

Grow with Joy Childcare

Locations

4040 4th Avenue, Whitehorse

55 Pelly Road, Whitehorse

2157 2nd Avenue Unit E, Whitehorse

2288 2nd Avenue Days Inn, Whitehorse (24/7 Services)

Cell (867)334-9191

Email: growwjoy@northwestel.net



Parent Handbook

General Centre Information

ADMINISTRATION

Manager: Ammilou Pelayo

Owner/Director: Joy Agus

Cell: (867)334-9191

Email: growwjoy@northwestel.net

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Letter to Our Families

Grow with Joy is a licensed childcare facility here in Whitehorse, Yukon. Our facility provides a safe, happy, high-quality environment for Infants, Toddlers, Preschool, and School-age children. Please be sure to carefully read over the Parent Handbook, as it covers very important policies and procedures that not only govern our childcare contract agreement, but also pertain to the care of your child. *Grow with Joy* policies are in accordance with the Yukon Child Care Services Guidelines & Regulations.

Welcome!!!

Dear Families,

It is our mission to provide quality care for children and families here in Whitehorse and surrounding areas. Our learning program exists to provide infants to toddlers & preschoolers to school-age children with a warm, loving environment where he or she can feel safe, secure, and happy. Our staff members are carefully screened and certified in early childhood education. *Grow with Joy* is licensed and adheres to the highest standards of security, safety, cleanliness, and teaching. Our classrooms reflect the spirit of children and support their developmental needs. We prepare the environment so that it offers stimulating, challenging materials and activities. Every day we work to make education fun! We provide excellent childcare. We work in partnership with parents and families to build mutual understanding and always welcome your participation. Our staff provides the most comfortable and happy environment for your children. Our program not only stimulates educational growth but, most important, ensures love, acceptance, and safety to all the children.

Sincerely,

Joy Agus
Operator



Mission Statement

Grow with Joy mission is to bring out the best in every child through quality childcare by providing lots of love, activities, and learning experiences that help the children grow socially, emotionally, and cognitively, while offering childcare services that will accommodate almost any parent's work schedule.

Philosophy

At *Grow with Joy*, our philosophy is that children learn best through play and through doing things themselves; therefore, we provide them with an endless amount of enthusiasm as well as tools to explore their environment while acquiring new learning experiences. We perform regular observations and assessments to ensure that every child is progressing and reaching his/her full potential.

Program Goals

- To promote infants and toddlers' holistic development especially social and emotional
- To prepare toddlers cognitively, emotionally, and physically for Preschool
- To provide loving quality childcare to EVERY child in our care
- To promote the development of positive social skills
- To build the foundation for the importance of the early childhood educator/caregiver and parent relationship for the families that will last a lifetime
- To promote the development of independence, self-reliance, and self-discipline
- To respect and appreciate diversity.
- To actively listen and seek to understand.



Grow with Joy Vision is to provide authentic quality childcare that specializes in the needs of educational services around our community that families can afford.

At *Grow with Joy*, we are building for their future!

HERE'S WHAT WE BELIEVE ...

Teachable moments happen many times throughout the day. We strive to help our teacher recognize those moments and utilize them. Learning should be about the process and not the product. Activities should focus on whole child and help the child develop socially, emotionally, physically, and as well intellectually.

Children are all unique and learn at varying times and rates.... Most importantly their earlier years of learning are carefree and should begin with play!!!

EDUCATIONAL PROGRAMS

INFANTS

The infant program serves children from the age of twelve months until the age of 18 months. The program is designed to promote feelings of belonging and the loving care which help infants to grow and develop to their full potential. Children eat, sleep, and play according to his or her own schedule.

Every infant is an individual with unique abilities, desires, and emotions. Our program is designed to meet the individual needs of each child and to provide them with educational experiences. In our infant classrooms, we provide a creative and stimulating program which encourages visual, language, gross motor, and small motor experiences to enhance learning through their own natural curiosity.

Our highly qualified and professional early childhood educators will guide and encourage your child in every stage of his or her development. We firmly believe in the need for open and thorough communication between early childhood educators and each family to provide loving care for each child and confidence for each parent.

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TODDLER

Our toddler program serves children from 18 months to 36 months. The toddler classrooms are designed to provide stimulating experiences for the children where they can learn through their own inquisitiveness. The emphasis during the toddler years is on building self-confidence and fostering the natural curiosity that toddlers possess.

Throughout the day toddlers enjoy the large variety of play materials that are readily made available to them, as well as creative centres where children can dress-up, build with blocks, and experiment in the sensory table. Art, music, language, and science activities geared to little hands are also introduced.

Our early childhood educators offer the tenderness, warmth, and patience so essential to this young age. Children feel comfortable in our toddler class settings when their parents leave. Deep respect for each child ensures that your toddler will truly love his or her school environment and, from that, develop a long-lasting love for learning.

PRESCHOOLERS

Grow with Joy Childcare has open space preschool classroom that serves children aged three through five years.

Our preschool program prepares children socially, emotionally, and academically, as well as supports and encourages the development of independence, responsibility, and confidence, all of which are essential for the child's ongoing success in kindergarten.

Our educational program focuses on each child's social, emotional, intellectual, and physical development by offering concrete, hands-on activities for the child to explore.

The preschool curriculum is designed to actively engage each child in developmentally age-appropriate activities exploring the content areas of literacy, mathematics, science, social studies, the arts, and technology. Our skilled early childhood educators prepare weekly programming that is exciting and challenging, as well as supportive of each child's own learning style and interests.



Our preschool room arrangement creates the optimum learning environment. It allows children easy access to educational toys, materials, and books, enabling them to initiate and expand their activities. The room is organized with areas for block play, manipulative toys, art creativity, dramatic play, and reading in addition to larger spaces for group activities.

To enhance learning experiences in our preschool we offer class trips to parks, town's events, and children's museums.

AGES SERVED

The centre provides childcare for children ages 12 months - 12 years old.

HOURS OF OPERATION

Grow with Joy is open daily from 7:30 am to 5:30pm.

Drop in's are welcome where our numbers allow.

Holidays

Holidays are still paid as part of regular tuition fees when fall on a weekday. Parents are encouraged to have backup care in the event they need childcare on days the centre is closed. Please review the dates below and plan accordingly.

HOLIDAYCLOSURES:

January 1	New Year's Day
February	Heritage Day
April	Good Friday
	Easter Monday
May	Victoria Day
June 21	National Aboriginal Day
July 1	Canada Day
August	Discovery Day
September	Labor Day
September 30	National Day for Truth and Reconciliation
October	Thanksgiving Day
November 11	Remembrance Day
December 24	Christmas Eve
December 25	Christmas Day
December 26	Boxing Day
December 31	New Year's Eve

We are CLOSED for Professional Development Training Day (PD)

Every 1st Monday of November

Every 1st Friday of March



PROGRAMS

There are 4 childcare programs offered at *the centre*. They are:

- **Infants** 12 months to 18 months
- **Toddlers** 18 months to 36 months
- **Preschool** 3 years up to and including kindergarten children
- **School Age** Grade 1 and up

Children will play outdoors daily unless the temperature is -25 C with wind chill.

Admissions:

Admission Requirements:

Grow with Joy does not discriminate and is open to all children, regardless of race, nationality, or creed, who may benefit from our type of program. The child must be at least 12 months of age. A Parent/Director Interview, tour of the facility, evidence of age-appropriate immunizations or a signed affidavit against such immunizations, and all required forms are **REQUIRED BEFORE** your child can be enrolled. It is the parents' /guardian's responsibility to update forms as necessary, i.e., change of phone number or employer, etc.

The following forms must also be completed with accurate information:

1. **Child Enrollment Form**
2. **Policy Agreement Form**
3. **Permission to Photograph**
4. **Permission to Participate in Centre activities and Receive Emergency Medical Care**
5. **Registration Fee: \$200.00**
6. **Payment Policies**

Registration Fees:

A one-time non-refundable registration fee of two hundred dollars (\$200.00) is charged to every new parent upon registration of their child into our program. This



fee covers the cost of all new materials that will be used to secure a spot for your child; craft supplies, baskets/bins for their cubby, etc. This fee also ensures that a spot will be held at our Centre for your child.

Child Care Fees:

Each child must have Full-time Child Care Agreement on file. All fees are due and payable every first Friday of the month. If there is not a set schedule, hours must be scheduled weekly prior to the week of care. Additional hours or days must be approved by the Director and will be subject to additional fees. Fees are not pro-rated for time not used and there are no refunds or credits for unused hours. Fee is based on enrollment, not attendance, therefore, no credit is provided for absences due to illness or other times the child is not in attendance. FEE IS GUARANTEED TO THE CENTRE REGARDLESS OF YOUR CHILD'S ATTENDANCE. The Director reserves the right to revise the rates. A 30-day written notice of any rate change will be given to parents prior to its implementation.

Registration and Monthly Fees and Parent Contribution:

*Including nutritious meal and snacks

DOWNTOWN	Monthly Fees	Funding per child per month	Parent Contribution
Infant (12 – 17 months)	\$1,030	\$700	\$330
Toddler (18 – 35 months)	\$978.50	\$700	\$278.50
Preschool (3 – 5 years old)	\$978.50	\$700	\$278.50
Kindergarten:			
- Jan, Feb, Apr, May, Sep, Oct, Nov	\$515	\$350	\$165
- Mar, June, Dec	\$730	\$350	\$380
- Jul, Aug	\$980	\$700	\$280



School Age:			
- Jan, Feb, Apr, May, Sep, Oct, Nov	\$515	\$300	\$215
- Mar, June, Dec	\$730	\$300	\$430
- Jul, Aug	\$980	\$500	\$480
One-time Registration / Enrollment Fee (Non-refundable)		\$200	
Referral Discount	One Month 10% Discount		

Riverdale	Monthly Fees	Funding per child per month	Parent Contribution
Infant (12 – 17 months)	\$1,000	\$700	\$300
Toddler (18 – 35 months)	\$950	\$700	\$250
Preschool (3 – 5 years old)	\$900	\$700	\$200
Kindergarten:			
- Jan, Feb, Apr, May, Sep, Oct, Nov	\$515	\$350	\$165
- Mar, June, Dec	\$730	\$350	\$380
- Jul, Aug	\$980	\$700	\$280
School Age:			
- Jan, Feb, Apr, May, Sep, Oct, Nov	\$515	\$300	\$215
- Mar, June, Dec	\$730	\$300	\$430
- Jul, Aug	\$980	\$500	\$480
One-time Registration / Enrollment Fee (Non-refundable)		\$200	
Referral Discount	One Month 10% Discount		

Extended Care (Days Inn Only) / Drop – in	Daily	Per Hour
Weekdays (day rate, 7:30 – 5:30)	\$ 75	\$ 25
Weekdays (night rate) Days Inn only	N/A	\$ 30
Weekends (individual child) Days Inn only	N/A	\$ 30
Weekends (with 2 or 3 more children) Days Inn only	N/A	\$ 25
Holidays (individual child) Days Inn only	N/A	\$ 45
Holidays (with 2 or 3 more children) Days Inn only	N/A	\$ 25
Note for Kindergarten / School Age: We will accommodate Kindergarten / School Age children during YTG Education Professional Days or PD days upon availability. Daily drop in and hourly rates apply \$ 75/day or \$25/hour.		



Payment in Case of Withdrawal from Program

Parents must give four-week written notice when terminating Child Care services. If a four-week written notice is not given, the parent will pay the full month's fee. This notice is necessary to allow the centre adequate time to fill the vacant spot.

Additional Charges

Late Charge: Late Pick Up Fee of \$25.00 is charged for children picked up after 5:30pm. This is not a charge we like to enforce, so please be considerate of the staff. We ask that you do not exceed your contracted time slot.

E-transfer payments are accepted: growwithjoy@northwestel.net. Please indicate the child's name, daycare location, and the month the payment is made for.

Meals and Snacks:

Meals and snack are included in the monthly daycare rate. Nutritional supplements are provided.

Please do not send sugary snacks, candy, or fast food for your child to daycare. You may send healthy snacks and juices suggested on our snack list given for class project or celebration.

Snacks are provided only during the mealtimes stated above.

Please list all allergies to foods etc. on the allergy forms provided; parents should also keep up to date information on upon any changes.

You may provide snacks for child's birthday, please speak with your child's teacher for approved items snack list.

Communication Policy

Communication between parents and the centre is essential if your child is to receive consistent, nurturing care. We welcome questions, feedback, or discussions of any kind that affect a positive outcome for the child. Your child will be happy to have the experience of the special people in his life working together and getting along with each other. This will allow your child to develop a sense of security and will allow us to develop a closer relationship. We are willing to work with you



regarding any special needs or situations with your child. Each centre has a designated supervisor. Please feel free to call the centre or the Grow with Joy Administration to discuss problems or concerns. Any information you share with us will remain strictly confidential.

Parent Participation / Family Member Volunteer

Parents and family members are welcome anytime during their child's day, except nap time please. You are encouraged to share any time that you may have. Some ways in which you might want to participate include:

- Reading a book to the class
- Sharing an experience or cultural tradition, or even what you do at work
- Demonstrating a hobby or special interest
- Providing snacks or supplies for parties or projects

Personal Belongings

A stuffed animal or doll may ease the transition from home and comfort the child feeling anxious; please be sure these items are "soft and cuddly." A book to share with the whole class is always welcome. It is recommended that other toys be left in the car or at home, so as not to be lost, broken, or envied by others. ***Action figure/superhero toys and projectile toys are not permitted in the centre.*** Action figure toys encourage strong physical play which often leads to aggressive play; this can get out of control when children confuse make-believe with reality.

Termination of Care

Grow with Joy Childcare is committed to working with children and their families so that each child's experience is positive and rewarding. When circumstances prevent a child's needs from being met at the centre or when a child's behavior is having a consistently negative effect on the well-being and development of other children, it may be decided to terminate that child's enrollment. Examples of reasons for terminating care with or without notice include but are not limited to:

- Non-payment of childcare fees or late fees
- Non-compliance with policies and procedures
- Consistently bringing the sick child or children to childcare

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- Unwillingness to work with the Director on issues pertaining to the childcare
- Failure of child to adjust to the centre after a reasonable amount of time.
- Centre inability to meet the child's needs without additional staff
- Lack of respect for the staff or other children, by the parent or child
- Violence upon any person or child

Monthly Supplies Check List:

- DIAPERS/PULLUPS
- DIAPER WIPES
- INDOOR SHOES
- SIPPY CUP/WATER BOTTLE
- TOOTHBRUSH (IF APPLICABLE)
- EXTRA CLOTHES: TOP, BOTTOM, SOCKS, and UNDERWEAR
- OTHER: BIBS, OINTMENT, POWDERS, SUNSCREEN, MEDICATIONS
- CHILD CARE FEE

Subsidized Childcare

The centre is not responsible for expired eligibility. In the event the parent neglects to re-apply or fill out the eligibility forms within the allotted period, the Child Care Services Unit will not cover the payment. In this situation, *the parent/s will be required to pay the centre directly.* The parent/s will be reimbursed once the centre receives the payment from Child Care Services.

Check In/Out

Children must be escorted into and out of their class. Please keep your child with you as you exit the building. Do not allow them to run ahead of you and go to the car or into other rooms. Once you have left the building, if your child needs to return to the building for any reason, you must escort them back in. They cannot re-enter and leave again without a parental/guardian escort. Children will not be allowed to leave the centre with anyone that is not listed on the registration form. Positive ID will



be required if the staff does not recognize the person picking up. Authorized persons to pick up must be on the registration form in writing, no verbal agreements accepted. Designated pick up person must be 18 years old or older. Any person picking up a child in an impaired condition (under the influence of drugs or alcohol) will be encouraged to allow me to find alternate transportation. Grow with Joy Childcare staff cannot legally withhold a child from a parent or legal guardian; however, we will not hesitate to call the police if we feel the child is in jeopardy.

NOTE: Please remember that anyone who enters the facility on your behalf is responsible for abiding by the centre's Policies and Procedures. Also, if they break the rules whether it is picking up late, paying late fees, or any other rule; YOU, the parent signing the forms are responsible for any consequences incurred. For example: late fees, child not being able to be dropped off, or in some extreme cases, disenrollment.

Smooth Drop off/Pick up

It is the parents' responsibility to deposit and retrieve their child's belongings to and from the locker each day. This helps to settle your child in for their stay at the centre/and shows him you care about his space.

It is normal for some children to have difficulty separating from parents or cry when being dropped off. Please be very brief during drop-off times. The longer you prolong the departure, the harder it is for the child. A smile, a cheerful goodbye kiss, and a reassuring statement that you will back be all that is needed. Children are usually quick to get involved in play or activities as soon as parents are gone. Please be very brief at departure times also. When two authority figures are in the same room together, children will naturally test the boundaries. Please help show your child that you respect my rules and me by reminding him that the rules still apply whether his parents are here or not.

Custody Arrangements

The centre must be informed of all custody arrangements in the form of legal documents.

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Staff Babysitting

The centre's staffs are not allowed to babysit or have outside contact with the customers. Employees of *Grow with Joy* are responsible for the daily care of the children. Please do not disrupt the early learning and childcare schedule to have personal conversations with the staff.

Religious Practices

The centre feels that religious teachings should be left up to the parents. We also usually have parties at Christmas, Easter, Halloween, etc. If you do not wish to have your child participate in these, please let a member of staff know.

Non-discrimination

It is the policy and commitment of *the centre* that it does not discriminate based on race, age, color, sex, national origin, physical or mental disability, or religion. We are an equal opportunity employer.

Illness Policy

***Grow with Joy* is not licensed to provide care for children who are ill.** In order to protect all children at our school, ill children need to be excluded from our centre. Any child who shows symptoms of illness during the day will have his/her temperature taken and be evaluated before the parents are called. A prompt attempt will be made to contact the parents or other designated persons so that the sick child can be removed from the centre.

A child will be excluded from the centre if he/she displays any obvious symptoms such as diarrhea, vomiting or fever of 100 degrees or more.

The 24-Hour Rule: If a child is absent or sent home from the centre due to illness, your child may not return until he/she is symptom and fever free (**without Tylenol!**) for 24 hours, and not having vomited for up to 6 to 8 hours after eating a meal.

- **AT THE TIME OF THE COVID-19 PANDEMIC, OUR CHILDCARE WILL FOLLOW ALL THE PROTOCOLS RELATED TO IT.**

Children will be excluded from the centre with the following symptoms:

Inflammation	Rash	Chicken pox
Diarrhea	Vomiting	Lice/pinworms
Fever	Harsh Cough	Pink Eye

Medication

When medication is to be given by the teacher, the medication must be in its original container, clearly labeled, sealed in a Ziploc baggie with the child's name on it, and given directly to the supervisor or to your child's early childhood educator. Please do not leave medication of any kind in a diaper bag or the child's locker. Medication must be delivered daily and picked up daily by parent. An Authorization for Medication Form is required by Yukon Child Care Services for all medications, including prescription, non-prescription.

Absence

Please call the centre if your child will be absent and let us know why. Contagious illnesses must be posted in the centre, so other parents know what is going around.

Outdoor Play

We take reasonable precautions to keep the children as clean as possible and to keep their clothing from becoming damaged. Daily outdoor activity is very important for young children and is a regularly planned activity. A child who is well enough to be in care is well enough to play outdoors. This provides fresh air and movement needed daily for your child's general well being and healthy development. You can help your child enjoy outdoor activities by making sure that he or she is properly dressed for the weather. Children play outside everyday unless the weather is -25 with the wind chill.

Injuries

Every attempt will be made to ensure that your child will be in a safe environment, but no matter how much we monitor conditions, accidents do occur. Minor cuts and abrasions suffered while at the centre will receive proper care -- specifically, washed with lukewarm water and properly bandaged. All incidents and accidents will be documented on an accident report with your signature explaining how, when, where, and location that the injury occurred. If a medical emergency arises, the supervisor or the early childhood educator (ECE) will contact the parents first, but the child's health & safety takes precedence, so we will take necessary steps while putting the child first (by calling 911). The supervisor or ECE will contact parents

and or any other emergency contacts listed on enrollment forms. In the event of a fire, we will evacuate all children from the building immediately (exits are available) and gather outside at check point, check that everyone is out and accounted for. The centre supervisor will contact parents after contacting the proper authorities. Routine Fire & Safety Drills are practiced monthly, so the children are familiar with safety and protection practices. The centre has written emergency plans posted on the family board and in each room.

Lice

The centre has a no-nit policy. When an outbreak occurs, all toys made of cloth that can be washed will be washed in hot water and dried in a hot dryer. Cloth toys that cannot be washed will be bagged and put in the attic for 14 days. The carpet will be vacuumed thoroughly. Each child will be checked regularly for nits. Any child with nits will be sent home immediately. Children may return to care when they have been treated and are nit free.

Toilet Training

The most ideal setting for toilet training is probably at home for a week or two of 1:1 with Mom and/or Dad. But we understand for most of us, that ideal is not feasible. Therefore, for practical reasons, most especially for sanitation reasons, we have adopted the following policy/criteria:

FREQUENCY - We will help to encourage and take your child to the potty at reasonable intervals (mid-morning, after lunch, after nap . . .) but we do not believe in the philosophy of taking a child to the bathroom every hour. It does not help the child learn bladder or bowel control.

The child who **SHOWS SIGNS OF READINESS**

- is able to follow simple directions
- recognizes when wet or soiled, is uncomfortable with being wet or soiled
- remains dry for long periods of time during the day
- has regular and predictable bowel movements (showing more muscle control)
- can pull pants and pull ups up and down
- willingness to use the potty



If your child is not exhibiting most of these readiness signs, be patient a while longer. Rushing a child through the toilet training process will result in tears and frustration. Starting too soon may delay the process. Toilet training will be easier when the child is ready.

Overview

We will not attempt to work with your child on toilet training until a good routine has been established at home FIRST! Children are very active and distracted in a early learning and childcare setting and accidents may occur more frequently. We will be more than happy to work WITH parents on toilet training ~ this is a partnership! We have also learned that if a child is not ready for this major milestone, it can be a very unpleasant experience for all involved, most importantly, the child. It may be necessary and even helpful to quit toilet training for a period of a week or two and then go back to it if the child becomes discouraged or unenthusiastic. This is an exciting time ~ let's work together to make it successful!

Emergency Plan

Emergency plans have been developed and are posted near the front entrance and are posted in each classroom for parents viewing.

Naps

The centre will provide a safe, warm, quiet place for resting. Blankets and toddler size sheets will be provided; children 1 1/2 and older will sleep on a mat or cots in their classroom. Children age of 12 months (not yet climbing or standing) will be in an approved crib or playpen.

Behavior Management

The centre believes that behaviour management greatly contributes to the learning of children. We setup the environment in an organized manner to assist children by providing visual cues and taking time to talk about the daily routine and expectations. Follow a consistent and predictable daily routine to promote children's familiarity, confidence and eventually independence. We encourage children to talk about their



feelings, recognize and find ways to express them in an acceptable manner (e.g., by providing calm down toys). We give importance to transitions and pay attention on how every child may have a unique temperament and work on ways to have a “good fit” We value the participation of parents and primary guardian of the child so we will take time to document and communicate incidents we observed with you. We use *“positive guidance and redirection”* which is to redirect a child to an appropriate behaviour or activity. We prefer that our early childhood educators begin by explaining to a child and providing reasonable choices. *It is important that behaviour is managed in such a way that a child’s self esteem is not damaged. All early childhood educators will remain calm and use a soft yet firm voice.* For older children, we foster friendship skills and problem-solving skills using different strategies.

Our ECEs do not inflict corporal or physical punishment; physically or sexually abuse of child. They are not allowed to shake, jerk, pinch, handle roughly a child, or verbally abuse or humiliate a child. That includes, but is not limited to the use of threats, profanity, or belittling remarks about a child or his family. If, for any reason, an employee of Grow with Joy Childcare is caught doing any of these items listed, they will be dismissed and reported to the proper authorities.

Suspected Child Abuse

Mandatory reporting of suspected child abuse is required in the Yukon Child Care Act, section 37(1), 37(2). As caregivers we may have to deal with this, and we are required to report the authority immediately, if we notice any sign of child abuse.

Labeling Children

We do not place labels on our children. The centre does not allow a child to be labeled as “bad”, “mean”, etc. either in front of the child or to other early childhood educators. Labeling a child hurts them emotionally; it damages them in a way inconceivable. Labeling a child also predetermines them to conform to that label, and we want to avoid that.



Change in Schedule

Your childcare is based on contractual times needed for care monthly; as a result, any changes in your child's schedule should be made in writing, is based on availability and must be approved by the director.

Referrals

Referrals from a current client are one of the biggest compliments we can receive. As a special thank you, the centre offers families a onetime 10% discount of monthly rate care for each referral that enrolls. Your discount will be deducted on your next monthly fee after the referred child has attended for 3 weeks



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Grow with Joy Enrollment Form

Location: _____

Entrance Date: _____ Withdrawal Date: _____

Child's Name: _____ Sex: _____ Age _____ DOB _____

Home Street Address:

City _____ Postal Code _____

Home Phone Number _____ School Attending: _____

PARENT 1'S INFORMATION

Name _____ Home Phone Number: _____

Home Address: _____

Place of Employment _____ Work Phone _____

Employer's Address _____

Email Address: _____

PARENT 2'S INFORMATION

Name: _____ Home Phone Number: _____

Home Street Address: _____

Place of Employment _____ Work Phone _____

Employer's Address _____

Email Address: _____

Child's Living Arrangements: () Both Parents () Parent 1 () Parent 2 () Other

Child's Legal Guardians: () Both Parents () Parent 1 () Parent 2 () Other



CHILD'S PERSONAL INFORMATION

My child's preference is right-hand _____ left- hand _____

Language(s) spoken at home: _____

Reason for Care: _____

Child Care is required: Full Time _____ to _____

Part Time M T W Th F _____ to _____

Who has been caring for your child previously? _____

How would you describe your child's personality? _____

Does your child have any special fears that you are aware of? If so, describe: _____

Do you have any instructions for such things as discipline, child's communication style, comforting, etc.? _____

Please describe your child's usual sleeping habits; i.e. Wake-up, afternoon nap, bedtime:

Who will be responsible for transporting your child to and from the Centre? _____

Please describe any additional information you consider relevant to our caring for your child at the Centre: _____

Are there any cultural considerations we should consider with your child?



PERMISSION TO RELEASE CHILD:

The following person(s) **MAY** pick up _____ (child's name). I understand that I should notify the Centre when someone other than me will be picking up my child.

Name: _____ Name: _____

Phone: _____ Phone: _____

Relationship: _____ Relationship: _____

Name: _____ Name: _____

Phone: _____ Phone: _____

Relationship: _____ Relationship: _____

The following person(s) **MAY NOT** pick up my child:

Name/Phone: _____ Name/Phone: _____

Name/Phone: _____ Name/Phone: _____

EMERGENCY CONTACT:

If you can't be reached in an emergency, the following people may be called:

Name: _____ Name: _____

Phone: _____ Phone: _____

Relationship: _____ Relationship: _____

Name: _____ Name: _____

Phone: _____ Phone: _____

Relationship: _____ Relationship: _____

MEDICAL INFORMATION:

Family Physician: _____ Phone: _____

Address: _____

Child's Yukon Health Care #: _____

Are your child's immunizations up to date? **Yes** **No**



Copy of Immunization record attached? (Optional) Yes No

Is she/he in good health and be able to participate?
in all aspects of the program Yes No

If no, describe any disabling conditions which limit your child's participation _____

Has your child been tested for?

Hearing Problems Y N if yes, when? _____ Results? _____

Speech/Language Y N if yes, describe _____

Vision Y N if yes, when? _____ Results? _____

Would you like your child to participate in our hot meal program? Y N

Does your child have any allergies? Y N

If yes, describe: _____

Are there any foods she/he can't eat, or dietary restrictions? Y N

If yes, describe: _____

Is he/ she usually a big eater? Y N

Favorite Foods: _____

Food Dislikes: _____

CHILD CARE SUBSIDY:

Are you receiving or going to apply for the subsidy? Y N

PARENT OR GUARDIAN SIGNATURE

DATE



Acknowledgment of Policy and Procedures Handbook

Please be advised that by signing you acknowledge our policy and procedures and furthermore agree to abide by rules and guidelines stated herein.

***I understand that **Grow with Joy Childcare** reserves the right to discontinue services at their discretion.

***The facility will advise me of my child's progress and issues relating to my child's care as well as any individual practices concerning my child's special needs. I also understand that my participation is welcomed and encouraged in facility activities.

Signature _____ Date _____



PERMISSION TO PHOTOGRAPH

I, _____

(PARENT'S OR GUARDIAN'S NAME)

give permission for _____

(NAME OF CHILD CARE PROVIDER OR FACILITY)

to photograph my child, _____ for the following purposes:

(CHILD'S NAME)

Type of Use:	(Please check one)	
	Grant Permission	Decline Permission
Still Photographs:		
Display in provider's personal scrapbook		
Give photographs to current clients		
Display in facility's scrapbook or bulletin boards, shown to current and prospective clients		
Display still photos on facility's website *		
Use still photos in promotional materials		
Videos:		
Give video to current parents		
Display video on facility website		
Use videos in promotional materials		

Other:

* Only first names and possibly last initials (in the event of two or more children with the same first name) will be displayed on the facility website.

I understand that it is my responsibility to update this form if I no longer wish to authorize one or more of the above uses. I agree that this form will remain in effect during the term of my child's enrollment.

Signed:

PARENT OR GUARDIAN SIGNATURE

DATE



Permission to Participate in Centre Activities

RECEIVE EMERGENCY MEDICAL CARE

I hereby grant permission for my child to use all the play equipment and participate in all of the activities of the Centre, on or off-Centre property/playground.

I hereby grant permission for my child to be taken on field trips by Centre staff. I understand that these trips may be on foot, public transportation, or transportation company rentals.

If at any time, due to such circumstances as an injury or sudden illness, medical treatment is necessary, I authorize the childcare staff to take whatever emergency measures they deem necessary for the protection of my child while in their care.

I understand this may involve calling a physician or nurse, carrying out the instructions given and/or transporting my child to a hospital or nursing station, including the possible use of an emergency vehicle.

I understand that this may be done prior to contacting me and that any expense incurred for such treatment, including emergency transportation is my responsibility.

I have carefully read and understand all of the above and am aware that by signing this form I am agreeing to all of the above.

Parent/Guardian

Date

Director / Manager

Date



PAYMENT POLICIES

E-transfer payments are accepted: growwjoy@northwestel.net. Please indicate the child's name, daycare location, and the month the payment is made for.

Registration Fees: All registration fees are due at the time of enrollment.

Daycare Fees: Rates are determined by the age of the child and the number of hours in attendance.

Subsidy: Copies of the letters from Child Care Services must be submitted upon receipt. Failure to submit the copies will result in full amount payment.

Parent's Signature: _____

Date: _____

Director / Manager: _____

Date: _____