



# MINI PARENT MANUAL

PLAY LOFT LEARNING PRESCHOOL  
583 DANFORTH AVENUE  
TORONTO, ON, M4K 1P9

## Philosophy

At Play Loft we believe children develop best when they feel safe, secure, and valued while having the opportunity to explore and learn about their world through positive and stimulating experiences. Play Loft supports caring for each child, encouraging their interests and talents, and offering a program where children learn through play in combination with hands-on activities and teacher guidance, children can develop and grow as a whole; intellectually, physically, socially, cognitively, and emotionally. The smaller ratio of child to teacher offers the opportunity for children to learn from one another and through play in a group setting, while also allowing for teacher guidance and one-on-one support. At Play Loft the program focuses on a combination of meaningful play-based learning experiences, and exciting guided lessons and activities to develop a strong foundation of school readiness skills and foster a love of learning. Lessons and activities incorporated throughout the day are based on educational themes along with children's interests. Activities will focus on skill development outlined in the ELECT (Early Learning for Every Child Today: A Framework for Ontario Early Childhood Settings), How Does Learning Happen and the Ontario Kindergarten curriculum, with a concentration on developing a strong foundation for literacy and numeracy skills. Play Loft acknowledges the importance of parents and families in children's education and learning process, and therefore welcomes and encourages family involvement.

## Mission

Play Loft is committed to provide exceptional education and childcare services to families. Play Loft provides a unique program for children combining Reggio Emilia Approach to theme-based learning opportunities with emergent curriculum, both of which follow the interests of the child. The program focuses on developing skills outlined in the ELECT, How Does Learning Happen and Ontario Kindergarten curriculum. Play Loft's routine allows for play-based learning and hands-on guided activities and lessons that focus on literacy and school readiness skills while fostering independence, social, intellectual, emotional, and cognitive skills within a safe, stimulating, and in an inclusive environment.

## Vision

Play Loft is dedicated to providing a quality toddler, preschool and afterschool program that will encourage a love of learning at a young age. Children will have the opportunity to explore and learn about their world around them through guided, exciting, and hands-on activities in combination with learning through play. Our aim is to be a recognized as providing the highest quality of early childhood programming, in a nurturing play-based environment.

## Our Program Statement

Play Loft recognizes each child is a unique individual who brings his or her own abilities to the program. Children are competent, capable, curious, and rich in potential and deserve encouragement and space to try new things, explore new ideas and develop their own unique creativity. Play Loft provides an environment that fosters curiosity and that allows children to explore. We believe that every child deserves a safe, caring environment to grow and develop to their maximum potential.

We at Play Loft understand the importance of taking children's stages of development into consideration, for each child their stage of development is an individualized and complex interplay between developmental factors and their unique family, community, and life experiences. Our goals for children, consistent with the Ministry of Education pedagogy, include:

- Every child has a sense of **belonging** when he or she is connected to others and contributes to their world
- Every child is developing sense of self, health, and **well-being**
- Every child is an active and **engaged** learner who explores the world with body, mind, and senses
- Every child is capable communicator who **expresses** himself or herself in many ways

Children's interests are valuable to their learning and offer a rich variety of experiences.

The types of activities we offer daily include:

- Drama, music, dance, and visual arts
- Physical literacy
- Language and literacy
- Nature, science, and technology
- Daily opportunities for physical literacy and active outdoor play
- Opportunities for school-age children to work on their homework
- Rest time for children who require it, based on their developmental needs

Play Loft programs are designed to:

- Encourage children to interact and communicative in a positive way and support their ability to self-regulate
- Foster the children's exploration, play and inquiry
- Provide child-initiated and adult-supported experiences
- Offer opportunities to create authentic lasting relationships with others in the program

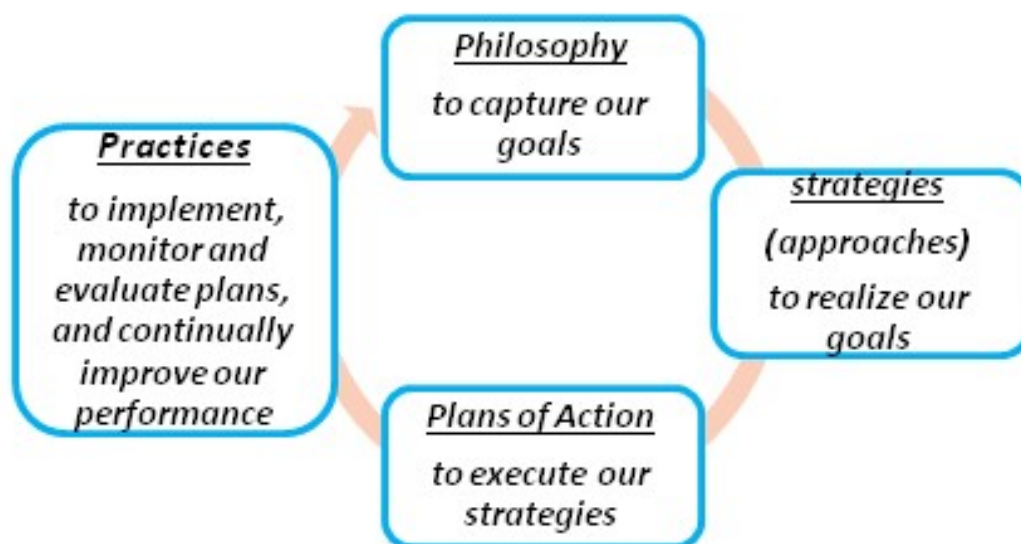
We know that the early years set the foundation for children's health and well-being:

- The brains architecture is shaped by a child's interactions and relationships with parents and other significant people in their lives
- Early brain development is stimulated through experiences and interactions with responsive adults

## Program Statement Framework

Our Program Statement describes the following:

- The philosophy which captures our goals
- The strategies which are our approaches to realize our goals
- The plans of action which execute these strategies
- The practices which implement, monitor, and evaluate plans, and continually improve our performance



## Our Objectives

Play Loft's main objective is to help the child develop in the social, emotional, physical, language and cognitive areas. This can best be accomplished by providing children with opportunities to participate successfully in activities that match their individual stage of development. Our activities promote building self-confidence by developing a sense of responsibility for controlling behaviour, solving problems independently and playing and interacting positively with their peers.

## Licensing Regulations

Play Loft programs will adhere to the Ministry of Education such will be subject to the rules and regulations established by the Government of Ontario in compliance with the Childcare and Early Years Act (CCEYA).

## Types of Programs

- **Toddler Program (ages 18 months to 30 months)**
  - *Half Day Program* (9:00 AM – 12:00 PM)
  - *Extended Day program* (9:00 AM – 2:25 PM)
  - *Full Day Program* (9 AM – 4:00 PM) with extended hours to 6 PM
- **Preschool Program (ages 2 ½ to 6 years)**
  - *Half Day Program* (9:00 AM – 12:00 PM)
  - *Extended Day program* (9:00 AM – 2:25 PM)
  - *Full Day Program* (9 AM – 4:00 PM) with extended hours to 6 PM
- **Afterschool Program (ages 4 to 12 years)**
  - *Junior Kindergarten and Senior Kindergarten* (3:00 PM – 6:00 PM)
  - *School Age* (3:00 PM – 6:00 PM)
  - *Morning Drop Off Program* (7:45 AM – 8:30 AM)

## Holidays

Play Loft is closed inclusively on - New-Years-Day, Family Day, Canada Day, Good Friday, Easter Monday, Victoria Day, Civic Holiday Labour Day, Thanksgiving Day, Christmas Day, Boxing Day -- and any Statutory Holidays set by the Government or Municipality.

## Program Structure Policy

### Policy

Play Loft will adhere to the Childcare and Early Years Act of Ontario.

### Procedure

#### **HOURS OF OPERATION PRESCHOOL PROGRAM**

- **AM PROGRAM:** MONDAY TO FRIDAY 9:00 AM TO 12 NOON.
- **EXTENDED PROGRAM:** MONDAY TO FRIDAY 9:00 AM to 2:25 PM
- **FULL DAY PROGRAM: MONDAY TO FRIDAY 9:00 AM to 4:00 PM WITH EXTENDED HOURS UNTIL 5 PM OR 6 PM**

## Late Pick-Up Policy

It is your responsibility to pick up your child on time. Although allowances will be made for emergencies, a parent who picks up their child after the scheduled pick-up time will be charged a late fee. The late fee schedule is as follows:

- For the first time, the late fee is **\$ 1.00** per minute
- The fee for the second time late is **\$ 3.00** per minute and any time late after that in a 30-calendar day period, the rate will be **\$ 3.00 per minute**
- If late four times in any four-week period, the family faces removal from the center
- Play Loft clock is the time used to determine the late payment. Late fees not paid within 48 hours are added to your statement
- At 7:00 pm if we have not heard from you or we have not been able to reach you on your emergency contacts, we will call the appropriate Children's Aid Society
- Staff on duty will document on the late form sheet the name of the child and the time of their pickup.

Transportation to and from Play loft is the responsibility of each parent. If parents have transportation difficulties, please notify staff so that they are aware. Child/ren must be picked up within 30 minutes of the programs end.

## School Closure

School closure may result when there are severe weather conditions. A detailed message will be left on Play Loft's answering machine by the Supervisor should this be necessary.

Please also listen to your local radio station or TV weather station for announcements.

**Please do not bring your child to Play Loft when the schools are closed (due to weather), as our childcare will not operate when this is the case.**

Play Loft remains close for the following weeks:

- Last week of December
- Last Week of August and reopens after Labor Day

Play Loft's programs are close the following weeks, but Play Loft is operating camps for those weeks for an additional cost:

- Winter Camp (one week prior to the start of the school as per the TDSB Calendar)
- March Break Camp (Following the TDSB Calendar)

## Fees Policy

Play Loft reserves the right to change our fees when necessary. Fees are based on enrolment not attendance (**NO fee decreases for sick/missed days, personal vacations, statutory holidays, winter break or March break**) all our fees are based on a monthly plan (whether you pay for 5 day or less you are still charged based on a 20 day, or 4-week cycle and your fees also include statutory holidays). **As per policy we collect two months payment in advance along with the first month that the child is enrolled in our program.**

Accepted methods of payment include credit card or cheque. If you are paying by credit card a 3.25% credit card fees will be applied to the monthly payment. A written receipt will be provided of your year-end summary payments for tax purposes. Non-payment and dishonoured cheques will result in consideration for termination of services, and withdrawal of the child from Play Loft.

Monthly fees must be paid within the first 5 business day at the beginning of each month. If fees are outstanding after the first 5 business days of the month there will be an applicable late fee of \$10.00 per day. **Cheques that are returned as insufficient funds will have an additional \$50 charge added to your monthly fee.**

No refunds will be given if a child is sick and absent for an extended period. As long as the child remain enrolled an securing a space, payment must be made for each month.

When the family plans to go on a holiday for an extended period of time, to hold a space parents must continue paying monthly fees even though the child will not be attending the program. Or withdraw from the program with the required notice period provided and allow the space to be filled by another child from the waiting list.

**\*\* A more detailed parent manual and policies will be provided upon enrollment in the program \*\***