

Parent Handbook

Children's Circle Montessori School



Our Mission

To provide an environment rich in purpose and experience so as to inspire, motivate, and empower children to reach their full learning potential.

Table of Contents	Page
Welcome	4
About Dr. Maria Montessori	4
School Rules	4
Program Statement	5, 6
Program Plan	7
Programs Outline	8
Field Trips and Special Events Policy	8, 9
Starting School Policy	9
Dress Code	10, 11
Health and Hygiene Policy	11
Nutrition Policy	11, 12
Celebrations & Holidays Policy	12, 13
Communication Policy	13, 14, 15
Discipline and Guidance Policy	15, 16
Duty to Report	16
Photos and Video Policy	16
Accidents/Incidents	16, 17
Fire Drills and Emergency Evacuation Procedures	17
Appendix: Program Schedule	18, 19
Appendix: Supervision of Placement Students and Volunteers Policy	20, 21
Appendix: Waiting List Policy and Procedures	22, 23
Appendix: Enrollment Policy and Procedures	24, 25, 26, 27, 28, 29, 30

Appendix: Safe Arrival and Dismissal Policy, Drop-Off and Pick-up Procedures	31, 32, 33
Appendix: Toilet Learning Policy and Procedures	34, 35, 36
Appendix: Illness and Outbreak Policy and Procedures	37, 38
Appendix: Sleep Supervision Policy and Procedures	39, 40, 41
Appendix: Outdoor Play Policy	42, 43
Appendix: Medication Policy and Procedures (truncated)	44, 45, 46, 47, 48
Appendix: Anaphylaxis Policy and Procedures	49, 50, 51, 52, 53
Appendix: Parent Issues and Concerns Policy and Procedures	54

Notes:

Appendices are part of the Parent Handbook.

Policies and procedures will use the term “parent(s)”; this includes parent(s) and/or guardian(s) of the child.

Policies and procedures are also on the school’s website: www.childrencirclemontessori.com/downloads

Welcome

Children's Circle Montessori School welcomes all students to a bright and new experience. Our services encompass a full academic program with special emphasis on the development of potential using Montessori principles. We are dedicated to each child and the growth of their skills necessary for their learning journey.

Warmest Regards, Daniela Purves, School Director, Owner/Operator

About Dr. Maria Montessori

A woman ahead of her time, Maria Montessori M.D. devoted her life to the advancement of education to children of all ages. She believed that the typical teaching method of teacher-lecturing-student was not a conducive learning environment, failing many students. It was from this dissatisfaction that the Montessori Schools were born. Since the early 1900's Montessori Schools have provided a unique learning environment tailored to students of all capabilities from infancy to eighteen years of age. Teachers are not considered the centre of learning; rather, it is the student that is the master of their learning, and it is simply up to the teacher to assist them in exposing their true potential with challenging experiences to be completed uninterrupted in a nurturing environment.

School Rules

Students' Rules:

- Follow staff members' instructions to the best of their understanding.
- No bullying, punching, hitting, pushing, kicking, teasing, scratching, name calling.
- No running inside the school.
- Do not hurt oneself, hurt others, or damage property.
- Wash hands before and after meals.
- Wash hands after using the washroom facilities.
- Store belongings neatly and maintain a tidy classroom.
- Do not leave the classroom or playground without a trusted adult.

Staff Members' Rules:

- Be respectful to all staff members, students, and parents/guardians.
- Support the students' well-being, belonging, engagement and expression.
- Be understanding, respectful, caring, reassuring, nurturing, and loving.
- Be observant and instruct with purpose.
- Read, understand, and comply with all policies and procedures.

Parents'/Guardians' Rules:

- Be respectful to all staff members, students, and other parents/guardians.
- Only send your child to school when they are well enough to participate.
- Drop-off your child on time, pick-up your child on time.
- Be extremely cautious in the parking lot.
- Do not bring food and/or beverages into the school.
- Comply with all policies and procedures.
- Allow your child to develop, learn, and thrive in this environment.

Everyone must treat others the way they would like to be treated.

Program Statement

Children's Circle Montessori School welcomes you to a genuine Montessori education for young children. As Owner/Operator/School Director, Daniela Purves, along with our dedicated childcare providers and educators, we view children as competent, capable, curious, and rich in potential.

Children's Circle Montessori School is consistent with the Ministry of Education's policy by operating a program that constitutes high quality childcare, early years programming and pedagogy that supports children's learning and development.

Our mission to provide an environment rich in purpose and experience so as to inspire, motivate and empower children to reach their full learning potential is achievable through implementing the four foundations of early learning: belonging, well-being, engagement, and expression.

Belonging refers to a sense of being connected to others, being valued, and forming relationships.

Well-being addresses the importance of physical /mental health, self-care, sense of self, and self-regulation.

Engagement occurs when children are involved, focused, and able to explore their environment with natural curiosity and exuberance.

Expression or communication (to be heard, as well as to listen) may take many different forms. Through their bodies, words, and use of materials.

Goal: To plan for and create positive learning environments and experiences in which each child's learning and development will be encouraged and supported.

Approach: The Montessori environment is designed to develop a foundation for creative learning and a sense of independence. The diversity of the Montessori materials, activities and experiences foster physical, intellectual, creative, social, and personal skills.

Goal: To support positive and responsive interactions among the children, parents, guardians, childcare providers, educators, and other staff members.

Approach: Childcare providers and educators are aware of children's cues and respond appropriately and consistently. Comprehensive and respectful communication ensures positive relationships with all members of the school community.

Goal: To promote the health, safety, and well-being of children.

Approach: Childcare providers and educators implement the policies and procedures related to health, safety and well-being of children, meeting and/or exceeding the requirements of the Ministry of Education, Ministry of Environment, City of Brampton, and Region of Peel.

Goal: To encourage the children to interact and communicate in a positive way and support their ability to self-regulate.

Approach: The Montessori classroom environment and the playground encourages social interaction for cooperative learning, peer teaching and emotional development. Children become aware of their feelings and the feelings of others.

Goal: To incorporate the Montessori Work Cycle, indoor/ outdoor play, as well as active play, rest, and quiet time, into the day, and consider the individual needs of the children receiving childcare.

Approach: The Program Schedule is designed to allow enough time to meet the physiological and development needs of the children.

Goal: To involve local community partners and allow partners to support children, their families, childcare providers, and educators.

Approach: Cooperatively work with community partners who include, but not limited to, Ministry of Education, Region of Peel, Peel Health, Peel Inclusion Resource Services, Child Development Resource Connection Peel, Speech Pathways, Brampton Caledon Community Living and ErinoakKids Centre for Treatment and Development.

Goal: To support childcare providers, educators and other staff who interact with the children at school in relation to professional learning.

Approach: Professional education is offered to improve skills and knowledge to directly benefit children and peers.

Goal: To foster the children's exploration, play, and inquiry.

Approach: Learning takes place when children explore their social and physical environment and choose Montessori curriculum and activities that interest them. Freedom of choice entails some responsibility while allowing a child's natural aptitudes to be satisfied.

Goal: To foster the engagement of and ongoing communication with the parents about the program and their children.

Approach: Encourage members of the school community to speak freely, honestly, and with respect regarding their needs and experiences to ensure they feel heard and valued.

Goal: To provide child-initiated and adult-supported experiences.

Approach: The Montessori environment gives children the opportunity to problem-solve, self-correct, see connections in knowledge and to create new ideas. The childcare providers and educators are educated and trained in the Montessori philosophy and the methodology for the age level they are teaching and have the ability and dedication to put the key concepts into practice.

Goal: To document and review the impact of the strategies identified in this Program Statement.

Approach: Evaluate and address successes and areas of opportunity at least annually based on written documentation, collaboratively with parents, guardians, care child providers, educators, and Owner/Operator.

Children's Circle Montessori School is:

- Accredited by The Canadian Council of Montessori Administrators and guided by the Montessori Method
- A participating member of Raising the Bar in Peel
- Licensed by The Ministry of Education's Child Care and Early Years Act, 2014

The intention of this Program Statement is to strengthen the quality of Children's Circle Montessori School's program and experiences that lead to positive outcomes related to children's learning, development, health, and well-being.

Program Plan

Practical Life

Practical Life will help children gain control in the coordination of their movements and assist them to gain independence and adapt to their environment. Practical Life activities also assist in the growth and development of children's intellect and concentration; and will also help children develop an orderly way of thinking.

Sensorial

Sensorial work is for children to acquire clear, conscious information and to be able to make classifications in their environment. Through their senses, children study their environment. Through this study, children then begin to understand their environment.

Mathematics

Arithmetic is the science of computing using positive real numbers. Children specifically use the process of addition, subtraction, multiplication, and division. The activities of the Montessori classroom also present sensorial experiences in geometry and algebra.

Language

Language is the construction of symbols with a universal understanding that is used throughout the world. Language is our communication whether we use our mother tongue or use other ways of communicating like sign language, music, or verbal instruction. Language is the expression of life. The French language will be a component of the Language curriculum.

Culture

The Montessori environment includes materials and resources to learn cultural subjects, such as geography, history, zoology, botany, and science.

Creative Arts & Music

Children learn to express creativity through Arts, Crafts and Music. They also exercise fine motor skills developed by way of Practical Life materials.

Musical training can improve problem-solving skills, physical coordination, poise, concentration, memory, visual, aural and language skills, and self-discipline. It fosters self-confidence and improves the ability to learn. The Montessori environment will include learning with many musical instruments such as piano and an array of rhythm, string, and percussion instruments.

Fundamentals of Fitness

The preparation of motor skills may be seen in the exercise "walk on the line" through which children acquire the perfect sense of balance. At the same time, they learn to control movements of their hands and feet. Children will also learn the fundamentals of fitness, sportsmanship, and teamwork through various other sports and activities.

Neighbourhood Walks

Throughout the school year there will be occasions when the children will be participating in neighbourhood walks within a short distance of the school. The students do not walk towards Bovaird Drive West and Brisdale Drive traffic lights. They walk north toward the residential streets and houses.

Programs Outline

Toddler Program

- 18 to 30 months (2.5 years), 3 children between 15 and 18 months.
- School Year: September through June, exact dates on School Calendar.
- Summer Camp: July and August, exact dates on School Calendar.
- School Hours: 7:00a.m. to 6:00p.m.
 - Before Schol Care Program: 7:00a.m. to 8:45a.m.
 - Full-Time Program: 8:45a.m. to 4:00p.m.
 - After School Care Program: 4:00p.m. to 6:00p.m.
- 2 Toddler Classrooms with a maximum of 15 children in each room; ratio 1 to 5.
- Led by Certified Montessori Teachers.

Casa Program

- 2.5 to 6 years, some children turn 6 years old before they commence Grade 1 in September.
- School Year: September through June, exact dates on School Calendar.
- Summer Camp: July and August, exact dates on School Calendar.
- School Hours: 7:00a.m. to 6:00p.m.
 - Before Schol Care Program: 7:00a.m. to 8:45a.m.
 - Full-Time Program: 8:45a.m. to 4:00p.m.
 - After School Care Program: 4:00p.m. to 6:00p.m.
- 3 Casa Classrooms with a maximum of 24 children in each room, ratio 1 to 8.
- 1 Casa Classroom with a maximum of 20 children, ratio 1 to 7.
- Led by Certified Montessori Teachers.

Please refer to the Program Schedule in the Appendix.

Please refer to the Supervision of Placement Students and Volunteers in the Appendix.

Field Trips & Special Events Policy

Children's Circle Montessori School believes in giving children the opportunity to have educational, safe, and enjoyable field trips and special events. Field trips occur off school grounds; special events occur on school grounds. Casa and/or Toddler students will be invited to participate but attendance is not mandatory. Students who do not attend a field trip or do not participate in a special event will have a regular school day. Additional fees will apply to those attending field trips or participating in special events.

Parents/guardians will be welcome to accompany their child and the classroom on field trips. Toddlers attending the field trip must be accompanied by a parent or guardian. Parents/Guardians attending field trips are required to provide a Vulnerable Sector Check provided by the local Police Service.

The following factors are taken into consideration when planning field trips or special events: educational value, fun factor, departure/return time, cost, mode/length of travel, washroom facilities, meals/beverage arrangements, sun exposure, and allergens.

Procedures that must be followed on the day of the field trip, prior to departing:

- Staff must have an attendance list and emergency information for each student.
- Portable First Aid Kits must be taken on the field trip.

Procedures that must be followed while on a field trip:

- At each point of transition, a head count must be done to confirm attendance.
- Each lead staff member will carry a charged cell phone.
- Students are never left unsupervised, including in washrooms.
- If a student becomes ill, staff will contact the parents/guardians, emergency contacts or the designated Supervisor.
- Students are not permitted to join the field trip once it has started and should not leave separately from the entire group unless other arrangements have been made.

Activities to be done after the field trip and/or special event:

- The experience will be discussed with the students.

Starting School Policy

Each child is different, some children protest for a few days and then adjust quickly, others may take a few weeks to adjust, and others may adjust quickly and regress some time later. All reactions are typical. The worst moment for your child is the instant you leave. Delaying your departure only prolongs your child's distress. Your child senses your anxiety and stress. A cheerful good-bye and calm departure will convey trust in the school and staff to your child.

Your child's attention will be redirected immediately to an activity. You are welcome to call the school for reassurance that your child has settled in and is participating in the classroom activities. If your child is crying excessively, you will be contacted.

What to bring on or before the first day of school?

- **indoor shoes (non-marking or white sole), labelled.**
 - **indoor shoes will remain at school in your child's cubbie.**
- **extra change of clothing including shirt, pants, underwear, and socks.**
 - **label all items and/or place items in a labelled re-sealable bag.**
 - **if you take soiled items home, please remember to bring an extra change of clothing the next school day.**
 - **the extra change of clothing does not need to be uniform clothing.**
- **weather appropriate outer wear, labelled.**
- **sunscreen if applicable, labelled.**
- **medication if applicable, labelled.**

Please refer to the Waiting List Policy in the Appendix.

Please refer to the Enrollment Policy in the Appendix.

Please refer to the Safe Arrival, Drop-off and Pick-up Policy in the Appendix.

Please refer to the Toilet Learning Policy in the Appendix.

Dress Code

The school uniform is required for Casa students.

The school uniform is not required for Toddler students.

Required Casa Uniform from September through June:

- UniformForMe's Navy Blue Mock-Fly Pant
- UniformForMe's Navy Blue Tunic
- UniformForMe's White Half Sleeve Polo-Style Shirt
- UniformForMe's White Full Sleeve Polo-Style Shirt
- UniformForMe's Cardigan Sweater
- UniformForMe's Vest Sweater
- Navy Blue, Grey or White Socks, Stockings and/or Tights
- White-Soled or Non-Marking Casual Shoes/Sneakers

Uniforms must be purchased from UniformForMe; www.uniformforme.com

Casa students are not required to wear the uniform in July and August.

Toddler students, not required to be in uniform, should be wearing seasonal, age-appropriate clothing that fits well and is easy to launder.

The following items will NOT be accepted as uniform clothing:

- Uniform clothing not purchased from UniformForMe.
- Croc®-style shoes, flip-flop shoes, black-sole shoes.

Extra Clothing

Provide the school with an extra set of clothing (shirt, pants, underwear, and socks) to be kept in a washroom cubbie. The extra clothing does not need to be the school uniform. Wet or soiled clothing will be sent home in a plastic bag. Remember to send an extra set of clothing the next day.

Jewelry

Keep jewelry to a minimum as it can be easily broken and/or lost. Loop/dangling earrings, necklaces and loose bracelets should not be worn due to the risk of injury if pulled.

Outdoor Clothing

Weather will not deter us from enjoying the outdoors unless we have extreme weather conditions.

Children need a coat, hat, water-proof mittens, boots, and neck warmer (no scarf) and snow pants during cold weather; a cap and sunscreen during warmer weather; a raincoat, nylon/windbreaker pants and rain boots during rainy weather.

Indoor Shoes

Children need an extra pair of shoes to remain in their cubbie. They remove their outdoor shoes and put on their indoor shoes prior to entering the classroom. Label the inside of the shoes with the child's name.

Label EVERYTHING

Label all pieces of clothing (uniform and non-uniform) and shoes with the child's name. Items that are not labelled will be placed in the "Lost and Found".

Missing Items

Occasionally, a child may bring items home from school. Any items that you may find in your child's pockets, regardless of how insignificant they seem, should be returned the next school day. Taking items from the classroom is never considered stealing.

Health and Hygiene Policy

All children are expected to arrive...

- in clean and well-fitting clothes
- with oil-free, clean, combed hair
- with a clean face, and body
- with brushed teeth
- in a clean diaper, if applicable

Please refer to the Illness Policy in the Appendix.

Please refer to the Sleep Supervision Policy in the Appendix.

Please refer to the Outdoor Play Policy in the Appendix.

Nutrition Policy

Children's Circle Montessori School is committed to providing healthy foods to promote healthy eating habits. Good foods foster good health, attendance, education, and physical activity. Children are engaged and encouraged to taste new foods. Meals are based on "Eating Well with Canada's Food Guide".

- The full-time program includes an a.m. snack served with milk, lunch served with milk and p.m. snack served with water.
- The After School Care program includes a snack, served with water.
- Water is always available to drink. Water quality testing adheres to Ministry of Environment regulations.
- Students are provided with approximately 15 minutes to eat snacks.
- Students are provided with approximately 30 minutes to eat lunch.

Menus are...

- fresh, healthy dietician approved meals.
- prepared in a 4-week rotation and lunches are changed twice per year.
- posted and copies of the menus are provided upon request.

Meals are...

- appealing and attractive to children.
- an opportunity for children to learn about table manners.
- an opportunity for children to engage in conversation.
- an opportunity for children to learn about serving themselves and supporting their peers.
- an opportunity for children to develop fine motor skills/eating skills.
- not a replacement for breakfast and/or dinner that is offered at home.

Dietary Restrictions

Children's Circle Montessori School supports a child's dietary restrictions to the best of our ability. Menus will also provide alternatives for children with allergies/sensitivities to specific food. Menus will provide alternatives for children who:

- are vegans or vegetarians,
- do not eat specific foods (i.e., beef, pork, eggs, dairy),
- eat Halal foods.

Allergies

Students will not be permitted to share food. Although the food will not contain peanuts/tree nuts, students may be allergic to other foods. Please discuss food allergies with your child so they understand the importance of following these rules.

Parents/Guardians of children with allergies and/or medication will be asked to complete an individualized plans and medication administration consent forms. These will be updated as changes arise. **Please be advised that if your child has been prescribed Epinephrine Auto-Injectors, the school requires two, one to be stored in the classroom and the other to be stored in the office.**

If Children's Circle Montessori School cannot meet the child's nutritional needs, due to their allergies, the parent/guardian will be permitted to send food and/or beverages for the child at the school's discretion.

- Food/beverages must be labelled with the child's name.
- Food/beverages must be labelled with the food's name or ingredients.
- Food/beverages must not contain nuts and/or tree nuts.
- Food/beverages must be stored in the kitchen's refrigerator if it requires refrigeration.
- Prepared food must be provided daily unless it is a pantry or refrigerated item (i.e. powder formula, soy milk).
- Pantry or refrigerated items must be in their original container and must have an expiry date.
- Breast Milk must be labelled with the child's name and consumed on the date it is provided.
- Food/Beverages may not be shared with other children.

Please refer to the Medication Policy in the Appendix.

Please refer to the Anaphylaxis Policy in the Appendix.

Celebrations/Holidays Policy

Canada is a multicultural country. We will introduce the students to a variety of celebrations. We will learn about the celebration through activities such as: learning the meaning of the celebration, finding the country of origin on the map, learning the country's flag, dances, songs, crafts, etc.

Birthday Celebrations

Each child's birthday is an occasion to be celebrated!

During a "Montessori Birthday" celebration in a Casa classroom, students sit in a circle surrounding the months of the year and a battery-operated candle; the candle represents the sun. The birthday child

holds a globe and walks around the circle; the globe represents the world. Classmates will sing "Happy Birthday". During a "Montessori Birthday" celebration in a Toddler classroom, students sit in a circle. The birthday child holds a pretend birthday cake with lit battery-operated candles and the classmates sing "Happy Birthday".

Parents/Guardians may send a fruit platter; fruit platters are the only acceptable food option. Cake and other foods are not permitted because some students have allergies and dietary restrictions to a variety of foods including eggs, soy, and dairy. Ordering pizza for delivery is not permitted because we order pizza on other occasions.

Parents/Guardians may send gift items for the students in the child's classroom. Examples of acceptable items: balls, books, bubbles, colouring/activity books, craft supplies, crayons, egg shakers, finger puppets, fun socks, large-size plastic figurines, Play-Doh, puzzles, sand toys, seeds, sidewalk chalk, stamps, stuffed animals. Small "loot bag" toys are not permitted because most of those toys are not intended for children under the age of 4. Casa 1 has 24 children, Casa 2 has 24 children, Casa 3 has 20 children, Casa 4 has 24 children, Toddler A has 15 children, Toddler B has 15 children.

Parents/Guardians may donate a book to the classroom in honour of the child's birthday. It will be read to the class on their birthday and added to the classroom library.

These are only options; parents/guardians have NO OBLIGATION to send anything for their child's birthday.

Communication Policy

Children's Circle Montessori School would like to maintain clear and effective communication. Please inform us of any illnesses, impending trips, separations, or deaths in the family. These events often impact behaviour at school, and it is helpful to the staff to be aware of these changes in the child's life.

When parents/guardians need to communicate with administration:

- Send an e-mail to info@childrencirclemontessori.com.
- Call 905-609-6900 (cell phone) or 905-495-5034 (landline) between 8:30a.m. and 4:00p.m.
- Call to schedule a face-to-face meeting.

When parents/guardians need to communicate with classroom staff members:

- Call 905-609-6900 (cell phone) or 905-495-5034 (landline) to speak with a classroom teacher between 2:00p.m. and 2:15p.m.
- Call to schedule another time if 2:00p.m. is not possible.
- Call to schedule a longer phone call or face-to-face meeting.
- Send an e-mail to info@childrencirclemontessori.com and the message will be relayed to the appropriate staff member.

Please note:

- Staff members are NOT permitted to communicate with parents/guardians through texts, e-mail nor social media apps (i.e., WhatsApp).
- Staff members' cell phones are their own personal devices, not owned by the school.

- Staff members need to concentrate on the students in the classroom.

We make every effort to maintain excellent communication. It will be conducted in a manner which places the needs of the students first.

Please refer to the Parents Issues and Concerns Policy attached in the Appendix.

Please LIKE US on Facebook: <https://www.facebook.com/childrenscirclemontessori>

Please FOLLOW US on Instagram: <https://www.instagram.com/childrenscirclemontessori/>

Student Activity, Photos, Forms, & Reports: Transparent Classroom

Children's Circle Montessori School uses Transparent Classroom for on-line lesson planning and record keeping.

Parents/Guardians will be invited to join Transparent Classroom upon enrollment to receive information about their child's activity.

Information sent through Transparent Classroom includes but is not limited to:

- Daily Tracking Reports: Toddler Program only
- Activity/Curriculum Updates: ongoing
- Photos: 2 per month
- Conference Reports (Report Cards): 2 per year
- Field Trip and Special Event Permission Forms: as needed.
- Accident/Incident Reports: as needed.
- Illness Reports: as needed.
- Communication Reports: as needed.

Curriculum Presentations

The Lead Montessori Teachers will offer parents/guardians more information about the curriculum on a one-on-one basis or through the Open House/Classroom Tour.

Classroom Observations

Parents/guardians are welcome to observe the classroom; please make an appointment to observe the classroom for 20 minutes.

Parent/Guardian Meetings

Twice a year, the lead staff member will request a one-on-one meeting with the parents/guardians. They will have an opportunity to discuss their child's progress and any other information that may apply to their child's success. The lead staff members have the liberty to contact the parents/guardians if other issues arise during the school year. Likewise, the parents/guardians have the liberty to contact the lead staff member if other issues arise during the school year.

Release of Information Policy

Information collected is the minimum needed to provide services to a child. The right of every child and family to privacy is recognized and protected to the greatest possible extent. Parents/Guardians have access to their child's records. Children's records are also accessible to the Owner/Operator/School

Director, staff members, placement students, volunteers, service providers (i.e., Accountant), authorized members of the Ministry of Education as well as individuals involved in an emergency (i.e., Paramedic). Written consent will be acquired if a child's information is requested for research purposes.

Discipline and Guidance Policy

Children's Circle Montessori School's staff members will maintain consistent, reasonable rules and limitations for a child's behaviour. We teach and encourage orderly conduct, empathy for others and age-appropriate behaviour. Staff will keep record of behaviours/incidences.

Some of the most common strategies for guidance and discipline are:

Environment: Arranging the physical environment to elicit pro-social interactions.

Natural Consequences: Letting the child experience the natural fallout of his or her actions.

Logical Consequences: Letting a child experience consequences that the staff members have devised and that are related to the situation.

Positive Behaviour: Encouraging the children when they are making good choices.

Reminders: Reminding children of the rules and expected behaviour and sometimes warning them in advance about the consequences.

Redirection: Interest the child in another activity, usually by substituting another activity for the current one.

Renewal Time: Remove the child from the situation, place the child in another area to give him/her opportunity to refocus and consider alternate behaviours.

When a parent/guardian is present in the school, it is their responsibility to take any necessary disciplinary action or redirection for his or her own child. Staff members may alert the parent/guardian to any situation that needs attention.

If a student is continually disruptive, hurtful towards themselves or others, not improving with common strategies for guidance and discipline or not adhering to the policies of the school, any one of the following actions may occur:

- lead staff and/or the designated Supervisor will meet with the child's parents/guardians.
- an action plan will be created to address specific behaviours.
- the parent/guardian will be called to pick up the child early.
- child's parent/guardian may be referred to a professional to address the child's behaviours.
- continually disruptive or hurtful behaviour may result in dismissal from Children's Circle Montessori School

Parents/Guardians enroll their child to prepare them for the future and support their physical, social, intellectual, and emotional growth. During this process, if a lead staff member feels that a student may need support, the lead staff member will discuss this with the School Director, and in turn will discuss this with the child's parents/guardians. A consultation with a Pediatrician, Speech Therapist, Behaviour Therapist and/or Resource Teacher may be recommended or required. Children's Circle Montessori School will welcome support from these professionals as well as support the implementation of plans to move forward.

Prohibited Practices

Children's Circle Montessori School will NOT permit:

- Corporal punishment of the child which may include but is not limited to, hitting, spanking, slapping, and pinching.
- Physical restraint of the child, such as confining the child for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself, or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent.
- Locking the exits of the premises for the purpose of confining the child in an area or room without adult supervision unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures.
- Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame, or frighten the child or undermine his or her self-respect, dignity, or self-worth.
- Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing, or bedding.
- Inflicting any bodily harm on children including making children eat or drink against their will.

Duty to Report

Children's Circle Montessori School is legally obligated to inform Peel Children's Aid if we are concerned about the safety or well-being of a child. It is not the responsibility of the staff to prove that a child has been abused or neglected, nor determine whether a child needs protection. Staff members will not call the child's family or any other person to determine the cause of any suspected abuse or neglect. The school will inform Peel Children's Aid and will wait for instructions.

Photos and Video Policy

Parents/Guardians may take photos/videos of their own children during special events. For example, the Christmas Concert and field trips. We completely understand the importance of capturing special memories. However, just like you, our primary concern is the safety and privacy of the students. Therefore, please be respectful of other people's privacy and do not post photos and/or videos on the internet and/or social networks such as e-mail, YouTube, Facebook and Instagram if other people's children have been captured in these images. Parents/Guardians may not take photos/videos during class time.

Children's Circle Montessori School will not publicly post photos and/or videos of students on the internet. Children's Circle Montessori School will post photos and/or videos on unlisted YouTube links.

At the beginning of each school year, Children's Circle Montessori School will schedule a "Picture Day", where a professional photographer will take individual photos of each student, exactly like a traditional school year photo. Parents/guardians will have the opportunity to purchase school year photos; however, they will not be obligated to purchase school year photos.

Accidents/Incidents

All accidents/incidents involving children must be reported to the designated Supervisor. The child will be provided with immediate attention. Essential first aid supplies are available at all times. All staff members are trained in First Aid and CPR, minimum Level C.

Minor Occurrences: Minor scrapes, bruises, strains, or bumps are common occurrences for children. All minor occurrences require that an Accident/Incident Report is completed and provided to the parent/guardian.

Serious Occurrences: Parents will be notified immediately of any serious occurrences. All serious occurrences are reported to the Ministry of Education. Serious Occurrence Reports will be posted at the school's front door for 10 days to notify parents/guardians.

Fire Drills and Emergency Evacuation Procedures

Fire drills and other emergency drills are held monthly.

Children's Circle Montessori School has Emergency Management procedures for Lockdown, Hold and Secure, Bomb Threat, Disaster: Evacuation including Fire, Flood, Power Outage; Disaster Internal Environment Threat including No Potable Water/Water Interruption and Sewage Backup, Natural Disaster and Natural Disaster: Major Earthquake.

Emergency Evacuation procedures are posted in all the rooms of the school. During planned and unplanned emergency procedures, children will be led to the front of the historic house, 21 Brisdale Drive. If the children and staff need to relocate, they will be led to Fortinos on the northwest corner of Brisdale Drive and Bovaird Drive West. The children and staff will only be evacuated and/or relocated if the building and surrounding area are not safe.

If the school must close due to an emergency, it will be noted on the school's Facebook page and on the school's voice mail system as soon as possible. The school's phone number 905-609-6900 can be called 24 hours a day to hear any changes to the recording. Parents will also receive an e-mail notification by 6:35a.m.

If the school closes while the children are in attendance, parents/guardians/emergency contacts will be contacted and notified one-by-one by phone. We will advise if the children may be picked-up at the school or at our Emergency Location:

Fortinos at 35 Worthington Avenue. Parents will also receive an e-mail notification if there is access to the Internet/e-mail.

Program Schedule for Casa Classrooms	
7:00a.m. to 8:45a.m.	Free Play including Circuit Activities, Crafts, Puzzles, Story Time, Blocks, Board Games, Music & Movement
8:45a.m. to 11:00p.m.	<u>Montessori Work Cycle</u> a.m. Snack is available during the Montessori Work Cycle until 9:30a.m.
9:00a.m. to 10:55a.m. (supplement schedule)	<u>French Lessons</u> 25 minutes per classroom, every Friday
8:00a.m. to 1:00p.m. (supplement schedule)	<u>Piano Music Lessons</u> Bi-weekly piano lessons for Year 1, 2, and 3 (non-graduating) Casa students. Weekly piano lessons for graduating Casa students.
10:20a.m. to 10:40a.m. (supplement schedule)	<u>Music Lessons</u> 20 minutes per classroom per week, Monday through Thursday
11:00a.m. to 12:00p.m.	Outdoor Play, Indoor Gross Motor Activities in Inclement Weather
12:00p.m. to 12:30p.m.	Lunch
12:30p.m. to 2:30p.m.	Nap Time
12:30p.m. to 2:30p.m. (supplement schedule)	Montessori Work Cycle For Casa students that do not nap
2:30p.m. to 2:45p.m.	p.m. Snack
2:45p.m. to 4:00p.m.	Group Montessori Work Cycle
4:00p.m. to 5:00p.m.	Outdoor Play, Indoor Gross Motor Activities in Inclement Weather Extra-curricular including Yoga, Circuit Activities, Games, Gross Motor Skill Building, Music & Movement
5:00p.m. to 5:15p.m.	After School Snack
5:15p.m. to 6:00p.m.	Free Play including Puzzles, Story Time, Blocks, Board Games, Music & Movement

❖ Schedule subject to change based on the needs of the students.

Program Schedule for Toddler Classrooms	
7:00a.m. to 8:30a.m.	Free Play including Puzzles, Story Time, Blocks, Music & Movement
8:30a.m. to 9:30a.m.	Outdoor Play, Indoor Gross Motor Activities in Inclement Weather
9:30a.m. to 10:00a.m.	a.m. Snack
10:00a.m. to 12:00p.m.	Montessori Work Cycle
11:00a.m. to 11:55a.m. (supplement schedule)	<u>French & Music Lessons</u> 25 minutes per classroom every Friday
12:00p.m. to 12:30p.m.	Lunch
12:30p.m. to 2:30p.m.	Nap Time
2:30p.m. to 3:00p.m.	p.m. Snack
3:00p.m. to 4:00p.m.	Group Montessori Work Cycle
4:00p.m. to 5:00p.m.	Outdoor Play, Indoor Gross Motor Activities in Inclement Weather Extra-curricular including Yoga, Circuit Activities, Games, Gross Motor Skill Building, Music & Movement
5:00p.m. to 5:15p.m.	After School Snack
5:15p.m. to 6:00p.m.	Free Play including Puzzles, Story Time, Blocks, Board Games, Music & Movement

❖ Schedule subject to change based on the needs of the students.

Supervision of Placement Students and Volunteers Policy

Purpose

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies regarding the supervision of placement students and volunteers.

Policy

Placement students and volunteers will always be supervised by an employee and will never be permitted to be alone with any child or group of children who receive childcare.

Children's Circle Montessori School welcomes the support of placement students and volunteers to enhance the safety and well-being of the children, to enhance the school's program, to develop the individual's skills and to be mentored by the classroom's staff members. Placement students and volunteers must be a minimum of 14 years of age.

Placement students and volunteers are welcome under the following conditions:

- Placement students and volunteers are not permitted to be alone with a child;
- Placement students and volunteers will always be supervised by a staff member;
- The needs of the children are priority;
- Placement students and volunteers will not be admitted in numbers which hinder the essential work of the school;
- Placement students and volunteers do not count toward staffing ratios;
- Placement students and volunteers will be required to read, understand, and comply with all policies and procedures;
- Placement students and volunteers' participation in the classrooms will be guided by their responsibilities; and
- Placement students and volunteers' participation in the school will be guided by the Human Resources Manual.

Roles and Responsibilities of the Owner/Operator and Supervising Employees

- The orientation of the placement students and volunteers is managed by the designated Supervisor;
- The classroom supervision of the placement students and volunteers is managed by the classroom's Lead staff member or the classroom's staff member with the same professional designation;
- The classroom training of the placement students and volunteers is managed by the classroom's staff members;
- Minor issues within the classroom should be addressed by the classroom's Lead staff member. Any issues regarding contraventions to school policies and procedures will be addressed by the designated Supervisor;
- Support the placement student's or volunteer's goals and objectives.
- Create/allow opportunities to learn and participate;
- Be a mentor; encourage, guide and support growth and development.
- Record/share successes and challenges

Roles and Responsibilities of Placement Students and Volunteers

- Work cohesively with staff members, show respect and enthusiasm;
- Carry out duties as assigned by the lead staff member; support the Montessori classroom environment;
- Ensure safety and well-being of children, every decision and action consider the children;
- Assist with mealtimes and toileting routines;
- Assist with maintaining a sanitary, organized, and prepared environment;
- Engage children; be friendly, warm, nurturing, patient and understanding; and
- Encourage helpful and caring behaviour, independence, self-help and language skills.

Waiting List Policy and Procedures

Purpose

The purpose of this policy and the procedures will advise how Waiting Lists are administered in a transparent manner. It supports the availability of information about the Waiting List for prospective parents in a way that maintains the privacy and confidentiality of children.

The procedures provide steps that will be followed to place children on the Waiting List, offer enrollment, and provide parents with information about their child's position on the Waiting List.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for a Waiting List Policy.

Policy

- Children's Circle Montessori School will offer enrollment upon availability.
- When a program is full, a parent may place their child on the Waiting List.
- There is no fee, nor deposit for placing a child on the Waiting List.
- Children's Circle Montessori School will not accept any fees, nor deposits to improve a child's opportunity for enrollment.
- The Waiting List will be made available in a manner that maintains the privacy and confidentiality of the children listed on it, but that allows the position of the child on the list to be ascertained by the affected families.
- Children's Circle Montessori School reserves the right to enroll children upon the discretion of Daniela Purves, School Director/Owner/Operator.

Procedures

Placing a Child on the Waiting List

The only way to place a child on Children's Circle Montessori School's Waiting List is through the link on our website: <https://childrenscirclemontessori.com/waiting-list/>

Upon completion of the online Waiting List Form, the person who submitted the form will receive an e-mail advising them that their Waiting List Form was received.

Order of Enrollment Offers

1. The order enrollment is offered to children on the Waiting List, depending on Toddler Program availability or Casa Program availability:
 - I. Children of staff members.
 - II. Siblings of currently enrolled students.
 - III. Siblings of formerly enrolled students.
 - IV. Children in order that the Waiting List Forms were received, by program, by date, and time.

Additional factors which impact an enrollment offer:

- The child's birth date and their age during the school year.
 - For example: a child turning 2.5 years of age in October would be too old for the Toddler Program.

- Enrollment will only be held vacant for 1 month if a child is not old enough to enroll.
- A child with a sibling on the Waiting List will not be offered enrollment unless there is an opportunity for enrollment for both children.

Offering Enrollment

- Parents of children on the Waiting List will be notified via e-mail that a space has become available.
- Parents will be given 1-week to respond before the next child on the Waiting List will be offered the space.
- Children's Circle Montessori School typically operates at full capacity. Enrollment is offered if availability arises during the School Year. Alternatively, enrollment is offered to those on the Waiting List in the Spring, based on availability, for the following School Year, commencing in September.
- An enrollment offer is not guaranteed because far more Waiting List Forms are submitted in comparison to the number of opportunities for enrollment. It is uncommon for enrollment to be offered to children over 2.5 years of age because opportunities for enrollment that become available in Casa Program are usually occupied by the toddler children aging out of the Toddler Program.

Responding to Parents who inquire about their Child's Placement on the Waiting List

- The designated Supervisor will be the contact person for parents who wish to inquire about the status of their child's place on the Waiting List.
- The designated Supervisor will respond to parent inquiries and provide the child's current position on the list and an estimated likelihood of the child being offered a space in the program.

Maintaining Privacy and Confidentiality

- The Waiting List will be maintained in a manner that protects the privacy and confidentiality of the children and families on the list and therefore only the child's position on the Waiting List will be provided to parents.

Waiting List Management

- A child will be moved onto the Casa Waiting List if they turn 2.5 years old prior to January 1st and have not been offered enrollment into the Toddler Program.
- A child will be removed from the Waiting List once they turn 4.5 years old.
- Annually, Children's Circle Montessori School will contact everyone on the Waiting List via e-mail to keep it current. Those that do not reply to the e-mail by the deadline will be removed from the Waiting List.
- Parents that decline enrollment will be removed from the Waiting List unless otherwise directed.
- Children's Circle Montessori School has the right to temporarily close the Waiting List if there are too many names on the Waiting List. This message will be communicated on the school's website, on the Waiting List Form link.

Enrollment Policy and Procedures

Parents must read, understand, and agree to comply with this Enrollment Policy before their child(ren) may be enrolled and/or continue their enrollment in Children's Circle Montessori School. One signature is acceptable on the Enrollment Form. Parents are welcome to read policies and procedures online. For the purposes of this policy, the term "tuition" will be used to represent Daily Rate Base Fees. For the purposes of this policy/all school policies/communication, the term "parent" will be used to represent parents and guardians.

Immunization Policy

Children's Circle Montessori School is required to keep accurate and up-to-date immunization records. Children's Circle Montessori School requires proof of immunization of children upon enrollment and any subsequent updates. If proof is not immediately available, the parent is expected to provide it as soon as reasonably possible along with a written explanation of the delay.

Parents will be expected to provide proof of immunization in accordance with the recommendation from Health Canada Immunization schedule and the Medical Officer of Health. The records will include the child's name and date of birth.

If a parent chooses not to immunize their child, there are two types of exemptions:

1. A medical exemption completed by a health care provider.
2. A non-medical exemption for conscience or religious beliefs completed by the parent and signed by a commissioner of oath or notary public.

Even if a child has a valid exemption, they will not be able to attend school during a disease outbreak. One case of some diseases can be considered an outbreak. There is no time limit to the outbreak.

Records will be maintained and be readily available for inspection. The records will also be provided to the Region of Peel and/or Ministry of Education upon request.

Classroom Placement Policy

The Toddler program is approximately a 1-year program, and the Casa program is approximately a 3-year program. The length of programs may vary depending on the date of enrollment and the child's date of birth. Once a child is placed in a Toddler or Casa classroom, they will remain in that classroom for the period they are enrolled in the program. In the best interest of the child and their peers, children will not switch classrooms unless they are transitioning from the Toddler Program to the Casa Program.

The School Director/Owner/Operator is responsible for the movement of a child from the Toddler Program to the Casa Program and determines into which Casa Classroom the

Toddler transitions. There are a range of factors which determine a child's transition into the Casa Program including their age as well as the availability of space in the Casa Program.

If there is no availability in the Casa Program when a child in the Toddler Program turns 2.5 years of age, the child will remain in the Toddler Program until space becomes available, which is typically in July or September. Once a child moves into a Casa classroom, they will remain in that classroom for the duration of their enrollment at Children's Circle Montessori School. In the best interest of the child and their peers, children will not switch classrooms. Parents will meet with the new lead staff member during or after the transition.

Enrolled students have priority to return the following School Year, commencing the day after Labour Day in September.

School Closures Procedures

If the school must close due to severe weather, it will be noted on the school's Facebook Page, Instagram Feed, and on the school's voice mail system as soon as possible. The school's phone number 905-609-6900 can be called 24 hours a day to hear any changes to the recording. Parents will also receive an e-mail notification by 6:35a.m. General rule regarding severe weather: **If the Peel District School Board (PDSB) bus service is cancelled but the public schools are open, then Children's Circle Montessori School is open. If the PDSB bus service is cancelled and the public schools are closed, then Children's Circle Montessori School is closed.**

If the school must close due to an emergency, it will be noted on the school's Facebook Page, Instagram Feed, and on the school's voice mail system as soon as possible. The school's phone number 905-609-6900 can be called 24 hours a day to hear any changes to the recording. Parents will also receive an e-mail notification as soon as possible.

Planned school closures will be provided in the School Calendar: Family Day, Good Friday, Victoria Day, Canada Day, Civic Holiday (August), Labour Day, Thanksgiving Day, the 2-week Winter Break which includes Christmas Day, Boxing Day, and New Year's Day.

Tuition Payment Policy

Enrollment must include one month's tuition payment to be applied to the last month of student's enrollment in Children's Circle Montessori School. **Paid tuition is non-refundable.** Tuition must be paid for every day the student is enrolled including days absent (for any reason including family vacations and illness), all statutory and civil holidays, school closures due to inclement weather and Winter Break.

Refunds, discounts, and/or credits will not be offered for days absent. Refunds, credits, and/or discounts will not be provided for partially attended days, weeks, or months. Refunds, discounts, and/or credit will not be offered for unexpected or expected withdrawal.

There is an exception to this policy: Parents will not be required to pay tuition if the Province of Ontario Declares an Emergency under the Emergency Management and Civil Protection Act. If

the Declaration of Emergency occurs in the middle of a month, the unused tuition will be refunded or used as a credit toward a future payable month.

Child Care Fee Subsidy

Children's Circle Montessori School accepts Child Care Fee Subsidy from the Region of Peel. If a parent is required to pay a portion of the tuition, those payments are due on the 1st of each month, September 1st through August 1st. All policies and procedures apply to students who receive Child Care Fee Subsidy. Children's Circle Montessori School will provide an enrollment offer when enrollment is available. Parents can visit www.peelregion.ca/hsapply or call 905-793-9200.

Late Pick-up Fee Policy

Children's Circle Montessori School is not licensed to operate past 6:00p.m. The entrance must be closed at 6:00p.m. Leaving the school with your child after 6:00p.m. (for example, 6:01p.m.), will be subject to a Late Pick-up Fee of \$50 per occurrence and will only be permitted in emergency situations.

Non-Sufficient Funds Fee Policy

Non-Sufficient Funds on Pre-Authorized Payments will be subject to a fee of \$30. In case of non-sufficient funds, tuition is due within 3 days via e-transfer to info@childrenscirclemontessori.com. Subsequent tuition payments must be processed through Pre-Authorized Payments.

Outstanding Fees Policy

Payment of outstanding tuition including Late Pick-up Fees and Non-Sufficient Funds Fees must be paid within 3 business days; otherwise, the student will not be permitted to attend school until payment is made. If payment is not made by the end of the month, the student will be withdrawn from the program. The last month's tuition paid upon enrollment will not be refunded; it will be attributed to the outstanding tuition.

Form of Payment:

Pre-authorized Payments (PAP) debited from a bank account.

- Pre-authorized Payment Plan must be completed; the form will be provided upon enrollment.

<u>Payment Plan for 2024/2025 School Year and 2025 Summer Camp</u>			
<u>Type of Enrollment</u>	<u>Payment Date</u>	<u>Payment Amount</u>	<u>Payment Applied Toward</u>
New Enrollment	The 1 st of the month following the date of enrollment.	One month's tuition	Last month of enrollment
School Year Enrollment	September 1, 2024	One month's tuition	September 2024
School Year Enrollment	October 1, 2024	One month's tuition	October 2024
School Year Enrollment	November 1, 2024	One month's tuition	November 2024
School Year Enrollment	December 1, 2024	One month's tuition	December 2024
School Year Enrollment	January 1, 2025	One month's tuition	January 2025
School Year Enrollment	February 1, 2025	One month's tuition	February 2025
School Year Enrollment	March 1, 2025	One month's tuition	March 2025
School Year Enrollment	April 1, 2025	One month's tuition	April 2025
School Year Enrollment	May 1, 2025	One month's tuition	May 2025
School Year Enrollment	June 1, 2025	One month's tuition	June 2025
Summer Camp Enrollment	July 1, 2025, unless "opted out"	One month's tuition	July 2025
Summer Camp Enrollment	August 1, 2025, unless "opted out"	One month's tuition	August 2025

Canada-Wide Early Learning Child Care Program (CWELCC)

Children's Circle Montessori School has opted-in to the Canada-Wide Early Learning Child Care Program (CWELCC), <https://www.ontario.ca/page/canada-ontario-early-years-and-child-care-agreement>, and is collaborating with the Federal, Provincial, and Regional governing bodies to benefit our school community.

CWELCC Approved Daily Base Tuition Rates for 2024

January 1, 2024, through December 31, 2024, unless otherwise advised.

Program	Hours	CCMS Daily Base Rate/Child	CWELCC 52.75% Discounted Daily Base Rate Per Child	January 2024 through December 2024 21.75 days per month
Toddler or Casa Full-Time	8:45a.m. - 4:00p.m.	\$52.51	\$24.81	\$539.62
Toddler or Casa Full-Time with Before School Care	7:00a.m. - 4:00p.m.	\$57.66	\$27.24	\$592.47
Toddler or Casa Full-Time with After School Care	8:45a.m. - 6:00p.m.	\$59.54	\$28.13	\$611.83
Toddler or Casa Full-Time with Before School Care & After School Care	7:00a.m. - 6:00p.m.	\$64.69	\$30.57	\$664.90

CWELCC Approved Daily Base Tuition Rates for 2025

January 1, 2025, through December 31, 2025, unless otherwise advised.

Program	Hours	CCMS Daily Base Rate/Child	CWELCC Discounted Daily Base Rate Per Child	January 2025 through December 2025 21.75 days per month
Toddler or Casa Full-Time	8:45a.m. - 4:00p.m.	\$52.51	\$22.00	\$478.50
Toddler or Casa Full-Time with Before School Care	7:00a.m. - 4:00p.m.	\$57.66	\$22.00	\$478.50
Toddler or Casa Full-Time with After School Care	8:45a.m. - 6:00p.m.	\$59.54	\$22.00	\$478.50
Toddler or Casa Full-Time with Before School Care & After School Care	7:00a.m. - 6:00p.m.	\$64.69	\$22.00	\$478.50

- Children's Circle Montessori School has the right to charge full tuition rates if funding is not received by the 1st of the month. In which case, as much notice as possible will be provided.
- Children's Circle Montessori School has the right to opt-out of the CWELCC Program and revert to full tuition rates. In which case, 60 days' notice will be provided.

Program Included in Base Rate	
Full-Time Program Before School Care Program After School Care Program	Base Rate
Late Pick-Up Fees (\$50 per occurrence after 6:00p.m.) Non-Sufficient Funds Fee (\$30 per occurrence) Field Trips Special Events Casa Uniform (3 rd party supplier) Specialized Therapies (3 rd party providers) Other expenses not covered by Base Rate	Non-Base Rate

Discounted Daily Base Rate Eligibility

- All enrolled children under 6 years of age are eligible for the discounted daily rate.
- All enrolled children who turn 6 years of age between January 1, 2025, and June 30, 2025, are eligible for the discounted daily rate until June 30, 2025.
- All enrolled children who turn 6 years of age between July 1, 2025, and August 31, 2025, are eligible for the discounted daily rate until the end of the month they turn 6 years old.
- Those accepting Region of Peel Fee Subsidy may also receive a discount on their parental contribution. This will be advised on a case-per-case basis.

Discharge and Refund Policy

If a parent withdraws their child during the school year (September through June), 1-month advance written notice must be provided prior to the 1st of the month. The "last month's tuition" paid upon enrollment will be attributed to the last month of the child's enrollment. Monthly tuition is owing if written notice is provided on or after the 1st of the month. Refunds, credits, and/or discounts will not be provided for partially attended days, weeks, or months. Paid tuition is non-refundable.

If a parent withdraws their child for the next school year commencing September, advance written notice must be provided by May 31st. The "last month's tuition" will be

attributed to the last month of enrollment. June's tuition is owing if written notice is provided on or after June 1st. Refunds, credits and/or discounts will not be provided for partially attended days, weeks, or months. Paid tuition is non-refundable.

Parents may “opt out” of Summer Camp (July and/or August – dates to be specified on the School Calendar. Notice to “opt out” must be provided by May 31st, otherwise one month’s tuition is owing.

Last Day of Enrollment	Date of Noticed Required	“Last Month Tuition” attributed to...
First Day of School Year through September 30 th	Before or on August 31 st	September
October 1 st through October 31 st	Before or on September 30 th	October
November 1 st through November 30 th	Before or on October 31 st	November
December 1 st through December 31 st	Before or on November 30 th	December
January 1 st through January 31 st	Before or on December 31 st	January
February 1 st through February 28 th or 29 th	Before or on January 31 st	February
March 1 st through March 31 st	Before or on February 28 th or 29 th	March
April 1 st through April 30 th	Before or on March 31 st	April
May 1 st through May 31 st	Before or on May 31 st	May
June 1st through June 30th	Before or on May 31st	June
July 1st through July 31st	Before or on May 31st	July
August 1st through August 31st	Before or on May 31st	August

Should the school, along with the parents, decide that a student be withdrawn because the school cannot meet their needs or should the school require to withdraw the student for any reason, the student's final day of enrollment is decided on a case-per-case basis and is upon the school's discretion.

Safe Arrival and Dismissal Policy & Drop-off & Pick-up Procedures

Purpose

This policy and the procedures are intended to outline the safe arrival and dismissal of children as well as provide drop-off and pick-up instructions.

This policy will provide staff, placement students, and volunteers with a clear understanding of their roles and responsibilities for ensuring the safe arrival and dismissal of children receiving care, including what steps are to be taken when a child does not arrive at the childcare centre as expected.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding the safe arrival and dismissal of children in care.

Policy

Children's Circle Montessori School will only dismiss children into the care of their parent/guardian or another authorized individual. A child will not release any child from care without supervision.

Where a child does not arrive in care as expected or is not picked up as expected, staff must follow the safe arrival and dismissal procedures set out below.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for a Safe Arrival and Dismissal Policy.

Safe Arrival Procedures

When your child is dropped-off, a staff member records their arrival on the Transparent Classroom, (online record keeping system). A parent/guardian is welcome to check the "Attendance" on Transparent Classroom to verify their child's arrival.

When a child is not dropped-off as expected, Children's Circle Montessori School will do the following at 10:00a.m.:

- Generate Attendance Reports from Transparent Classroom.
- Send a general absenteeism e-mail by 11:00a.m. to the child's parent(s)/guardian(s).
 - If the absence HAS been communicated, no further action is necessary.
 - If the absence HAS NOT been communicated, the parent/guardian may reply to the e-mail.
 - The parent/guardian is not required to reply; the absence will be recorded as "Absent."

If a parent/guardian would like to advise the school of their child's absence in advance, an e-mail must be sent to info@childrenscirclemontessori.com. Please do not call the school to report an absence.

If you receive an absenteeism e-mail and believe your child to be in attendance, call the school immediately to double-check your child's whereabouts. In addition, contact the person who was responsible for dropping-off your child. Further steps will be taken depending on the situation.

Every effort is made to send this e-mail by 11:00a.m. but it may be delayed due to other duties. It is essential for parents/guardians to have their own system to ensure their child has arrived at school safely.

Parking Lot Safety and Front Entrance Security

- Be extremely cautious and drive slowly in the parking lot;
- Parking is permitted in marked parking spaces;
- Do not idle your vehicle;
- Do not park in the Accessible Parking spot unless you have a permit;
- Parents/guardians will be provided a security code for the front door to enter; and
- Parents/guardians may enter the school during school hours of 7:00a.m. to 6:00p.m., Monday through Friday, otherwise the security alarm will sound.

Drop-off Procedures

- Drop-off on time or later.
 - Children's Circle Montessori School is licensed to operate from 7:00a.m. to 6:00p.m. Entering the school before 7:00a.m. to dropping-off a child is not permitted.
- Support your child at their cubbie, if necessary, upon arrival.
- Go to your child's classroom door and knock; wait for a staff member to accept your child.
 - Alternatively, bring your child to the playground door; wait for a staff member to accept your child.
- The staff member will record your child's arrival in Transparent Classroom.

Pick-up Procedures

- Pick-up on time or earlier.
 - Children's Circle Montessori School is licensed to operate from 7:00a.m. to 6:00p.m. The front door must be closed at 6:00p.m. Leaving the school with your child after 6:00p.m., (i.e. 6:01p.m. or later), is a late pick-up and will incur additional fees.
- Go to your child's classroom door and knock; wait for the staff member to bring your child.
 - Alternatively, pick-up your child in the playground, wait for the staff member to bring your child.
- The staff member will record your child's departure in Transparent Classroom.

- Support your child at their cubbie, if necessary, prior to leaving.

Adults Approved for Pick-up

- The adults permitted to pick-up a child are the child's parent(s)/guardian(s), the Emergency Contact and the Approved Adults all listed on the child's Enrollment Form.
- Photo identification must be provided if the staff member does not recognize the adult approved to pick-up the child.
- If an adult, other than a parent/guardian, is picking-up the child:
 - The school must be provided written or verbal instruction if the adult IS listed on the Enrollment Form.
 - The school must be provided written instruction if the adult IS NOT listed on the Enrollment Form.
- The child will never be permitted to be picked-up by another child nor be able to leave unattended.

Late Pick-ups with No Communication

- If the person responsible for picking up the child is 5 minutes late, or more, and the school has not received communication, a parent/guardian will be called.
 - If a parent/guardian cannot be reached, the Emergency Contact and/or other adults approved to pick-up the child will be called to pick-up the child.
- If the child has not been picked-up after 30 minutes and the school has not received communication, Peel Children's Aid will be called at 905-363-6131. Staff will follow Peel Children's Aid instructions.

Toilet Learning Policy and Procedures

The Toilet Learning Policy and Procedures is a learning process. During this process, your child is learning about their body, the sensations, what is happening and what to do when they need to urinate or have a bowel movement. Toileting is just as important as any other area within the environment.

During the toilet learning process the child is developing physically and psychologically.

- Physically: Myelination helps provide the foundation for brain connectivity and supports the emergence of cognitive and behavioral functioning; hence the child can control their sphincter muscles.
- Psychologically: The brain is making new connections, and they learn when they are wet or not and what to do. The body and mind are working together to make these connections through the trial and error of toilet learning.

Why do we choose cloth underwear?

Children wear cloth underwear because it is important for the child to gain awareness of when they are dry or wet. Disposable diapers and pull-up disposable diapers move the moisture away from the skin so they cannot feel the sensation of being wet or soiled.

How can we (parents/guardians/caregivers/teachers) help a child during the toilet learning process?

1. **Be confident you can do this, and your child can do this too!**
2. Create a plan and schedule.
 - a. Break down the process into small steps to avoid being overwhelmed.
3. Purchase or acquire required items.
4. Prepare the environment at home and at school.
5. Clothing choices are important: machine washable clothing, thin layers.
6. Be patient and consistent. If the adult is consistent, the child will learn to be consistent and will learn faster.
7. Use calm and neutral tones when speaking. Use positive and supportive language.
8. Acknowledge the attempt; avoid rewards.
9. Avoid entertaining the child when they are on the toilet.
10. Clean potty and/or toilet seat after each use so it is ready to be used every time.
11. Do not revert to disposable diapers or pull-up disposable diapers.

Make a chart to record when your child sits on the toilet and the result. This allows you to better understand when to offer the toilet.

Sample Toilet Learning Schedule						
Time 20-minute intervals	Underwear			Toilet		
	Dry	Urine	Bowel Movement	Dry	Urine in	Bowel Movement
7:20a.m.						
7:40a.m.						
8:00a.m.						
8:20a.m.						
etc...:						

Examples of times to offer the toilet at home and at school:	
Home	School
As soon as they wake-up.	As soon as they arrive.
As soon as they get dressed.	Before going outside.
After breakfast.	As soon as they return from outside.
Every 20 to 30 minutes in the morning.	Before a.m. snack time.
Before going outside of the house.	After p.m. snack time.
As soon as they return in the house.	Every time they finish a work cycle.
Before lunch.	Every 20 to 30 minutes in the morning.
After lunch.	Before lunch.
Before nap time.	After lunch and before nap time.
If they wake up during nap time.	If they wake-up during nap time.
Right after nap time.	After nap time.
Every 20 to 30 minutes in the afternoon.	Every 20 to 30 minutes in the afternoon.
Before dinner.	Before going home.
After dinner.	
Every 20 to 30 minutes in the evening.	
Before bath time.	
Before bedtime.	
If they wake up during the night.	

What items do I need to be prepared?

Bathroom:

- Potty seat and/or toilet seat.
- Steps for the toilet.
- A small laundry basket for wet and soiled clothes.
- A step to reach the sink.
- A small chair for the child to sit and change their clothes.
- A small basket with 2 pairs of pants and underwear so the child can reach their clothing to change.

House:

- Cleaning solution and cloths to clean bodily fluids on the floor.
- Remove or protect, non-washable and/or expensive carpeting/bedding etc...
- Put a waterproof cover on the child's bed.

Vehicle:

- Travel potty.
- Car seat protector; folded towel or "puppy pads" can also be used.
- Disposable wipes.
- Extra clothing.
- Bag for soiled clothing.
- Disposable bags for bowel movements and wipes.
- Cleaning solution and cloths to clean bodily fluids in the vehicle.

School:

- 2 Wet bags, labelled, waterproof and sealable, for soiled clothing to be returned home.
 - Wet bags must be labelled, waterproof and sealable.
 - Ideally has 2 pouches, one for soiled clothes and one for clean clothes.
- 2 pairs of indoor shoes closed toe, washable, easy to wipe.
- 8 full sets of clothing: undershirts, underwear or training pants, socks, tops and pants.
 - When soiled clothing is sent home, the same number of clean clothing must be returned the next day.
 - Cloth training pants may be used in place of underwear because they are more absorbent.
- Disposable wipes.
- Flushable wipes.
 - The staff members will clean the child with flushable wipes.

Illness and Outbreak Policy and Procedures

Purpose

Children's Circle Montessori School makes every effort to keep its students and staff healthy and maintain a healthy environment through the implementation and compliance of our Illness and Sanitary Practices Policies. The Illness Policy and the Sanitary Practices Policy are based on current recommendations from Peel Public Health.

General Principle:

Your child is not well enough to attend school if...

- they cannot engage in all indoor and outdoor school activities;
- they require medication to feel well;
 - for instance, Tylenol® or Advil® or Gravol®
- they have not stayed home a minimum of 24 to 48 hours, as per the symptoms below.

Symptoms:

- Fever of 100.4 degrees Fahrenheit or 38 degrees Celsius or above.
 - Child must be free of a fever for 24 hours and be able to tolerate a typical diet before returning to school.
 - If your child is sent home ill with a fever at 10:00a.m. on December 1st, the earliest date your child may return to school is December 3rd.
- Vomiting and/or diarrhea.
 - Child must be free of vomiting and diarrhea for 48 hours and be able to tolerate a typical diet before returning to school
 - If your child is sent home after vomiting or having diarrhea at 10:00a.m. on December 1st, the earliest your child may return to school is December 4th.
- Rash or sores, unknown or undiagnosed.
 - You must provide a note from a medical practitioner indicating that it's safe for your child to return to school.
- "Pink Eye" or Conjunctivitis.
 - Your child must remain home for 24 hours after the first dose of antibiotics.
- Bacterial Infection: including but not limited to urinary tract infection, strep throat, pneumonia
 - Your child must remain home for 24 hours after the first dose of antibiotics.
- Viral Infection: included but not limited to influenza or common cold symptoms without fever.
 - Your child must remain home for 24 after they are free of symptoms.

If your child is not well enough to participate in regular daily activities or if your child requires medication to feel well due to these symptoms, your child is not well enough to attend school.

Please advise the school of your child's illness. Peel Public Health will be contacted if a school outbreak occurs, and your child's illness is on the Peel Public Health's Reportable Diseases List. Children's Circle Montessori School will follow instructions as provided.

If your child becomes ill during school hours, you will be contacted to arrange prompt pick-up. Your child will be isolated from other children and will be made as comfortable as possible until they are picked up. An Illness Report will be completed and e-mailed using the online record-keeping system.

Children's Circle Montessori School may administer prescribed medication, for example, antibiotics, fever-reducing medication, pain-relief medication as per the Medication Policy. The Parental Authorization for the Administration of Medication form must be completed with the Designated Supervisor prior to leaving medication.

In case of a health-related emergency, "911" will be contacted. The child's parents will be contacted immediately after "911" is contacted. The instructions provided by the "911" dispatcher will be followed to the best of our ability. If the paramedics advise the school that the child should be transported to the hospital by ambulance, the child will be accompanied by the Designated Supervisor. This adult will remain with the child at the hospital until the child's parents arrive. For the safety of the child, the school will provide the medical personnel with any information they require: child's name, age, medical history, medications, symptoms, etc.

Sleep Supervision Policy and Procedures

Purpose

Children's sleep and rest are an integral part of a child's well-being and development. The purpose of the policy and procedures described within, is to provide staff, placement students and volunteers with rules and procedures to follow to, safeguard children from harm, injury or death while sleeping.

Procedures for monitoring sleeping children reduce the risk of harm or injury so that caregivers can look for and identify signs of distress and implement immediate responses to protect the health and safety of children.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for sleep policies and supervision.

Policy

General including consultation with parents

All children will be provided with the opportunity to sleep for a period of no more than 2 hours each day.

Parents will be advised about Children's Circle Montessori School's Sleep Supervision Policy upon enrollment and during the initial onboarding process. Parents will be consulted with respect to a child's sleeping arrangements during enrollment and other appropriate times, for example, transitioning from the Toddler to the Casa Program or upon the parent's request.

- Parents will be consulted if a child needs or wants to sleep longer than 2 hours. Arrangements will be made to accommodate the child;
- Each child will be provided with their own labeled cot covered with a cot sheet and a blanket. All bedding will be laundered weekly at the school, or more frequently, if necessary;
- Stuffed animals, toys and/or "blankies" are not permitted; staff will support a transition period, if necessary; and
- Significant changes in sleeping patterns or behaviours will be communicated to parents by the Lead staff member. They may discuss any potential changes or adjustments to the child's sleeping accommodations as well as adjustments to the way the child is supervised during sleep.
- Quiet activities are available for those children who do not sleep or do not sleep two hours.

Direct Visual Checks

2 direct visual checks are conducted during Nap Time, at 1:15p.m. and at 2:00p.m.;

- The frequency and times may be modified depending on the child's needs.

Direct visual checks will be conducted on all sleeping children by being physically present beside the child, while the child is sleeping, and looking for indicators of distress or unusual behaviours;

Direct visual checks will be documented by staff in the Sleep Supervision Log;

- Direct visual checks are not required for children engaging in quiet activities, but these children are always supervised;
- Staff will ensure that all sleeping areas have sufficient lighting available to conduct the direct visual checks of sleeping children; and
- Children's Circle Montessori School does not use Electronic Sleep Monitoring Devices to monitor children's sleep.

Procedures

Program	Frequency of Direct Visual Checks*	Time of Direct Visual Checks
Toddler	2 times per day	1:15p.m. and 2:00p.m., unless otherwise directed
Casa	2 times per day	1:15p.m. and 2:00p.m., unless otherwise directed

***This is the minimum frequency of direct visual checks.** Should a child have symptoms of illness (e.g. a cough) or if there are other issues or concerns related to the child's health, safety and well-being during sleep, the frequency of direct visual checks must be increased. The individual needs of each child during sleep as identified by the parent and/or the child's physician must be always followed.

Procedures for Completing Direct Visual Checks

1. Staff must:
 - i. be physically present beside the child;
 - ii. check each child's general well-being by looking for signs of distress or discomfort including, at a minimum:
 - laboured breathing;
 - changes in skin temperature;
 - changes in lip and/or skin colour;
 - whimpering or crying; and
 - lack of response to touch or voice.

2. Where signs of distress or discomfort are observed, the staff who conducted the direct visual check must attempt to wake the child up. Where no signs of distress or discomfort are observed, proceed to step 3.
 - a) Where the child wakes up, staff must:
 - i. attend to the child's needs;
 - ii. if the child appears to be ill, follow the Illness Policy;
 - iii. document the incident in the Sleep Supervision Log.
 - b) Where the child does not wake up, staff must immediately:
 - i. perform appropriate first aid and CPR, if required;
 - ii. inform other adults in the classroom and the designated Supervisor; simultaneously, direct another adult to contact emergency services; and
 - iii. contact the child's parent and inform them of the next steps, for example: the child needs to be taken to home or to the hospital or emergency services has been contacted.
 - iv. If Emergency Services advises that the child needs to be taken to the hospital, the designated Supervisor will accompany the child in the ambulance to the hospital if a parent or emergency contact is not present.
 - c) Where the child's condition has stabilized, and/or after the child has been taken home and/or to the hospital, the staff who conducted the direct visual check and any staff who assisted with responding to the incident must:
 - i. follow the Serious Occurrence Policy and Procedures, if applicable;
 - ii. document the incident in the Daily Written Record; and
 - iii. complete an Illness Report, if applicable.
3. Staff must:
 - i. adjust blankets as needed;
 - ii. ensure the child's head is not covered;
 - iii. ensure there are no other risks of suffocation present;
 - iv. complete the Sleep Supervision Log; and
 - v. verbally inform other staff in the room that the check has been completed, where applicable.

Outdoor Play Policy

Purpose

Outdoor play is an integral part of the daily schedule and plays an important role in the development of children's overall well-being.

Children thrive in programs where they can engage in vigorous physical play that present manageable levels of challenge. In addition to providing physical benefits, active play outdoors strengthens functioning in cognitive areas such as perception, attention, creative problem solving, and complex thinking.

While these environments need to be safe, it is also important for them to provide children with interesting opportunities for a reasonable degree of risk-taking.

The purpose of this policy is to set out the responsibilities of the licensee, staff, placement students and volunteers in ensuring that the playground spaces provide a safe and well-supervised environment for children's play.

There are situations which will prohibit children from outdoor play in the playground:

Inclement weather

- If the playground is not safe (i.e. slippery due to icy surface), children will go for a Neighbourhood Walk if the sidewalks have been cleared and are safe to use;
 - The staff-to-child ratio remains the same for a Neighbourhood Walk as it is in the classroom and playground.
 - No major streets (i.e. Bovaird Drive West) are crossed.
- If the temperature is -15 degrees Celsius or colder, or -20 degrees Celsius or colder including the Wind Chill Factor, children will remain indoors for Gross Motor Play;
- If the Region of Peel or Environment Canada issues a Heat and/or Humidity Alert, a Thunderstorm Warning, a Tornado Warning, or a Poor Air Quality Advisory, children will remain indoors for Gross Motor Play.
- If it is raining, thundering, lightening, heavy snow fall, hailing and/or extreme winds children will remain indoors for Gross Motor Play.
- Staff have the discretion to bring a child or children inside if it is no longer healthy or safe to remain outside (i.e., a child overheating).

Parent/Guardian Consent

- If a parent/guardian has provided a Consent for a Child to Remain Indoors During Outdoor Play Form indicating that their child is not permitted to go outside for medical reasons, a child will remain indoors for Gross Motor Play. Please be mindful that if a child is well-enough to attend school, they should be well-enough to play outdoors, unless there are extenuating circumstances.
 - Written consent must be provided daily for a child to remain indoors; form will be provided.
 - Children are permitted to remain indoors for a maximum of 2 days within a week.
 - A doctor's note is required if a child needs to remain indoors for longer than 2 days within a week.

- It is the parent's/guardian's responsibility to ensure that a child has weather appropriate clothing to go outside.
- Children will only be permitted to stay inside if staffing is available, ratios must be always maintained.

Medication Policy and Procedures

Purpose

This policy and procedures support children's health, safety, and well-being by setting out measures to:

- address medical needs identified on the child's Enrollment Form or any medical needs that arise during the child's enrollment;
- provide clear direction for staff, placement students and volunteers for administering drugs and/or medication to children and record keeping;
- ensure children receive only those drugs or medications deemed necessary and authorized by their parents;
- reduce the potential for errors;
- ensure medications do not spoil due to improper storage;
- prevent accidental ingestion;
- administer emergency allergy and asthma drugs or medications quickly when needed; and
- safely administer drugs and medications according to established routines.

Where the term drugs and/or medications is used in this policy, the term refers to any product with a drug identification number (DIN). For this policy, drugs and/or medications fall into the following two categories:

- Prescription medication, intended for acute, symptomatic treatment.
- Over-the-counter, intended for acute, symptomatic treatment.

For this policy and procedures:

- Drugs and/or medication will be referred to as medication.
- Homeopathic medication and natural remedies with medicinal ingredients will be treated as over-the-counter medication and will require a prescription or doctor's note.
- Homeopathic medication and natural remedies with no medicinal ingredients will be treated as non-medicinal products.
- Any health professional who is authorized to prescribe medication will be referred to as a doctor.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for the administration of drugs and medication.

Policy and Procedures

Parental Authorization to Administer Medication:

- Parents will be expected to administer medication to their children at home if this can be done without affecting the child's treatment schedule.

- Prescription medication to be administered at school will only be administered where a parent has completed the Parental Authorization for the Administration of Medication. This medication will require a prescription label.
- Over-the-counter medication to be administered at school will only be administered where a parent has completed the Parental Authorization for the Administration of Medication. This medication will require a prescription label or doctor's note.
- Prescription and over-the-counter skin products, with a DIN, to be administered at school will only be administered where a parent has completed the Parental Authorization for the Administration of Medication.
- Homeopathic medication and natural remedies with medicinal ingredients will be treated as over-the-counter medication and will require a prescription or doctor's note.
- The authorization must include a schedule that sets out the times the medication is to be given and the amounts to be administered.
- Where the medication is to be administered to a child on an "as needed" basis (i.e. there is no specific schedule or time of the day for administration), the medication must be accompanied with a doctor's note outlining signs and symptoms for administering the medication and the dosage.
- In addition, the authorization must clearly indicate the observable symptoms under which the medication will be given. Examples:
 - 'when the child has a fever of 38 degrees Celsius or over';
 - 'when the child has a persistent cough and/or difficulty breathing'; and
 - 'when red hives appear on the skin'.
- Parental Authorization for the Administration of Medication will be reviewed annually to ensure the dosage continues to be accurate because dosages may be based on a child's age or weight.

Medication Requirements:

- All medications to be administered to children must meet the following requirements:
- All medications must be stored in their original containers as supplied by a pharmacist, or their original packages. Medications that have been removed from their original package and/or transferred into a different container will not be accepted or administered to children.
- All medication containers must be clearly labelled with:
 - the child's full name;
 - the name of the medication;
 - the dosage of the medication;
 - instructions for storage;
 - instructions for administration;

- the date of purchase for prescription medications; and
- the expiry date of the medication, if applicable.
- Medications that do not meet the above requirements will not be accepted.
- Medications purchased by staff, placement students and/or volunteers for their own use will be kept inaccessible to children and will not be administered to children.

Medication Handling and Storage:

- Medications will be kept inaccessible to children in a locked container. There are exceptions for emergency medications as outlined below:
- Emergency Medications are any medications that are used in child's individualized plan.
- Emergency medications will not be locked up and will be made easily accessible to all staff while being kept out of the reach of children, including during outdoor play, field trips, evacuations, and neighbourhood walks.
- Staff, placement students, and volunteers will be made aware of the location of children's medication, including emergency medication.
- Medications will be stored as per the instructions on the label. Medication requiring refrigeration will be stored in the refrigerator in a locked container. If the product does not have storage instructions, an internet search will be used as a resource.
- Medications past their expiry date will be returned to the child's parent.
- Medications remaining after the treatment will be returned to the child's parent.
- Where attempts have been made to return medication to the child's parent and the parent has not taken the medication home, the Designated Supervisor will return the medication to the pharmacy for proper disposal.
- Returned medication to the parent or to the pharmacy will be recorded on the Parental Authorization for the Administration of Medication form.

Medication Administration:

- Medication will be administered according to the instructions on the label and the parental authorization form.
- When a child has an individualized plan, medication will also be administered according to the instructions on the child's individualized plan.
- Medication will be administered from its original container as supplied by a pharmacist or its original package and where the container is clearly labelled.
- Medication will only be administered using the appropriate dispenser (for example: syringe, measuring spoon, measuring cup).

- The Designated Supervisor will be responsible for all medication in the school and will review all Parental Authorization for the Administration of Medication forms. Medication will be administered by the classroom's person-in-charge at the time of administration unless it's emergency medication.
- To support the prompt administration of emergency medication. Emergency medications may be administered to a child by any person trained on the child's individualized plan.
- Medications that are expired, including epinephrine, will not be administered.

Record-Keeping:

- Administered medications will be recorded on the Record of Medication Administration.
- Record of Medication Administration will be stored in the classroom's Medical Compliance Binder. Completed records are stored in the school year storage boxes.
- If a child is absent on the date and time when medication is scheduled to be administered, the child's absence will be documented on the Record of Medication Administration.
- If a dose is missed or given late, reasons will be documented on the Record of Medication Administration and a parent will be notified as soon as possible as it may impact the treatment schedule or the child's health.
- Where medication is administered 'as needed' to treat specific symptoms, the administration and the child's symptoms will be recorded on the Record of Medication Administration, and the child's parent will be notified.

Confidentiality

- Information about a child's medical needs will be treated confidentially and every effort will be made to protect the privacy of the child, except when information must be disclosed for the purpose of implementing the procedures in this policy, emergency personnel and for legal reasons.

Diaper Cream, Sunscreen and other Non-Medicinal Products

The following items are not considered drugs or medication for the purposes of this policy, except where the item is a drug, as defined in the Drug and Pharmacies Regulations Act, prescribed for a child by a doctor:

- Diaper Cream
- Hand Sanitizer
 - Hand sanitizer bottles are located on the top of Casa cubbies, but staff members do not use hand sanitizer on children; hand sanitizer is for adult use only. Hand sanitizer will only be used on children if authorized by a parent.
- Insect Repellent

- Lip Balm
- Moisturizing Skin Lotion
- Sunscreen
- Other Non-Medicinal Products
- Homeopathic medication and natural remedies with no medicinal ingredients will be treated as non-medicinal products.

These over-the-counter products may only be administered in accordance with the following rules:

- Parental authorization provided on the Parental Authorization for the Administration of Diaper Cream, Sunscreen and Non-Medicinal Products form.
- Products will be administered in accordance with the instructions on this form.
- Administered without a prescription or doctor's note unless a prescription or a doctor's note is provided. In such a case, the product will be treated as medication.
- Inspected for an expiry date, if it has an expiry date.
- Labelled with the child's name and the name of the item.
- Stored in accordance with the storage instructions on the label and/or the container.
- Administered from the original container or package and in accordance with instructions on the label and instructions provided by the parent.

Additional over-the-counter procedures:

- Each application of these products will not be recorded.
- If the child experiences a reaction, a parent will be contacted, First Aid will be administered if necessary, and an Illness Form will be completed.
- If the child experiences a life-threatening reaction, "911" will be contacted, First Aid/CPR will be administered simultaneously, and a parent will be contacted.

Sunscreen

- Parents may provide sunscreen to be applied prior to going outside from May 1st through to September 30th, unless otherwise instructed. Sunscreen may also be provided in the fall and winter months.
- Sunscreen is applied hand over hand: the sunscreen is applied on the child's skin and the staff member uses the child's hand to rub the sunscreen into the exposed part of the body or face. Alternative application methods include:
 - the sunscreen is applied using a tissue, a new tissue for each child; or
 - the sunscreen is applied using disposal gloves, new gloves for each child.

Anaphylactic Policy and Procedures

Purpose

Anaphylaxis is a serious allergic reaction that can be life-threatening. It requires avoidance strategies and immediate response in the event of an emergency. These policies and procedures are intended to help meet the needs and save the lives of children with severe allergies and provide relevant and important information on anaphylaxis to the school community.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for an anaphylactic policy. The requirements set out in this policy align with [Sabrina's Law, 2005](#).

Definitions

Anaphylaxis: a severe systemic allergic reaction which can be fatal, resulting in circulatory collapse or shock. Symptoms can vary for different people, and can be different from one reaction to the next, including:

- Skin: hives, swelling (especially eyes, lips, face, tongue), itching, warmth, redness, rash
 - Hives may be entirely absent, especially in severe or near-fatal cases of anaphylaxis
- Respiratory: wheezing, shortness of breath, throat tightness, cough, hoarse voice, chest pain/tightness, nasal congestion, or hay fever-like symptoms (runny, itchy nose and watery eyes, sneezing), trouble swallowing
- Gastrointestinal: nausea, pain, cramps, vomiting, diarrhea
- Cardiovascular: pale/blue colour, weak pulse, fainting or loss of consciousness, dizziness/light-headedness, shock
- Other: anxiety, feeling of “impending doom”, headache

Epinephrine: A medication used to treat allergic reactions, particularly anaphylaxis. This drug is often delivered through an auto-injector (e.g. EpiPen).

Allergens or substances that may trigger Anaphylaxis, examples but not limited to:

- Foods (peanuts, tree nuts including almonds, hazelnuts cashews and pistachios, milk, eggs, fish, shellfish, sesame seeds, mustard, soy, and wheat)
 - Sulfite, often found in processed foods and beverages.
- Insect stings and bites (venom)
- Medication (antibiotics, penicillin)
- Latex (gloves, balloons, balls, erasers)
- Craft Supplies (play dough, scented crayons)
- Exercise
- Cold Air

Policy

Communication Plan

- Before attending Children's Circle Montessori School, the Designated Supervisor will discuss information about any medical conditions, including whether the child is at risk of having or has anaphylaxis. This information will be disclosed on the Enrollment Form.
- Individualized plans and emergency procedures information are on "Anaphylaxis Emergency Plans".
 - Each child with an anaphylactic allergy will have an Anaphylaxis Emergency Plan.
 - Anaphylaxis Emergency Plans will be developed in consultation with a parent of the child and with any regulated health professional who is involved in the child's care that the parent believes should be included in the consultation.
 - Anaphylaxis Emergency Plans will detail signs and symptoms specific to the child describing how to identify that they are having an allergic reaction, and what to do if they experience a reaction.
 - Parents will complete Parental Authorization for the Administration of Medication – Epinephrine Autoinjector to accompany the Anaphylaxis Emergency Plan.
 - Each child's Anaphylaxis Emergency Plan will be made available and accessible wherever the child may be present.
- The caterer, cook, individuals who collect groceries on behalf of Children's Circle Montessori School and/or other food handling staff, where applicable, will be informed of all the allergies at Children's Circle Montessori School, including those of children, staff, placement students and volunteers.
 - A list of allergies will be provided to the caterer and cook and will be updated as soon as new allergies are identified.
- A list of all children's allergies will be posted in the kitchen, the classrooms and made available in any other area where children may be present and exposed to allergens.
- Designated Supervisor and classroom staff will bring the list of allergies on field trips.
- Children's Circle Montessori School will communicate with the Ministry of Education by reporting serious occurrences where an anaphylactic reaction occurs in accordance with the established serious occurrence policy and procedures.

All individualized plans and emergency procedures will be reviewed with a parent of the child when the medication expires to ensure the information is up to date.

Strategies to Reduce Risk

- Children's Anaphylactic Emergency Plans are updated when necessary.

- All staff, placement students, and volunteers are trained on the plans and informed of any changes.
- Children's Circle Montessori School's classrooms and its catering company are nut-free.
- Foods with 'may contain' warnings on the label are not served to a child who has those known those allergens.
- Parents have the option of bringing a fresh fruit tray, to be shared with the class, not cakes or baked goods.
- Staff will discuss anaphylaxis with the class, in age-appropriate terms
- Staff will reinforce hand washing before and after eating
- All cleaning supplies, medicines and any other products that may be of danger and/or commonly produce allergic reactions will be stored inaccessible to children.
- Garbage bins will be emptied daily.
- Playground will be monitored for insects such as wasps.

Parents Who Send Food for their Children

- If Children's Circle Montessori School cannot meet the child's nutritional needs, due to their allergies, the parent will be permitted to send food and/or beverages for the child at the school's discretion.
 - Food/beverages must be labelled with the child's name.
 - Food/beverages must be labelled with the food's name or ingredients.
 - Food/beverages must not contain nuts and/or tree nuts.
 - Food/beverages must be stored in the kitchen's refrigerator if it requires refrigeration.
 - Prepared food must be provided daily unless it is a pantry or refrigerated item (i.e., powdered formula, soy milk).
 - Pantry or refrigerated items must be in their original container and must have an expiry date.
 - Breast milk must be labelled with the child's name and must be consumed on the date it is provided.
 - Food/beverages may not be shared with other children.

Responsibility of an age-appropriate student with an anaphylactic allergy

- Do not trade meals with other students.
- Wash hands before and after eating.
- Learn to recognize symptoms of an anaphylactic reaction.
- Promptly inform an adult, as soon as exposure occurs, or symptoms appear.

Medication Requirements

- Where medications need to be administered to a child in response to an anaphylactic reaction, the Medication Administration Policy will be followed including the completion of a Parental Authorization for the Administration of Medication.
- Epinephrine auto-injector is stored in the classroom. It will accompany the child and staff member throughout the day, including the playground. A back-up will be kept in the office.
- Emergency allergy medication (e.g. puffers and epinephrine auto-injectors) will be allowed to remain unlocked so they may be administered quickly when needed.

Emergency Procedure

- One person stays with the child at all times.
- One person goes for help or calls for help.
- Administer epinephrine auto-injector at first sign of reaction as per Anaphylaxis Emergency Plan.
 - Symptoms may occur hours after exposure to allergens.
- Call 9-1-1. Have the child transported to hospital even if symptoms have subsided.
- Children with anaphylaxis who are feeling faint or dizzy because of impending shock should lie down unless they are vomiting or experiencing severe respiratory distress. To improve blood circulation, caregivers should lift the person's leg above the level of the heart. If the child feels nauseated or is vomiting, lay them on their side, head down to prevent the aspiration of vomit.
- Additional epinephrine auto-injector must be available during transport. Give a 2nd dose in 10-15 minutes or sooner if the reaction continues or worsens.
- Administered epinephrine auto-injector is to accompany child to the hospital.
- Administered epinephrine auto-injector is to be given to hospital employees or child's parent for disposal.
- The Designated Supervisor must stay with the child until a parent or emergency contact person arrives.
- Document the incident in the Daily Written Record.
- Complete an Illness Report.

Or

- Follow alternative procedures as identified on Anaphylaxis Emergency Plan
- Document the incident in the Daily Written Record.
- Complete an Illness Report.

Training Plan

- Ensure all staff receive training regarding symptoms, emergency procedures and epinephrine auto-injector use upon hiring and when a student with an anaphylaxis allergy enrolls.
 - Placement students and volunteers are not permitted to administer medication unless under extreme circumstances (i.e. staff member is unconscious).
 - The staff, volunteers and placement staff will be required to sign and date that they have received training.
 - Children's Circle Montessori School will keep a log on file of all training dates, trainers, and signatures.

Parent Issues and Concerns Policy and Procedures

Purpose

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for addressing Parent's issues and concerns.

Policy and Procedures

Children's Circle Montessori School welcomes open, clear, and calm communication.

If a parent has an issue and/or concern regarding their child as he or she relates in the classroom, the parent may communicate with the Lead Classroom Teacher. There is little time to communicate at drop-off time or at pick-up time. The parent may call the school, at 905-609-6900, in the early afternoon to ensure proper coverage in the classroom. If the topic requires further communication, the parent may arrange a meeting with the Lead Classroom Teacher. Depending on the topic, Daniela Purves, Owner/Operator, or the designated Supervisor may join the meeting.

If the parent has an issue and/or concern regarding the school's policies and/or procedures, the parent may communicate with Daniela Purves. The parent may e-mail: info@childrenscirclemontessori.com. If the topic requires further communication, the parent may arrange a meeting. Depending on the topic, other staff members may join the meeting.

All issues and concerns should come forth through a parent verbally or in writing. Communication through other family members may be challenging as messages may not be conveyed as intended. In addition, parents must be fully aware of any communication concerning their child.

Steps in responding to an issue and/or concern:

Issues/concerns brought forth verbally will be addressed at the time it is raised. Issues/concerns brought forth in writing will be addressed within 1 business day. If necessary, meetings/phone calls will be arranged within 2 business days. The parent will be advised if it is not possible to keep within these response times.

The details of the issue/concern will be recorded: date, time, parties involved, and steps taken to resolve the issue/concern. Details of the communication will be kept in the school.

Referral to another organization will be provided if the parent needs additional support.

Concerns about the Suspected Abuse or Neglect of a Child

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.

If a parent expresses concerns that a child is being abused or neglected, the parent will be advised to contact the [local Children's Aid Society](#) (CAS) directly.

Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the *Child and Family Services Act*.