



Leitrim Montessori Preschool

**Parent/Guardian
Toolkit**

Summer 2016

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Dear Parents,

Welcome to the Leitrim Montessori Preschool Summer Program 2016. We are excited that your children are joining us this summer. As usual, our summer curriculum will be jam packed with activities, crafts and sports supplementing some amazing activity providers. Read on and see what we have planned for our summer students!

Members of our teaching staff will be taking care of the children this summer. So, there will be familiar faces for the children and for you. Should any new personnel be required to supplement current staff, we will be sure to let you know as soon as possible.

Please read this Parent/Guardian Toolkit thoroughly. It will acquaint you with your policies and procedures. We would appreciate any feedback you may have and you have my personal commitment that we will act upon your comments to the best of our abilities. It is our goal to achieve a high quality and well-respected school.

Once you have read it, please sign the Acknowledgement Form on the last page and return this page to the school for our files, thank you.

Should you have any questions, concerns, or suggestions, please do not hesitate to talk to one of the staff or myself.

Once again, welcome aboard! We look forward to sharing a wonderful fun-filled summer with your child.

Sincerely,

J.S.

June Samson
Managing Director

Typical Daily Routine

7:30 - 11:00 Drop off/ Outdoor play and snack

11:00 - 12:00 SPECIAL PRESENTATION

12:00 - 1:00 Lunch

1:00 - 2:00 Rest Time/Library Time

2:00 - 2:30 Crafts/puzzles/games

2:30 - 3:00 Indoor free-play/bathing suits/sunscreen

3:00 - 3:15 Snack

3:15 - 5:15 Outdoor Play/ Pick-Up

Important Dates and Holidays

Start of the Summer Program - Monday, June 27th, 2016

Holidays:

Canada Day - Friday, July 1st 2016 **CLOSED**

August Civic Holiday - Monday, August 1st, 2016 **CLOSED**

Leitrim Montessori Preschool will not be open on these days

End of the Summer Program - Friday, August 26th, 2016

School commences on Tuesday, September 6th, 2016

Our Summer Program runs throughout the summer months for the benefit of those parents who wish to keep their child in our school throughout the year. This helps provide a more stable environment by eliminating the need for you to find an alternative caregiver. However, we retain the option of canceling any weeks where enrollment in this program does not meet the minimum 10 children. To date we had never had to cancel any weeks during the Summer Program.

School Policies

Anaphylaxis

Anaphylaxis or severe allergies are a fact of life. Leitrim Montessori Preschool reserves the right to restrict certain foods from the school if it becomes necessary in order to prevent serious allergic reactions. All reasonable measures will be taken to limit the restrictions through dedicated eating zones, compulsory hand washing or other means if deemed fit.

UNTIL FURTHER NOTICE there will be a restriction on the following items: all nuts, peanuts, and peanut products.

- **Individual Plan for a child with anaphylaxis**

The individual plan for each child with anaphylaxis will be annually reviewed by all staff members and staff joining part way through the year as required. The staff members will then sign off on the actual plans which are posted in the cubbie rooms and classrooms.

Arrival and Departure

The morning arrival time is between 7:30 and 8:30am, and 1:00pm for the afternoons only. Children should be picked up at 11:30am (for morning half days) and between 4:00 and 5:15pm. In order to allow time for the gathering of belongings, class work and a precautionary “pit stop”, **PLEASE ENSURE THAT YOUR CHILD IS PICKED UP NO LATER THAN 5:15PM. Late fees will apply for late pickup and will be charged at \$1.00 per minute.** Morning children wishing to stay for lunch until 12pm may do so through prior arrangement with the Principal. The charge for this is \$5.00/day.

Behavior Management

1. Physical and verbal abuse is forbidden. The threat of punishment, the withholding of food and drink, or denying other fundamental activities is also forbidden.
2. Respect for the child’s dignity and positive re-enforcement will guide our approach.
3. Staff will use a positive and consistent manner related to the developmental level of each child.
4. Staff will develop corrective actions with respect to the nature of any troublesome behavior and implement these actions as soon as possible.
5. Staff will discipline students privately so as not to draw attention from the child’s peers. Discipline usually consists of a quiet discussion after which the child may be directed to another activity and/or given the opportunity to make a meaningful apology and work in a quiet space in the classroom.

6. Children will not be unattended at any time.
7. If undesirable behavior persists, the staff will discuss the situation with the Principal/Managing Director and parents to collaborate on strategies to modify the child's behavior.
8. Please refrain from assisting children other than your own. We are working towards independence for all the children. Additionally, all of the staff at Leitrim Montessori Preschool has been police checked and insured thereby covering them to assist the children. It is our responsibility to take care of the children on school premises. If a child other than your own asks for assistance, be it in the school or out in the play area; please let the child know that you are not able to help because you are not the child's parent or teacher. Please let the child know that you will, however, alert a teacher to his/her needs. We may be already aware of the situation but if not we will take over as soon as we have been alerted. Your cooperation with this matter is greatly appreciated.
9. Should parents have any complaints or suggestions regarding discipline or any further facet of the school program, they should be made to the Principal/Managing Director as soon as possible. All complaints and suggestions will be investigated and acted upon.

Birthday Celebrations

Birthdays are a joyous occasion, and if you want to supply a special treat to celebrate your child's birthday, please ensure that it is boxes of raisins, muffins or similar nutritious snacks (peanut and nut free). Better still a special book your child would like to read to his/her class or pictures of your child growing up to share with peers

Changes to the Parent/Guardian Toolkit

Leitrim Montessori Preschool reserves the right to change, modify or make additions to this toolkit. Should this occur, parents will be advised and any addendums will be issued to the parents. Thank you for taking the time to read this toolkit.

Children's Cubbies

Your child will need a recent photograph for his/her cubbie, a spare change of clothes (in case of accidents), a Kleenex box and inside shoes. Please check and refresh and replace these items as necessary.

Discharge of a Child

Although rare, a child who continues to be disruptive to the harmony of the Montessori environment or continues to be a threat to the welfare of others, despite every reasonable effort by the staff and parents to correct the situation, may be removed upon the sole discretion of the Leitrim Montessori Preschool. The parents will be given a two-week notice of the child's removal. Any remaining tuition will be refunded.

Discipline

Spanking, or any other form of physical punishment, or the threat of spanking of any other form of physical punishment is not permitted at the school. We therefore request that you do not use the school or the teachers as a threat to disciplining your child. Leitrim Montessori reserves the right to remove a child if he/she is unreasonably disruptive.

Dress Code

The following guidelines is suggested:

1. Shoes should be close-toed and crepe soled - risks are created when sandals, jellies or party shoes are worn.
2. Clothes should be simple, comfortable, washable and expandable - this is the operative word as child play is sometimes dirty work.
3. Neck scarves and necklaces should not be worn. Jewellery should be kept to a minimum.
4. Costume jewellery is not permitted.

Each child must have a full extra change of clothing at the school. **Please put the child's name on each article.** Although the staff will make every effort possible to ensure clothing is not lost or misplaced, they cannot be held responsible for the children's clothing or personal items. All clothing should be put in the child's cubbie. Leitrim Montessori cannot be held responsible for lost or damaged clothing.

Each child will be asked to take off outdoor shoes at the door. There should be an extra pair of rubber soled shoes left in the child's cubbie at all times. Children are not allowed to go without shoes. Please remember to check periodically that your child has not outgrown his/her shoes.

Children who will be sleeping during the day are required to bring a blanket and small pillow. Parents are responsible for washing their child's bedding weekly. Please ensure that you label these items.

Driving Children to or from School

Teachers are discouraged from driving children to or from school since we are only insured for school activities and field trips. Please do not ask teachers to drive your child to and from school. Please do not arrive at the school intoxicated. A parent/guardian, or any person authorized to remove a child from school premises who is suspected of being intoxicated will be offered a taxicab. Should this be refused, or if the staff feels it is inappropriate to approach the person to offer a taxicab, the police will be contacted.

Immunization Records

According to the Child Care and Early Years Act, 2014, 35.(1) every child attending a daycare must be immunized as recommended by the local medical officer of health

which in the case of LMP is the Ottawa Public Health Office. Every child attending LMP will provide a copy of his/her immunization records as issued by a physician and fill in the Ottawa Public Health Office Immunization Information form.

- **Parental Objection to Immunization**

Parents of a child may object to the immunization of their child on the grounds that the immunization conflicts with their sincerely held convictions of the parent's religion or conscience. In this case, the parents will supply the school with a Statement of Conscience or a Religious Belief Affidavit. This document can be found on the Ontario Ministry of Health and Long-Term Care website.

Should a legally qualified medical practitioner give medical reasons in writing to the operator as to why the child should not be immunized, the immunization requirement will be waived.

Labelling of lunch paraphernalia

The CCEYA 42. (1) (b) requires that all food, miscellaneous food items and food and drink containers supplied by parents be properly labelled with the child's name. This requirement is mandatory. Should any of these not be labelled, staff will label the items with an indelible marker as per the Act.

Lunch

Please provide your child with a "Litter Free Lunch"

Parents are responsible for lunches. Please make sure that it is nutritious (NO CANDY PLEASE). Drinks should be contained in a thermos. Please provide all necessary cutleries for your child to eat his/her lunch. Refrigeration is provided. Make sure your child's name is on the lunch box and any containers. The complete lunch needs to fit in the child's lunch box. Lunches should be made according to the Canada Food Guide. Sandwiches, soups, pasta and sauce, stews and salads are an excellent idea. Please ensure that items such as grapes, hot dogs and carrots are cut lengthwise and to appropriate size in order to protect the children from choking. There is a microwave to heat up lunches. The following items are not acceptable and will be removed and returned to parents: chips, cheezies, gummy bears/worms, jujubes, fruit by the foot, chocolate bars, marshmallows, etc.

Photographs

Photos of the children at work and play are taken periodically throughout the year. These photos are stored in our photo albums. Occasionally, photos may be used in promotional materials for the school. If you do not want photos of your child to be used in any such materials, please indicate so on the Acknowledgement Form at the end of this Toolkit.

Playground Safety

There is a fenced play area in the backyard of the school, equipped with a play structure. In order to achieve the highest level of playground safety, we would like to

remind you of the choking hazards which exist on everyday clothing. Please remove any drawstrings on hoods, hats or jackets. Mitten cords and items placed around the neck on a string can get caught on the playground equipment and pose a strangle hazard. Loose clothing, hoods and scarves can get caught on playground equipment or fences and also pose a hazard. Try to ensure that the clothing you choose minimizes the risk of any hazards.

- **Summer**

During the warmer summer months children need to be provided with light clothing and a wide brimmed hat. Sunscreen will be applied by Leitrim Montessori Preschool care givers for lunch and afternoon playtime (parents are requested to pay a nominal fee to cover the cost of the sunscreen). Children are encouraged to play in the shade and are offered plenty of water to drink. When a 'Heat Alert' is posted by the City of Ottawa or the temperature reaches 36C or greater for two consecutive days outside play becomes inside play.

Policy for Volunteers and Students:

POLICY STATEMENT: Requirements under CCEYA provide that every child who is in attendance at Leitrim Montessori Preschool be supervised by an adult at all times. The definition of adult/employee as per the Policies and Procedures at LMP is a person over the age of 18 who is a paid employee of LMP. Therefore, the following is LMP's childcare supervision policy for volunteers and students:

- Direct unsupervised access (i.e. when a student or volunteer is alone with a child) is not permitted ;
- Placement students may not be counted in the staffing ratios at LMP; and,
- Volunteers are not counted in staffing ratios at LMP;
- No child is supervised by a person under 18 years of age;
- Only adults/employees of LMP will have direct unsupervised access to children.

Roles and Responsibilities of Supervising Staff towards volunteers/students:

- Supervising Staff will be designated by the Program Supervisor;
- Supervising Staff will be responsible for completion of all necessary paperwork for volunteer/student placement and liaise with the relevant placement agency;
- Supervising staff will provide training and guidance and ensure that duties are matched with the volunteers/students abilities;
- Supervising staff will observe and assist with the duties deemed appropriate and in keeping with the experience of the volunteer/student; and
- Supervising Staff will be the designate to orient and mentor the volunteer/student.

Roles and Responsibilities of LMP management in regards to Volunteers and Students:

Management will:

- Review the Behaviour Management Policies and Procedures with volunteers/students prior to the commencement of their placement at LMP;
- Review the individual plan for children with anaphylaxis and associated emergency procedures will be reviewed with volunteers/students prior to the commencement of their placement at LMP;
- Ensure that Epi Pens training be given to volunteers/students by the designated training staff and will be recorded with names, dates and signatures of the volunteer/student and training staff prior to the commencement of their placement at LMP;
- Ensure that criminal reference checks are submitted by volunteers before the commencement of their placement at LMP. Students placed at LMP by an education institution are excused from providing a criminal reference check.
- Develop an orientation procedure to help students and volunteers understand the operation, the physical plant and expectations for their placement/volunteer experience. (Please see Orientation Package for Volunteers/Students).

Removing a Child from School

Parents who wish to remove their child from school must give two (2) month's notice in writing. All remaining tuition will be promptly returned.

Serious Occurrence Notification Form Postings

The school will post any serious occurrences if such should occur. A notice will be posted for a minimum of 10 business days and an additional 10 days should an update with additional information be required.

Sick Children Policy

Annually we must deal with specific childhood diseases that make their rounds through every school system. In order to alleviate some of the contagion, it is our policy that a child must stay home following the first signs of illness and for 24 hours after the following:

1. The first administration of any antibiotic
2. The first and last incident of vomiting or diarrhea
3. The first and last sign of fever

If antibiotics are administered at 3:00pm on Tuesday, the child may only return on Thursday morning. Regardless of when the first incident of vomiting, diarrhea or fever occurs, at school or at home, the child may only return twenty-four hours after the last incident occurs. Once the child has returned to school, the school may administer certain medicines using the following guidelines:

- **Administration of Medicine**
 1. Under the CCEYA, the staff of Leitrim Montessori Preschool may not administer non-prescription medicine such as Tylenol, Advil, Motrin or other fever and pain reducing medicines to our student population. We

may administer prescription medicine and this medication must be given to staff in its original container.

2. The school's written authorization form must be completed and signed by the parent or guardian on each occasion.
 3. Medication will be stored as directed on the label and kept in a locked container. This is generally refrigerated.
 4. Children will be removed from the group to be given any medication.
 5. The staff member giving the medication will list each dose administered and the time on the appropriate form. If a dose is omitted, reasons will be listed.
 6. Any mistakes in medication will be immediately reported to the Managing Director/Principal who will notify the parents.
 7. Filled medication sheets will be filed in the filing cabinet in the office. Please only bring medication to school if absolutely necessary. Should it be necessary, Leitrim Montessori Preschool reserves the right to take immediate medical action should a sick or injured child require it. This action will be in the form of contacting the parent, or if the parent is not available, the child's emergency contact. If necessary, we will call 911 enabling emergency services to take over. Any cost incurred by Leitrim Montessori Preschool for taking these actions will be the parents' responsibility.
- **Re-admission**
In order to alleviate some of the contagion which may occur after a child has been observed as being ill and has been picked by a parent, it is our policy that a child must stay home following the first signs of illness and for 24 hours after the following:

The first administration of any antibiotic;
The first and last incident of vomiting or diarrhea;
The first and last sign of fever.

If antibiotics are administered at 3:00pm on Tuesday, the child may only return on Thursday morning. Regardless of when the first incident of vomiting, diarrhea or fever occurs, at school or at home, the child may only return twenty-four hours after the last incident occurs.

Signing In/Out

It is very important that all parents sign their children in and out every day. The sign in/out sheets are our way of knowing who is on the premises. So please do not forget to sign your child in and out. The sign in/out sheets will be in the cubbie room or outside in the play area when we are outside with the children.

Snack

We serve snack in the morning and afternoon. The menu include, cereals, crackers (peanut/nut free), cheese, raisins, dried cranberries, various fruits and vegetables, and water.

Substitute Teachers

Occasionally it is necessary to have substitute teachers take over from the regular staff. We will endeavor to cover shifts with staff currently employed or by employing previous staff. Please be assured that every safety precaution is taken when employing substitute teachers.

Sunscreen

If you require your child to have sunscreen on first thing in the morning as they will be outside during morning drop off time, please apply it prior to arriving at LMP. We will apply sunscreen at the middle and, if necessary, the end of the day. A \$5.00 charge will be collected for each child to contribute to the cost of this.

Switching Days/Missed Days

If your child misses any day/s due to illness or a holiday, the day/s cannot be used as a credit and no money will be refunded. If extra unusual extenuating circumstances prevent a child from attending for scheduled days, and we have space available we will however, try to offer you an alternative day/s.

Unexpected visitors on school premises

When the children and staff are inside the school, all the outside doors will be closed and locked and remain as such. Only visitors to the school with a prior appointment will be invited into the school and onto school premises. Staff will be constantly alert and will quickly inform each other if an unexpected visitor is seen on school premises, or an unknown vehicle is observed in the parking area. This being the case the Principal will be alerted and in her absence a Directress. The Principal or Directress will observe the individual and, if necessary, approach the individual. If it is deemed necessary she will contact the police. The children and the staff will remain locked inside the school away from the windows. Staff will remain with the children, take a head count and call the register. Staff will remain calm, reassure the children and

keep them together as a group. Procedures issued by the Police Department will be strictly adhered to and all parents will be contacted and notified.

- **Please note:** Should we be outside the school when a concern is raised the children will be quickly and calmly brought into the school, providing it is safe to do so. All the above stated procedures will then be followed. If we have to evacuate the school at any time then our Evacuation Plan will be implemented and the children moved to the back building next door at Travel Mor.

Visiting Animals

Montessori fosters a loving acceptance of all the creatures that cohabitate the planet with the human population. To this end, there are occasionally animals that visit the LMP. Domesticated animals that visit LMP are required to have proof of up to date vaccinations. Copies of this document are available for perusal should this be required. In the cases of visiting/travelling zoos, such as Little Rays Reptiles, are already covered under their own regulatory system. When animals do visit, the children are supervised in proper hand washing procedures.

Leitrim Montessori Preschool

Acknowledgement Form

Summer 2016

By signing below, I acknowledge that I have read the Leitrim Montessori Preschool Parent/Guardian Toolkit and will endeavor to abide by the policies, practices and guidelines therein. I have taken special note of those policies concerning a sick child or medical emergencies.

By signing below, I authorize the Leitrim Montessori Preschool to use any photograph or picture of my child in any advertisement or promotional material that they may publish.

By signing below, I agree to save the Leitrim Montessori Preschool Inc. harm from any legal or liability action on my part, or by anyone else on my child's behalf, with respect to the school carrying out policies described herein or with respect to any activities my child is engaged in or facilities used during school operations.

Parents Name: _____

Parents Signature: _____

Date: _____

Witnessed by: _____
