

# Our Place Family Resource and Early Years Centre Tour Guide Manual

**Reception** –Every time you visit Our Place, you will be asked to swipe your card through the black scanner on the reception desk, and the receptionist will ask you which program you would like to attend. The receptionist will be able to provide information about the programs that are offered and answer other questions you may have. This is also the place to pre-register for upcoming programs; registration for most programs is taken in person or over the phone after 1:30pm. with the exception of programs requiring payment. Registration for programs requiring payment is taken after 10:30 am in person only. Please check our calendar for further information regarding our registration process – which is available on our website. There may be times when the office is closed and you are required to Self-Check-in when signing in for your program. This is also the place to get your Gift Cards to support our fundraising programs at the centre.



**Workshop Room #1** – We have two Workshop Rooms; Workshop Room 1 is the smaller of the two, it is used for parenting workshops and groups.



**Orange Room** – The Orange room is a multi-purpose room. It is used for parent-child programs such as Drop-in Playtime, Drop-In Sensory Playtime and Artastic. This space is also used to run programs such as Newcomer Support Group and P.O.M.B.A. (Parent of Multiple Birth Association). It is also open for children from birth to six years old and their parents/caregivers for Drop In Playtime at times when the gym is not available due to programs or other special events.



**The Gym** –The gym provides a space and a variety of equipment and toys for children to be active and develop their gross motor skills **under their parent or caregivers supervision. Caregivers can play with their children and meet other families.** The gym is open for programs such as Drop-In Playtime, Dads and Kids Drop-in and other programs geared towards physical activity such as Fit Kids and Music and Movement. For hygiene and safety reasons we require dry, indoor footwear while in the gym. **PLEASE NO OUTDOOR FOOTWEAR DURING THE WINTER.** Boots/shoes can be placed on the mats outside the gym. Please follow the our policy of **'No food or drinks permitted in the gym' and this DOES include coffee.** There is stroller parking outside the gym doors, on the mats provided. Due to fire & safety regulations – we do not permit strollers in any other part of the building.



**Boys and Girls bathrooms** – A change table is available in both washrooms for your use, we ask that you wipe it after use for sanitary reasons. There are also Potty seats for your use, so please also wipe these after each use. If you would like to assist your child in the washroom, please bring them with you. Please do not enter the opposite gender washroom. If you would like some privacy, you may also use the Family Washroom which across the hall and located in the kitchen.



**Resource Library** – This is our Resource and Toy Lending Library. Here you will find a wide variety of resources including child development and parenting information. You'll also find children's games, puzzles, books and videos. You may borrow resources at no charge, but there is an annual fee for a toy lending membership. One of the programs that the library offers is Books for Birthdays; children who celebrate their birthday that month will receive a free book. You will find two computers with free internet access, and we have a lamination service available for a small fee and access to use our die-cutter. Please ask us for more information if you are interested in these services. The office for the Family Support Program Supervisor can also be found in the Library.



**The Kitchen** – This is our kitchen. When your children are in the early learning programs this is where you can come to meet with other parents/ caregivers to receive peer support, share ideas, and discuss parenting challenges. Other programs are also held in the kitchen, such as Creative Cooking or Kids in the Kitchen. When there is a program in the kitchen – the kitchen is unavailable for use/or access to facilities. When the kitchen is available – you are welcome to use the microwave, Keurig coffee machine, and kettle. Please only use your purchased k-cups in the machine and not ones from home. Please wash & dry your own dishes after use to help us keep our kitchen tidy. The kitchen is closed daily from 11:45 -1:00 p.m. for our Staff lunch time.



Children are only allowed in the kitchen while they are eating a snack and must be supervised at ALL times. The highchairs can be used in the hall if the kitchen is closed – just ask a staff person for help. Unfortunately, there are times when the kitchen is unavailable (most Tuesday afternoons especially) and we cannot provide access to the coffee machine or other kitchen facilities during this time. You are always welcome to use other area of the centre to eat your lunch when you here and the kitchen is closed.

**Yellow Room** – In the yellow room we offer early learning programs for children from 24 months to 36 months. This room is a fun and exciting place for children to engage in meaningful play experiences with their peers, their parents/caregivers, staff and volunteers. Children in this age group are learning to play socially, share, express their feelings, and follow routines. We also provide opportunities for children to engage in play with peers and use their imaginations. Children have an opportunity to explore their creativity through various art materials and complete both individual and group projects. Children’s programs generally have a circle time component. This is a fun time to participate in a large group activity while enjoying songs and stories. This room can be adapted to provide children’s programming for mixed age groups. Other programs that may be offered in this room are: Toddler Time, and Artistic Toddlers.



**Meeting Room** – This is a room for small parenting groups and programs. You can book an appointment to see the KidsAbility Speech and Language Pathologist for Preschool Speech and Language support here, or to see the Zero2Six Specialist for parenting support.



**Workshop Room #2** – This is the larger of the two workshop rooms. This is where we have larger workshops and parenting groups such as our weekly Community Cafe or the Social Club.



**Blue Room** – The blue room offers early learning programs for children from 3 years old to 6 years old. This room is a place for children to learn, explore and grow before and during their Kindergarten years. As in a Kindergarten program the children are offered a variety of activities that encourage social play experiences. There is a high emphasis on creative and cognitive development through play. The activities are based on the children’s interest, passion and inquiry to promote further learning and growth. Other programs offered in this room are: Fit Kids, Family Math, Learning is Child’s Play, Kindergarten Readiness and Get Ready for School.



**Community Outreach Office** –You will find here our Family Outreach Worker, Susan on Tuesdays and Wednesdays. You may meet with her here – but please sign in at the front desk or call Susan to book an appointment. Donations for our outreach program are always welcome. She can be reached at ext. 23.



**Purple Room** – In the purple room we offer early learning programs for children that are a “stable walker” until they are 24 months old. The room is designed to provide opportunities for children to climb, explore, and get use to playing independently. During program children are able to develop and practice self-regulation skills through the support of the staff and volunteers as well as parents and caregivers. While they are in the program, children enjoy a snack and participate in circle time (parents and caregivers are welcome to join!) Children develop their social relation skills through interacting with other children and are exposed to a variety of literacy, art, sensory, activities and safe/developmentally appropriate toys. Other programs offered in this room are: Baby Blanket Time, One is Fun, Make the Connection 1 -2 and Artistic Infants.



**Infant Room** – In the infant room we offer Early Learning programs for infants from birth until they are 12 months old or walking. Our infant room has a variety of stimulating toys, baby swings, quiet places to nap, music to soothe or entertain and staff and volunteers to provide a loving and nurturing environment. The infant programs encourage socialization and opportunities to practice gross motor skills through informal activities and play. There is an emphasis on early literacy and language development through extensive use of songs and stories. Other programs offered in this room are: Baby Blanket Time, Baby and Me Discovery, Infant Massage, Learning Begins and Make the Connection. An infant weigh scale is available; please ask a staff member to assist you to weigh your baby. Unfortunately, the scale is not available for use during the infant programs. Please check with reception on what times are best



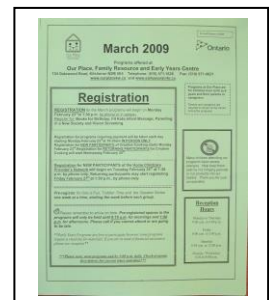
**Office Area** - If you’re looking for our Executive Director, the Early Years Manager, or Peer Support Team their offices are located in this area. You’re welcome to use the couch for quiet reading or re-charging. You may also use this area and table to have a snack with your family daily from 11:45 a.m. until 12:45 p.m., while the kitchen is closed for Staff lunch time. We ask that you clean up after yourself when finished to help us keep this area tidy. The doors at this end are only to be used as a fire exit. All of our visitors are asked to use our main doors at Entrance “B” to enter and exit the building.



**Outdoor Learning Area** - The Outdoor Learning area is a wonderful space that provides opportunity for families to explore and engage in many fun activities together. Our Place utilizes the outdoor environment as an expansion of the early learning programs. Programming can be held outside at any point during the early learning programs. We ask that you always come prepared with outdoor clothing so that your child may participate in the programs outside.



**Calendar/Schedule:** This is our calendar/schedule of activities. It is the main source of information about our current and upcoming courses for adults and children. The Registration text box on the first page of the calendar has all the registration info on upcoming courses that require pre-registration. The calendar changes monthly and may change throughout the month as well. You can always call us ahead of your visit to make sure a program is running. Our number is 519-571-1626. The calendar is very detailed and can be confusing, if you require assistance or you have any questions - please ask a staff member. We are happy to help. If you prefer to have the calendar mailed to you – we can do that as well. Just let the front reception know.



**Please check it out on-line and save a tree...[www.ourplacekw.ca](http://www.ourplacekw.ca)**

### Important things to mention:

- Every room is supervised by a Registered Early Childhood Educator, Early Learning Facilitators, as well as supported by volunteers.
- The Gym or Orange Room are generally open for drop-in playtime every day as well in the evening when we are open. Please check the current calendar for any changes. You may also call us before you come to check if it is available on a particular day.
- You must remain **on site** and in our section of the building **at all times** when your child is participating in our programs.
- Toileting procedure and policies are posted in each classroom for your information. Please speak directly to our staff if you have any questions about your child's needs.
- The Infant, Purple and Yellow Rooms have one way glass – you can see in without your child noticing you if you stand a little back from the window.
- In the event of a sudden closure, we try to inform people who are pre-registered for a program. We are unable to contact everyone so in the event we need to close suddenly, we will place an announcement on the local radio stations: 105.3 KoolFM, or 96.7 CHYM. You can also call **571-1626 \*29 (star 29)** to find out about any closures. When possible we will update this extension to provide information in the event of an unexpected closure.
- During inclement weather please bring with you indoor footwear for **YOU & your child**. This is important for the gym and in the classrooms. **Wet footwear is not allowed in the gym or classrooms/workshop rooms.**
- We have a Wellness Policy for our families when they are participating in any of our programs. It is posted and available at the front desk reception area.
- If you have signed in at the front desk and your child has received a spot in one of the classrooms, you will receive a sticker for that room. It is important that you get your stickers from the front office first before heading down to the classroom as we have limits on the number of children in each room. We can **ONLY** reserve spots for the children's programs if you have registered for a parenting program or group.
- Each classroom has a limit during our early learning programs and during some of our Parent/Child Programs as well. The receptionist at the front desk will advise you if there is room in your child's classroom when you sign in. If no space is available you may play together with your child in the gym participating in Drop-In Playtime or spend time in our Resource Library. To accommodate more families - we take Waiting Lists for our programs when they are full.
- If your child needs you, we will come and find you. That is why it important let the staff know where you will be by writing it on the child's sticker.
- It is important that everyone who comes to the centre register and sign in at the front desk. This includes anyone who is coming in pick up family members/participants. Please let us know if you are expecting a ride pick up.
- A Fire Plan is posted in each room near the door. You may read through this at anytime. Please familiarize yourself with our **FIRE EXITS**. In the event that there is a Fire or we need to activate our Lockdown or Intruder Procedures, our staff will take care of the children in their care. You will need to follow the directions of the staff. Our Staff are trained for ALL situations and scenarios.
- Many children attending our programs have severe allergies. Help keep them safe by not bringing peanuts or nut products into our centre.
- Our Place is SCENT-FREE. Please avoid using any scented products before or while visiting our centre.

\*\* Beginning January 1, 2015 the use of cellphones during all early learning programs is discouraged in order to reflect our Mission, enhance parent/child engagement and learning opportunities. However, we do support parents'/caregivers' needs to stay in touch with the community outside of Our Place, and ask that all calls/text messages are made in the hallway outside of classrooms and gym. While attending parenting groups we suggest this practice be used as well to be respectful of other participants and facilitators.

**Please Return This Tour Guide Manual to the Front Desk. Please Do Not Remove from Our Place**