

# PARENT HANDBOOK



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## **Policies and Procedures**

For each child care centre it operates, Fun on the Run shall ensure that there are written policies and procedures that set out:

1. The expectations for how families, child care educators, students and volunteers are to implement and review the approaches specified in the program statement required under subsection 46 (1):
  - All families will review this policy prior to their child(ren) beginning care, and on an annual basis.
  - The program statement is intended to help all team members develop a program that best fits the needs of each child and their families in the program.
  - Each team member is expected to implement the approach (a-k) set out in the Program Statement
2. The measures that Fun on the Run will use to deal with contraventions of the policies and procedures and with the commission of a prohibited practice:
  - If a family is not following the policies and procedures, the following steps will be taken place to ensure the safety and wellbeing of all children belonging to Fun on the Run:
    - A meeting with the site supervisor at the location to go over the policies and procedures and answer any questions that may arise
    - A follow up meeting with the program manager
    - A follow up meeting with the Executive Directors
  - Parent Code of Conduct - refer to Parent Code of Conduct policy (Page.69)

For each child care centre it operates, Fun on the Run shall review the policies and procedures required under section 49 annually.

Also, Fun on the Run shall ensure that the policies and procedures required under section 49 are reviewed as follows at each child care centre it operates:

1. With families, prior to their child(ren) beginning Childcare.
2. With employees, before they begin their employment.
3. With volunteers or students who will be interacting with children at the child care centre, before they begin to volunteer or before they begin their educational placement.
4. With each individual described in paragraph 1 or 2 annually after the first review and at any other time when substantive changes are made to the policies and procedures.

For each child care it operates, Fun on the Run shall ensure that a record is kept with the date of each review conducted under subsections (1), (2) and (3) and that each record is signed by the person who made the review, or in the case of a review made by Fun on the Run, by an officer or employee of the corporation who had knowledge of the review.

## Section 1 – Centre Information

### 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 their families.

Fun on the Run currently operates twelve (12) Before and After School locations along with two (3) Full Day Child Care Centre's located throughout York Region.

### Administration

Directors		
<b>Antonella Ferris</b> antonella@funontheruncentre.com	<b>MaryGrace Petriello, RECE</b> marygrace@funontheruncentre.com	<b>Natalie Commisso</b> natalie@funontheruncentre.com
Program Managers		
<b>Melissa Di Leo</b> melissa@funontheruncentre.com	<b>Nicole Bevacqua, RECE</b> nicole@funontheruncentre.com	
Head Office		
16-260 Regina Road, Woodbridge, ON L4L 8P8 <b>905-265-7458</b> <a href="mailto:admin@funontheruncentre.com">admin@funontheruncentre.com</a>		

### Locations

<b>Anne Frank P.S.</b> <span style="background-color: #c8e6c9;">Before and After</span> 431 Ilan Roman Blvd. Maple, Ontario L6A 0X2	<b>Bayview Glen P.S.</b> <span style="background-color: #c8e6c9;">After School</span> 42 Limcombe Dr. Thornhill, Ontario L3T 2V5	<b>Discovery P.S.</b> <span style="background-color: #c8e6c9;">Before and After</span> 120 Discovery Trail Maple, Ontario L6A 2Z2
<b>Guardian Angel C.E.S.</b> <span style="background-color: #c8e6c9;">Before and After</span> 200 Lawford Rd. Woodbridge, Ontario L4H 0Z5	<b>Holy Jubilee C.E.S.</b> <span style="background-color: #c8e6c9;">Before and After</span> 400 St. Joan of Arc Ave. Maple, Ontario L6A 2S8	<b>Johnny Lombardi P.S.</b> <span style="background-color: #c8e6c9;">Before and After</span> 350 Lawford Rd. Vaughan, Ontario L4H 4C3
<b>Michael Cranny P.S.</b> <span style="background-color: #c8e6c9;">Before and After</span> 155 Melville Ave. Maple, Ontario L6A 1Y9	<b>Nellie McClung P.S.</b> <span style="background-color: #c8e6c9;">Before and After</span> 360 Thomas Cook Ave. Maple, Ontario L6A 4M1	<b>Pope Francis C.E.S.</b> <span style="background-color: #c8e6c9;">Before and After</span> 15 Secord Ave. Kleinburg, Ontario L4H 3Z3
<b>St. Catherine of Siena C.E.S.</b> <span style="background-color: #c8e6c9;">Before and After</span> 80 Terra Rd. Woodbridge, Ontario L4L 3J5	<b>St. Elizabeth of Seton C.E.S.</b> <span style="background-color: #c8e6c9;">Before and After</span> 960 Leslie Valley Dr. Newmarket, Ontario L3Y 8B3	<b>St. Peter C.E.S.</b> <span style="background-color: #c8e6c9;">Before and After</span> 120 Andrew Park Woodbridge, Ontario L4L 1G2
<b>Tanya Khan P.S.</b> <span style="background-color: #c8e6c9;">Before and After</span> 422 Barons St. Kleinburg, ON L4H 5H8		

<b>Cardinal Carter Child Care Centre</b> <b>Full Day Child Care</b> 210 Bloomington Rd. Aurora, Ontario. L4G 0P9	<b>Pope Francis Child Care Centre</b> <b>Full Day Child Care</b> 15 Secord Ave. Kleinburg, Ontario L4H 3Z3	<b>Tanya Khan Child Care Centre</b> <b>Full Day Child Care</b> 422 Barons St. Kleinburg, ON L4H 5H8
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**Program Hours of Operation and Services Offered**

**Full Day Child Care Centre**

The hours of operation for Fun on the Run Child Care Centre’s is from Monday to Friday, from the hours of 7:00am to 6:30pm. In addition, the programs will operate for twelve months out of the year.

**Before and After School Program**

The hours of operation for Fun on the Run Before and After School programs is from Monday to Friday, from the hours of 7:00am to 9:00am and from 2:00pm to 6:30pm (hours vary depending on the school location). In addition, the programs will operate for ten months out of the year.

**P.A. Days (Before-and-After School Program Only)**

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.

**Winter Break Camp (Before-and-After School Program Only)**

Fun on the Run offers full-day care during the Winter Break, where children will partake in various wintry learning opportunities.

**March Break Camp (Before-and-After School Program Only)**

Fun on the Run offers full-day care during the week of March Break, where children will have the opportunity to participate in spring-themed activities.

**Summer Camp (Before-and-After School Program Only)**

During the months of July and August, Fun on the Run offers full-day care, where children will explore a variety of outdoor learning opportunities that are incorporated within planned weekly themes.

All camps offered by Fun on the Run incorporate specialty in-house guests and off-site excursions.

**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.

## Program Descriptions

### Infant (Pope Francis Child Care Centre Only)

Fun on the Run will serve children ages 6 months to 1.5 years.

**Staff-to-Child Ratio - 1:3**

**Hours of Service: 7:00am to 6:30pm\***

*\*Hours are dependent on location\**

#### **Program Description:**

*Fun on the Run will provide a warm, nurturing and home-like environment. 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 meet new milestones.*

*Fun on the Run asks all parents to provide their child with the appropriate bottles for their feeding schedule. All bottles will be returned at the end of the day for proper disinfecting to be done at home. Parents will be responsible for providing milk (other than 2%), formula, diapers, wipes and creams needed for their infant. All of these items must be clearly labeled with the infant's name.*

*Daily communication between the educators and families is imperative 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 parents to review at the end of each day.*

#### **Tentative Daily Schedule**

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



## Toddler (Child Care Centre's Only)

Fun on the Run will serve children ages 1.5 years to 2.5 years.

**Staff-to-Child Ratio – 1:5**

**Hours of Service: 7:00am to 6:30pm\***

*\*Hours are dependent on location\**

### Program Description:

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

*As each child transitions from the infant room to the toddler room, they will have the opportunity to explore new materials to foster growth and development, as well as begin to self-regulate through communication skills.*

*This will further enhance independence skills as well as problem solving. Depending on the child's development, the educators and families will begin the toileting routines to help appropriately toilet train each child based on their development and readiness. On-going communication between families and educators is essential in helping each toddler meet new milestones.*

### Tentative Daily Schedule

<b>7:00am – 9:00am</b>	<b>Arrival and Exploration Time</b> Morning Breakfast Diapering Routine
<b>9:00am – 9:30am</b>	Morning Circle: "Big Idea"
<b>9:30am – 10:00am</b>	Diapering Routine & Morning Snack
<b>10:00am – 11:00am</b>	Outdoor Exploration (Weather Permitting)/Gross Motor Activities
<b>11:00am – 11:30am</b>	Lunchtime Preparation Handwashing & Diaper Routine
<b>11:30am – 12:00pm</b>	Lunch (Bottles as Required)
<b>12:00pm – 2:30pm</b>	Rest/Nap Time Diapering Routine <b><i>*If the child is not napping after 1 hour quiet table activities are available*</i></b>
<b>2:30pm – 3:00pm</b>	Diapering Routine & Afternoon Snack
<b>3:00pm – 4:00pm</b>	Outdoor Gross Motor Activities (Weather Permitting)
<b>4:00pm – 4:15pm</b>	Diapering Routine
<b>4:15pm – 6:30pm</b>	Classroom Activities Songs, Books, Table and Carpet Activities <b>Departure Time</b>

## Preschool (Child Care Centre's Only)

Fun on the Run will serve children ages 2.5 years to 4 years.

**Staff-to-Child Ratio – 1:8**

**Hours of Service: 7:00am to 6:30pm\***

*\*Hours are dependent on location\**

### Program Description:

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

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

### Tentative Daily Schedule

<b>7:00am – 9:00am</b>	<b>Arrival and Exploration Time</b> Morning Breakfast Free Play Learning Experiences Diaper/Washroom Routine
<b>9:00am – 9:30am</b>	Morning Circle: "Big Idea"
<b>9:30am – 10:00am</b>	Washroom Routine and Cloakroom
<b>10:00am – 11:00am</b>	Outdoor Exploration (Weather Permitting)/Gross Motor Activities
<b>11:00am – 11:30am</b>	Lunch Time Preparation Handwashing & Washroom Routines
<b>11:30am – 12:00pm</b>	Lunch
<b>12:00pm – 2:30pm</b>	Rest/Nap Time Washroom Routine <b><i>*If the child is not napping after 1 hour quiet table activities are available*</i></b>
<b>2:30pm – 3:00pm</b>	Washroom Routine/ Afternoon Snack Time
<b>3:00pm – 4:00pm</b>	Outdoor Gross Motor Activities (Weather Permitting)
<b>4:00pm – 4:15pm</b>	Washroom Routine
<b>4:15pm – 6:30pm</b>	Classroom Activities Songs, Books, Table and Carpet Activities <b>Departure Time</b>

## Kindergarten **(Before and After School Program's Only)**

Fun on the Run will serve children ages 3.8 years to 6 years.

**Staff-to-Child Ratio – 1:13**

**Hours of Service: 7:00am to 9:00am and 2:00pm to 6:30pm\***

*\*Hours are dependent on your school location\**

### Program Description:

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

*As each child enters the kindergarten room, they will take the skills learned such as following a routine, self-regulation and communication, to continue to support their success and development. The 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 on every developmental domain.*

### **Tentative Daily Schedule**

<b>Morning Program</b>	
<b>7:00am – 9:00am</b>	<b>Arrival and Exploration Time</b> Morning Breakfast Free Play Learning Experiences
<b>Afternoon Program</b>	
<b>2:00pm – 2:30pm</b>	Prepare Snack Prepare Materials for Afternoon Activities
<b>2:30pm – 2:45pm</b>	Attendance Handwashing & Washroom Routine
<b>2:45pm – 3:00pm</b>	Afternoon Snack Time
<b>3:00pm – 4:00pm</b>	Outdoor Play (Weather Permitting)
<b>4:00pm – 5:00pm</b>	Open-Ended Activities: Loose Parts, Coloring, etc.
<b>5:00pm – 5:30pm</b>	Gym Gross Motor Activities
<b>5:30pm – 6:30pm</b>	Free Play Activities Books, Table and Carpet Activities <b>Departure Time</b>

**School-Age (Before and After School Program's Only)**

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: 7:00am to 9:00am and 2:00pm to 6:30pm\***

*Hours are dependent on your school location\**

**Program Description:**

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

*As each child transitions from the kindergarten room to the school age room, they will take the skills learned such as following a routine, cooperation, communication and helping skills to continue to support their success and development. The goal in each school age 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**

<b>Morning Program</b>	
<b>7:00am – 9:00am</b>	<b>Arrival and Exploration Time</b> Morning Breakfast Free Play Learning Experiences
<b>Afternoon Program</b>	
<b>2:00pm – 2:30pm</b>	Prepare Snack Prepare Materials for Afternoon Activities
<b>2:30pm – 2:45pm</b>	Attendance Handwashing & Washroom Routine
<b>2:45pm – 3:00pm</b>	Afternoon Snack Time
<b>3:00pm – 4:00pm</b>	Outdoor Play (Weather Permitting)
<b>4:00pm – 5:00pm</b>	Open-Ended Activities: Loose Parts, Coloring, etc.
<b>5:00pm – 5:30pm</b>	Gym Gross Motor Activities
<b>5:30pm – 6:30pm</b>	Free Play Activities Books, Table and Carpet Activities <b>Departure Time</b>

## **Workplace Culture**

At Fun on the Run you will encounter child care 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. At Fun on the Run, 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 needs of children, families and the overall community.

## **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 children 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.

## **Important Roles within our Program**

### **Early Childhood Educator/Assistant**

*The role of the early childhood educators and early childhood assistants at Fun on the Run is one that incorporates developing an emergent program plan each week that meets the physical, intellectual, cognitive, social and emotional needs, skills and interests of the children in the program. Similarly, each early childhood educator and early childhood assistant claims a role that encompasses following Fun on the Run’s program statement, along with all of the centre’s policies and procedures.*

### **Educational Assistant**

*The role of the educational assistants at Fun on the Run is one that is responsible for promoting the development, participation, and inclusion of children with diverse needs through planning, developing, and implementing support plans for children. Moreover, the educational assistant will work alongside the DiverseEd Consultants at Fun on the Run to encourage children to work to their fullest potential, as they grow in a developmentally appropriate environment that fosters positive self-esteem and independence.*

### **Site Supervisor**

*The role of the supervisors at Fun on the Run is one that includes overseeing the day to day delivery of the child care program. Furthermore, the supervisor claims a role that encompasses communicating with children, parents, families and members of the community on a daily basis, regarding discourses related to child development, program registration, questions or concerns regarding programming.*

### **Students and Volunteers**

*Fun on the Run has paired with various community colleges, universities and secondary schools to provide opportunities for students to complete practical placements. Throughout the year, you may encounter placement students working within the child care centre. These students will always be supervised by an employee and will not be left alone with any child.*

All employment, student and/or volunteer roles at Fun on the Run must possess:

- a current Police Vulnerable Sector Check (dated within six (6) months of date of hire),
- an up-to-date immunization record, including a 2-Step Tuberculosis (TB) test and a clear and detailed Health Assessment,
- a valid Standard First Aid and CPR Level C certification,
- a membership with proof of good standing status with the College of Early Childhood Educators (CECE) and/or the Ontario College of Teachers (OCT) (if applicable),
- a copy of completion of the Worker Health and Safety Awareness online certification, and
- a valid Food Handlers certification.

### **Program Statement**

Fun on the Run provides high quality, yet affordable child care for working and nonworking families. Fun on the Run believes that all children are competent, capable, curious and rich in potential. Providing children with learning opportunities that are inquiry-based stimulate problem-solving skills, while building communication skills amongst their peers and child care educators. We know that children who have opportunities to develop optimally in all developmental domains in early childhood, achieve success as they grow and develop throughout their time in school (Shipley, p. 7). Each child who attends Fun on the Run will be welcomed into a positive environment that promotes responsive interactions amongst the children, parents and child care educators. Each childcare educator will scaffold and co-learn in each child's learning.

#### **(a) promote the health, safety, nutrition and well-being of the children;**

*Fun on the Run is committed to the development of healthy individuals. We strive towards educating 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 recommended by the Canada Food Guide. Fruits and vegetables are offered all throughout the program; including breakfast, lunch and afternoon snack.*

#### **(b) support positive and responsive interactions among the children, families, and child care educators and students/volunteers;**

*Each child who attends Fun on the Run will be surrounded by a positive environment that promotes responsive interactions among the children, families and child care educators. Each child care educator will scaffold and co-learn in the child's educational journey.*

#### **(c) encourage the children to interact and communicate in a positive way and support their ability to self-regulate;**

*Through facilitating positive learning experiences that are child-initiated, the children at Fun on the Run are given the opportunity to explore, inquire and investigate experiences in their environment. Through incorporating stimulating play and learning opportunities that acknowledge the needs, interests and strengths of the children, 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 the 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 are taken into account to ensure that each child can develop to their full potential: Developmentally appropriate activities, small group activities, building positive relationships, creating a positive environment and giving the children the opportunity to have choices when choosing their activities.*

**(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 are happening within the classroom environment. All child care educators will provide the children with educational opportunities that are rich in inquiry-based learning, stimulate problem solving skills, and help to build communication skills among their peers, families and child care educators.*

**(f) plan for and create positive learning environments and experiences in which each child’s learning and development will be supported;**

*Through facilitating positive learning experiences that are child-initiated, the children at Fun on the Run are given the opportunity to explore, inquire and investigate experiences in their environment.*

**(g) incorporate indoor and outdoor play, active play, and rest and quiet time into the children’s day, as well as give consideration to the individual needs of the children receiving childcare;**

*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 and outdoor learning experiences to group activities, as well as individual time for each child to build on their previous knowledge and expand on it. We as educators know that an important principle in early childhood education is the freedom of choice in each child’s play (Shipley, p. 53).*

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

*We encourage family involvement and input during any part of our program. We strive to create a supportive family atmosphere where the program is an extension of both the home and community. We believe in the importance of working together in order to meet the needs of our children. Our main goal is to ensure the overall health, safety and well-being of each child while in our care. In the best interest of your child(ren), we look forward to working together with the family in order to provide them with a positive journey, and seamless entry into childcare. Fun on the Run has an open door policy and is always available for feedback to ensure we are providing the best possible care.*

**(i) involve local community partners and allow those partners to support the children, their families and team members;**

*Fun on the Run believes in building a strong sense of community within the program. We have become active members in each of our school communities, by giving back to the communities. We work alongside with each principal to develop a plan as to how Fun on the Run can give back to the school community.*

**(j) support team members, home child care educators or others who interact with the children at a child care centre or home child care premises in relation to continuous professional learning; and**

*In each child care 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 and 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 the strategies set out in clauses (a) to (j) on the children and their families.**

*All Fun on the Run educators, volunteers and placement students must adhere to the clauses (a) to (j) upon hiring and throughout their employment period at Fun on the Run. Documentation of (a) to (j) will be visible within classroom learning experiences, including pedagogical documentation within the classroom. All educators, volunteers and placement students will review the Program Statement prior to working in the program with the children and annually thereafter or upon any changes or modifications made to the statement.*

### **Curriculum**

Each child who attends Fun on the Run will be able to experience a variety of play experiences, ranging from indoor and outdoor learning experiences, to group activities on a daily basis. Children will also have the opportunities to engage in play that allows them to build on previous knowledge. We as educators know that an important principle in Early Childhood Education is the freedom of choice in each child's play (Shiple, p53). 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 are taken into consideration to ensure that each child can develop to their full 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, the children at Fun on the Run are given the opportunity to explore, inquire and investigate experiences within the environment. Through stimulating play and positive learning experiences, every child's development is supported at Fun on the Run. 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 aligns with the "How Does Learning Happen?" Ontario's Pedagogy for the Early Years. 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 child care educators to be play partners, architects of the playscape, planners, recorders and communicators.

### **Inclusion of Children with Exceptionalities**

The significance of inclusion surrounds the notion that all children are unique individuals who should be given endless opportunities. Our goal 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. Fun on the Run will work with families to the extent possible to provide reasonable and appropriate accommodation for children with exceptionalities to the point of undue hardship, and in accordance with Ontario's *Human Rights Code* (the "Code"), the *Child Care and Early Years Act*, and the *Accessibility for Ontarians with Disabilities Act*.

The role of the family within this process is significant because they are the primary caregivers of children. With the implementation of constant communication between families and child care educators, we can ensure we have a mutual understanding of each individual's diverse abilities, as well as become aware of any changes. 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 work closely with the York Region Early Intervention Services and York Region Inclusion Support Services to implement programs for children with exceptionalities.

Fun on the Run also offers an option for children who require additional support and assistance during program hours through our "*DiverseEd Program*".

### **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 approaches. Certain behaviours and instructional strategies enable child care educators to build a stronger teaching/learning relationship with their culturally diverse children. Many of these behaviours 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 children*
- ✓ *Focus on the ways children learn and observe children to identify their task orientations*
- ✓ *Teach children to match their behaviours to the setting*
- ✓ *Preventing and responding to discrimination and harassment prohibited under the Code.*

See Fun on the Run's ***Workplace Violence and Workplace Harassment Policy and Anti-Discrimination Policy*** under Section 2 below.

## **Nutrition**

Fun on the Run is committed to the development of healthy individuals. 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 recommended by Canada Food Guide. Fresh fruits and vegetables are offered throughout the day during each meal time (breakfast, lunch, and afternoon snack).

All snacks conform to the standards set in the current Child Care and Early Years Act and the Canada Food Guide.

\*Any changes or substitutions made to the menu will be documented on the schedule posted on each classroom board\*.

**Lunch is ONLY provided for children enrolled in Full Day Child Care Centre locations.**

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 (Full Day Child Care Centre's Only)



2023 Menu




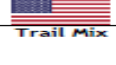
WEEK 1		DATE: MAY 8-12, 2023			
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Breakfast 7:00am-9:00am	Cereal With Milk	Scrambled Eggs & Toast	English Muffin with Butter & Jam	Yogurt With Berries	Cereal With Milk
Morning Snack	FRESH FRUIT				
Lunch	Pasta with Black Bean Sauce	Chicken Tenders Steamed Veggies Brown Rice 	Chicken Jambalaya 	Mini Sliders French fries	Cheese Pizza
Afternoon Snack	Cheese & Crackers	Seasonal fruit Arrowroot cookies	Homemade Muffins	Rice Rolls Cream Cheese & Jam	Yogurt & Made Good Bars
Substitution					



WEEK 2		DATE: MAY 15-19, 2023			
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Breakfast 7:00am-9:00am	Cereal With Milk	Oatmeal with Banana	Waffles & Berries	Bagels with cream cheese	Cereal With Milk
Morning Snack	FRESH FRUIT				
Lunch	Cod Balls Steamed Veggies Brown Rice 	Pasta Bolognese in the Oven	Breaded Chicken Cutlet with Carrots & Peas 	Sheppard's Pie	Chicken Soup with Fresh Vegetables and Crackers
Afternoon Snack	Gold Fish Crackers Cucumbers	Apple Sauce & Pita Slices	Homemade Muffins	Apple Slices Made Good Bar	Arrowroot cookies & Fruit Smoothie
Substitution					



2023 Menu



WEEK 3		DATE: MAY 22-26, 2023			
	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	Vegetables & Chicken Stir Fry 	Chicken Tenders Steamed Green Beans & Peas, Carrots & Corn	Pastas with Broccoli	Grill Cheese & Vegetable Soup with Meatballs 	Cheese Pizza
Afternoon Snack	Cheese & Crackers	Veggies & Dip	Homemade Muffins	Trail Mix	Fruit Salad & Cookies
Substitution					

WEEK 4		DATE: MAY 29-JUNE 2, 2023			
	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 Rice	Lasagna 	Vegetable Soup & Meatballs Crackers	Meat Loaf Mash Potatoes Broccoli	Rice & Beans with Chicken 
Afternoon Snack	Rice Rolls Served With Cream Cheese And Jam	Cheese & Crackers	Homemade Muffins	Veggies & Dip	Gold Fish Crackers & Fresh Seasonal Fruit
Substitution					

### **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 and Health Care**

The term 'unwell' is defined as children who are 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 and must make arrangements to pick up their child as soon as possible. If a family cannot be reached, an emergency contact person will be contacted. A sick child experiencing these 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, the child care educator must be made aware of the condition so that other parents can be notified. Emergency Evacuation Facilities will be established in connection with each child care centre/elementary school in the event of an emergency and we must evacuate the building. Our educators will follow the guidelines in the evacuation manual and work with the educators at each of our sites to ensure safe protocols.

### **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 child care centre **immediately** by a parent/guardian or an emergency contact. Please note that a child with pediculosis will only be readmitted to the child care centre upon evidence that the child is completely knit free and there are no signs of head lice.

### **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 team members will accompany a small group of children at a time to the washroom, throughout the program. This policy will help to eliminate any unsafe situations that could possibly occur and will ensure that children are supervised at all times.

### **Rest and Sleep Times** *(Full Day Child Care Centre's 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.

### **Inclusion/Exclusion of Student Illness**

Daycare facilitators such as Fun on the Run are considered high risk settings for the spread and transmission of communicable disease and respiratory illnesses. In order to protect the health and safety of all children and team members at Fun on the Run, parents or guardians are required to report any symptoms or diagnosis of illness as set out below.

***[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.

***[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- COVID-19]***

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 (Full Day Child Care Centre’s 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.

**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:

- |  |   |
|--|---|
| <input type="checkbox"/> Diarrhea        | <input type="checkbox"/> Stomach Cramps       |
| <input type="checkbox"/> Bloody Diarrhea | <input type="checkbox"/> General Irritability |
| <input type="checkbox"/> Vomiting        | <input type="checkbox"/> Malaise              |
| <input type="checkbox"/> Fever           | <input type="checkbox"/> Headache             |

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.

## **Outbreak Management**

York Region Public Health may declare an outbreak when:

- *If York Region Public Health declares an outbreak, they will determine what happens next. This could include closing before-and-after school program classrooms or full-day classrooms belonging to Fun on the Run or the entire program setting.*
- *York Region Public Health will help determine which groups of children and/or staff/providers need to be sent home or if a partial or full closure of the before-and-after school program or full-day childcare setting is required.*

In the event of an outbreak, Fun on the Run Pre-School Centre will implement the following actions, in order to secure the program and to ensure the health and safety of all children, families, and team members:

- 1. Important information will be communicated to families via email and telephone, along with provided tip/fact sheets, posters, helpful documents/websites, and more.*
- 2. Team members will ensure to closely monitor all children (and themselves), in an effort to discover any symptoms that may develop.*
- 3. Enhanced cleaning and disinfecting will be practiced by all centre team members, which will include but will not be limited to sanitizing surfaces, furniture, and floors more frequently during the day (i.e. during outdoor play and naptime).*
- 4. The Centre will refrain from using shared indoor spaces and equipment (i.e. gym use). Outdoor play structures may be used if all structures are disinfected after each child's use.*
- 5. Team members will remove any shared toys from the classroom for enhanced disinfection and will remove any sensory toys/manipulatives from the classroom permanently.*

## **Toilet Training/Diaper Change (Child Care Centre's 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.***

### **Daily Outdoor Play and Physical Activity**

Children need to be active every day 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 child 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's 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 Programs Only)**

### **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 school. Please note that if a child requires, by their physician in writing, to take medication at school, it is Fun on the Run's policy that a Scheduled Medication/Treatment Record form be completed and signed by the parent/guardian. All required medication must be submitted to the child's educator in the original packaging with proper measuring tools. The medication will be stored in the kitchen in a locked drawer or refrigerator. Under no circumstances are children permitted to be in possession of medication or to self-administer medicine.

### **Nut and Severe Allergy Policy**

Due to the increasing number of students in the child care centre who suffer from severe and life threatening allergies to nuts and nut products, Fun on the Run child care centre has established a nut and severe allergy policy.

### **Procedures**

1. Families are required to sign-off on the Scheduled Medication/Treatment Record, giving consent for Fun on the Run's team members to administer ANY medication.
2. The Site Supervisor is responsible for the daily administration of medication. In the absence of this individual, a Supervisor Designate will be appointed and will perform this duty.
3. Team members will only administer medication prescribed by a physician (in its original container and/or non-prescription medications in their original packaging).



4. Prescription and non-prescription medications (over-the-counter medications) will be administered to children only if accompanied by a Scheduled Medication/Treatment Record, otherwise, families may wish to visit the Centre to administer the medication themselves.
5. All medications must be in their original container, clearly labeled with the child's name, name of medication, dosage, date received/purchased (if applicable), and instructions for storage and administration of medication. All medications are to be given to the Site Supervisor for proper storage, away from the children. It is the parent/guardian's responsibility to pick-up the medication at the end of the day, by asking a team member to retrieve it from the storage container, unless the parent/guardian allows the medication to remain on-site.
6. Medication that does not require refrigeration will be kept in a locked box, away from the reach of children. Any emergency medication such as puffers and Epi-Pens or any lifesaving allergy intervention medications will be stored in an unlocked container (i.e. first aid kit) away from the reach of children but within the classroom (will follow the child).
7. Drugs and medication requiring refrigeration will be kept in a locked container in the refrigerator. Vitamins are considered as drugs, and therefore require a Scheduled Medication/Treatment Record.
8. It is preferable to remove a child from the activity area to administer the medication in a quiet environment, with the least possible interruption. It should also be dispensed in a well-lit area.
9. Any team member, student, or volunteer bringing medication into the school must lock the medication in the designated area.
10. Team members administering medication to children are required to document all medications dispensed directly onto the Scheduled Medication/Treatment Record. Team members must initial (within the chart) when each dose was administered. If a dose is omitted, a reason should be listed.
11. Any accidental administration of medication (i.e. medication was administered to the wrong child or dose error), should be recorded and reported to the Site Supervisor immediately, who should then notify the parent of the child. Following those actions, poison control should be contacted.
12. Leftover medication or a surplus of medication should be returned in the original container to the parent/guardian of the child or discarded with parent/guardian permission.
13. Completed administration of a Scheduled Medication/Treatment Record shall be submitted to the Site Supervisor for review and then stored in the child's file.

### **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's 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's 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.).

### **Individualized 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, puffer or any life-saving allergy medication(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 or any lifesaving allergy intervention medication, 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 individualized plans will be stored in each child's file, each classroom binder, the on-site anaphylactic/medical needs binder, parent information boards, the kitchen/servery, 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, the Site Supervisor and/or parent will provide additional training to those individuals.

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 need(s) binder on-site to keep track of all training dates, trainers, and staff/parent signatures.

## MEALS FROM HOME

1. Families are permitted to send food with their child (i.e. in their child's backpack) to Fun on the Run Pre-School Centre, as long as those food items do not coincide with the provided restricted list of food items and are in support of the Centre's anaphylactic policy.

*\*Lunch must be provided for ALL full-day camp programs, excluding the Fullday Childcare Centre's\**

2. All items should be labelled with each child's name and should be properly disposed of and/or cleaned and disinfected accordingly at home.
3. Please be aware that this policy also applies to dessert items for special occasions (i.e. sending cupcakes for a child's birthday). If requested, the Centre will prepare treats using on-site pre-approved ingredients (i.e. school-safe cake mix), in order to prevent cross-contamination and allergic reactions.

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### Extended rules for Fullday Child Care Centre's

4. For families who send food from home for their infant, toddler, or preschooler, please ensure to label the food container/bottle with the child's name, name of food, and any warming/feeding instructions.

## **Safe Arrival and Dismissal Policy**

### **Purpose**

This policy and the procedures within help support the safe arrival and dismissal of children receiving care.

This policy will provide educators, students and volunteers with a clear understanding of their roles and responsibilities for ensuring the safe arrival and dismissal of children receiving care, including what steps are to be taken when a child does not arrive at Fun on the Run as expected, as well as steps to follow to ensure the safe dismissal of children.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding the safe arrival and dismissal of children in care.

### **Policy**

Fun on the Run will ensure that any child receiving child receiving child care at the child care centre is only released to the child's parent/guardian or an individual that the parent/guardian has provided written authorization the child care centre may release the child to.

Fun on the Run will only dismiss children into the care of their parent/guardian or another authorized individual. The centre will not release any children from care without supervision.

Where a child does not arrive in care as expected or is not picked up as expected, educators must follow the safe arrival and dismissal procedures set out below.

### **Procedures**

#### **Accepting a child into care**

1. When accepting a child into care at the time of drop-off, program educators in the room must:
  - Greet the parent/guardian and child,
  - Ask the parent/guardian how the child's evening/morning has been and if there are any changes to the child's pick-up procedures (i.e., someone other than the parent/guardian picking up). Where the parent/guardian has indicated that someone other than the

child's parent/guardians will be picking up, the educators must confirm that the person is listed on the child's information form or where the individual is not listed, ask the parent/guardian to provide authorization for pick-up in writing (e.g., note or email),

- Document the change in pick-up procedure in the daily communication log,
- Sign the child in on the classroom attendance record

### **Where a child has not arrived in care as expected**

1. Where a child does not arrive at the child care centre and the parent/guardian has not communicated a change in drop-off (e.g. left a voice message or advised the closing educator at pick-up), the educators in the classroom must:
  - Inform the educators/supervisor and they must commence contacting the child's parent/guardian no later than 9:00am. Educators/supervisor shall contact parent/guardian via phone and/or via Lillio. Educators/supervisor shall leave message if there is no response. If absence has not been confirmed by parent/guardian, educators/supervisor will move forward with contacting emergency contacts listed on child's information form. **(Child Care Centre's Only)**
  - Inform the educators/supervisor and they must commence contacting the child's parent/guardian no later than 15 minutes after the applicable school location start time. Educators/supervisor shall contact parent/guardian via phone. Educators/supervisor shall leave message if there is no response. If absence has not been confirmed by parent/guardian, educators/supervisor will contact school administration for confirmed absence. If absence is not confirmed, educators/supervisor will move forward with contacting emergency contacts listed on child's information form. **(Before and After School Locations Only)**
2. Once the child's absence has been confirmed, educators shall document the child's absence on the attendance record and any additional information about the child's absence in the daily communication log.

### **Releasing a child from care**

1. The educator who is supervising the child at the time of pick-up shall only release the child to the child's parent/guardian or individual that the parent/guardian has provided written authorization that the child care may release the child to. Where the educator does not know the individual picking up the child (i.e., parent/guardian or authorized individual), the educator shall:
  - Confirm with another educator/supervisor that the individual picking up is the child's parent/guardian/authorized individual, or
  - Ask the parent/guardian/authorized individual for photo identification and confirm the individual's information against the parent/guardian/authorized individual's name on the child's information form or written authorization.

### **Where a child has not been picked up as expected (before centre closes)**

1. Where a parent/guardian has previously communicated with the educator/supervisor a specific time or timeframe that their child is to be picked up from care and the child has not been picked up, the educator/supervisor will contact the parent/guardian via phone and advise that the child is still in care and has not been picked up.

- Where the educator/supervisor is unable to reach the parent/guardian, the educator/supervisor must contact the parent/guardian again and leave a message via voicemail or text. Where the individual picking up the child is an authorized individual and their contact information is available, the educator/supervisor shall proceed with contacting the individual to confirm pick-up as per the parent/guardian instructions or leave a voice message to contact the centre.
- Where the educator/supervisor has not heard back from the parent/guardian or authorized individual who was to pick up the child, the educator/supervisor shall wait until the program closes and then refer to procedures under “where a child has not been picked up and program is closed.”

### **Where a child has not been picked up and the centre is closed**

1. Where a parent/guardian or authorized individual who was supposed to pick up a child from care and has not arrived by the applicable child centre closing time, educators/supervisor shall ensure that the child is given a snack and activity, while they await their pick-up.
2. One educator shall stay with the child, while a second educator proceeds with calling the parent/guardian to advise that the child is still in care and inquire their pick-up time. In the case where the person picking up the child is an authorized individual, the educator/supervisor shall contact the parent/guardian first and then proceed to contact the authorized emergency contact individual responsible for pick-up if unable to reach the parent/guardian.
3. Where the educator/supervisor is unable to reach the parent/guardian or any other authorized individual listed on the child’s information form (e.g., the emergency contacts) by an hour after the applicable child care centre closing time, the educator/supervisor shall proceed with contacting the local Children’s Aid Society (CAS) at **905-895-2318** or **1-800-718-3850**. Educator/supervisor shall follow the CAS’s direction with respect to next steps.

### **Dismissing a child from care without supervision procedures**

1. Educators/supervisor will only release children from care to the parent/guardian or other authorized individual. Under no circumstances will children be released from care to walk home alone.

### **Emergency Medical Attention Procedures**

In the event of an emergency at Fun on the Run, families will be notified immediately. 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:

- *Administer reasonable First-Aid/CPR measures*
- *Call 911/monitor child*
- *Contact the family*
- *Contact the emergency contacts*

### **Serious Occurrences and Procedures**

A serious occurrence can include:

- *Any 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, families, volunteers, and students*
- *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 (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:

- *Providing the individual with immediate medical attention (Call “911” if necessary)*
- *Team member or any other witness must report the serious occurrence to the site supervisor immediately*
- *The site supervisor will contact the family*
- *Team members witnessing the serious occurrence will be required to complete an ‘Incident Report’ and have the site supervisor and parent sign it*
- *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 from York Region, the contact representative will be contacted immediately following the incident*
- *An annual summary of serious occurrences will be kept on file by the site supervisor for at least three (3) years*
- *All serious occurrences will be posted for 10 business days on Fun on the Run’s parent board regarding the incident and will outline the follow-up 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 child care centre.**

### **Accident Report**

#### **Accident Reporting and Procedures**

Fun on the Run shall ensure that when a child receiving child care at each centre it operates is injured:

- a. An accident report is made describing the circumstances of the injury and any first aid administered;
- b. A copy of the report is signed by the parent/guardian and provided to the family of the child; and
- c. A copy of the signed report is filed in the child’s file.

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 involved, please follow the steps listed below;

- A courtesy phone call will be placed to the family of the child(ren)
- First aid will be administered
- An accident report will be made and provided to the family of the child(ren)

*\*See Fun on the Run's Child Care Manual for a copy of an Accident Report.*

### **Emergency Management**

An emergency can be defined as the following:

- Lockdown (threat near or in the building)
- Hold and Secure (threat in general vicinity but not inside the centre)
- Bomb Threat (threat to detonate an explosive device)
- Disaster Requiring Evacuation (incident that requires all individuals to leave the centre)
- Disaster-External Environmental Threat (gas spill, oil leak, etc.)
- Natural Disaster (tornado, earthquake, hurricane, etc.)

The purpose of this policy is to provide clear direction for team members and licensees to follow the emergency procedures set in place. 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, the supervisor/licensee must notify parents/guardians of the emergency situation and that the all-clear has been given.
2. Where disasters have occurred that did not require evacuation of the child care centre, the supervisor/licensee must provide a notice of the incident to parents/guardians by the end of the day.
3. If normal operations do not resume the same day that an emergency situation has taken place, the supervisor/licensee must provide parents/guardians with information as to when and how normal operations will resume as soon as this is determined.

### **Fire Drills**

On a monthly basis, the team members in each classroom at Fun on the Run conduct a fire drill, in an effort to ensure that all team members 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 include instructing children to stop what they are doing and to exit the premises as quickly as possible, without grabbing coats and backpacks.

### **\*Important Information\***

Once the fire department has arrived on scene, they are in charge of the entire building, all ***instructions given by the fire department are to be carried out immediately.***

### **Inclement Weather**

Occasionally, due to inclement weather or for other emergency situations, it may be necessary for Fun on the Run to close the child care centre or dismiss the children for an early pick-up. Information will be conveyed by phone and/or email.

For the safety of all individuals, any activities or special events planned for that day will automatically be cancelled, including off-site excursions and in-house special guests.



**IMPORTANT:** Please note that in the event that school buses are **CANCELLED**, Fun on the Run WILL still be permitted to operate the before-and-after school program.

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.
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 and Childcare programs. However, please prepare to make alternate arrangements for pickup, 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**.

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 and Childcare's. This will include email messages relating to early pick-times, and weather warnings. For additional information and inclement weather notifications, families may also refer to the YCDSB website: [www.ycdsb.ca](http://www.ycdsb.ca), the YRDSB website: [www.yrdsb.ca](http://www.yrdsb.ca) or the television news station, **CP24**.

## **Section 2 – Centre Policies**

### **Anti-Discriminatory Policy**

#### **No Discrimination**

The right to freedom from discrimination, harassment and violence extends to all Fun on the Run employees and families. Fun on the Run is committed to providing an environment free of discrimination and harassment, where all individuals are treated with respect and dignity, can contribute fully and have equal opportunities.

Discrimination and harassment are prohibited by sections 5(1) and 5(2) of the *Human Rights Code* (the "Code") respectively. Anyone at Fun on the Run who is found to have engaged in conduct constituting Code-based discrimination or harassment may be subject to disciplinary action, up to and including discrimination.

In accordance with the *Code*, Fun on the Run prohibits discrimination or harassment on the basis of the following grounds, any combination of these grounds:

- Age
- Creed (includes religion)
- Sex (including pregnancy and breastfeeding)\*
- Gender Identity and Gender Expression\*

- Sexual Orientation\*
- Family status (such as parent-child relationship)
- Marital status (including the status of being married, single, widowed, divorced, separated, or living in conjugal relationship outside of marriage, whether in a same-sex or opposite-sex relationship)
- Disability (including mental, physical, developmental, or learning disabilities)
- Race
- Ancestry
- Place of origin
- Ethnic origin
- Citizenship
- Colour
- Record of offences (criminal conviction for a provincial offence, or for an offence for which a pardon has been received) (applies to employment only)
- Association or relationship with a person identified by one of the above grounds
- Perception that one of the above grounds applies

\*Note that harassment on the grounds marked with an asterisk (\*) have distinct requirements under the Occupational Health and Safety Act (OHSA).

It is unacceptable for any employee, and volunteer to engage in harassment or discrimination when engaging with families, other employees or others with whom they have professional dealings, such as visitors.

**Policy for Anti-Bias:**

The right to freedom from discrimination, harassment and violence extends to all children, families and team members and/or volunteers belonging to Fun on the Run. Fun on the Run is committed to providing an environment free of discrimination and harassment, where all individuals are treated with respect and dignity, can contribute fully and have equal opportunities. Fun on the Run believes in creating communities that support all dimensions of human differences. Along with our partnerships with the York Catholic District School Board and York Region District School Board, Fun on the Run’s goal is to continue to dismantle discrimination, harassment and violence within our communities.

Fun on the Run will apply the definitions of and protocols on harassment and discrimination as described in the Ontario Human Rights Code. Fun on the Run prohibits discrimination or harassment on the following grounds:

- Age,
- Creed (Religion),
- Sex (Including Pregnancy and Breastfeeding),
- Sexual orientation,
- Gender identity,
- Gender expression,
- Family status,

- Marital status,
- Disability,
- Race,
- Ancestry,
- Place of origin,
- Ethnic origin,
- Citizenship,
- Colour, or
- Record or offences

It is unacceptable for any children, families or team members and/or volunteers belonging to Fun on the Run to engage in harassment or discrimination when engaging with others. If an individual's behaviour is perceived by others to be harassing, that individual will be advised immediately that their behaviour is unacceptable. In the case of a Fun on the Run employee, appropriate disciplinary measures will be taken to address the situation.

**In the case of a parent/guardian or visitor to the centre, the individual may be asked to leave the premises. Harassment, discrimination, and/or violence will not be tolerated and Fun on the Run reserves the right to withdraw services.**

### **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. These professional development courses can be run from Fun on the Run, York Region or any applicable community supports and/or organizations.

### **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.

### **Babysitting Policy**

Fun on the Run does not permit babysitting and/or any other commercial arrangements between any team member and family at any time. Fun on the Run does not permit staff to communicate with children and their families via personal social media sites including but not limited to Facebook, Snapchat, Instagram, etc.

## **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 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 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.

### **Withdrawal Policy**

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. A refund will also not be granted to families who register for Full Day Child Care and withdraw from services prior to Child Care starting. If a family requires temporary withdrawal, payment in full is required to secure the child's spot.

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

### **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](http://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;*
4. *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;*
5. *Depriving a child of basic needs including food, drink, shelter, sleep, toilet use, clothing, or bedding;*
6. *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.

### **Termination Policy**

Fun on the Run will consider special circumstances when implementing the following policy, as each situation remains unique. Outlined below are withdrawal policies and procedures that team members and administrative staff will implement when necessary. Please note that Fun on the Run Pre-School Centre's reserves the right to terminate services for the following behaviours:

- *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, volunteers, or placement students of Fun on the Run*
- *Conduct that manifests itself into a potential safety hazard to themselves, or to other children, team members, volunteers, or placement students of Fun on the Run*

Fun on the Run acknowledges that if any of the behaviours are the result of an identified or perceived disability the behaviour will not be deemed a breach of the child code of conduct and every effort will be made to accommodate the child in the program be implemented.

If all attempts to modify the program are deemed unsuccessful, Fun on the Run will consult with the appropriate licensing bodies and reserves the right to ask for the parents to withdraw the child. In such cases the parent may be required to withdraw their child from the program pursuant to the terms set out in this policy.

### **Termination Procedures**

1. **First Incident:** Team members will address the child and parents/guardians will be informed through verbal communication. An incident report will be provided to parents/guardians for review.
2. **Second Incident:** Team members will address the child. The child will be re-directed to an isolation room to calm down. Parents/guardians will be informed through verbal communication. An incident report will be provided to parents/guardians for review.
3. **Third Incident:** Team members will address the child. Parents/Guardians will be contacted for immediate pick-up. Suspension from all Fun on the Run programs (camps included) will be set in place 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 affected family.***
4. **Fourth Incident:** Team members will address the child. Parents/Guardians will be contacted for immediate pick-up. The Program Manager will notify parents/guardians 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 provided by 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	<a href="mailto:supervisor.annefrank@funontheruncentre.com">supervisor.annefrank@funontheruncentre.com</a>
Bayview Glen Public Elementary School	<a href="mailto:supervisor.bayviewglen@funontheruncentre.com">supervisor.bayviewglen@funontheruncentre.com</a>
Cardinal Carter Child Care Centre	<a href="mailto:cardinalcarter@funontheruncentre.com">cardinalcarter@funontheruncentre.com</a>
Discovery Public Elementary School	<a href="mailto:supervisor.discovery@funontheruncentre.com">supervisor.discovery@funontheruncentre.com</a>
Guardian Angels Catholic Elementary School	<a href="mailto:supervisor.guardianangel@funontheruncentre.com">supervisor.guardianangel@funontheruncentre.com</a>
Holy Jubilee Catholic Elementary School	<a href="mailto:supervisor.holyjubilee@funontheruncentre.com">supervisor.holyjubilee@funontheruncentre.com</a>
Johnny Lombardi Public Elementary School	<a href="mailto:supervisor.johnnylombardi@funontheruncentre.com">supervisor.johnnylombardi@funontheruncentre.com</a>
Michael Cranny Public Elementary School	<a href="mailto:supervisor.michaelcranny@funontheruncentre.com">supervisor.michaelcranny@funontheruncentre.com</a>
Nellie McClung Public Elementary School	<a href="mailto:supervisor.nelliemcclung@funontheruncentre.com">supervisor.nelliemcclung@funontheruncentre.com</a>
Pope Francis Catholic Elementary School	<a href="mailto:supervisor.popefrancis@funontheruncentre.com">supervisor.popefrancis@funontheruncentre.com</a>
Pope Francis Child Care Centre	<a href="mailto:pfchildcare@funontheruncentre.com">pfchildcare@funontheruncentre.com</a>
St. Catherine of Siena Catholic Elementary School	<a href="mailto:supervisor.stcatherine@funontheruncentre.com">supervisor.stcatherine@funontheruncentre.com</a>
St. Elizabeth of Seton Catholic Elementary School	<a href="mailto:supervisor.seton@funontheruncentre.com">supervisor.seton@funontheruncentre.com</a>
St. Peter Catholic Elementary School	<a href="mailto:supervisor.stpeter@funontheruncentre.com">supervisor.stpeter@funontheruncentre.com</a>

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 of Records**

This policy is to protect the privacy of our families and employees, volunteers and placement students. Any information that families, employees, volunteer or placement student learns about Fun on the Run, the clients or team members as a result of working, volunteering, student placement at Fun on the Run, that is not otherwise publicly available, constitutes confidential information.

Employees, volunteers and placement students may not disclose confidential information to anyone who is not employed by Fun on the Run or to other persons employed by Fun on the Run who do not need to know such information to assist in rendering services. This confidentiality policy will continue during employment/placement as well as after termination/placement completion, as it may be necessary to perform job duties or as required by law.

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.

Behaviours that will not be tolerated within the Fun on the Run Program include the following:

- **Aggressive Behaviour**
- **Yelling**
- **Threatening tone + language**
- **Harassment**
- **Discrimination**
- **Violent Threats**

If the conduct pertains to the Site Supervisor and/or a Program Manager, an individual may contact the Board of Directors or Executive Director.

If any of these behaviours are being displayed by an individual, they will be prohibited to enter the premises of Fun on the Run, and will be directed to make alternate arrangements of drop off and pick up for their child(ren). Please note, if an alternate arrangement is not possible to arrange, the child(ren) of the individual displaying these behaviours will result in termination of services at Fun on the Run.

#### **Behaviours Constituting Harassment:**

Fun on the Run prohibits the following conduct which constitutes harassment. Note that the following list is not exhaustive:

- Differential treatment of families, employees or co-workers based on race, gender, ethnicity, or any other grounds protected under *Ontario's Human Rights Code*;
- Verbal or written comments, jokes, teasing, and/or other communication of a sexual nature;
- Demeaning language based on gender or sexual preference;
- Graphic comments about an individual's body;
- The use of sexually degrading words to describe an individual;
- The display or circulation of sexually suggestive objects and/or pictures in the workplace;
- Foul or obscene language and/or gestures;
- Unwanted physical conduct such as patting, pinching, and/or brushing up against another person's body;
- A promise of better treatment in return for sexual favours;
- Indirect or expressed threats for refusal of a sexual request;
- Inappropriate staring;
- Any acts of intimidation, bullying, alienation, exclusion, teasing, threatening, and any other conduct that is malicious and unwelcome, or ought reasonably to be known to be unwelcome;
- Rumors and gossip;
- Unwelcome comment or conduct which is insulting, demeaning, or disrespectful

Harassment is prohibited regardless of whether it occurs in person, online, or through other forms of communication. Harassment can occur off-site and outside of working hours.

### **Child Abuse Reporting Policy**

Fun on the Run is committed to the safety and well-being of all children.

In accordance with the *Child, Youth and Family Services Act* as amended from time to time, if a team member of Fun on the Run has reasonable grounds to suspect that a child is suffering or may have suffered abuse, the team member is obligated by law to report their suspicion to the local Children's Aid Society. Any concern must be promptly reported. You have an obligation to report and this obligation cannot be delegated to anyone else to report on your behalf.

A report must be made for a concern related to any child that appears to be less than 16 years of age. If there is a concern for a child who is 16 or 17, a report may be made but is not required.

Failure to make a report may not only have consequences on your employment, but can also result in a fine up to \$5,000 on conviction.

You must make a report even when the information is otherwise confidential or privileged.

If you make a report, no action will be instituted against you unless you acted maliciously or without reasonable grounds for suspicion.

**Abuse** is defined as any of the following:

- a. The child has suffered physical harm, inflicted by the person having charge of the child or caused by or resulting from that person's,
  - I. failure to adequately care for, provide for, supervise or protect the child, or
  - II. pattern of neglect in caring for, providing for, supervising or protecting the child.
- b. There is a risk that the child is likely to suffer physical harm inflicted by the person having charge of the child or caused by or resulting from that person's,
  - I. failure to adequately care for, provide for, supervise or protect the child, or
  - II. pattern of neglect in caring for, providing for, supervising or protecting the child.
- c. The child has been sexually abused or sexually exploited, by the person having charge of the child or by another person where the person having charge of the child knows or should know of the possibility of sexual abuse or sexual exploitation and fails to protect the child.
- d. There is a risk that the child is likely to be sexually abused or sexually exploited as described in paragraph c.
- e. The child requires medical treatment to cure, prevent or alleviate physical harm or suffering and the child's parent or the person having charge of the child does not provide, or where the

child is incapable of consenting to the treatment under the *Health Care Consent Act*, refuses or is unavailable or unable to consent to, the treatment on the child's behalf.

- f. The child has suffered emotional harm, demonstrated by serious:
  - I. anxiety,
  - II. depression,
  - III. withdrawal,
  - IV. self-destructive or aggressive behaviour, or,
  - V. delayed development, and there are reasonable grounds to believe that the emotional harm suffered by the child results from the actions, failure to act or pattern of neglect on the part of the child's parent or the person having charge of the child.
  
- g. The child has suffered emotional harm of the kind described in subparagraph f (i, ii, iii, iv or v) and the child's parent or the person having charge of the child does not provide services or treatment or access to services or treatment, or, where the child is incapable of consenting to treatment under the *Health Care Consent Act*, refuses or is unavailable or unable to consent to, treatment to remedy or alleviate the harm.
  
- h. There is a risk that the child is likely to suffer emotional harm of the kind described in subparagraph f (i, ii, iii, iv or v) resulting from the actions, failure to act or pattern of neglect on the part of the child's parent or the person having charge of the child.
  
- i. There is a risk that the child is likely to suffer emotional harm of the kind described in subparagraph f (i, ii, iii, iv or v) and that the child's parent or the person having charge of the child does not provide services or treatment or access to services or treatment, or, where the child is incapable of consenting to treatment under the *Health Care Consent Act*, refuses or is unavailable or unable to consent to, services or treatment to prevent the harm.
  
- j. The child suffers from a mental, emotional or developmental condition that, if not remedied, could seriously impair the child's development and the child's parent or the person having charge of the child does not provide the treatment or access to the treatment, or where the child is incapable of consenting to the treatment under the *Health Care Consent Act*, refuses or is unavailable or unable to consent to, treatment to remedy or alleviate the condition.
  
- k. The child's parent has died or is unavailable to exercise custodial rights over the child and has not made adequate provision for the child's care and custody, or the child is in a residential placement and the parent refuses or is unable or unwilling to resume the child's care and custody.
  
- l. The child is younger than 12 years old and has killed or seriously injured another person or caused serious damage to another person's property, services or treatment are necessary to prevent a recurrence and the child's parent or the person having charge of the child does not provide services or treatment or access to services or treatment, or where the child is incapable

of consenting to treatment under the *Health Care Consent Act*, refuses or is unavailable or unable to consent to, treatment.

- m. The child is younger than 12 years old and has on more than one occasion injured another person or caused loss or damage to another person's property, with the encouragement of the person having charge of the child or because of that person's failure or inability to supervise the child adequately.

If a parent, employee or other, accuses a team member of abuse, it is the duty of the Centre to report the accusation to the Children's Aid Society and follow the direction given by the worker spoken to. Children's Aid will investigate the allegation. Fun on the Run will send the team member home immediately. The employee will be compensated for the days of work missed, until Children's Aid completes their investigation. If at the end of the investigation, it has been proven by Children's Aid Society that abuse occurred; the employee will be immediately dismissed for cause.

### **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@funontheruncentre.com](mailto:admin@funontheruncentre.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](mailto:admin@funontheruncentre.com)

Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or [childcare\\_ontario@ontario.ca](mailto:childcare_ontario@ontario.ca)

**Procedures**

<b>Nature of Issue or Concern</b>	<b>Steps for Parent and/or Guardian to Report Issue/Concern:</b>	<b>Steps for Staff and/or Licensee in responding to issue/concern:</b>
<p><b>Program (Classroom) Related</b> i.e.: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- The classroom staff directly or,</li> <li>- The Site Supervisor or licensee.</li> </ul>	<ul style="list-style-type: none"> <li>- Address the issue/concern at the time it is raised</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- Arrange for a meeting with the parent/guardian within 1-5 business days.</li> </ul> <p>Document the issues/concerns in detail. Documentation should include:</p>
<p><b>General, Centre, or Operations Related</b> i.e.: childcare fees, hours of operation, staffing, waiting lists, menus, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- The Site Supervisor or licensee.</li> </ul>	<ul style="list-style-type: none"> <li>- The date and time the issue/concern was received;</li> <li>- The name of the person who received the issue/concern;</li> <li>- The name of the person reporting the issue/concern;</li> <li>- The details of the issue/concern; and</li> <li>- Any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.</li> </ul>
<p><b>Team Member, Family and/or Licensee Related</b></p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- The individual directly or,</li> <li>- The Site Supervisor or licensee.</li> </ul> <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>	<p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p>
<p><b>Placement Student/Volunteer Related</b></p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- The staff responsible for supervising the volunteer or student or,</li> <li>- The Site Supervisor and/or licensee. 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.</li> </ul>	<p>Ensure the appropriate party initiates the investigation of the issue/concern 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>

## **Important Information**

### **Important Dates**

#### **Fun on the Run Pre-School Centre**

##### *Statutory Holidays and Breaks*

**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 Centre's will be closed.**

### **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.

### **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.

### **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.

In the event of continued issues with late pickups, Fun on the Run reserves the right to access the issue and withdraw services by providing 30 day notice. Fun on the Run will take the following steps in the event of ongoing late pickups:

- If the lateness is an ongoing issue, a meeting will be held with the parent/guardian and Site Supervisor in a timely manner, to further discuss the situation.
- If lateness continues to persist, parents will be issued a warning letter reminding them that continued lateness can result in withdrawal of services.
- If the issue of lateness does not improve, Fun on the Run may withdraw services by providing 30 day notice.

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 families usually make these arrangements 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.

### **Tax Receipts**

Tax Receipts will be issued electronically via email, by the end of February of each year.

### **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 are non-refundable, security deposits are refundable if contract is fulfilled*
- *Days are not transferrable*

### **Non-Sufficient Funds (NSF)**

Please note that \$35.00 will be charged for NSF payments. After the 3<sup>rd</sup> NSF occurs, a \$50.00 charge will apply. If payment is not made by the provided due date, there will be an additional \$5.00 charge per day. Parents/guardians must replace payment in the form of an e-transfer, 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.

### **Vacation: (Child Care Centre's Only).**

Fun on the Run will accommodate a **One-Week Vacation** for the Childcare Centre, for the following three (3) periods: **March Break** or **Summer Break (July and August)** or **Winter Break**. A **thirty (30) day written notice of vacation request** is required to submit to the Site Supervisor for the applicable periods

### **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.

### **CANADA-WIDE EARLY LEARNING AND CHILD CARE (CWELCC)**

The CWELCC is a National Child Care Program intended to reduce child care fees for parents and provide more funding and financial relief for Ontario families.

Fun on the Run has been accepted into the CWELCC system for all regions we operate. All children under the age of six (6) or who have turned six (6) up until June 2024, in the Regional Municipality of York (York Region) are eligible for the CWELCC system. Remaining reduction will be phased overtime in accordance to the CWELCC system, until September 2025, to reach an average price of \$10.00 per day.

The type of care eligible for the CWELCC includes:

- **Full Day Child Care (Infant, Toddler and Preschooler programs)**
- **Before and After School Program**
- **Full Day Camp (P.A. Day, Winter Break Camp, March Break Camp and Summer Camp)**

Families accessing the York Region Child Care Assistance Fee program, must contact their York Region Case Worker for any information in regards to fee contribution changes.

The region Municipality of York has the responsibility to conduct random audits in accordance with the Canada Wide Early Learning and Child Care service agreement. Families who are eligible for the Canada Wide Early Learning and Child Care will be asked to sign an annual consent form, which consents

families to have their childcare contracts, fee schedule and Canada Wide Early Learning and Child Care refunds to be shared with York Region.

### **Deposit and Registration Fees: Admission Policy**

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. *(Full Day Child Care Centre's 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 or Banking Information Form is required upon registration, in order to process the pre-authorized payments. Electronic payments are only being accepted, via e-transfer.

### **Base Fees**

A base-fee is a set fee of Fun on the Run's Before & After Care services.

**(Affixed on Page. 52-67):** Please reference the applicable school location of daily based fees)

**P.A Day:** \$48.00 per day **(Children over 6 years of age)**

**P.A Day:** \$22.68 per day: **(Children under 6 years of age)**

**March Break Camp:** \$300.00 per week **(Children over 6 years of age)**

**March Break Camp:** \$141.75 per week **(Children under 6 years of age)**

**Summer Camp:** \$300.00 per week **(Children over 6 years of age)**

**Summer Camp:** \$141.75 per week **(Children under 6 years of age)**

**Winter Break Camp:** \$300.00 per week **(Children over 6 years of age)**

**Winter Break Camp:** \$141.75 per week **(Children under 6 years of age)**

**Pizza Lunch:** \$5.25 per slice

### **Non-Based Fees**

A non-base fee is a fee that is outside of Fun on the Run's daily childcare fees. Listed below are services that fall under Fun on the Run's Non-Based Fees.

**1<sup>st</sup> NSF Fee:** \$35.00 /**3<sup>rd</sup> NSF Fee=** \$50.00

**Late Fee:** \$10.00 for the first 15 minutes once centre is closed, followed by \$1.00 per minute.

**Transportation Fee:** \$20.00 per week (Summer Camp)

### **Non-Payment**

The non-payment of any fees or payments due to Fun on the Run under this policy may result in the termination and withdrawal of services.



**Anne Frank Public School**

**CHILD CARE FEES**

**2024-2025**

**Hours of Operation: 7:00am–8:55am and 3:40pm–6:30pm**

**REGISTRATION FEES**

<b>Family Registration Fee</b>	\$100.00 per family
<b>Security Deposit Fee</b>	\$50.00 per child

**CHILDREN 3.8-5 YEARS FEES**

<b>Before Care Fee</b>	\$12.00 per day
<b>After Care Fee</b>	\$12.00 per day
<b>Before and After Care Fee</b>	\$12.00 per day
<b>P.A. Day Fee</b>	\$22.68 per day*
<b>Winter Break Fee</b>	\$141.75 per week*
<b>March Break Fee</b>	\$141.75 per week*
<b>Summer Camp Fee</b>	\$141.75 per week*
*Subject to additional fees due to hot lunches, in-house guests and off-site excursions expenses	

**CHILDREN 6-12 YEARS FEES**

<b>Before Care Fee – 5 Days</b>	\$12.50 per day
<b>Before Care Fee – PT</b>	\$13.00 per day
<b>After Care Fee – 5 Days</b>	\$18.50 per day
<b>After Care Fee – PT</b>	\$19.25 per day
<b>Before and After Care Fee – 5 Days</b>	\$19.50 per day
<b>Before and After Care Fee – PT</b>	\$20.00 per day
<b>P.A. Day Fee</b>	\$48.00 per day*
<b>Winter Break Fee</b>	\$300.00 per week*
<b>March Break Fee</b>	\$300.00 per week*
<b>Summer Camp Fee</b>	\$300.00 per week*
*Subject to additional fees due to hot lunches, in-house guests and off-site excursions expenses	

Fun on the Run accepts children of all diverse needs and abilities.

A minimum **three-day** enrolment is required for part-time care.

Fun on the Run has been accepted into the Canada-Wide Early Learning and Child Care (CWELCC) system initiated and funded by the Government of Canada.

The Child Care Fee Assistance program (Subsidy) is available through York Region at

<https://www.york.ca/support/financial-assistance/child-care-fee-subsidy>.



**Bayview Glen Public School**

**CHILD CARE FEES**

**2024-2025**

**Hours of Operation: 3:00pm–6:00pm**

**REGISTRATION FEES**

<b>Family Registration Fee</b>	\$100.00 per family
<b>Security Deposit Fee</b>	\$50.00 per child

**CHILDREN 3.8-5 YEARS FEES**

<b>After Care Fee</b>	\$12.00 per day
<b>P.A. Day Fee</b>	\$22.68 per day*
<b>Winter Break Fee</b>	\$141.75 per week*
<b>March Break Fee</b>	\$141.75 per week*
<b>Summer Camp Fee</b>	\$141.75 per week*
*Not offered at Bayview Glen Public School, additional locations available	
*Subject to additional fees due to hot lunches, in-house guests and off-site excursions expenses	

**CHILDREN 6-12 YEARS FEES**

<b>After Care Fee – 5 Days</b>	\$19.50 per day
<b>After Care Fee – PT</b>	\$20.00 per day
<b>P.A. Day Fee</b>	\$48.00 per day*
<b>Winter Break Fee</b>	\$300.00 per week*
<b>March Break Fee</b>	\$300.00 per week*
<b>Summer Camp Fee</b>	\$300.00 per week*
*Not offered at Bayview Glen Public School, additional locations available	
*Subject to additional fees due to hot lunches, in-house guests and off-site excursions expenses	

Fun on the Run accepts children of all diverse needs and abilities.

A minimum **three-day** enrolment is required for part-time care.

Fun on the Run has been accepted into the Canada-Wide Early Learning and Child Care (CWELCC) system initiated and funded by the Government of Canada.

The Child Care Fee Assistance program (Subsidy) is available through York Region at

<https://www.york.ca/support/financial-assistance/child-care-fee-subsidy>.



**Discovery Public School**

**CHILD CARE FEES**

**2024-2025**

**Hours of Operation: 7:00am–8:10am and 2:45pm–6:00pm**

**REGISTRATION FEES**

<b>Family Registration Fee</b>	\$100.00 per family
<b>Security Deposit Fee</b>	\$50.00 per child

**CHILDREN 3.8-5 YEARS FEES**

<b>Before Care Fee</b>	\$12.00 per day
<b>After Care Fee</b>	\$12.00 per day
<b>Before and After Care Fee</b>	\$12.00 per day
<b>P.A. Day Fee</b>	\$22.68 per day*
<b>Winter Break Fee</b>	\$141.75 per week*
<b>March Break Fee</b>	\$141.75 per week*
<b>Summer Camp Fee</b>	\$141.75 per week*

\*Subject to additional fees due to hot lunches, in-house guests and off-site excursions expenses

**CHILDREN 6-12 YEARS FEES**

<b>Before Care Fee – 5 Days</b>	\$12.50 per day
<b>Before Care Fee – PT</b>	\$13.00 per day
<b>After Care Fee – 5 Days</b>	\$18.50 per day
<b>After Care Fee – PT</b>	\$19.25 per day
<b>Before and After Care Fee – 5 Days</b>	\$19.50 per day
<b>Before and After Care Fee – PT</b>	\$20.00 per day
<b>P.A. Day Fee</b>	\$48.00 per day*
<b>Winter Break Fee</b>	\$300.00 per week*
<b>March Break Fee</b>	\$300.00 per week*
<b>Summer Camp Fee</b>	\$300.00 per week*

\*Subject to additional fees due to hot lunches, in-house guests and off-site excursions expenses

Fun on the Run accepts children of all diverse needs and abilities.

A minimum **three-day** enrolment is required for part-time care.

Fun on the Run has been accepted into the Canada-Wide Early Learning and Child Care (CWELCC) system initiated and funded by the Government of Canada.

The Child Care Fee Assistance program (Subsidy) is available through York Region at

<https://www.york.ca/support/financial-assistance/child-care-fee-subsidy>.



**Guardian Angel Catholic School**

**CHILD CARE FEES**

**2024-2025**

**Hours of Operation: 7:00am–8:10am and 2:40pm–6:30pm**

**REGISTRATION FEES**

<b>Family Registration Fee</b>	\$100.00 per family
<b>Security Deposit Fee</b>	\$50.00 per child

**CHILDREN 3.8-5 YEARS FEES**

<b>Before Care Fee</b>	\$12.00 per day
<b>After Care Fee</b>	\$12.00 per day
<b>Before and After Care Fee</b>	\$12.00 per day
<b>P.A. Day Fee</b>	\$22.68 per day*
<b>Winter Break Fee</b>	\$141.75 per week*
<b>March Break Fee</b>	\$141.75 per week*
<b>Summer Camp Fee</b>	\$141.75 per week*

\*Subject to additional fees due to hot lunches, in-house guests and off-site excursions expenses

**CHILDREN 6-12 YEARS FEES**

<b>Before Care Fee – 5 Days</b>	\$12.50 per day
<b>Before Care Fee – PT</b>	\$13.00 per day
<b>After Care Fee – 5 Days</b>	\$18.50 per day
<b>After Care Fee – PT</b>	\$19.25 per day
<b>Before and After Care Fee – 5 Days</b>	\$19.50 per day
<b>Before and After Care Fee – PT</b>	\$20.00 per day
<b>P.A. Day Fee</b>	\$48.00 per day*
<b>Winter Break Fee</b>	\$300.00 per week*
<b>March Break Fee</b>	\$300.00 per week*
<b>Summer Camp Fee</b>	\$300.00 per week*

\*Subject to additional fees due to hot lunches, in-house guests and off-site excursions expenses

Fun on the Run accepts children of all diverse needs and abilities.

A minimum **three-day** enrolment is required for part-time care.

Fun on the Run has been accepted into the Canada-Wide Early Learning and Child Care (CWELCC) system initiated and funded by the Government of Canada.

The Child Care Fee Assistance program (Subsidy) is available through York Region at

<https://www.york.ca/support/financial-assistance/child-care-fee-subsidy>



**Holy Jubilee Catholic School**

**CHILD CARE FEES**

**2024-2025**

**Hours of Operation: 7:00am–8:50am and 3:40pm–6:30pm**

**REGISTRATION FEES**

<b>Family Registration Fee</b>	\$100.00 per family
<b>Security Deposit Fee</b>	\$50.00 per child

**CHILDREN 3.8-5 YEARS FEES**

<b>Before Care Fee</b>	\$12.00 per day
<b>After Care Fee</b>	\$12.00 per day
<b>Before and After Care Fee</b>	\$12.00 per day
<b>P.A. Day Fee</b>	\$22.68 per day*
<b>Winter Break Fee</b>	\$141.75 per week*
<b>March Break Fee</b>	\$141.75 per week*
<b>Summer Camp Fee</b>	\$141.75 per week*

\*Subject to additional fees due to hot lunches, in-house guests and off-site excursions expenses

**CHILDREN 6-12 YEARS FEES**

<b>Before Care Fee – 5 Days</b>	\$12.50 per day
<b>Before Care Fee – PT</b>	\$13.00 per day
<b>After Care Fee – 5 Days</b>	\$18.50 per day
<b>After Care Fee – PT</b>	\$19.25 per day
<b>Before and After Care Fee – 5 Days</b>	\$19.50 per day
<b>Before and After Care Fee – PT</b>	\$20.00 per day
<b>P.A. Day Fee</b>	\$48.00 per day*
<b>Winter Break Fee</b>	\$300.00 per week*
<b>March Break Fee</b>	\$300.00 per week*
<b>Summer Camp Fee</b>	\$300.00 per week*

\*Subject to additional fees due to hot lunches, in-house guests and off-site excursions expenses

Fun on the Run accepts children of all diverse needs and abilities.

A minimum **three-day** enrolment is required for part-time care.

Fun on the Run has been accepted into the Canada-Wide Early Learning and Child Care (CWELCC) system initiated and funded by the Government of Canada.

The Child Care Fee Assistance program (Subsidy) is available through York Region at

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**Johnny Lombardi Public School**

**CHILD CARE FEES**

**2024-2025**

**Hours of Operation: 7:00am–7:50am and 2:30pm–6:30pm**

**REGISTRATION FEES**

<b>Family Registration Fee</b>	\$100.00 per family
<b>Security Deposit Fee</b>	\$50.00 per child

**CHILDREN 3.8-5 YEARS FEES**

<b>Before Care Fee</b>	\$12.00 per day
<b>After Care Fee</b>	\$12.00 per day
<b>Before and After Care Fee</b>	\$12.00 per day
<b>P.A. Day Fee</b>	\$22.68 per day*
<b>Winter Break Fee</b>	\$141.75 per week*
<b>March Break Fee</b>	\$141.75 per week*
<b>Summer Camp Fee</b>	\$141.75 per week*

\*Subject to additional fees due to hot lunches, in-house guests and off-site excursions expenses

**CHILDREN 6-12 YEARS FEES**

<b>Before Care Fee – 5 Days</b>	\$12.50 per day
<b>Before Care Fee – PT</b>	\$13.00 per day
<b>After Care Fee – 5 Days</b>	\$18.50 per day
<b>After Care Fee – PT</b>	\$19.25 per day
<b>Before and After Care Fee – 5 Days</b>	\$19.50 per day
<b>Before and After Care Fee – PT</b>	\$20.00 per day
<b>P.A. Day Fee</b>	\$48.00 per day*
<b>Winter Break Fee</b>	\$300.00 per week*
<b>March Break Fee</b>	\$300.00 per week*
<b>Summer Camp Fee</b>	\$300.00 per week*

\*Subject to additional fees due to hot lunches, in-house guests and off-site excursions expenses

Fun on the Run accepts children of all diverse needs and abilities.

A minimum **three-day** enrolment is required for part-time care.

Fun on the Run has been accepted into the Canada-Wide Early Learning and Child Care (CWELCC) system initiated and funded by the Government of Canada.

The Child Care Fee Assistance program (Subsidy) is available through York Region at <https://www.york.ca/support/financial-assistance/child-care-fee-subsidy>.



**Kleinburg/Nashville Public Elementary School**  
**FEES 2024-2025**

**KINDERGARTEN – BEFORE & AFTER CARE**

	<u>Daily Rate</u>	<u>Monthly</u>
Before & After	\$10.00	\$200.00
After Care	\$10.00	
Before Care	\$10.00	
***Canada Wide Early Learning (CWELCC) Funding Applied***		

**SCHOOL AGE - BEFORE & AFTER CARE**

	<u>Daily Rate</u>	<u>Monthly</u>
Before & After (FT)	\$19.00	\$380.00
Before & After (PT)	\$19.50	
After Care (FT)	\$16.00	\$320.00
After Care (PT)	\$18.50	
Before Care (FT)	\$10.00	\$200.00
Before Care (PT)	\$12.50	
***Family Discount will Apply - Two or More Children Registered***		

**P.A. DAYS & CAMPS**

<u>School Age Children</u>		
P.A. DAYS	\$48.00/day	
Winter Break	\$300.00/week	additional 10% discount
March Break	\$300.00/week	additional 10% discount
Summer Camp	\$300.00/week	additional 10% discount
***Excursions, Buses and In-House Guest are Included***		
***CWELCC Funding will Apply to all Children Under the Age of 6 Years Old***		

The Child Care Fee Assistance program (Subsidy) is available through York Region  
 at <https://www.york.ca/support/financial-assistance/child-care-fee-subsidy>.



**Michael Cranny Public School**

**CHILD CARE FEES**

**2024-2025**

Hours of Operation: 7:00am–8:00am and 2:35pm–6:00pm

**REGISTRATION FEES**

<b>Family Registration Fee</b>	\$100.00 per family
<b>Security Deposit Fee</b>	\$50.00 per child

**CHILDREN 3.8-5 YEARS FEES**

<b>Before Care Fee</b>	\$12.00 per day
<b>After Care Fee</b>	\$12.00 per day
<b>Before and After Care Fee</b>	\$12.00 per day
<b>P.A. Day Fee</b>	\$22.68 per day*
<b>Winter Break Fee</b>	\$141.75 per week*
<b>March Break Fee</b>	\$141.75 per week*
<b>Summer Camp Fee</b>	\$141.75 per week*

\*Subject to additional fees due to hot lunches, in-house guests and off-site excursions expenses

**CHILDREN 6-12 YEARS FEES**

<b>Before Care Fee – 5 Days</b>	\$12.50 per day
<b>Before Care Fee – PT</b>	\$13.00 per day
<b>After Care Fee – 5 Days</b>	\$18.50 per day
<b>After Care Fee – PT</b>	\$19.25 per day
<b>Before and After Care Fee – 5 Days</b>	\$19.50 per day
<b>Before and After Care Fee – PT</b>	\$20.00 per day
<b>P.A. Day Fee</b>	\$48.00 per day*
<b>Winter Break Fee</b>	\$300.00 per week*
<b>March Break Fee</b>	\$300.00 per week*
<b>Summer Camp Fee</b>	\$300.00 per week*

\*Subject to additional fees due to hot lunches, in-house guests and off-site excursions expenses

Fun on the Run accepts children of all diverse needs and abilities.

A minimum **three-day** enrolment is required for part-time care.

Fun on the Run has been accepted into the Canada-Wide Early Learning and Child Care (CWELCC) system initiated and funded by the Government of Canada.

The Child Care Fee Assistance program (Subsidy) is available through York Region at <https://www.york.ca/support/financial-assistance/child-care-fee-subsidy>.



**Nellie McClung Public School**

**CHILD CARE FEES**

**2024-2025**

**Hours of Operation: 7:00am–9:00am and 3:30pm–6:30pm**

**REGISTRATION FEES**

<b>Family Registration Fee</b>	\$100.00 per family
<b>Security Deposit Fee</b>	\$50.00 per child

**CHILDREN 3.8-5 YEARS FEES**

<b>Before Care Fee</b>	\$12.00 per day
<b>After Care Fee</b>	\$12.00 per day
<b>Before and After Care Fee</b>	\$12.00 per day
<b>P.A. Day Fee</b>	\$22.68 per day*
<b>Winter Break Fee</b>	\$141.75 per week*
<b>March Break Fee</b>	\$141.75 per week*
<b>Summer Camp Fee</b>	\$141.75 per week*
*Subject to additional fees due to hot lunches, in-house guests and off-site excursions expenses	

**CHILDREN 6-12 YEARS FEES**

<b>Before Care Fee – 5 Days</b>	\$12.50 per day
<b>Before Care Fee – PT</b>	\$13.00 per day
<b>After Care Fee – 5 Days</b>	\$18.50 per day
<b>After Care Fee – PT</b>	\$19.25 per day
<b>Before and After Care Fee – 5 Days</b>	\$19.50 per day
<b>Before and After Care Fee – PT</b>	\$20.00 per day
<b>P.A. Day Fee</b>	\$48.00 per day*
<b>Winter Break Fee</b>	\$300.00 per week*
<b>March Break Fee</b>	\$300.00 per week*
<b>Summer Camp Fee</b>	\$300.00 per week*
*Subject to additional fees due to hot lunches, in-house guests and off-site excursions expenses	

Fun on the Run accepts children of all diverse needs and abilities.

A minimum **three-day** enrolment is required for part-time care.

Fun on the Run has been accepted into the Canada-Wide Early Learning and Child Care (CWELCC) system initiated and funded by the Government of Canada.

The Child Care Fee Assistance program (Subsidy) is available through York Region at

<https://www.york.ca/support/financial-assistance/child-care-fee-subsidy>.



**Pope Francis Catholic School**

**CHILD CARE FEES**

**2024-2025**

**Hours of Operation: 7:00am–9:00am and 3:35pm–6:30pm**

**REGISTRATION FEES**

<b>Family Registration Fee</b>	\$100.00 per family
<b>Security Deposit Fee</b>	\$50.00 per child

**CHILDREN 3.8-5 YEARS FEES**

<b>Before Care Fee</b>	\$12.00 per day
<b>After Care Fee</b>	\$12.00 per day
<b>Before and After Care Fee</b>	\$12.00 per day
<b>P.A. Day Fee</b>	\$22.68 per day*
<b>Winter Break Fee</b>	\$141.75 per week*
<b>March Break Fee</b>	\$141.75 per week*
<b>Summer Camp Fee</b>	\$141.75 per week*

\*Subject to additional fees due to hot lunches, in-house guests and off-site excursions expenses

**CHILDREN 6-12 YEARS FEES**

<b>Before Care Fee – 5 Days</b>	\$12.50 per day
<b>Before Care Fee – PT</b>	\$13.00 per day
<b>After Care Fee – 5 Days</b>	\$18.50 per day
<b>After Care Fee – PT</b>	\$19.25 per day
<b>Before and After Care Fee – 5 Days</b>	\$19.50 per day
<b>Before and After Care Fee – PT</b>	\$20.00 per day
<b>P.A. Day Fee</b>	\$48.00 per day*
<b>Winter Break Fee</b>	\$300.00 per week*
<b>March Break Fee</b>	\$300.00 per week*
<b>Summer Camp Fee</b>	\$300.00 per week*

\*Subject to additional fees due to hot lunches, in-house guests and off-site excursions expenses

Fun on the Run accepts children of all diverse needs and abilities.

A minimum **three-day** enrolment is required for part-time care.

Fun on the Run has been accepted into the Canada-Wide Early Learning and Child Care (CWELCC) system initiated and funded by the Government of Canada.

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<https://www.york.ca/support/financial-assistance/child-care-fee-subsidy>.



**St. Elizabeth of Seton Catholic School**

**CHILD CARE FEES**

**2023-2024**

**Hours of Operation: 7:00am–9:00am and 3:30pm–6:00pm**

**REGISTRATION FEES**

<b>Family Registration Fee</b>	\$100.00 per family
<b>Security Deposit Fee</b>	\$50.00 per child

**CHILDREN 3.8-5 YEARS FEES**

<b>Before Care Fee</b>	\$12.00 per day
<b>After Care Fee</b>	\$12.00 per day
<b>Before and After Care Fee</b>	\$12.00 per day
<b>P.A. Day Fee</b>	\$22.68 per day*
<b>Winter Break Fee</b>	\$141.75 per week*
<b>March Break Fee</b>	\$141.75 per week*
<b>Summer Camp Fee</b>	\$141.75 per week*

\*Subject to additional fees due to hot lunches, in-house guests and off-site excursions expenses

**CHILDREN 6-12 YEARS FEES**

<b>Before Care Fee – 5 Days</b>	\$12.00 per day
<b>Before Care Fee – PT</b>	\$12.75 per day
<b>After Care Fee – 5 Days</b>	\$18.00 per day
<b>After Care Fee – PT</b>	\$18.75 per day
<b>Before and After Care Fee – 5 Days</b>	\$21.00 per day
<b>Before and After Care Fee – PT</b>	\$22.75 per day
<b>P.A. Day Fee</b>	\$48.00 per day*
<b>Winter Break Fee</b>	\$300.00 per week*
<b>March Break Fee</b>	\$300.00 per week*
<b>Summer Camp Fee</b>	\$300.00 per week*

\*Subject to additional fees due to hot lunches, in-house guests and off-site excursions expenses

Fun on the Run accepts children of all diverse needs and abilities.

A minimum **three-day** enrolment is required for part-time care.

Fun on the Run has been accepted into the Canada-Wide Early Learning and Child Care (CWELCC) system initiated and funded by the Government of Canada.

The Child Care Fee Assistance program (Subsidy) is available through York Region at

<https://www.york.ca/support/financial-assistance/child-care-fee-subsidy>.



**St. Catherine of Siena Catholic School**

**CHILD CARE FEES**

**2024-2025**

**Hours of Operation: 7:00am–8:35am and 3:40pm–6:00pm**

**REGISTRATION FEES**

<b>Family Registration Fee</b>	\$100.00 per family
<b>Security Deposit Fee</b>	\$50.00 per child

**CHILDREN 3.8-5 YEARS FEES**

<b>Before Care Fee</b>	\$12.00 per day
<b>After Care Fee</b>	\$12.00 per day
<b>Before and After Care Fee</b>	\$12.00 per day
<b>P.A. Day Fee</b>	\$22.68 per day*
<b>Winter Break Fee</b>	\$141.75 per week*
<b>March Break Fee</b>	\$141.75 per week*
<b>Summer Camp Fee</b>	\$141.75 per week*

\*Subject to additional fees due to hot lunches, in-house guests and off-site excursions expenses

**CHILDREN 6-12 YEARS FEES**

<b>Before Care Fee – 5 Days</b>	\$12.50 per day
<b>Before Care Fee – PT</b>	\$13.00 per day
<b>After Care Fee – 5 Days</b>	\$18.50 per day
<b>After Care Fee – PT</b>	\$19.25 per day
<b>Before and After Care Fee – 5 Days</b>	\$19.50 per day
<b>Before and After Care Fee – PT</b>	\$20.00 per day
<b>P.A. Day Fee</b>	\$48.00 per day*
<b>Winter Break Fee</b>	\$300.00 per week*
<b>March Break Fee</b>	\$300.00 per week*
<b>Summer Camp Fee</b>	\$300.00 per week*

\*Subject to additional fees due to hot lunches, in-house guests and off-site excursions expenses

Fun on the Run accepts children of all diverse needs and abilities.

A minimum **three-day** enrolment is required for part-time care.

Fun on the Run has been accepted into the Canada-Wide Early Learning and Child Care (CWELCC) system initiated and funded by the Government of Canada.

The Child Care Fee Assistance program (Subsidy) is available through York Region at <https://www.york.ca/support/financial-assistance/child-care-fee-subsidy>.



**St. Peter Catholic School**

**CHILD CARE FEES**

**2024-2025**

**Hours of Operation: 7:00am–8:30am and 3:20pm–6:00pm**

**REGISTRATION FEES**

<b>Family Registration Fee</b>	\$100.00 per family
<b>Security Deposit Fee</b>	\$50.00 per child

**CHILDREN 3.8-5 YEARS FEES**

<b>Before Care Fee</b>	\$12.00 per day
<b>After Care Fee</b>	\$12.00 per day
<b>Before and After Care Fee</b>	\$12.00 per day
<b>P.A. Day Fee</b>	\$22.68 per day*
<b>Winter Break Fee</b>	\$141.75 per week*
<b>March Break Fee</b>	\$141.75 per week*
<b>Summer Camp Fee</b>	\$141.75 per week*

\*Subject to additional fees due to hot lunches, in-house guests and off-site excursions expenses

**CHILDREN 6-12 YEARS FEES**

<b>Before Care Fee – 5 Days</b>	\$12.50 per day
<b>Before Care Fee – PT</b>	\$13.00 per day
<b>After Care Fee – 5 Days</b>	\$18.50 per day
<b>After Care Fee – PT</b>	\$19.25 per day
<b>Before and After Care Fee – 5 Days</b>	\$19.50 per day
<b>Before and After Care Fee – PT</b>	\$20.00 per day
<b>P.A. Day Fee</b>	\$48.00 per day*
<b>Winter Break Fee</b>	\$300.00 per week*
<b>March Break Fee</b>	\$300.00 per week*
<b>Summer Camp Fee</b>	\$300.00 per week*

\*Subject to additional fees due to hot lunches, in-house guests and off-site excursions expenses

Fun on the Run accepts children of all diverse needs and abilities.

A minimum **three-day** enrolment is required for part-time care.

Fun on the Run has been accepted into the Canada-Wide Early Learning and Child Care (CWELCC) system initiated and funded by the Government of Canada.

The Child Care Fee Assistance program (Subsidy) is available through York Region at <https://www.york.ca/support/financial-assistance/child-care-fee-subsidy>.





## Cardinal Carter Childcare Fees FEES 2024-2025

### TODDLER

<u>Full-Time</u>	<u>4 Days</u>	<u>3 Days</u>	<u>2 Days</u>
\$647.72/Month	\$534.28/Month	\$429.43/Month	\$297.29/Month (CWELCC decreased by 52.75%)
\$29.78/Day	\$30.83/Day	\$32.41/Day	\$34.29/Day (CWELCC decreased by 52.75%)

\*\*\*Canada Wide Early Learning (CWELCC) funding will decrease by government\*\*\*  
Part time Care Available

### PRESCHOOL

<u>Full-Time</u>	<u>4 Days</u>	<u>3 Days</u>	<u>2 Days</u>
\$552.45/Month	\$458.40/Month	\$371.53/Month	\$259.32/Month (CWELCC decreased by 52.75%)
\$25.40/Day	\$26.45/Day	\$28.04/Day	\$29.91/Day (CWELCC decreased by 52.75%)

\*\*\*Canada Wide Early Learning (CWELCC) funding will decrease by government\*\*\*  
Part time Care Available

### INFORMATION

#### Registration and Deposit Fees

- A one time non-refundable administration fee of \$100.00 per family
- A **half-month security deposit of childcare service** will be required

#### Monthly Fees

- Monthly fees will be **withdrawn on the first of every month**, through your **VOID cheque/Pre-Authorized Debit Agreement** provided
- Fun on the Run will accommodate a **One-Week Vacation** for the Childcare Centre, for the following three (3) periods: **March Break** or **Summer Break (July and August)** or **Winter Break**. A **thirty (30) day written notice of vacation request** is required to submit to the Site Supervisor for the applicable periods
- Monthly fees are arranged by **equal billing**; therefore, payments are equally divided by 12 months (January-December) for a total of 21.75 days per month
- **All holidays are included** (Labour Day, Thanksgiving, Christmas Day, Boxing Day, New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Civic Holiday) in your monthly fees

#### NSF Fees

- Non-Sufficient Funds (NSF) fee will be charged **\$35.00** for the first time. After the 3<sup>rd</sup> (NSF) fee occurs, a \$50.00 charge will apply. If payment is not made by the given due date, there will be an additional \$5.00 charge per day. Parents/guardians must replace payment in the form of e-transfer

#### Late Fees

- There is a **\$10.00** late fee for the first (1<sup>st</sup>) **fifteen (15) minutes** and **\$1.00 per minute** to follow. This fee is payable via cash directly to staff at time of pick-up

#### Withdrawal

- Parents must give the child care centre a minimum of **thirty (30) days written notice of withdrawal**. Parents are responsible for payment of fees until the stated date of withdrawal, regardless of whether or not the child is in attendance during this period



**Kleinburg/Nashville Childcare Centre  
FEES 2024-2025**

**TODDLER**

<u>Full-Time</u>	<u>4 Days</u>	<u>3 Days</u>	<u>2 Days</u>
\$579.20/Month	\$516.10/Month	\$429.43/Month	\$297.29/Month <i>(CWELCC decreased by 52.75%)</i>
\$26.63/Day	\$29.78/Day	\$32.41/Day	\$34.29/Day <i>(CWELCC decreased by 52.75%)</i>
***Canada Wide Early Learning (CWELCC) funding will decrease by government*** Part time Care Available			

**PRESCHOOL**

<u>Full-Time</u>	<u>4 Days</u>	<u>3 Days</u>	<u>2 Days</u>
\$487.41/Month	\$440.18/Month	\$371.53/Month	\$259.32/Month <i>(CWELCC decreased by 52.75%)</i>
\$22.41/Day	\$25.40/Day	\$28.04/Day	\$29.91/Day <i>(CWELCC decreased by 52.75%)</i>
***Canada Wide Early Learning (CWELCC) funding will decrease by government*** Part time Care Available			

**INFORMATION**

**Deposit Fees**

- A **half-month security deposit of childcare service** will be required

**Monthly Fees**

- Monthly fees will be **withdrawn on the first of every month**, through your **VOID cheque/Pre-Authorized Debit Agreement** provided
- Fun on the Run will accommodate a **One-Week Vacation** for the Childcare Centre, for the following three (3) periods: **March Break** or **Summer Break (July and August)** or **Winter Break**. A **thirty (30) day written notice of vacation request** is required to submit to the Site Supervisor for the applicable periods
- Monthly fees are arranged by **equal billing**; therefore, payments are equally divided by 12 months (January-December) for a total of 21.75 days per month
- **All holidays are included** (Labour Day, Thanksgiving, Christmas Day, Boxing Day, New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Civic Holiday) in your monthly fees

**NSF Fees**

- Non-Sufficient Funds (NSF) fee will be charged **\$35.00** for the first time. After the 3<sup>rd</sup> (NSF) fee occurs, a \$50.00 charge will apply. If payment is not made by the given due date, there will be an additional \$5.00 charge per day. Parents/guardians must replace payment in the form of e-transfer

**Late Fees**

- There is a **\$10.00** late fee for the first (1<sup>st</sup>) **fifteen (15) minutes** and **\$1.00 per minute** to follow. This fee is payable via cash directly to staff at time of pick-up

**Withdrawal**

- Parents must give the child care centre a minimum of **thirty (30) days written notice of withdrawal**. Parents are responsible for payment of fees until the stated date of withdrawal, regardless of whether or not the child is in attendance during this period



Pope Francis Childcare Fees  
**FEES 2024-2025**

**INFANT**

<u>Daily Rate</u>	<u>Monthly</u>
\$36.34	\$790.51 (CWELCC decreased by 52.75%)
Canada Wide Early Learning (CWELCC) funding will decrease as advised by government	

**TODDLER**

<u>Daily Rate</u>	<u>Monthly</u>
\$29.77	\$647.66 (CWELCC decreased by 52.75%)
Canada Wide Early Learning (CWELCC) funding will decrease as advised by government	

**PRESCHOOL**

<u>Daily Rate</u>	<u>Monthly</u>
\$25.39	\$552.42 (CWELCC decreased by 52.75%)
Canada Wide Early Learning (CWELCC) funding will decrease as advised by government	

**INFORMATION**

**Registration and Deposit Fees**

- A one time non-refundable administration fee of \$100.00 per family
- A **half-month security deposit of childcare service** will be required

**Monthly Fees**

- Monthly fees will be **withdrawn on the first of every month**, through your **VOID cheque/Pre-Authorized Debit Agreement** provided
- Fun on the Run will accommodate a **One-Week Vacation** for the Childcare Centre, for the following three (3) periods: **March Break** or **Summer Break (July and August)** or **Winter Break**. A **thirty (30) day written notice of vacation request** is required to submit to the Site Supervisor for the applicable periods
- Monthly fees are arranged by **equal billing**; therefore, payments are equally divided by 12 months (January-December) for a total of 21.75 days per month
- **All holidays are included** (Labour Day, Thanksgiving, Christmas Day, Boxing Day, New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Civic Holiday) in your monthly fees

**NSF Fees**

- Non-Sufficient Funds (NSF) fee will be charged **\$35.00** for the first time. After the 3<sup>rd</sup> (NSF) fee occurs, a \$50.00 charge will apply. If payment is not made by the given due date, there will be an additional \$5.00 charge per day. Parents/guardians must replace payment in the form of e-transfer

**Late Fees**

- There is a **\$10.00** late fee for the first (1<sup>st</sup>) **fifteen (15) minutes** and **\$1.00 per minute** to follow. This fee is payable via cash directly to staff at time of pick-up

**Withdrawal**

- Parents must give the child care centre a minimum of **thirty (30) days written notice of withdrawal**. Parents are responsible for payment of fees until the stated date of withdrawal, regardless of whether or not the child is in attendance during this period

## **Section 3 – Parent Acknowledgement**

### **Parent Code of Conduct**

The Fun on the Run Parent Code of Conduct sets clear standards of behaviour that apply to all individuals involved in our centre community including parents or guardians, team members, volunteers, and/or Board members.

- These standards apply whether they are on centre property or at centre-sponsored events and activities. All members of the centre's community are to be treated with respect and dignity regardless of race, creed, sexual orientation, disability or any other ground protected by Ontario's Human Right's Code. We are compliant with the Occupational Health and Safety Act's anti-harassment and anti-violence legislation and strive to ensure that our program is free from harassment, sexual harassment and violence.
- All adult members have the responsibility to act as models of good behaviour. Foul language (swearing, name-calling, shouting) is not appropriate. Individuals engaging in such behaviour will be asked to leave the premises immediately.
- Inappropriate behaviour or harassment of any kind towards a children, parent, team member or contractors will result in immediate intervention up to and including the family's expulsion from the centre and/or police intervention. This type of behaviour includes but is not limited to harassment or intimidation by written note, email, online, words, gestures and/or body language.
- No weapons are allowed on centre property or at centre functions. The consequences for failure to comply will include but is not limited to the family's expulsion from the centre.
- Alcohol and illicit drugs are not allowed on centre property or at centre sponsored events. The consequences for failure to comply will include but not limited to the family's expulsion from the centre.
- The privacy and confidentiality of our parents, guardians, team members, volunteers, and children in our care is important to us. Fun on the Run has an obligation to protect confidentiality of parties and will not disclose personal or identifying information about other children, parent, guardians, team members or volunteers.
- Gossip and public criticism are unacceptable. There should be no discussion of concerns with other parents in the centre hallways, the parking lot or via electronic mediums such as Facebook, Twitter, Instagram, personal blog sites or other forms of electronic information sharing.
- Pictures taken of children in the care of Fun on the Run without written consent from the parent is strictly prohibited. Any pictures taken at the centre or during centre events are for the private use of Fun on the Run. These pictures cannot be posted in on-line photo albums (i.e., Snapchat, Facebook, Instagram, etc.)

- This code of conduct must be signed by any and all adults that will be involved in your child’s experience at Fun on the Run. Including educators, volunteers, students, parents, grandparents, siblings and all other relatives.

**Parent Agreement 2024-2025**

I (We) agree that I, (the undersigned parent(s)/guardian(s) have read, had the opportunity to ask questions and understand all the Policies and Procedures of Fun on the Run in this Parent Handbook. I agree that I will adhere to them and follow them as outlined, in order to ensure that my child remains in good standing. I have also received a copy of these policies and procedures for our records and reference.

To ensure that Fun on the Run can provide the services that my child(ren) are entitled to, it is essential that the financial status of the program is stable, and that all parties adhere to all policies and procedures. By signing this agreement, I agree to be financially responsible for 100% of all fees for the enrolment space guaranteed for my child including payment policies and late fee policies.

Date of Submission:

Parent/Guardian Signature:

Parent/Guardian Signature: