becomes Available

1. When space becomes available in the program, priority will be given to children who are currently enrolled and need to move to the next age grouping.
2. Once those children have been placed, other children on the waiting list will be prioritized based on program room availability and the chronology in which the child was placed on the waiting list.

Offering an Available Space

1. Parents of children on the waiting list will be notified via phone or email that a space has become available in their requested program.
2. Parents will be provided with a timeframe in which a response is required before the next child on the waiting list will be offered the space.
3. Where a parent has not responded within the given timeframe, Fun on the Run will contact the parent of the next child on the waiting list to offer them the space.

Responding to Parents who Inquire About Their Child's Placement on the Waiting List

1. Fun on the Run's administrative team (Director) will be the contact person for parents who wish to inquire about the status of their child's place on the waiting list.
2. The administrative team (Director) will respond to parent inquiries and provide the child's current position on the list and an estimated likelihood of the child being offered a space in the program.

Maintaining Privacy and Confidentiality

1. The waiting list will be maintained in a manner that protects the privacy and confidentiality of the children and families on the list and therefore only the child's position on the waiting list will be provided to the primary caregiver of the child.
2. Names of other children or families and/or their placement on the waiting list will not be shared with other individuals.

Annual Review

Each of Fun on the Run's team members, volunteers, and placement students must adhere to a number of policies and procedures, including the program statement as well as Ministry, Fire and Health Regulations. All of our team members, volunteers and placement students are required to review the program statement prior to working in the program and annually thereafter or upon any changes or modifications to the program statement. Annual review of the program statement and policies and procedures ensure our team members, volunteers, and placement students are knowledgeable and prepared to handle any situation.

Working Together

Our main goal at Fun on the Run is to ensure the overall health, safety, and well-being of each child in our care. We look forward to working together with each family in order to provide all child(ren) with a positive learning journey. Fun on the Run has an open door policy and is always available for feedback to ensure we are providing the best possible care.

Withdrawal from Fun on the Run

One month (30 Days) written notice is required when requesting to withdraw from Fun on the Run's services; no deposit fee will be refunded. If a family requires temporary withdrawal, payment in full is required to secure the child's spot. Circumstances may arise where the Centre would have to request that a child be withdrawn from the Centre. In this case, written notice of two weeks would be provided.

Please note that if families choose to withdraw from Fun on the Run and enroll at a later time, they will be required to re-pay the registration fee and deposit fee in order to secure their child's spot within the program.

This Parent Handbook will be available to all parents/guardians. Families will be notified anytime updates are made.

This Parent Handbook is not complete unless accompanied by:

- A document which details fees, ages, and operating hours of the Centre for which Fun on the Run is registered.
- The Fun on the Run program statement
- Parent Issues and Concerns Policy