

**KIDS & US COMMUNITY CHILDCARE AND FAMILY EDUCATION CENTRES
POLICIES AND PROCEDURES MANUAL**

SECTION 6: PROGRAMS

Table of Contents

6. PROGRAMS

- 6.1 Current Programs..... 2
- 6.2 Program Manuals.....3
- 6.3 Program Locations.....3

KIDS & US COMMUNITY CHILDCARE AND FAMILY EDUCATION CENTRES POLICIES AND PROCEDURES MANUAL

SECTION 6.1: CURRENT PROGRAMS

Kids & Us Community Childcare and Family Education Centres currently operates the following programs:

1. **Childcare Centres:** Licensed daycare services are provided in six local centres according to the Child Care and Early Years Act 2014. Daycare services are under the mandate of the Ministry of Education with a Supervisor responsible for the day to day operation of each Centre. The six Supervisors report directly to the Programs Manager for Childcare. The six centres are;
 - Paisley Kids and Us
 - Dundalk Kids and Us
 - Durham Kids and Us
 - Holstein Kids and Us
 - Osprey Kids and Us
 - Markdale Kids and Us

2. **Before and Afterschool Program:** Kids Club licensed Before and After school programs are offered at four of our childcare centres as well as at additional stand-alone programs in local schools. These stand-alone sites operate under their own license issued by the Ministry of Education. The supervising Registered Early Childhood Educator at each stand-alone site reports to a designated Childcare Supervisor.
 - Chesley Kids Club
 - Spruce Ridge Kids Club
 - Ayton Kids Club
 - Mildmay Kids Club
 - Beavercrest Kids Club
 - Flesherton Kids Club
 - Dundalk Kids Club

3. **EarlyON Programs;** Under a yearly contract with the County of Grey, Kids & Us provides staffing and programming to implement EarlyON Centres (CFC) under the Ontario Early Years Plan 2001. EarlyON programs are offered from 4 main sites and three outreach locations. The EarlyON Coordinators report directly to the Programs Manager.
 - Markdale EarlyON
 - Dundalk EarlyON
 - Durham EarlyON
 - Holstein EarlyON
 - Outreach Locations; Chatsworth, Ayton

6.2 PROGRAM MANUALS

All staff employed by Kids & Us Community Childcare and Family Education Centres are governed by the overriding Policies and Procedures of the Organization contained in the current Policies and Procedures Manual. This Manual is available at all main childcare sites and the Markdale EarlyON site.

KIDS & US COMMUNITY CHILDCARE AND FAMILY EDUCATION CENTRES POLICIES AND PROCEDURES MANUAL

Implementation and conducting of specific programs within the organization are reflective of the current Program Manuals as follows;

1. Childcare Centres – Kids & Us Community Childcare and Family Education Centres Childcare Manual. This manual will reflect the day to day operating expectations of the childcare centre and conform to the licensing requirement of the Ministry of Education under the Child Care and Early Years Act 2014. The Policies and Procedures Manual is available at all main sites.
2. Kids Club Before and After School Programs - Kids & Us Community Childcare and Family Education Centres Childcare Manual. This manual will reflect the day to day operating expectations of the childcare centre and conform to the licensing requirement of the Ministry of Education under the Child Care and Early Years Act 2014. Individual manuals are available at the main childcare site.
3. Ontario Early Years Act – Ontario Early Years Centre Bruce Grey Owen Sound Operational Resource Manual - updated December 2021. This manual is the responsibility of the lead for the EarlyON Child and Family Centres of Grey County. The current host agency Human Resources Manual is a component of the Resource Manual. The EarlyON Resource Manual is available at the main office of the EarlyON Child and Family Centre program in Markdale.

6.3 PROGRAM SITES

<u>Childcare Centres</u> Programs Manager	<u>Kids Club Before and After School Programs</u> Reports to Childcare Centre Supervisor or designate	<u>EarlyON Centres</u> Programs Manager
Markdale Kids & Us Childcare Centre 206 Toronto Street South, Markdale	Beavercrest Kids Club, Markdale	Markdale EarlyON Kids & Us site Markdale
Osprey Kids & Us Childcare Centre 408053 Grey Road #4 Maxwell	Flesherton Kids Club, Flesherton (McPhail)	
Dundalk Kids & Us Childcare Centre 251 Young St. Dundalk	Dundalk Kids Club Highpoint Community School, Dundalk	Dundalk EarlyON Dundalk Arena 550 Main St. Dundalk
Holstein Kids & Us Childcare Centre 392141 Grey Road #109, Holstein	Ayton Kids Club Normanby Community School, Ayton	Holstein EarlyON Holstein Kids & Us site Holstein
Durham Kids & Us Childcare Centre 259 Kincardine St S Durham	Spruce Ridge Kids Club Spruce Ridge Community School, Durham	Durham EarlyON St Peter St Paul's Catholic District Elementary School Durham

**KIDS & US COMMUNITY CHILDCARE AND FAMILY EDUCATION CENTRES
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Paisley Kids & Us Community Childcare Centre 182 Arnaud Street, Paisley	Chesley Kids Club Chesley District Community School, Chesley Mildmay Kids Club Sacred Heart School, Mildmay	
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*Osprey, Dundalk, Holstein and Paisley Kids & Us Childcare Centres operate Kids Club Before and After School Programs under their Centre license.

Revised July 2024