



# 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 a preschool committed to providing exceptional education and child care 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 quality preschool 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.

## Programming

At Play Loft our staff will use a combination of play based and academic learning experiences to encourage school readiness skills and the development of the whole child. Throughout the day children are introduced to educational content through structured learning opportunities in guided lessons and activities to help develop a strong foundation in literacy and numeracy. Children will also learn through activities that are based upon their interests, and natural curiosities about the world around them

(emergent curriculum). Children will have the opportunity to learn and develop through play and their interactions with one another while exercising their imagination and creativity. We want to encourage a love of learning in children, and therefore, believe it is important to present content and learn in a variety of ways. Through play, discussions, and guided hands on activities children will be able to formulate questions, attempt a variety of solutions, and make connections. Children will learn through play, practice, and from one another. Play Loft practices a small educator to child ratio of 1:8 which allows for learning in a small group setting, and the opportunity for more individualized attention and support for each child. Our lessons and activities will be developed to focus on skills that are outlined in the ELECT (Early Learning for Every Child Today), How Does Learning Happen and Ontario Kindergarten Curriculum.

## 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.

## Types of Programs

- Preschool**
  - *Half Day* – five days a week – ages 2 ½ to 4 years
  - *Extended Day* – five days a week – for ages 2 ½ to 4 years
  - *Full Day* – five days a week – ages 2 ½ to 4 years
- Junior Kindergarten and Senior Kindergarten (After School)** – five days a week – for ages 4 to 5 ½
- School Age - Afters School** – five days a week – for ages 6 to 12 years

## Hours of Operation

The facility will open from 7:45 a.m. to 6:00 p.m.

The AM Preschool will open from 9:00 am to 12:00 noon.

The PM Preschool will open from 1:00 pm to 4:00 pm.

Extended care available for less than six hours during 8:00 am to 9:00 am and 5:00 pm to 6:00 pm time.

## Holidays

The Preschool is closed for all Statutory Holidays. New-Years Day, Family Day, Canada Day, Good Friday, Victoria Day, Labour Day, Thanksgiving Day, Christmas Day, Boxing Day -- and any Statutory Holidays set by the Government or Municipality.

## Program Structure Policy

**Policy:** Daycare personnel will adhere to the Child Care and Early Years Act of Ontario.

**Procedure:** HOURS OF OPERATION

- ❑ **AM PROGRAM:** THE PRESCHOOL WILL OPERATE **MONDAY TO FRIDAY 9:00 AM TO 12 NOON.**
- ❑ **PM PROGRAM:** THE PRESCHOOL WILL OPERATE **MONDAY TO FRIDAY 1:00 PM TO 4:00 PM.**
- ❑ **FULL DAY PROGRAM:** PRESCHOOL WILL OPERATE **MONDAY TO FRIDAY 9:00 AM TO 4:00 PM.**
- ❑ **EXTENDED PROGRAM:** THE PRESCHOOL WILL OPERATE FROM **MONDAY TO FRIDAY 9:00 AM to 2:25 PM or 10:30 AM to 4:55 PM**

## Fee Policy

Current fees may be found on our website at [www.playloft.ca](http://www.playloft.ca). We reserve 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 don't forget your fees also include statutory days).

Accepted methods of payment include credit card or cheque. There will be an additional 3.25% of credit card processing fee applicable to all payments starting January, 2017. A written receipt will be provided of your year-end summary payments for tax purposes. Unfortunately, subsidy is not available. 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 \$20 charge added to your monthly fee.

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