



Kidzo Bright  
Learning community



Kidzo Bright  
Joy learning



Kidzo Bright  
Peace learning



Kidzo Bright  
Love learning

# PARENT

*Handbook*

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Kidzo Bright Learning Community consists of three unlicensed home-based daycare; ***Kidzo Joy Bright Learning, Kidzo Peace Bright Learning, and Kidzo Love Bright Learning.*** We are not licensed by the Ministry of Education in Ontario. Our goal is to offer affordable authentic Bright learning to families in East end Hamilton. We also value education and strong family relationships. When you join our learning community, you will have access to workshops and family events only offered in our community. Children's families who are enrolled in our program are welcome each day to be a part of our class and to observe their child's development.

Our mission is to foster a nurturing and stimulating environment where children can thrive and explore their innate curiosity. With a focus on hands learning and individualized attention, we empower children to develop a lifelong love for learning. Our dedicated team is committed to providing a safe space that encourages creativity and independence.

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## Welcome to Kidzo Bright Learning Community

We are delighted that you have chosen Kidzo Bright Learning Community to provide for the needs of your child. You and your family are encouraged to visit our facility prior to the first day of enrollment to give our teachers, and your child, and opportunity to meet and become better acquainted. It will make separating on the first day a bit easier.

The Parent Handbook has been written to describe our program, philosophy, policies, and all the practical details that go into making each day as happy and successful as possible. Please **carefully read this handbook and keep it for future reference.** The staff at Kidzo Bright Learning Community would be glad to address any of your questions or concerns. Once again, welcome!

## Our Philosophy

At Kidzo Bright Learning Community, our philosophy is rooted in the belief that education is not merely about imparting knowledge, but about shaping the future through the development of whole individuals. Our mission to guide each child along their unique path of growth forms the cornerstone of our educational approach.

- **Holistic Development**

We recognize that the formative years are critical in a child's development. Thus, we commit to a holistic approach that encompasses not only intellectual growth but also emotional, social, and physical nurturing. This ensures that our students are well-rounded individuals who are prepared to face the complexities of the world with resilience and adaptability.

- **Cultivating Core Values**

Compassion, empathy, courage, strength, and critical thinking are the pillars upon which we build our educational practices. These values are integrated into every aspect of our curriculum and, aiming to inspire our students to lead with heart and insight. We believe that by embedding these values early on, we empower our students to enact positive and meaningful change in their communities and beyond.

- **Community & Connection**

We view our home daycare as a community of learners, educators, and families, all collaborating to support the growth of each child. Through this supportive network, we encourage our students to understand and appreciate diverse perspectives, fostering a sense of global citizenship and responsibility.

- **Adaptive Learning Environments**

Drawing from the Bright method, we provide adaptive learning environments that cater to the individual needs and pace of each child. Our classrooms are designed to be nurturing spaces that encourage curiosity, self-directed learning, and continuous discovery.

## Cultural Competence and Accountability

Cultural competence is the basic understanding of our own culture and ethnicity, a willingness to learn about the cultural practices and worldview of others, maintaining a positive attitude toward cultural differences, and a willingness to accept and respect these differences. The purpose of this plan is to bring an awareness to any unconscious biases we (as a community of teachers and learners) may have; and to be accepting of knowledge about differing cultures and how culture impacts management style, problem-solving, asking for help, learning, etc. It is important for children, families, and teachers to have an awareness, positive attitude, willingness to learn, and skills to communicate with everyone.

While diversity may include different faiths, socioeconomic status, and ethnicity it is not limited to just these areas. We believe that diversity also includes the different physical, cognitive, and social abilities that one possesses. We strive to create a developmentally appropriate classroom environment using an Anti-Bias curriculum that supports each child's uniqueness, their home culture and heritage, and their beliefs.

One of the most important things that we can do to teach our children about diversity is through role modeling that all people are treated with kindness and respect. While it is impossible to list all the things we do to encourage diversity, listed below are some of the ways we incorporate diversity into our curriculum at Kidzo Bright Learning Community

- Our CHILD ENROLLMENT form encourages families to share their home traditions with us.
- We invite students to bring in a picture board to hang in the classroom highlighting family, traditions, and likes/dislikes.
- We encourage families and members of our community, through newsletters and announcements, to visit with us throughout the year, not just special occasions, and share their traditions and customs.
- Our teachers incorporate props and materials into the different learning environments that reflect diversity in the above mentioned areas.

## Fees and Payment Terms

- A 10% discount is offered to families with more than one child enrolled.
- A registration fee of \$150 is due once the director has assigned a start date. This is a one-time, non-refundable charge. If a child is withdrawn then re-enrolls at a later date, a second enrollment fee will be expected.
- E-transfer payments are due on the first of each month.
- There will be no refunds or fee deduction for days your child may be absent due to illness, family emergencies, doctor visits, hospitalizations, vacations, closures, holidays or mid-month withdrawals.

### **Before and After School Program Fees**

- Before School Program 7:00 am – 8:30 am                      \$5
- After School Program 4:00 pm – 6:00 pm                      \$10

If both Before and After Care are used everyday, a flat rate of \$150 is added to your monthly invoice.

## Withdrawal & Dismissal Policy

***A four-week notice is required before withdrawing a child from our program. Account must be paid in full before withdrawing—including your child's tuition for that four-week period.***

We reserve the right to cancel the enrollment of a child at his/her discretion, or for the following possible reasons:

- Non-payment or excessive late payments of tuition and fees.
- Not observing the policies of the home daycares as outlined in the parent agreement.
- Child has special needs that we cannot adequately meet with our current staffing patterns.
- Physical and/or verbal abuse of staff or children by parent or child.
- Expired or non-immunizations and/or physical.

## Communication

Proper communication between our parents and the teachers and staff of Kidzo Bright Learning Community is extremely important. Teachers will be sending home information on a regular basis. Parents will receive daily reports through Transparent Classroom. You are welcome to call to arrange a meeting with your child's teacher--even just to become better acquainted! Concerns about any aspect of our program, or your child's care, may be expressed to the center director. Each child is provided with a cubby. Remember to communicate in writing any changes in your child's schedule. We must be informed, in writing, regarding any changes in the person picking up your child. You may add or delete names of authorized adults allowed to pick-up your child on the Child Information Record

### **Our main office must be informed of any of the following changes:**

- address and/or phone numbers, or e-mail address
- parent/guardian employment,
- health/immunizations up-dates, or;
- other pertinent information related to your child.

## Confidentiality

Each family has the right to confidentiality. Kidzo Bright Learning Community keeps certain information on file regarding children and families that may be considered personal in nature. We maintain this information in confidence and do not discuss or release it to persons outside of Kidzo Bright Learning Community unless written permission has been obtained from the parent(s).

## Drop-off and Pick-up Policies

Parents are expected to accompany their child into the school. The teachers are glad to assist you and your child at your drop-off time. Teachers, however will not assume direct responsibility for your child until you are ready to walk out of the building. It is important for the teacher to keep a watchful eye on all the children in his or her care. You are welcome to stay for a short while and assist your child through this transition. Simply notify the classroom teacher when you are ready to leave and the teacher will assist.

***Only the individuals listed on the Child Information Record, or on a written permission note from the parent, will be allowed to leave with a child. The staff is expected to request a picture I.D. from any unfamiliar person (including grandparents). If there is any concern, the staff of Kidzo Bright Learning Community reserves the right to deny a person's request to pick-up a child.***

Your child's classroom teacher may be available at pick-up time for short questions. For longer discussions or particular concerns please schedule an appointment.

We discourage leaving your idling vehicle in the parking lot during drop off and pick up times. In cases of extreme cold or heat please make your transitions brief so the vehicle is not left unattended for a long period of time. NEVER leave a child in an idling vehicle unattended.

## **Hours and Access**

Our doors are open for business from 7am to 6pm. Please ring the bell and a staff will come to let you in.

## **Custody Orders**

Until custody has been established by a court action, one parent may not limit the other from picking up a child in our care. The school must be notified immediately of any changes in custody orders. Certified custody orders must be given to the daycare owner.

## **Important Dates**

Kidzo Bright Learning Community will be closed during these statutory holidays.

Labour Day: Monday, September 2, 2024

Thanksgiving Day: Monday, October 14, 2024

Family Day: February 17, 2025

Good Friday: April 18, 2025

Easter Monday: April 21, 2025

Victoria Day: May 19, 2025

Canada Day: July 1, 2025

- Winter Break Camp: December 23, 2024 to January 3, 2025
- We run one week of March break camp and summer camp in July and August

## **Child Abuse and Neglect**

Staff members are required by law to report any suspected child abuse or neglect. Teachers are trained on what to watch for and how to properly report it.

## Treasures and Possessions

Sometimes children need to bring special toys or newfound treasures to use as a "bridge" between home and school. On these occasions we will work with you and your child to make it a positive sharing experience. Past experience has shown us that often toys from home create problems at school. We encourage you to keep personal belongings and toys at home unless the teacher has scheduled a "show-n'- tell" day. Kidzo Bright Learning Community will not be responsible for any lost items.

We do not encourage the use of pacifiers as our daily activities requires for your child to participate and interact with other children. We believe that pacifiers will hinder a child from benefiting fully from our program. Please leave the pacifiers at home.

## Clothing

Because of the wide range of activities it is recommended that children be dressed in washable, comfortable clothing. We do not provide nor encourage the use of bibs during meal teams as we believe in the process of independence. This includes children learning how to eat by themselves and cleaning up after themselves when a mess is made. We suggest to have a designated "food shirt" that your child's teacher can change them into to preserve their outfit of the day.

Children should be dressed accordingly: light jacket, cap, rain boots (for damp days) in fall and spring; heavy winter jacket, mittens, scarf, hat, and snow boots in winter. An extra sweater or sweatshirt at school is recommended for sudden changes in temperature. *All clothing, including coats and boots, must be labeled clearly with your child's name.*

## Diapers & Toilet Independence

Parents supply all wipes and diapers at Kidzo Bright Learning Community. Our teachers are experienced in training young children in how to use the bathroom. It is essential that the parent and teacher communicate about the needs of the child and work together to make this developmental milestone positive and successful.

We recommend that when in training, your child be dressed in "user-friendly" clothing. Overalls, zippers, and snaps are difficult for small children to manage especially in a hurry! While toilet learning, parents are to provide at least three extra sets of outfits. We do not allow the use of "pull-ups" at school. They seem to only delay the toilet training process plus require extra time to change.

## **Emergency Preparedness**

Your child's safety is our top priority. We have prepared an emergency preparedness plan for various emergency situations that could occur within the program, including both evacuation and shelter in place procedures should they be required. Our Emergency Preparedness Plan can be made available to you should you wish to view it for reference.

We will conduct emergency evacuation procedures monthly, including sounding the fire alarm so that your child can become familiar with the sound and respond appropriately in the event of a real emergency. We will document each practice drill and keep them on file should you ever request to see them. For younger children, we will inform you prior to conducting any emergency drill so that you can discuss this important practice with your child should you so choose.

## **Field Trips**

Field trips and nature walks are considered an important part of the educational program and will be taken periodically. We will provide the same adequate responsible adult supervision for these excursions as is provided children while in attendance at the daycare. Your permission for your child to participate in walking excursions is part of this agreement. You will be notified of all field trips.

Throughout the year we will make various trips to places outside of the program. These outings could include places such as the museums, the farm, and other community places.

Whole group outings and what they will consist of will depend largely on the age mix we have at the time and if we can do them safely. We will not take your children somewhere if we do not feel confident we can do so safely. Families will be notified prior to any trips involving transportation. A permission slip must be signed and returned including emergency phone numbers for that day. Parent volunteers are welcome to assist with field trips (and other special events). A child may be excluded from participation in a field trip for safety or health reasons.

If you are not comfortable with your child participating in a particular outing you are responsible for finding alternative care for your child that day and refunds of any childcare fees will not be provided. From time to time there may be an additional cost associated with a special field trip activity and you may be responsible for covering that cost for your child.

## **Birthday Celebrations**

At Kidzo Bright Learning Community, we believe that each child should be celebrated, especially on their birthday. We will have a little birthday celebration for each child on the day of their birthday, or the closest day in care to their birthday. We will provide a special treat for all the children on this day.

Parents are welcome to send in a treat to share with their child's classmates on birthdays or special occasions. Some classrooms have strict allergy guidelines. Inform your child's teacher in advance about what kind of treat you plan on bringing. This is for the safety of all of the children. Ask your child's teacher for suggestions. Parents are always welcome at their child's birthday celebration.

If a birthday is to be celebrated away from school and the entire class is not invited, please mail the invitations. If the entire class is invited, you may distribute the invitations into the cubbies. Our school will not distribute mailing lists or phone numbers.

## **Compassionate Discipline**

Compassionate Discipline can be defined as a gentle approach to child rearing and focuses on affirming positive behaviour over punishment. In this program, physical and emotional punishment will never be used and the necessities of life will never be withheld.

Please note that active discipline (such as loss of privileges and consequences) will only be used for children over the age of 3. For children under 3, redirection and positive reinforcement will be used to combat any unwanted behaviours. As a parent, you will be kept informed of any actions taken while your child is here and disciplinary actions will always be discussed in detail with your child to ensure they understand the action being taken.

## **Bodies and Boundaries**

There is a natural curiosity among children with regards to their bodies. When situations arise where we have to speak to children about body parts, we use the anatomically correct terms. We also teach children that every person has boundaries and that our bodies are private and should be respected. Parents will be notified if situations occur in the classroom that directly affects their child(ren).

## Photographs and Publicity

Photographs of the children in our programs may be taken from time to time and may appear on our website, school celebrations and school's Social Media. Your permission for photographs of your child, to be used without compensation, is part of this agreement.

## Meals, Snacks and Food Allergies

The school will provide 2% milk for lunch and two snacks with water for each day. Parents will provide any special milk for allergies or restrictions. If there are dietary needs, or allergies, it is the parent's responsibility to notify both the school director and the classroom teacher. The school's cook will follow any special food requirements. An Allergy Action Plan and a Medical Action Plan are available in the main office and must be filled out if a child has an allergy or medical need.

Each meal and snack will be planned according to the Canadian Food Guide for nutritional value and balance. Meals will be served in the kitchen and children will be required to sit at the table as they are eating. Our school's menu will be sent via email each month and will also be posted on our website and classroom bulletin board.

## Immunizations and Physicals

All children who attend childcare programs in Ontario are required by law to be fully vaccinated. Kidzo Bright Learning Community requires all children enrolled in the program to be immunized. Families must contact their local health department to obtain a signed certified Nonmedical Waiver Form for delayed vaccines. A Health Appraisal form is required prior to enrollment. This form requests a record of your child's immunizations and date of last physical examination.

Under the "Child Care and Early Years Act, 2014 (CCEYA)", children attending childcare in Ontario are required to be vaccinated against the following diseases as per the local medical officer of health:

- Diphtheria
- Tetanus
- Pertussis (whooping cough)
- Polio
- Haemophilus Influenza Type B (Hib)
- Rotavirus
- Invasive Pneumococcal Disease (IPD)
- Measles
- Mumps
- Rubella
- Meningococcal Disease
- Varicella (chicken pox)

***\*Important: It is your responsibility as parent or guardian, to maintain up-to-date immunizations and physicals for your child (ren). Updates must be reported to the center director in writing.***

## Wellness Policy

You are the best judge of your child's health and we trust you will not bring a sick child to the school. However, if while in our care your child becomes ill, displays an unknown rash, or acts out-of-character your child's teacher will consult the director and you may be called to come take your child home. When called, you (or an alternate emergency person) are expected to come within the hour. This is to protect the health of your child and his/her classmates. Your cooperation is greatly appreciated.

The following criteria will be considered in determining if your child must go home:

- Unknown rash will need to be seen by a physician and the child can return to school by the written recommendation made by the doctor. A doctor note is required
- Fever of 100.9° or higher. The child must be fever free for 24 hours without the aid of Tylenol, or other fever reducing medications. For a mild fever, muscle aches, toothache, or headache Tylenol (supplied from home) may be administered. \*See Medicine below.
- Diarrhea (more than two loose, watery stools) - The child may return when bowel movements are normal, and no other symptoms of illness are present.
- Vomiting -Any vomiting is a reason to send a child home or keep a child home. Consideration will be taken if your child is allergic to certain food/drink products or on medication. The child may return 24 hours after the last time he/she vomited, and no other symptoms of illness are present.
- Persistent cough or runny nose for an extended period of time (cough suppressants and/or allergy medications are not recommended unless prescribed by a doctor). Child may return 24 hours cough free without the aid of cough suppressant, or allergy medication.
- Crying and irritable for a long time, or not eating or drinking normally. Anytime a child is not themselves, cannot be soothed by a teacher, requires one-on-one care, complaining about discomfort, or not interacting with the class is reason to take a Wellness Day and spend time in the comfort of their own parent(s) arms

Highly contagious condition such as:

- COVID-19: See our most current COVID policy.
- Head lice: suggested treatments available upon request. Child must be nit free to return to school.
- Chicken pox and Hand Food Mouth: Child must be fever free and sores scabbed over.
- Strep throat: Child must have 24 hours of antibiotics in his/her system.
- Mumps, pin worm, impetigo, conjunctivitis (pink eye), etc: Follow doctor's recommendations or WCHD method of treatment. Information from our main office is available upon request.

***You must keep your child home if they have had any of the above in the last 24hr. If your child is too ill to play outside with his or her class, or participate in regular classroom activities, then your child is too ill to attend school. If questions arise to the appropriateness of a child's return to the center, the final decision will be that of the School Director or School Supervisor.***

## Medicine

Non-prescriptive medication (Tylenol, nose drops, etc.) as well as prescription medication will only be administered after a parent signs, and dates a form entitled, Medication Permission. The parent must provide all medications.

Prescription medication must be in the original container and labeled with the child's name. A parent or guardian must administer the first dosage under their supervision; never the daycare staff. We will not administer cold medications to any child.

***Prescription medication must be in the original container and labeled with the child's name. A parent or guardian must administer the first dosage under their supervision; never the daycare staff. We will not administer cold medications to any child.***

Staff cannot administer medication (prescription or over the counter) without the proper dosage for that child listed on the container. If the container reads, "Consult/see Doctor" then a note from the doctor with the child's weight, and the dosage recommended, must be provided.

Medication will be stored per the manufacturer's recommendations. We have locked cupboards, and containers for the refrigerator, for the storage of medication.

A Non-Prescription Release form for other applications such as diaper wipes, sun block, soap, etc. will be signed upon enrollment.

## Injuries and Accidents

Every consideration will be taken to ensure the safety of your child while in our care. Should an injury occur, an Incident Report would be completed by the closest adult and signed by a child care provider. A copy of this report will be sent home. A parent or guardian will be notified regarding any injury that occurs while your child is in our care. You will receive a call from your child's teacher if the injury is located on the head whether it is a bump, bruise or a cut. Your child will be monitored for any changes in his/her behaviour or anything physically.

In the event of a major medical emergency or accident, your child's teacher or child care staff will call 911 first. The child will be transported to the hospital noted on the Child Information Record (or the closest hospital). The parent/guardian will be called immediately. As child care staff will be with your child until his/her parent or guardian arrives at the hospital.

## Transition Period

At Kidzo Bright Learning Community, we believe that giving a child time to adapt to his/her new environment leaves a long lasting positive emotional and mental impact. We ask that you remain available for early pick ups during the first two weeks of your child's start date. Your child's teacher will be giving you daily updates and will work on the hours during the transiting period.

### **Toddlers first week of the transition period could look like...**

First Day: 1 Hour with parent/s or guardian/s in the classroom

Second Day: 1 Hour alone in the classroom

Third Day: 2 Hours alone with the class

Fourth Day: Aim to spend lunch time with the class

Fifth Day: Aim to spend nap time with the class (pick up time at 2:30pm)

*If your child is unconsolable at any time during these days, your child's teacher may call you for an earlier pick up than what was arranged.*

In the Casa classroom, the teachers and parents will communicate on how long the hours will be during the first week. First day will always be an hour with parent/s or guardian/s to allow the child to comfortably interact with his/her teachers, classmates and the new environment.

## Conflict Resolution

If an issue should arise between a family and a staff member, or between two families, we encourage the concerned party speak directly to the staff member, or family, prior to coming to the directors. If the problem remains unresolved, or the parent wants to make sure the administration is aware, our door is always open. Administration will act as a moderator in situations that require more attention or are reoccurring. We will make every effort to remain fair, with our main priority being the safety and quality of care, of the children at Kidzo Bright Learning Community.

## Daily Routines

Every classroom has their daily routine posted on the parent information board.

# Allergy Form

Child's Name: \_\_\_\_\_

My CHILD **HAS ALLERGIES** PLEASE FOLLOW INSTRUCTIONS BELOW

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

My CHILD **DOES NOT HAVE ANY KNOWN ALLERGIES**

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Allergens or irritants that are particularly bothersome to my child: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Symptoms of my child's attacks: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SPECIFIC Instructions if my child has an ANAPHYLACTIC attack \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## MEDICATIONS FOR USE IN RELATION TO AN ALLERGIC REACTION:

DATE	TIME OF DOSE:	AMOUNT GIVEN	HOW TO ADMINISTER

I authorize the staff of Kidzo Bright Learning Community to administer the medication named above in the manner described.

\_\_\_\_\_  
SIGNATURE

# CONSENT TO USE INFORMATION AND PHOTOGRAPH(S)

The undersigned's child, \_\_\_\_\_ (the "Child"), attends one or more programs offered by Kidzo Bright Learning Community. Kidzo Bright Learning Community may require, from time to time, the use of the name and/or photograph(s) of the Child for promotional and marketing materials. The undersigned is not required by law to consent to such use of personal information or photograph(s). Pursuant to the provisions of the Privacy Act, subject to certain exceptions, the undersigned has the right of access to, and protection of, personal information and materials, which may be collected by Kidzo Bright Learning Community about the Child.

The undersigned consents to Kidzo Bright Learning Community using the name of the Child and/or photograph(s) of the Child at the following location or for the following promotional materials:

- The home daycare
- The blog
- Advertising and marketing materials
- Specials events notification in local newspapers
- Open social media pages such as Facebook and Instagram (available to the public)
- All of the above
- None of the above
- BY CHECKING THIS BOX, I acknowledge that I have been informed that (Insert Company Name)has cameras installed for security and internal monitoring.***

---

Parent's Signature

---

Date

# ALL ABOUT ME

Draw yourself and complete with facts about you. Then use the information to write your description.

Name: \_\_\_\_\_

My first day will be: \_\_\_\_\_



Photo of me

I have been to a childcare before: Yes or No (Please circle)

My favorite things to do are:

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My fears are:

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---

---

I am potty trained; here is how I ask to go to the bathroom:

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---

I need a little bit of help with:

---

---

---

If I am having a bad day this is sure to cheer me up:

---

---

---

My personality is:

---

---

---

I typically take a rest (nap) every day:

Yes

No

My regular rest (nap) time is:

---

---

Things that help me to rest my body are:

---

---

My level of physical activity is usually:

---

---

I have the following restrictions or limitations with physical activity:

---

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