

# Jackman Community Daycare

## September 2023 Newsletter

### Welcome Back

We are all very excited about the start of this new school year. Welcome to all of our new families and welcome back to all the families who have long been part of our daycare community. Parents, staff and children are the foundation of this vibrant community and we always look forward to strengthening our relationships with our families.

Communication is key to building community. We encourage parents to come inside and talk to the staff. Touch base every day. We really want to get to know you and your child. It's also important that you read the monthly newsletter and familiarize yourself with the daycare. Our user-friendly website is an important tool for parents and each room has their own information page. [Jackman Community Daycare](#)

You can also follow us on Facebook where we will be posting various activities of each room. [Jackman Community Daycare](#).

Please remember that your first point of contact for any daycare issues remains the staff in your child's room. They can answer most of your questions. If they are unable to assist you, they will escalate it to the daycare office.

### After School & Picking up your child

Kindergarten children will be picked up at their classroom by the daycare teachers at 3:15pm. Grade 1-6 children report directly to their daycare room after dismissal.

**If you need to pick up your grade 1-6 child prior to 4:00pm, we ask that you pick them up directly from their teacher at 3:30pm. Please inform the daycare room and let the school teacher know that your child is to remain in their care until you have arrived.**

Our daily programming is not always in the daycare room. When you arrive to pick up your child, please stop at the red "Where are the Daycare Rooms" board located to the right of room 103.

### If your child will not be at daycare

If your child will not be at daycare after school, please let the room know with as much advance notice as possible. Leaving a voice mail message with your [child's room](#) the day before is preferred. Please do not email the daycare office to report absences.

### Same Day Special Pick Ups

The daycare cannot accommodate same day pick ups by individuals **who are not already listed** on your pick up authorization form. We require at least 24 hours notice and ask that you update your anytime pick up list.

### Health Concerns/Dietary Restrictions

If there have been any additions or omissions to your child's health or diet, please let the daycare know.

## **6 PM Closing Time & Late Policy**

Families are encouraged to exit the school by 6 PM. To assist families with a timely departure, starting at 5:55 PM all remaining children will be supervised in room 105. The phone number for room 105 is 416-466-8715, Ext. 223.

Here is a synopsis of the Daycare's Late Policy: payment is \$10 for the first 5 minutes (6:01-6:05), plus an additional \$2.00 per minute per family thereafter. If a family has been late frequently – defined as 4 or more occurrences over the school year – they will incur a charge of \$40.00 for the first 5 minutes, followed by \$5.00 per minute per family thereafter. Staff have been instructed to consistently enforce this policy to ensure fairness. We understand that pick-up time can be hectic and challenging for all families and we sincerely appreciate your efforts to pick up children on time.

## **Board of Directors & Annual General Meeting**

The Daycare is a non-profit corporation and relies on its volunteer Board to oversee the management of the centre. The Board meets monthly, for approximately 2 hours and is a great way to participate in our community to make a difference. We would like to thank our current Board of Directors for their continued support of the daycare operations.

Sarah Bullick (President)  
Kelly Juru (Human Resources)  
Anastasia Elia (Treasurer)  
Laura Smashnuk (Secretary)  
Emily Kettel  
David Vaillancourt  
John Wilson  
Deborah Grosdanis  
Janice Rieger  
Shana Greenberg  
Amy Simon

Our AGM is scheduled for the evening of Wednesday September 20, 2023. Details to follow by email shortly. Please attend to hear about our year in review.

For more information about our board of directors please contact our Executive Director Kayla at [director@jackmandaycare.ca](mailto:director@jackmandaycare.ca)

## **Vacancies in Part-Time Nursery School**

Our Part-Time Nursery School that opens on September 11th has vacancies. This program runs during the school year from 9:00-11:30 and is for children who are 3 years old (year of birth 2020).

Please let your friends know and tell them to contact Gwen for more information at [supervisor@jackmandaycare.ca](mailto:supervisor@jackmandaycare.ca)