



# **Leitrim Montessori Preschool**

**Parent Guardian  
Toolkit  
2016/2017**

**A BRIGHT FUTURE STARTS HERE**

## **Table of Contents:**

Parent Letter.....	
4	
Typical Daily Routine.....	
5	
Philosophy	
Statement.....	6
Program Development.....	
6	
School Year and Holidays.....	
9	
Summer Program.....	
9	
Specialized Services.....	
10	
French.....	
.....	10

## **School Policies:**

Anaphylaxis.....	
....	11
- Individual Plan for Children with Anaphylaxis.....	11
Arrival and Departure Times.....	
11	
Auditing of Classroom Activities.....	
11	
Behavior Management.....	
13	
Birthday Celebration.....	
14	
Changes to the Parent/Guardian Toolkit.....	
14	
Children's Cubbies.....	
14	
Children's Work.....	
14	

Discharge of a Child.....	14
Discipline.....	14
Dress	
Code.....	14
Driving Children to or from School.....	15
Fees.....	15
Immunization.....	15
-Parental Objection to Immunization.....	16
Labelling of Lunch Paraphernalia.....	16
Lunch.....	16
Parent Participation.....	16
Parent/Guardian Workshops.....	16
Photographs.....	17
Playground Safety.....	17
- Outdoor Play Time (Winter, Summer).....	17
Policy on Volunteers and Students.....	18
Removing a Child.....	19
Serious Occurrence.....	19
Show and Tell.....	19
Sick Children Policy.....	19
- Administration of Medicine.....	20
- Re-Admission.....	20
Injury.....	

....	21
Signing in/out.....	21
Snack.....	21
....	21
Special Visitors/Field Trips.....	21
Substitute Teachers.....	21
Sunscreen.....	21
.	21
Switching Days/Missed Days.....	21
Unexpected Visitors on School Premises.....	22
Visiting Animals.....	22
Acknowledgement Form.....	23

Dear Parents,

Welcome to Leitrim Montessori Preschool. Our school was established in 1996 with an effort to provide an environment pleasing to both you and your child (aged 30 months to pre-grade one). We hope that you will foster the Montessori Philosophy of learning in your day-to-day activities with your child. This will help reinforce classroom learning and help your child develop early fundamental learning habits that will last a lifetime.

Please read this Parent/Guardian Toolkit thoroughly. It will acquaint you with our 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.**

The teaching staff and I would like to welcome you and all of our new students. We look forward to the rewards of helping your child grow during these important early years.

Sincerely,

J.S.

June Samson  
Managing Director

## Typical Daily Routine

7:30 – 8:00	Drop Off
8:00 – 9:00	Drop Off/ Outside Recess (weather permitting)
9:00 – 9:20	Montessori Group
9:20 – 10:45	Montessori Work Cycle
10:45 – 11:15	Montessori Group
11:15 – 12:00	Lunch
12:00 – 1:00	Outside Recess (weather permitting)
(12:45 – 2:30	Sleepers)
1:00 – 2:00	Quiet/ Library Time
2:00 – 3:30	Montessori Work Cycle
(2:30 – 3:30	French for the Older Children)
3:30 – 4:00	Montessori Group or French by year Monday and Wednesday – 1st year Tuesday and Thursday – 2 <sup>nd</sup> year
4:00 – 5:15	Pick Up/ Outside Recess (weather permitting)

\*Snacks will be provided in each classroom during the morning and afternoon work cycles.

## Philosophy Statement

Leitrim Montessori provides a safe, creative, hands-on learning environment for children at an age where a child's natural curiosity and ability to absorb new experiences is at its peak. Subsequently, Leitrim Montessori creates an environment conducive to exploiting and cultivating children's natural enthusiasm to learn and to want to continue learning, not only while at LMP, but throughout their lifetime. This is the key to becoming a truly educated individual.

Therefore, our philosophy, 'Learning through Experience', is in keeping with Dr. Maria Montessori's belief that no human being is educated by another person, but that he must do it himself. It is never too early to build a strong foundation of learning habits that will benefit a child for a lifetime. Leitrim Montessori Preschool targets the 2.5 to 6 year old group, which is considered by many psychologists to be the sensitive ages where children literally absorb information about themselves, their community, and the environment around them. This is done through positive and responsive interactions among the children, parents and their teachers. Their environments, both indoor and outdoor, at work and at rest, in quiet times and during active playtimes, are entirely child-centered and child-driven and fosters the child's natural desire to explore, play and inquire about their world. The Montessori approach continually fosters a child's natural enthusiasm and desire for learning.

We at Leitrim Montessori believe that parents are the most important people in a child's life. Teachers/educators are constantly in daily communication with parents and guardians in order to ensure continued positive growth of the children attending Leitrim Montessori Preschool. As well, twice yearly, written progress reports outlining the achievements made by the children are provided to the parents during an interview process.

The Montessori program is delivered by teachers/educators specially educated in the Montessori methodology. The materials and learning tools in a classroom are specifically designed and must be presented in a specific way to the children participating in the classroom. In order to maintain a consistency in program delivery and encourage the development of new resources, tools, and materials, the teachers/educators attend a weekly training session every year before the beginning of the school year. This training session also addresses the need for mandatory First Aid and Anaphylaxis training. Monitoring of Classroom teachers/educators is ongoing throughout the year with one on one interaction by the Program Supervisor when necessary.



## **Program Development**

Montessori is a child directed learning establishment that is founded on concentration, independence, perseverance and thoroughness. At a more advanced level, it is at the forefront of 'other play based learning' programs currently being offered by other institutions. Children are self-motivated and work in areas of the classroom such as:

### **Practical Life:**

Practical Life provides the children with domestic occupation, which is important for their whole development. The aim of these specific materials is to assist development in such things as:

- Integration of personality
- Refining of gross and fine motor skills
- Independence
- Concentration
- Coordination
- Order
- Self-Discipline.

Practical Life has three specific areas of curriculum:

- Care of Self
- Care of the Environment
- Grace and Courtesy

Each of the activities in this curriculum incorporates deliberate movements, silence, carefulness, points of interest, control of error and left to right orientation

### **Sensorial:**

Sensorial materials are designed to help educate and sharpen the senses through repetition and the creation of order and clarity. All sensorial materials prepare the child for the math and language areas of the classroom. There are seven major areas: Size, Form, Tactile, Colour, Smell/Taste and Auditory.

Sensorial curriculum is designed to help children focus their attention more carefully on the physical world, exploring with each of their senses the subtle variations in the properties of objects. All exercises are essentially lessons in vocabulary, and incorporate the isolation of difficulty, the three period lesson, control of error and points of interest, as do the other areas of the Montessori classroom.

**Language:**

The Montessori language materials assist in the development of the child by extending vocabulary and exposing children to the concepts of the language. These materials include Metal Insets, Sandpaper Letters, and Moveable Alphabet. Indirect preparation was introduced through the use of the materials specifically prepared and presented in the Practical Life and Sensorial areas discussed previously.

**Mathematics:**

Maria Montessori believed that the child cannot simply be taught, they must reach a certain intellectual maturity. Through exposure to other areas in the classroom, the child develops a foundation upon which he/she will build an understanding for the principals of mathematics. As the child knowledge expands, he will use materials to assist him in numeration, operations, and place value.

**Cultural:**

The Goal of the Cultural materials in a Montessori Classroom is to assist the child in adapting to her time and place and orientate herself to her group. She develops a rudimentary understanding of cause and effect, object permanence and concepts of space and time. She acquires culture through spontaneous activity, movement, independent work and repetition. These materials are presented with the following:

- Apparatus at a sensorial level
- Precise language
- Written labels
- Reading materials
- Discussion of subject
- 3-period learning

The areas to which the child is exposed are as follows:

- Geography (physical, cultural, political, economic, and cartographic)
- Geology
- History
- Science (living and non-living)

**How Learning Happens at**

Leitrim Montessori Preschool			
FOUNDATION	GOALS FOR CHILDREN	Expectations for Program	Leitrim Montessori Approach
Belonging	Every child has a sense of belonging when he or she is connected to others and contributes to their world.	Early childhood programs cultivate authentic, caring relationships and connections to create a sense of belonging among and between children, adults, and the world around them.	LMP assists the child in adapting to its time, place and orientate themselves to their group, the adults in their lives and between themselves. This is done through specific Montessori materials which allow the child to explore geography (physical, cultural, political, economic and cartographic), geology, history and science (living and non-living (REF: LMP Program Development - Culture)
Well-Being	Every child is developing a sense of self, health and well-being.	Early childhood programs nurture children's healthy development and support their growing sense of self.	LMP provides the children with domestic occupation which is important for their whole development in areas of Integration of personality, refining of gross and fine motor skills, independence, concentration, coordination, order and self-discipline with three specific areas of curriculum: Care of self, care of the Environment and Grace and Courtesy. (REF: LMP Program Development - Practical Life
Engagement	Every child is an active and engaged learner who explores the world with body, mind and senses.	Early childhood programs provide environments and experiences to engage children in active, creative and meaningful exploration, play and inquiry.	LMP achieves this goal through the presentation of materials in both the Sensorial and Mathematical areas. The sensorial materials are specially designed to help educate and sharpen the senses through repetition and the creation of order and clarity. Sensorial exercises assist the child to focus their attention more carefully on the physical allowing the child to be creative and develop an inquisitive mind through play. Mathematics exercises provide the child the opportunity to explore the world of numeration, operations and place value again developing an inquisitive mind through play. (REF: LMP Program Development - Sensorial and Mathematics)
Expression	Every child is a capable communicator who expresses himself or herself in many ways.	Early childhood programs foster communication and expression in all forms.	LMP provides language materials to assist in the development and extension of vocabulary by exposing children to the concepts of language. Preparation for this important aspect of child development also occurred in the use of the materials in the Practical Life and Sensorial Areas as discussed previously. All these exercises, presented through the original Play and Learn curriculum prepared by Maria Montessori, lead to letter recognition, reading, and personal expression through writing. (REF: LMP Program Development - Language)
How Does Learning Happen is a publication prepared by the Province of Ontario. The publication is available on the Ministry of Education's website, <a href="http://www.ontario.ca/education">www.ontario.ca/education</a>			

## School Year and Holidays

Leitrim Montessori Preschool will try to follow the same holiday schedule as the local Boards of Education in the area in which it operates (Carleton Board of Education and the Carleton Roman Catholic Board of Education).

**Note :** unlike public schools and some other Preschools in the area; we do not close for "Professional Development" days for teachers. We feel that to do so would inconvenience parents unnecessarily

### Start of the School year – Tuesday September 6<sup>th</sup> 2016

Holidays:

Thanksgiving – October 10<sup>th</sup>, 2016  
 Festive Season Holidays – December 19<sup>th</sup> – 30<sup>th</sup> 2016  
 Family Day – February 20<sup>th</sup>, 2017  
 March Break – March 13<sup>th</sup> to March 17<sup>th</sup>, 2017  
 Good Friday – April 14<sup>th</sup>, 2017  
 Easter Monday – April 17<sup>th</sup>, 2017  
 Victoria Day – May 22<sup>nd</sup>, 2017

## **End of the School Year – June 22<sup>nd</sup>, 2017**

### **Concert Days:**

Please take note of our “Concert Days” as well:

Christmas Concert – Friday December 16<sup>th</sup>, 2016

Summer Concert – Friday June 23<sup>rd</sup>, 2017

**Leitrim Montessori Preschool will not be open on these days.**

### **Summer Program**

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. Summer Program information is usually available at the beginning of March.

## **Specialized Services**

The Staff need to be aware that Leitrim Montessori Preschool accepts children with special needs and works with parents, teachers and other specialists to address the academic and social needs of children requiring extra assistance. Leitrim Montessori Preschool actively works with agencies including First Words and Children's Integration Support Services and will continue to do so in the future as the need arises. The Montessori philosophy has been identified as an optimum educational system for special needs children as its flexibility to deliver education opportunities under such circumstances is widely documented. The delivery of such programs will include a key worker/teacher, daily orientation presentation to the said child, the development of a communication system, and regular feedback and open communication with parents and other involved services. Liaison between parents and other specialists will be the responsibility of the Classroom Directresses.

## **French**

French is an integral part of our program. Children are grouped by age and class, and are introduced to the French language through songs, phrases, description, object identification, and conversation. The subject matter is directly related to whatever theme is undertaken in the main classrooms and is delivered using a variety of in-house presentations.

## 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

Children should arrive promptly for school. 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

### Auditing of Classroom Activities

We encourage parents to occasionally audit the classroom activities of their child/children. We request that parents contact the school to establish a time that is convenient for themselves and the teachers, and to ensure that not more than one parent is auditing a class at any one time.

While you are in the class, please bear in mind the following suggestions, which will help make your visit productive and cause as little disruption as possible:

1. Please seat yourself where designated and become as unobtrusive as possible avoiding direct eye contact with individual children.
2. If children talk to you, try not to engage them in conversation, but politely ask them

to please continue with their work.

3. Any child's behaviour may be a reaction to your presence in the room. This is particularly true of your own child. You will get the best understanding of how he/she really works if he/she 'forgets' you are in the room.
4. Please do not focus your attention solely on your child. We appreciate he/she is precious and special but try to get an overall picture of the class, the level of concentration and the social interaction of learning. It is quite likely that during your visit, your child will not appear to display the same levels as other children. This is usually because they are aware of your presence and chances are that they work as well as the others you observe when you are not present.
5. Please complete the Observation Record so that we can review it with the teachers after your visit. Questions you have raised will be discussed by phone or in person when the children are not present. When leaving, try to slip out as quietly as possible, but do let your child know you are departing.

A prepared environment has many aspects. Observations will be enhanced by concentration on one of the following at a time:

#### A Child

- Independence
- Succession of different activities
- Movement (coordinated, orderly)
- Spontaneity and enthusiasm
- Time between activities (socialize, wander, day dream, etc.)

#### A Small Group of Children

- Formation – child initiation, teacher initiated or spontaneous
- Activity – learning experience and /or socialization
- Structure – pattern of leadership and response
- Conclusion of group – how, why?

#### Material

- How it is chosen – self initiated, teacher initiated, peer initiated
- How it is used – duration and frequency, adaptability, individual or group

#### Environment

- Organization of room for optimum use, mobility and safety
- Use of colour and form to provide stimulation
- Neatness and general appearance

- Recognition of logical arrangement of materials

## **Behavior Management**

### **Students**

1. Physical (corporal punishment), verbal abuse and harsh or degrading measures that may humiliate the child or undermine his or her self-respect is forbidden. The threat of punishment, the withholding of food and drink, shelter, clothing or bedding 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 other children or peers. Discipline usually consists of a quiet discussion after which the child/children 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. Children will be advised of their options in a situation where they are not responding appropriately to direction. They must also be given the opportunity to rectify a situation before they are removed from the area. Should they not take the opportunity to modify their behavior, they may be directed to an area away from the other children to rest.
8. Respect for the child's dignity and positive reinforcement will guide our approach.



Staff will use a positive and consistent manner related to the development level of the child.

9. In cases where children are being destructive or are presenting a danger to other children, they will be removed to the main office. This is done to remove the child from a stressful situation which he evidently cannot handle, permit him to rest and then be able to face the situation with a calm attitude. However, using a locked or lockable room or structure to confine the child is forbidden.
10. 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

### **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.

### **Children's Work**

The children keep their work in folders kept in the classrooms. Finished work will be placed in separate folders and should be taken home. Unfinished work is kept at school so that it may be completed.

### **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 Managing Director of 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**

While there is no specific school uniform, the following guideline 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 expendable – 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.

We ask that children's spare clothing be changed periodically with the change of the weather. Remember that children outgrow their clothing quickly!

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 ( large enough to go under and over them) 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 under the influence. 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.

## **Fees**

Tuition fees take into account holidays (the monthly fee is the same each month regardless of any scheduled holidays within the month). **Post-dated cheques must be submitted for the entire school year prior to the start of the school year.** Tuition is available from the Leitrim Montessori Preschool website ([www.leitrimmontessori.com](http://www.leitrimmontessori.com)) or from the office. A \$25.00 administration fee will apply to any NSF cheques. Two months' notice, during the academic year, September to June, is required to withdraw your child from the school or to reduce attendance.

## **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 cutlery 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.

### **Parent Participation**

Voluntary parent participation in the school for special events is appreciated and encouraged. We realize that many parents are both working and may not be able to participate. We also like to welcome parents into the school to share cultural events with all the children and to talk about their occupations when this is covered as a 'Topic' subject.

### **Parent/Guardian Workshops**

From time to time, workshops for parents (without the children) will be held to demonstrate exactly how the children are using the various classroom materials. The Montessori Philosophy will become clearer to you with each workshop and help answer questions you may have. Your attendance at these workshops will help you re-enforce methodologies and strategies that will help bring out the best qualities in your child.

### **Photographs**

Photos of the children at work and play are taken periodically throughout the year. These photos are stored in our photo albums and shared with the families enrolled at LMP. 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.

- **Outside Playtime**

The Child Care and Early Years Act, 2014 recommends that children have a minimum of 2 hours of outdoor playtime, weather permitting. With this in mind, children at Leitrim Montessori Preschool have recess periods first thing in the morning, at midday and again at the end of their school day.

When inclement weather prevents outdoor playtime, activities are set up in the school which allow the children to relax, move around, make some noise and use their gross motor skills whilst interacting with their peers.

### **Winter**

In the cold winter months children need to be provided with warm snow suits, boots, hats, neck warmers and mittens. Children may be outside in temperatures as low as -25C. This however will be determined by factors such as:

- How much sun is in our play area
- How much of the temperature is made up by wind chill
- The age of the child

Additionally, time of exposure at low temperature may be reduced with recess being partly outside and partly inside

### **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:**

## **ADMINISTRATION, ORGANIZATION AND MANAGEMENT**

### **Students and Volunteers**

**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 rations 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 monitor, 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, monitor and mentor the volunteer/student.
- Any incident of prohibited practices will be recorded and addressed immediately. Future behaviour will be closely monitored to ensure no repeat of prohibited practices occur.
- If prohibited practices are again observed, the volunteer/student will be removed from the premises.

### **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.
- Escort individuals through the building and its respective areas during which policies and procedures will be explained.

### **Removing a Child from School**

Parents who wish to remove their child from school must give two (2) months' notice in writing during the academic year (September to June). All remaining tuition will be promptly returned. Parents who opted to make the lump sum payments will receive a cheque for any funds paid

over and above the **monthly** rate for the months (including the (2) months' notice) the child has been in school.

### **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.

### **Show and Tell**

Show and Tell is an important tool in developing confidence through short exposure to public speaking. Show and Tell typically occurs weekly. **There will be a weekly sign-up sheet posted in the cubbie room area. Please sign your child up no more than once a month.** We ask that parents explain that toys belong at home. When children bring toys it can cause problems with sharing and can detract from Montessori time. Toys brought from home also tend to get lost, broken or left behind. We have toys for the children for playtime. If you would like to donate a used toy or some toys to the school, please contact any of the staff. We always appreciate toys in good condition that can improve playtime. Children are encouraged to bring tapes, books or other special items which related to the theme of the month or which have a special meaning to them.

### **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 up 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.

### **Injury**

Where a child is injured and any first aid administered, an injury report will be filled out and a copy of the report provided to the parent of the child.

### **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. Additionally, they are a requirement as set out in the Child Care and Early Years Act, 2014. 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**

Snack is served in the morning and afternoon. The menu includes fresh daily baked bread, crackers (peanut/nut free), cereal, cheese, raisins, dried cranberries, fruits and vegetables, and water.

### **Special Visitors/Field Trips**

We will have some special visitors throughout the year that prove to be fun and educational. On such occasions, should your child not be scheduled to attend that day, he/she may still attend the event. However, due to the fact that the school is only licensed for 48 children, the children must be accompanied by an adult. Parents will be notified should we, at any time, decide to take a field trip.

### **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 school due to illness or a holiday, that day cannot be used as a credit. All holidays are taken into consideration when tuition fees are set and illness is an act of nature for which we are not responsible. Families taking personal holidays during the school year are expected to pay full tuition in whatever payment plan they have chosen. When a child enrolls, it is expected that he/she be here for the full school year.

### **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**

**2016/2017**

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: