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#### PARENT POLICY PACKAGE

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#### A. INTRODUCTION

“Success levels of education must correspond to the successive personalities of the child. Our methods are oriented not to any pre-established principles but rather to the inherent characteristics of the different ages. It follows that these characteristics themselves include several levels.”

Maria Montessori

Welcome to River East Montessori! You will find our present policies outlined on the following pages. We ask that you read them, keep them for future reference, and if you have any questions or suggestions, please contact the Director.

## **Mission**

At River East Montessori we strive to provide a complete Montessori program through nurturing, emotionally secure, and stimulating environment that enhances the physical, emotional, social, and intellectual development of each child leading to responsible and compassionate citizens. We work in partnership with families and communities, to ensure the effective development and delivery of quality programs and services.

## **B. PHILOSOPHY**

In our school, we believe that education is the foundation for life. The education that a

child receives at an early age is one of the most important factors that will determine his or her future. Therefore, a student's school experience must be positive and fulfilling.

We provide a Montessori Program that nurtures the development of the "whole child".

Each child's individual physical, emotional, social, and intellectual development is guided by the Montessori philosophy that all children learn based on an innate and natural desire to learn. Teaching a student structure, discipline, good work habits, practical life skills, time management, and social skills is equally important as academics. We seek to balance academic and social development to foster responsibility and cooperation within a supportive learning community. We believe that providing an atmosphere that is secure and belonging will strengthen self-esteem and help our children become independent, inquiring, and confident young men and women.

### **C. ADMINISTRATION**

River East Montessori is a school conveniently located in the North Kildonan

neighborhood. It is a multi-age school comprised of children ages 2-6 years of age. It is a private non-funded organization with 32 children space.

### **Parent Advisory Meeting**

The Parent Advisory Committee's (PAC) mandate is to establish a close relationship between the parents and the school so that the students benefit from this cohesiveness. The Parent Advisory Committee's role implies a consultative and cooperative approach. The PAC assists with the planning of school events (i.e. Christmas concert, graduation), fundraising activities, and parental involvement (volunteering opportunities) throughout the year.

All Parent Advisory Committee positions will be appointed by River East Montessori's Board of Directors. The following criteria are implemented when appointing Parent Advisory Committee members:

- the parent must have a child that has attended Montessori for a minimum of one year,
- the parent must have demonstrated active involvement in volunteering and fundraising opportunities,
- The parent must have previous experience with the appointed position's roles and responsibilities.

An email will be sent to all families, requesting interested parents to apply for Parent Advisory Committee position vacancies.

It should be noted that the Parent Advisory Committee is not a forum for discussion of individual staff members or students. Such discussions should be arranged privately with the Teacher, Administrative manager, or Director.

### **Privacy Statement**

The River East Montessori respects your privacy. We protect your personal information and adhere to all legislative requirements concerning protecting privacy. We do not rent, sell or trade our mailing list. All information about your child will be kept confidential. Child information will only be disclosed once written consent from the child's parents. The information you provide will be used to help deliver services and to keep you informed and up to date on the activities of the REM, including programs, services, special events, funding needs, opportunities to volunteer or to give, open houses, and more through periodic contacts. If at any time you wish to be removed from these contacts simply contact us by phone at (204-306-5666) or via email at [rivereastmontessori@gmail.com](mailto:rivereastmontessori@gmail.com) and we will gladly accommodate your request.

### **Confidentiality/Change of Personal Information**

Access to a child's information record is given to:

- the legal guardians of the child

- the staff involved in the operation of the center
- if applicable, the assigned Early Learning and Child Care Coordinator(s)
- where parental consent has been provided, school staff
- where parental consent has been provided, resource organizations (e.g. Occupational therapist, physician, etc.)

In the case of an emergency or injury to a child, information may also be released to the proper authorities: such as medical staff attending a child, or in case of suspected abuse, the appropriate child protection agency.

Parents/guardians should be aware, in the case of non-payment of fees; pertinent information will be provided to an external collection agency.

No other information, verbal or written, regarding a child or his/her family will be released without the written permission of the parent/guardian.

Parents/guardians are responsible for keeping up to date the Child Information Record (CIR) information provided at the time of registration. Any changes to phone numbers, addresses, child custody arrangements, medical information, relevant emergency information, etc. must be submitted in writing by the parent/guardian, or can be done by completing a new CIR form as needed. Changes regarding the child's information must be made directly with the Director.

Financial information changes must be made directly to the Administrative Manager or Executive Director.

#### **D. PROGRAM AREAS AND GOALS**

#### **RIVER EAST MONTESSORI PRESCHOOL AND KINDERGARTEN MONTESSORI CURRICULUM**

## PRACTICAL LIFE

The exercise of Practical life such as scrubbing, spooning, pouring, sweeping, and polishing develops skills (such as gross and fine motor skills) and self –sufficiency in daily living.

### Practical Life

pouring	tracing	sweeping
sorting	magnets	flower arranging
polishing	pairing	cutting/pasting
sewing exercises	buttoning tying	folding
hand washing	snapping	shell grading
fruit slicing	zipping	social graces
vegetable slicing	table scrubbing	perceptual motor activities

## SENSORIAL ACTIVITIES

The activities in the sensorial area do not help the child develop his/her awareness of the different characteristics and qualities of objects around his/her by using the senses. But it also engages the child to identify, classify and compare as they seek to understand the world. Activities often include matching and grading materials that isolate the sense of sight, sound, taste, smell, and touch.

### Sensorial

pink tower	baric tablets	constructive triangles
knobbed cylinders	bell material	trinomial cube
red rods	smelling bottles	fabric matching
geometric cabinet	broad stair	thermic bottles
geometric solids	knobless cylinders	sound cylinders
binomial cube	color tablets	rough and smooth boards

## MATHEMATICS

MATHEMATICS concepts are introduced to the child using concrete sensorial materials. Through the mathematic material, the children continue their exploration. Mathematical activities introduced children to numeracy concepts, for instance, learning number recognition, patterns, quality and symbols, decimal system, and mathematical operations through concrete materials.

### Mathematics

red and blue number rods	linear counting with beads	bead frame
sandpaper numerals	skip counting with beads	multiplication boards
spindle boxes	stamp game exercises	division boards
cards and counter	addition strip board	fractions
golden bead material	subtraction strip board	equivalencies
teen and ten boards		

## LANGUAGE

LANGUAGE material is designed to enhance early literacy skills through the use of phonetics sounds. Through language-based activities such as the sandpaper letters to the beginning of sentence analysis, allow the child to take small, logical, sequential steps to independent, fluent reading. In the language area, children are exposed to various types of phonetics awareness activities to build a strong literary foundation.

### Language

#### Readiness activities:

gross motor skills	sensorial activities	matching activities
fine motor skills	metal insets	sequencing cards
practical life activities	perceptual games	

#### Reading activities:

sandpaper letters	moveable alphabet	spelling sequences:
object boxes	language baskets	phonetic
classified cards	grammar studies	non-phonetic
ringed cards		

## CULTURAL STUDIES

The CULTURE AREA is included a variety of subjects that are supplementary to the Montessori methods. The areas of geography, science, zoology, and botany are all included in the area. Studying these subjects provide children an opportunity to explore their curiosity about different and worldly ideas. For instance, a range of globes, puzzle maps, flags and folders containing pictures from different countries all help to give the child an insight into different cultures and this develops an awareness and appreciation of the world around them.

<b>Enrichment</b> Geography globes maps	art food	clothing music
Music and Movement musical instruments rhythm instruments	creative movement	parachutes
Botany parts of a plant needs of plants	flower dissection leaf shapes	seasons
Zoology living vs. non-living vertebrates/invertebrates	fish amphibians	reptiles birds

## MUSIC

AT River east Montessori our Music program focuses on children's response to music through movement and singing. Folk tunes, nursery rhymes, and solfege are components of the classes as are movement activities and the use of percussion instruments.

Varied selections of musical instruments are available in the school for children to explore (cymbals, triangles, bells, tambourines, woodblocks, maracas, rhythm sticks, hand drums). Students also explore world music as we learn about instruments and folksongs specific to our monthly country of study!

## READING ROOM

A wide selection of books is available for children anytime they wish to look at/read books. The reading lounge area is a designated area of the school with comfortable couches and well-stocked bookshelves. There is also a listening center with headsets and educational tapes available. Storytime is also integrated into our daily activities.

## PHYSICAL EDUCATION

For Preschool Children, movement is as natural as breathing. They can take a walk to their cubbies as exciting as a tumble on the gymnastics mat. Add to that a rich understanding of cooperation, teamwork, body and space awareness, as well as the importance of living a healthy life. Our students learn how to control their motion with basic gymnastics, throwing and catching, and to work with each other in our unique cooperative games curriculum. Your child will refine their balance, eye-hand coordination, and depth perception through our indoor and outdoor gross motor activities.



## **ART**

A variety of materials are always available for creative expression including crayons, paints, papers, markers, collage materials, glue, scissors, etc. Along with the less structured art choices, different materials and skills are simultaneously presented as specific exercises for more focused exploration. Classic artists, art forms, Media, and history are learned about and explored throughout the year.

Children will have the opportunity to work with their classmates on 3D projects (building a volcano from clay and paper, the Great Wall of China with Popsicle sticks, the Leaning Tower with toilet paper rolls).

Students engage in activities that help to develop and refine motor skills and creativity (gluing, cutting skills, the whole punching, tying, and taping).

## **BEHAVIOR MANAGEMENT POLICY**

The Community Child Care Standards Act: Section 11 (1) A licensee shall not permit, practice, or inflict any form of physical punishment or verbal or emotional abuse upon, or the denial of any physical necessities to, any child in attendance at the child care Centre.

Staff will encourage positive interaction among children to promote a supportive environment. Our focus will be on children's assets and strengths while cooperation, respect, and responsibility will be fostered.

Staff will not permit, practice, or inflict any form of physical, verbal, or emotional abuse. There will be no denials of physical necessities for any child.

The teachers must model the behavior that is expected from the children. Staff will also encourage children to problem solve on their own and to be responsible for their actions. When a discipline problem arises staff will utilize the following steps:

- 1) Use positive reinforcement.
- 2) Use re-direction (suggest an alternative activity or space).
- 3) Offer choices within set limits.
- 4) Speak separately with the child to determine the cause of behavior, reason, and brainstorm possible solutions together.

Depending on the nature of the problem, re-direction is often the first intervention the teachers will use. If redirection does not work, the child will have to work beside the teacher until he/she can work either alone or with another child.

If the inappropriate behavior continues, the child will be spoken to discreetly and placed at a desk where he/she would be least distracted by other children. The teachers will dutifully bring the child anything that he/she needed. This would allow the child to calm down and learn the benefits of following the routines and rules of the class.

Parents will always be made aware of any concerns involving their child and if needed will be contacted to help share in finding a solution to the problem.

A behavior plan will be developed in collaboration with the parents if the behavior continues.

**Inclusion Policy****Inclusion Statement**

we accept and welcome children of all abilities. We believe that each child deserves an environment and experiences that promote growth in all areas of his or her development. With that in mind, our daily schedules, along with our indoor and outdoor environments are regularly assessed to ensure that full participation in the program can be achieved by every child.

**E. PARENTS****PARENT/TEACHER COMMUNICATION**

Open communication between the center staff and the parents an important part of child care. Daily communication between staff and parents will occur.

Informal conferences can be arranged and may be held at any time by writing a note, making a phone call, or asking for an appointment with your child's teacher. In the event of a problem or concern you have regarding your child, we encourage you to contact us so that we can work together to reach a solution.

We value input from parents and want you to feel comfortable sharing all ideas, questions, and concerns. Please note that your child's personal information and school records are kept strictly confidential and will not be released to anyone without the written consent of the child's parent(s).

Monthly calendars /newsletters and notices will also be sent home with the child to help keep parents informed of events going on center.

Maintaining individual developmental records of each child and providing opportunities for parents/ guardians to discuss these records with them (qualified staff responsibility)during fall and spring.

**PARENTAL INVOLVEMENT**

At River East Montessori we believe that it is important for children to see their parents taking an active role in their school. Research shows that when parents, teachers, and students work together, improved student achievement and school community development can occur.

Parents who would like to take an active part in their child's care are more than welcome to do so. either field trip, Christmas concert, Spring art, auction/or graduation, offering a suggestion, or share a special interest or skills. Our program also welcomes parents to

share their culture and traditions.

## **BIRTHDAYS**

Birthdays are an important celebration for our children. During the traditional Montessori celebration the child walks around a candle that represents the sun. Each trip around the “sun” represents one year of life. As the child circles, the “sun” the teacher says something special about events that occurred in the child’s life during that year. The parent and child should write a sentence describing an event for each year of life. This should be accompanied by a photograph for each year as well.

If you would like to bring in a special treat, please consult your teacher with your suggestions. Please keep it nutritious and simple!! Please remember no nuts.

## **PERSONAL BELONGINGS**

We encourage parents to dress their children appropriately for physical activity, the weather, and seasons.

Each child must have one complete outfit (shirt, slacks, underwear, and socks) all labeled with the child's name in a large Ziploc bag. This change of clothes will be stored at the school in the event of an accident. Each child must also have a pair of labeled indoor shoes which will be stored in your child’s locker.

Sunscreen, hats, or sunglasses are suggested during warmer weather.

In winter, children will need warm boots, including heavy jackets, hats or hoods, mittens, scarves, and snow

## **F. REGISTRATION POLICIES/PROCEDURES**

At River East Montessori we are having our waiting list for the next school year. Priority will be given to siblings of children currently attending the school. A child must be at 2-6 years old. River East Montessori is a multicultural center meaning students are welcome regardless of their race, ethnicity, religion, ability, gender, or family structure.

**Open House and Center Visit** - we encourage new families to visit our school for a tour and open house orientation. Parents are provided with a parent information package and application form, parents can complete the application form after the school tour/open house.

**Application** - Parents submit the application form with a non-refundable \$100 registration to school by mail or in person, parents will receive an acceptance letter and tuition contract form if space available. Parents also attend a student-parent-teacher meeting before school starts. This meeting allows the teacher to meet the student and learn more about the student's interests. If there is no space available the student is placed on the waiting list.

**Waiting List** - After March 1st any remaining spaces are provided to students placed on the waiting list in consecutive order. Parents will be contacted by phone and letter when a space is available. Parents have two days to accept or decline the placement. The child will be removed from the Waiting List once the parents have accepted an offer of enrollment, declined an offer of enrollment twice (when the child is older than 2 ½ years of age), or parents requested the child to be removed from the Waiting List.

### **Hours of Operation**

Our center is open from 7:30 AM– 5:30 PM, Monday to Friday, closed on all provincially recognized statutory holidays. Our school hours will be 8:30-4:30 for full days and half days will be 8:30-noon and 1:00 – 4:30 in the afternoon. Before and after school hours will be available for extended care.

### **School Closures**

River East Montessori follows River East School Division's calendar of closures for major holidays. Please refer to the River East Montessori calendar for the monthly scheduled In-service Day closures. School closures will also be posted in the monthly calendar and newsletter.

We require that parent/guardian pay for the following statutory holidays (or day in place of):

New Year's Day	Labor Day
Victoria Day	Remembrance Day
August Civic Holiday	Boxing Day
Thanksgiving Day	Christmas Day
Good Friday	Louis Riel Day
Canada Day	Easter Monday

Emergency closures, particularly due to weather, will be announced on CJOB radio as well as a recording on the school voicemail (204-306-5666)

In Case of any disaster or pandemic or family holidays, if your child is enrolled and coming to the center, the fees has to be paid

### **Arrival Time**

Parents are expected to have their children at school each day at 8:30 am or 1:00 pm. Timeliness is appreciated so that the program is not disrupted by late arrivals. Parents can drop off 10-15 minutes before the program start time. If, due to an appointment, you will be bringing your child after 8:30 am, or 1:00 pm please check into the office before proceeding to the program.

### **Pick-Up Time**

The morning session ends at noon and the afternoon session ends at 4:30 PM. The school doors will remain locked until the program end times. The lunch program ends at 1:00 PM.

If you anticipate the inability to pick up your child by 12:00 noon or 4:30 PM (e.g. snowstorm or another emergency) please call the School.

## **PARENT BILLING AND FEES**

### **River East Montessori Program and Extended Care Schedule and Fees**

#### **Montessori Program**

Five Full Days	8:30 am – 4:30 pm	\$840/month
Four Full Days	8:30 am – 4:30 pm	700/month
Three Full Days	8:30 am – 4:30 pm	550/month
Two Full Days	8:30 am – 4:30 pm	390/month
Five half Days	8:30 am –12:00 pm	395/month
	Or	
	1:00 pm – 4:30 pm	

#### Extended Care

Morning care	7:30 am – 8:30 am	50/ month
Lunch Program	12:00 noon - 1:00 pm	50/ month
Afternoon Care	4:30 pm – 5:30 pm	50/ month

We only accept payments through online banking, Cheques, cash.

Fees will be paid at the beginning of the 4 week billing period. You will receive an invoice every four weeks starting with the amount owing. Parents who are late with fees will receive the first verbal/written reminder on the Friday 1<sup>st</sup> week and second verbal/written reminder on Tuesday 2<sup>nd</sup> week, then final notice on Friday 2<sup>nd</sup> week.

Overdue payments will be sent to a collection agency if there is no response to our final notice for payment, and the child will be withdrawn from the program immediately. Receipts are issued after each pay for your income tax purposes. Any NSF cheques charges will be parents/guardians' responsibility.

#### **LATE POLICY**

Parents, guardians, or designates picking up your child are expected to arrive in enough time to speak to staff, gather your child's belongings, dress your child and leave the center by its closing time. Any parent, guardian, or authorized person who is not out of closing time- determined by the center's clock- will be considered late in picking up their child(ren) and a late fee will be charged (See late fee policy)

If your child has not been picked up by the time the center is scheduled to close, and we have not been notified, the following steps will be taken:

1. We will call you at the home or work numbers that we have on file.
2. If we unsuccessfully contacting you, we will call your emergency contacts:
3. Thirty minutes after closing. All Nations Coordinated Response (ANCR) will be notified.
4. Staff will wait with your child until a social worker arrives.

We do not permit staff members to transport a child home unless prior approval has been given in writing by the parent/guardian.

#### **Late Pickup Fee**

A late fee of \$10.00 (subject to change) per child for every 15 minutes or portion thereof will be charged if you and your child have not left the program by closing time. This fee will be added to your next month's payment. If lateness persists we may ask you to make other care arrangements. Time will be determined by the center's clock.

## **ATTENDANCE**

If for no reason a child is absent for six consecutive days without notice from the parent to the center, the child spot will be given away. Parents will be liable for any outstanding fees according to the outstanding fee policy. If for any reason the child returns shortly after said days and the spot is still available, consideration will be given for their re-entry.

Note: All outstanding fees must be paid up to date before consideration is given.

A minimum of two weeks' notice in writing is required to withdraw your child from the center. Parents/guardians will be responsible for the cost of the care during these two weeks. If insufficient notice is given the parents/guardians will be charged the amount of a two-week notice period effective the date that notice is given. The notice must be given to the Center Manager/Director.

## **GUARDIANSHIP**

If for any reason you have legal document regarding custody, guardianship, etc. we would appreciate a copy of these papers, this for your protection of your child. If the center is not aware of the situation existing in your home we are bound legally to let your child go with either parent as both have equal rights.

## **INTOXICATION POLICY**

If a parent/guardian or emergency contact who appears to be intoxicated arrives at the center to pick up a child; the daycare staff will not release the child

You will be requested to call someone else to pick up your child.

Offer to call a cab

In the event you refuse to comply, staff will notify the Winnipeg Police of that person's suspected condition and provide them with your name, address, and if that person is driving, a description of their car and license plate number.

We will notify ANCR of all of the above.

## **CONFIDENTIALITY**

At the School, we work very closely with children and their families on a day-to-day basis. It is a legal requirement for the school to hold relevant information for each child and their families, which remains confidential at all times. This information is used for registers, invoices, and emergency contacts. All records will be stored in a locked



cabinet in line with the Data Protection registration.

### **CONFIDENTIAL ISSUES MAY INCLUDE**

- Child details - Including developmental needs and behavior.
- Parent details - Including their domestic circumstances. Permission required for photographs and videos
- School working practices and policies.
- School financial dealings.
- Staff details

### **NURSERY AND KINDERGARTEN**

YES, We enrolled Nursery and Kindergarten children .Parents and Guardians are responsible for the transportation of these children. As we do not provide transportation to children.

### **FIELD TRIPS**

The school encourages field trips to augment classroom studies. The amount and extent of the field trip depend on the age of the children. Transportation for field trips is provided by Vital Transit or Public Transit.

A notice will be sent home with your child two weeks in advance informing you of the excursion, destination, time date, and cost. It will also include a permission slip to be signed and returned.

Field trips are an integral part of the curriculum and therefore participation is encouraged. The safety of each child is our main priority on outings and all precaution are taken so that each trip is safe and enjoyable. Parent volunteers are always welcome.

### **TRANSPORTATION POLICY**

River East Montessori does not provide transportation to or from school. Parents are responsible for transporting their children to and from school. The parents are responsible for dropping off and picking up children directly from the Centre and ensure a staff member sees you and the child.

Designated individuals dropping –off and picking up the child (ren) must be a minimum of 12 years old and be noted in the child’s registration form. Staff will not release your child to any person other than those listed on your child’s registration forms unless you have made advance arrangements in writing, directly with the center. Anyone permitted to pick up the child, including the parents/guardians, must bring photo identification every time they pick up a child so that staff can verify their identity. You

are responsible for ensuring anyone designated to pick up or drop off a child is aware of these policies.

## **RESPONSIBILITY FOR CHILDREN**

All children (school age and preschool) must be accompanied by an adult/parents into their classroom. Staff will sign in your child/ren. Once your child is signed in, the center assumes the responsibility of your child/ren.

All parents must drop off and pick up their children through the daycare entrance located at the front door.

The staff will sign your child out when you arrive at the center. Once the child is signed out the parent becomes responsible for the child.

## **SUPERVISION**

On occasion, children who demonstrate responsibility within the center will be allowed times of “intermittent staff supervision”. This still ensures that staff knows the whereabouts of all children at all times but allows children to go to the washroom by themselves, have time away from the group when they ask (i.e. getting a drink of water, take messages to the preschool program, etc.

## **OUTDOOR ACTIVITY POLICY**

Outdoor play is part of River East Montessori School. In the morning/afternoon all students participate in 15 to 20 minutes of outdoor play weather permitting. Children run, climb, and exercise through songs and non-competitive games. Children also connect with Mother Earth through nature walk and observe the natural life around them.

Please note outdoor play will occur in the school in the following situations:

- Wind chill conditions of more than 1600 watts per square meter exist;
- Temperature below -25° Celsius exist;
- Outdoor play is prohibited by a child's physician;
- Other forms of inclement weather exist.

### **G. HEALTH AND SAFETY**

Offer a clean, well-maintained, safe environment with nutritious food for snacks and lunch. Our center provides a safe, clean environment for children to play in. The staff is always alert to potential hazards and takes steps to ensure the utmost safety. However, knowing the nature of children and that accidents do happen, we have established the following policies:

All staff is trained in First Aid.

All accidents that reach staff attention will be treated and recorded for parent notification.

Parents will be notified when they come to pick up their children.

Parents are advised to expect the usual amount of scrapes, bruises, and other minor accidents.

### **ACCIDENTS**

In case of an accident, the nature and degree of severity of the child's injury will be assessed to the best of the staff's ability. A qualified staff member, with a current First Aid Certificate, may administer first aid. If the child's injury requires non-emergency medical treatment, parents will be contacted immediately to ask you or a designate to pick your child up and take the child to get the necessary care required.

If emergency medical attention is required, an ambulance will be called and if the staff is available, they will escort your child to the nearest hospital (Concordia Hospital). Parents will be contacted immediately. If parents cannot be located, emergency contacts listed on the registration form will be contacted. The staff will remain with your child until the parents, guardian or designate has arrived. You will be responsible for any costs incurred – including an ambulance.

We report any injuries requiring parents to seek medical care to the Early Learning and Child care office within 24 hours.

## **ILLNESS**

Children should be kept at home if they:

- Have a temperature over 38 degrees Celsius
- Have a communicable disease
- Are vomiting or have diarrhea
- Feel too unwell to participate in the usual daily activities (including outdoor play)
- Have an undiagnosed skin rash
- Have persistent pain
- When their nasal discharge is thick and yellow or green and has been persistent
- a severe or persistent cough.
- Children may return to the Centre when:
  - (For communicable diseases)
  - stages of contagion for specific diseases have passed
  - they have been under medical care and have written permission to return
  - they feel well enough to participate in the Daycare routine
  - (For common disease)
  - fever has been absent for 24 hours
  - nausea and vomiting or diarrhea have subsided for 12 hours
  - the recommended dosage for prescription medication has been followed for 24
  - hours
  - they feel well enough to participate in the daily Daycare routine

## **ILLNESS AND SUPERVISOR**

If a child becomes ill while at the Centre, the parents will be contacted. An entry will be made in the Communication Binder indicating the child's name and the date and time of the illness, the name of the staff member who identified the child was ill when parents were notified, and by whom, the time the child was removed from our center and the date when the child returned to the program. As is practicable, we will make every attempt to keep the child comfortable and separated from the other children under staff supervision until the child is removed from the Centre. In the event of an emergency, the child will be taken to the nearest Hospital and parents will be notified immediately. If caregivers suspect a child has developed a communicable disease parents will be contacted immediately. When a communicable disease is confirmed in the Centre, all recommendations of the Health Authority will be followed. Parents will inform. A child who has been sick during the night but is eager to attend school in the morning should be kept at home for a least a day to recuperate fully and to ensure that the illness is no longer contagious.

Parents are required to fill out Medication Forms if their child requires any medication administered during school hours. Parents must indicate on the medication form the name of the medication, the purchase date, the dosage, and the time when it should be administered. All medication or epi-pens must be in the care of a teacher (and not left in the child's backpack

## **MEDICATION**

Staff is allowed to administer medication when the following have been satisfied.

All medications must be provided in their original container. All medication is stored in locked medication boxes, either in the fridge or locked cupboard.

Parents must sign a written consent form which includes the name of the child, name of the medication, and the time and amount of the medication to be administered (according to label directions as per physician.)

Staff will initial the medical form after every medication administration

Emergency medication will be placed in a location easily accessible to staff.

In the case of minor injury, staff with first aid qualifications may administer appropriate care.

All medications must be handled by a parent on arrival to staff; to keep in a locked container.

- .

A medication administration form must be completed and signed by the parent/Guardian before the medication will be administered.

Staff will NOT administer any:

- herbal remedies (please see office)
- anything with an expiry date that has passed
- medication without a pharmacist's label on the container.

The license holder will ensure proper documentation to include the name of the child, the name of the medication, time of administration, the amount of medication, and the

initials of the administering agent. Emergency medication will be kept in a readily accessible location known to all staff.

Used Medications:

staff must ensure that medications are returned to parents when the period of authorized use has ended. Additionally, we will ensure that staff who are administering health care are trained to do so.

### **Washroom Routines**

Each child is required to use the toilet, wash his/her hands and face as part of the daily routine. We have accessible washrooms in case the child needs to use the toilet.

### **EMERGENCY PROCEDURES**

Fire drills will be practiced once a month at random times of the day to ensure that the students are aware of emergency evacuation procedures. A fire prevention inspection report will be completed after every drill. The fire prevention inspection report binder will contain all inspection reports.

Listed below are the procedures practiced in case of emergencies at the preschool

#### **Fire**

Fire escape routes are marked and posted on each exit door. Teachers and children will evacuate the building using the closest exit and meet in the North Kildonan Mennonite Church parking lot. The teachers will guide the students out of the building and open the doors for the children. If there is a child who is not mobile on his/her own, the teacher will be responsible for transporting the child. Children and staff are accounted for by the teacher using class lists contained in the emergency kit, and if necessary because of conditions, proceed to the inside of the Church. The Director/ Supervisor stays in the building to make sure everyone is evacuated. The Director/Supervisor will check all bathrooms and corridors of the school. A walkie-talkie (contained in the emergency kit) will be used to communicate between the Director/Supervisor and teacher to confirm if all students are present. The Director then leaves and makes the 911 call. The families will then be contacted using the emergency phone numbers. The staff and children wait until families can pick up

#### **Blizzard or Power Failure**

In case of blizzard or power failure, all children and staff will remain in the preschool building. Children and staff are accounted for by the teacher using the class lists. The Director/Supervisor contacts the families using the emergency phone numbers and waits until the children are picked up.

## **LUNCH PROGRAM (NUTRITION)**

Students enrolled in the lunch program will be responsible for providing their healthy balanced lunch. Due to Covid 19, we are not providing any lunch/snacks to children.

**Please check with your child's program for additional allergy warnings/restrictions.**

Our center is a **NUT PRODUCT AWARE**. Please ensure your child's lunch and snacks (if applicable) contains no nut products or items that have been in contact with nuts.

We recommend that lunches and snacks should be nutritionally appropriate and contain minimal "junk food". We will be pleased to provide you with suggestions/alternatives for your child's lunches or snacks.

## **ALLERGY AND ANAPHYLAXIS POLICY**

**Please check with your child's program for additional allergy warnings/restrictions.**

Our center is a NUT PRODUCT AWARE. This means that we will not knowingly serve products that contain, may contain, or have processed in a facility that also processes nuts.

Please notify the staff of any allergies (diagnosed or suspected) that your child has. If your child has a life-threatening allergy the center will follow the steps outlined in our anaphylaxis policy.

Everyone needs to realize that even a small amount of allergen can cause a severe reaction leading to death. We ask that all children take the minimum steps of not bringing identified allergens into the program, restrict the sharing of food, and follow proper handwashing procedures.

A scent-free environment for all the children, staff, and parents has been instituted by the center. The use of scented products is not allowed within the building. In addition to that, all cleaning materials are scented free to avoid allergic reactions that can trigger asthma or respiratory distress. Signage will be posted in the most common area where all can read and understand.

Noncompliance with this policy will be brought to the Manager/Director for more reminders and better understanding.

## **NAP / REST TIME**

Every day between 12:00-2:00 pm, we have nap/quiet time. All children will lay down to rest. Parents are asked to provide a blanket (and a small pillow if your child needs one.) All blankets must be taken home weekly to be washed and returned on Monday. If your child needs a cuddly toy to snuggle with during nap time, feel free to send this as well.

Children are not necessarily required to sleep during this time, but they must stay on their cots. Children who are not napping may have quiet time activities after the first 30 minutes. The duration of the nap will vary on the different ages of children and their needs.

## **NO SMOKING**

There are no smoking 5m on or around daycare grounds including our premises and surrounding green space. Additionally, no employee will smoke at any time or place where child care is being provided.

## **OFFICE**

Use for the meeting(parents and staff), office work records of teacher and student work.

## **PARKING**

North Kildonan Mennonite Church parking lot. Parents can park while Dropping and Picking up the Child and even during Parent Teaching Meetings

## **FORMS**

Authorization( Registrations/ Admission form) parent sign upon registration

Medical Consent Form(Registrations/ Admission form) Parent sign upon registration

Permission of Outing( Registrations/ Admission form) parent sign upon registration

Children information Record(Registrations/ Admission form) Parent sign upon registration

Preschool Health Record(Registrations/ Admission form ) Parent sign upon registration

Parent's permission to give medication to a child (separate form given by the school to sign by parents when a child requires medication given by the parent, pharmacist, and physician )



## **NON-PRESCRIPTION & PRESCRIPTION MEDICATIONS POLICY**

### **Policy**

The administration of medications in preschool is regulated by the Child Care Regulations. This policy protects children, parents, and staff. Early Childhood Educators are not formally qualified to make “judgment calls” as to when medications are appropriate. Only medication prescribed by a doctor will be administered.

Procedure:

All medications are kept in a locked container in the kitchen out of children’s reach. Parents must inform staff of any side effects or reactions that medication may cause in a child.

(ie: hives, drowsiness, diarrhea)

Authorization for the Administration of Prescription Medication form must be completed by the parent.

Doctor authorization must be provided before staff can administer non-prescription and over the counter medications such as Tylenol, Gravol, teething gel, etc...

“Authorization for the Administration of Non-Prescription Medication” form must be completed by parent and physician.

A “medical consent” form will be filled out by a parent for each prescription required. Medication must be brought to the center in its original container with instructions from your doctor on how to administer it.

The label must clearly show the following information:

**Child’s name**

**Name of medication**

**Dosage**

**Route (oral, nasal, rectal, eye, ear, or injection)**

**Physician’s name**

**Care of medication (shake well, refrigerate)**

**Date to end administration of medication**

**Parent Agreement parent( Registrations/ Admission form ) Parent sign upon registration**

**Indirect supervision parent ( Registrations/ Admission form ) Parent sign upon registration**

**Photography and Videotaping**

Parents/Guardians are provided with River East Montessori Photo and Video Consent. This form must be signed to permit their child to be photographed while attending the center. Pictures may be used for displays within the center, or promotional purposes.

### **Staff shortage policy of River East Montessori School**

River East Montessori school staff shortage policy was developed to ensure that we are always maintaining a provincially regulated staff to child ratio of 8:1. This means that for every 8 children there will be 1 staff.

We will do so by following these guidelines:

In our existing staff policy it is mentioned that all staff members should reach the school on time. We advise them to be at school five minutes prior to the start of their shift.

When the staff calls in sick; he or she must inform us by at least 2 hours before the start of their shift. This will give our school director and our senior staff enough time to arrange for the substitute teacher in accordance to our 8:1 ratio policy. To accommodate such scenarios, we have 6 substitute teachers.

For days, where we do not have enough space to accommodate all the kids. We make sure to notify the parents in advance. When we draft these notifications, we prepare the list of parents to notify by following this criteria

1. Parents who are working from home
2. Kids who have their home closer to the school and also have their grandparents residing with them at their home

Notification is sent to the parents who fall in these two categories

In the event where the parents have arrived to drop off their child and we have all of our teachers occupied to meet ratio for that shift, in such cases, we request the parents to stay with their child in their vehicles, or we offer them to wait inside the school, until our next teacher arrives

If, due to unforeseen circumstances a staff has to leave, for example fell ill, become injured or

have to leave due to a family emergency they will remain on site until a replacement staff arrives

or until enough children are picked up to be able to maintain the 8:1 ratio after they leave.

Parents will be reimbursed that day if a child is unable to attend due to a staff shortage.

