

Parent's Guidelines



Lifelong Journeys Begin Here

123ABC Montessori Childcare
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Welcome

Thank you for choosing 123ABC Montessori Childcare - Lifelong Journeys Begin Here!

We are a Licensed 'In Home Multi Age' facility with experienced staff in Early Childhood Education and Montessori philosophies. The program of the Montessori philosophy, which is designed to instruct, stimulate, encourage, gently guide and care for your child as an individual, will inspire a love of learning that will last a lifetime.

We adhere to regulations stipulated by the Community Care Facility Act with specific regulations covering:

- Health and Safety standards
- Space and equipment
- Child/Staff ratios
- Staff qualifications

We hope that you and your child will have a memorable experience and look forward to a rewarding and successful relationship!

It is understood that once your child is enrolled in 123ABC Montessori that you agree to and understand the policies and procedures outlined in this booklet. 123ABC Montessori reserves the right to change or alter the policies and procedures any time.

Please take the time to read this informative handbook.

Statement of Philosophy

123ABC Montessori Childcare is based on the educational philosophy and pedagogical methods of Dr. Maria Montessori. The Montessori Philosophy views the child as a unique special being. We respect the children, their various levels of development, their ideas about the world and how it works and their ability to practice those ideas. Montessori philosophy consciously designs social communities and educational experiences that cultivate the child's sense of independence, love of peace, passion for self-chosen work done well, and ability to respect and celebrate the individual spirit within people of all ages and value of all life.

123ABC Montessori Childcare Centre strives to create an environment for learning where children will feel safe, cherished and empowered. The educational environment fosters respect, cooperation, order, choice (within limits) and provides children with opportunity to build themselves to their fullest potential.

Our goal is to provide the utmost quality in education in a safe, positive, happy and nurturing teaching environment. We provide varied enjoyable, educational experiences which make children feel loved and worthwhile. This leads to enhancing children's social skills, physical development, emotional development, creativity, cognitive development and build a foundation of skills needed before kindergarten. By promoting continuous guidance with structure and routine, the children will gain the confidence to explore their world, learn and develop at their own level.

Program Schedule

123ABC Montessori Childcare is located at 12287 Fulton Street, Maple Ridge and is a 2-level residential house licensed to care for up to 8 children.

Hours of Operation:

The childcare is open Monday to Friday from 7:00 am to 5:30 pm.

Program:

Multi-Age Class (18 months up to, and including, 5 years of age)

We offer a Montessori primary curriculum presented by Certified Montessori Educators and featuring authentic Montessori learning materials. The curriculum gives the children the freedom to express their intelligence in both traditional and innovative ways. It features the hands-on approach which fosters development of positive attitudes and helps build confidence in children which is an indispensable tool to become successful in all facets of life.

There are five different Montessori curriculum topics in our classroom areas:

Practical Life - includes painting, gluing, drawing, water work and exercises to strengthen fine motor skills, eye-hand coordination, and to develop concentration.

Sensorial - where the child's five senses are trained and prepared for later learning by their playing with the unique Montessori materials.

Language - where the child is inspired to learn to read using the phonetic sounds of the alphabet.

Math – the materials teach number concepts and mathematical concepts in an atmosphere of play.

Cultural Studies – where the child learns about the globe, people and nations, plants and animals that live in the different continents of the world.

Reading, Writing and Mathematics - Traditional subjects are taught all through the year at each child's own level. Our Language Arts program has a strong phonics base, encouraging reading skills and literacy. Basic number skills progress on to Montessori based Mathematics. These subjects and all Montessori activities are taught individually to ensure quality teaching/learning time with the teacher.

Group Activities - Group activities include Music, Story Telling, Art, Science and games. We encourage social interaction and discussion through most of the group activities, especially during lunch and snack times which help children express their knowledge in a multitude of ways.

Outside Play - The children have outside playtime with games and activities every day. On inclement days the main room converts into a gym whereby the children participate in music, movement activities and indoor games.

Daily Schedule

7:00 to 8:30	Centre Opens – Welcome, Greeting & Free Play
8:30 to 9:00	Open Learning – Alphabet & Numbers
9:00 to 9:30	Snack Time
9:30 to 9:45	Cleanup, Washroom Time
9:45 to 11:30	Outdoor Activities (weather permitting) – activities include visiting local parks & library, discovery walks etc.
11:30 to 12:00	Circle Time, Calendar, Weather Chart,
12:00 to 12:30	Lunch Time
12:30 to 12:45	Washroom Time, Brush Teeth
12:45 to 1:00	Story Time
1:00 to 3:00	Relaxation, Nap Time
3:00 to 3:30	Washroom Time - Afternoon Snack Time
3:30 to 4:30	Open Learning – Practice Montessori Activities
4:30 to 5:00	Letter Phonics, Worksheets
5:00 to 5:30	Outdoor Play, Free Play/Social Time

Centre closes at 5:30pm

Depending on the season, the daily routine/schedule may change from time to time. We try to be flexible to adjust to children's interests and needs.

Staffing Information

123ABC Montessori Childcare's teacher/directress is Montessori ECE trained.

Joyce Yuan has been a licensed and practicing Montessori Early Childhood Educator for more than 10 years.

Education and Training:

MACTE Training- Childhood Montessori Educator (Certified)

ECE Basic Training – Early Childhood Educator (Certified)

ECE Post Training – Infant / Toddler Educator (Certified)

ECE Post Training – Special Needs Educator (Certified)

Emergency Child Care First Aid & CPR/AED

Food Safety Certificate

Policies and Procedures

Registration

- Children must be registered with the facility
- Only a parent or legal guardian is allowed to register their child
- Orientation will be arranged with staff before the first visit
- Withdrawal: A deposit is required with the application/registration form
- All enrollments are for the entire month
- There will be no refund or reductions for scheduled closures, family holidays or temporary absences
- Parents are responsible for full tuition each month regardless of the amount of time the child attends childcare
- Cancellation must be given with one month's written notice
- If the childcare initiates the withdrawal of a child the family is relieved of any further financial obligation

Please make cheques payable to:

123ABC Montessori Childcare

Hours of Operation

The childcare centre is open Monday to Friday from 7:00 am to 5:30 pm. Final pick up occurs by 5:30pm. If your child has not been picked up by 5:45pm and we have not received a call from you, we will make every effort to contact you and/or your emergency contact person. If we are unsuccessful and could not reach either of you, at 6:00pm we would then be required to call the Ministry of Children and Families. They would then send someone to pick up your child. We sincerely hope that this action would never need to occur. Please note, for any late pick-ups, an extra fee will be applied.

Information Change

If your contact details change (i.e. change of address or phone number) please notify us as soon as possible. Your phone number is very important to us for contact in an emergency situation (i.e. ill child, injured child). Records regarding yourself, your child and any emergency details will be kept confidential.

Payment and Collection Policy

Contract for Services

Parents or legal guardians MUST sign the *PARENT – CAREGIVER AGREEMENT* before their child will be accepted into our childcare program.

Trial Period

Your child's happiness is paramount, as it is for all the children in my care. To ensure everyone is happy with the childcare arrangements provided for your child, a two-week trial period exists prior to full-time acceptance into the program. At the end of the two-week trial period the parents and I, the caregiver, will have a discussion meeting at which time either party may terminate the care without notice.

Gradual Entry

If gradual entry is required, there will be a schedule that lasts approximately one week; it begins with short visits building up to a full day of care. The benefits to gradual entry are that children may familiarize themselves with our childcare environment. This process helps children to be successful adjusting to the changes in attending a learn/play atmosphere. It also serves in the process of alleviating any separation anxiety issues.

Fees and Payment

Monthly fees are due at the beginning of each month and will be taken from post-dated cheques that have been provided by the parents or guardians of the child.

Absences

We are unable to refund any payments for periods of non-attendance – i.e. vacation, illness etc.

Denial of Payment

Any NSF cheques are subject to a \$30.00 charge. Parents are expected to remedy all deficient payments before the child will be allowed back into the program. If no payment is made, parents will be asked to not bring their child for the first day for which tuition has not been paid. When payments are up-to-date, the child may return to the program.

Government Affordable Child Care Benefit – ACCB)

Our fees are due and payable in full the first of day of each month. Authorizations for new or renewing benefits on or before the expiry date are the responsibility of the parents/guardians. When the benefit payment, from the BC Government, has been received by us, we will reimburse that amount to the parent/guardian immediately.

Termination of Care:

Parents are required to provide 1 month's written notice of termination of care. Failure to do so will result in fees being withheld from the advanced pay received when the child was accepted into care.

Closures and Attendance**Daycare Closures**

The daycare will be closed on all statutory holidays (includes Boxing Day and Easter Monday). There will also be 2 periods of closure:

Summer Centre Maintenance: The Childcare will be closed for two weeks for operational maintenance during the Summer.

Winter Vacation: The Childcare will close at noon on the last working day before December 25 for 7 or 8 days covering the Holidays & New Year. These Closure dates are subject to change each year and will be published at least 3 months before they occur. Normal fees still apply during these times.

Inclement Weather – i.e. 'Snow Days': 123ABC follows the protocol that if the schools are closed for a given day, due to inclement weather conditions, then, we too, will be closed.

Attendance

It is for the safety and concern of your child that we ask you to notify the daycare if he/she will be away. Please also advise us if your child will be away for a prolonged period of time due to illness or other circumstance.

Arrival and Departure

123ABC Montessori Childcare location is at 12287 Fulton St. Maple Ridge. When possible, park in front of the garage and follow the sidewalk around the right-hand side of the house through the gate and come down the stairs. Please close the gate each time you use it. We ask parents to exercise caution around the railings and stairwell when dropping-off or picking-up their children.

Arrival

Arrival time is between **7:30am and 9:30am**. Upon arrival, all parents must sign in their child. There will be no drop-offs after 9:30am unless under exceptional circumstances which are notified to the centre. A specific arrival time will be discussed with the parent. The arrival time schedule is very important, as lateness of one child creates a disruption to the other children and the program.

Pick Up

Be prompt in picking up your child. Not only do the children not enjoy sitting and waiting, but it affects clean-up and preparation time after class. Upon pick up, all parents must sign their child out of the childcare. If something happens that you know you will be late, please call us. A charge of \$1.00 per minute will be applied for late pick up.

Safe Release of Children

If an emergency authorized person arrives to pick up your child, they must produce photo ID that matches the registered details that the parent provides to the childcare upon enrollment. This is a security measure for all involved.

Custody Order

If you have a court order regarding custody of your children, we need to have a copy of the order to be kept in your child's file. This allows us to provide proper and correct decisions regarding the safety of your child. If the other parent arrives to pick up your child at a day or time that does not match the court order, we then have a legal right to inform him/her that they will not be allowed access to the child. If the other party still insists on taking the child and we cannot calm him/her down, we would then call in the police to diffuse the situation. You as the primary parent/guardian would be notified as soon as possible.

Please Note: At pickup, no child will be released to anyone who appears to be incapable of providing safe care. Another contact will be called to pick up the child.

How to say "Goodbye"

We understand that it can be hard for children and parents to let go at the door, but we find that the best way to enter into the program is to have a hug and say goodbye and tell your child when you will return. We do not allow parents to come into the classroom to drop off or pick up. This allows the children to understand that they are in the care of the childcare teacher.

Separation Anxiety

This may be especially difficult at the beginning, some children may even cry. The best solution is to stick to the routine and say your "goodbyes". If your child is still crying when you leave, we will do our best to console your child and keep them occupied. If your child is not able to be calmed, we will not have them stay and be uncomfortable; we will contact parents and have them return to the childcare to take the child home. ([See Appendix A](#))

Behavioral Guidance

We believe children learn respect for each other for other people, for property as well as themselves. The following is a general description of guidance policy.

The children are free to explore as long as they:

- Do not hurt themselves
- Do not hurt others
- Do not 'hurt' things

Our goal at 123ABC Montessori Childcare is to offer children a comfortable and safe environment. We encourage children to learn to express their emotions through socially appropriate ways and to respect the feelings of others.

The purpose of these policies is to nurture the development of self-respect, respect for others and respect for the environment. The development of inner discipline in a child is always the goal with Montessori education. Self-discipline is fostered in many ways. The classroom environment is organized in an orderly, logical manner. Children typically choose work that they are capable of doing and are free to use it for as long as they wish without interference from others. This approach alleviates many problems of discipline that might be present in another kind of environment. In addition, the mixed age group allows the younger children to emulate the older children's more mature behavior.

In order to establish a peaceful environment, the procedures for discipline in 123ABC Montessori Childcare include the following:

- Clear, consistent limits are set as to acceptable behavior. These limits are explained to the children in a positive manner. With parental discussion, it is asked that these acceptable behaviors are continued outside of daycare hours – i.e. at home.
- Teachers work to establish honest, secure and supportive relationships with the children in a relaxed and friendly atmosphere.
- Teachers anticipate problems and redirect children to an appropriate activity before a conflict or problem arises.
- Teachers observe carefully to discover when and why problems may occur and how they might be prevented.
- If children are distracted (or causing distractions) during group activities, they may be directed to a different activity – still under supervision.
- If a child is having many difficulties and it doesn't appear that they will regain their composure that day, a parent may be called to pick up the child. This measure would be used as a last resort and in a non-punitive manner.
- Physical punishment or verbal abuse is forbidden. Denying basic physical necessities or use of physical restraint, confinement or isolation is prohibited.

General Information

Toileting

We understand that accidents may occur during the day, so we require that you provide extra (spare) clothing for children to change into. Any soiled clothes are to be removed at Pick-up time. Please provide a clean set of spare clothes the next day.

Toys and Sharing

Children enjoy sharing items during the class gathering. We encourage children to bring objects of educational value such as plants, flowers, shells, nature and science objects and books. Children should not bring toys to school. Toys are better kept at home as they may become lost or damaged and they distract the children from their Montessori work. Kindly check pockets for unfamiliar objects when your child returns home; these may be part of childcare equipment and are often very costly to replace or render the material unusable to other children. They could also belong to another child.

Dress

Your child may be dressed in everyday play clothes. Aprons will be provided for some activities. As the children sometimes go outside during class time (weather and program permitting) please have them wear appropriate seasonal outerwear every day. Clothing should also be easy for them to manage independently. Please send a pair of shoes to keep at childcare to be used as indoor shoes.

Change of clothes and Accidents

Please make sure that your child has a change of clothes (seasonal) at the daycare at all times. You never know when spills or accidents may occur. Please label all your child's belongings with his/her name.

Sound of the Week

As we have a strong focus on phonetics in our Montessori language program, we have an activity that will bring phonetics into the home as well as into the school. Each week, we focus on a different phonetic sound. We would like children to bring an object that begins with the sound for that week. We focus on the short letter sounds. In order for the children to get the most out of this activity we ask that objects from the home/outside environment take precedence over toys especially the type of toys that would distract from the lesson. The object will be put in our sound basket at the beginning of the class and will be discussed at the end of the class.

Outdoors

Outdoor Time

Time outdoors is an important part of the child's day. It provides the fresh air needed to ensure good health and aids in the development of social and gross motor skills. Please send your child dressed appropriately for the weather.

Please note: If your child is well enough to attend the daycare, then he/she is deemed well enough to participate in any outdoor activities

Field Trips

Childcare field trips will be planned during the year. Parents will be informed of the destination, date, time and cost. Field trips will need to have the assistance of parents/guardians as volunteers to ensure the well-being and safety of the children during these trips. Parent volunteers cannot to be left alone with children other than their own. Public transport will be used – this often adds to the excitement of the day for many children. Again, information will be provided in advance of any planned outing.

Progress Reporting

123ABC Montessori Childcare values the privacy of each family that is enrolled in our program and will keep personal and private information confidential and secure.

Parent/Teacher Communication

The childcare centre's telephone number is 604-467-0888.

Effective communication between parents, staff and child is essential.

123ABC Montessori Childcare invites you to communicate with the staff whenever you feel your child's best interests would be served. In turn, we will inform you of our observations and concerns. Please make an appointment (outside of childcare hours) so our full attention can be devoted to your concerns.

Parent Involvement

Parents are welcome to share their talents and knowledge. Please speak to the staff if you would be willing to share skills or information with the children. The curriculum is open-ended, and your participation is welcome. Montessori teachers are always seeking to improve and create materials. If you're willing to help let, us know!

Evaluation of Progress

123ABC Montessori Childcare maintains documentation on each child in accordance with the Montessori curriculum. Evaluation of progress is based on the individual growth of each child. Children are not compared to each other and not encouraged by external rewards. Younger children's work is mostly hands on and older children have a file of their work.

Our facility is happy to be involved with the Ridge Meadows Association for Community Living (RMACL). This agency runs the Supported Child Development Program (SCDP) among other programs. Consultants from these programs can offer our caregivers and parents support, advice, and help towards a child's development. All discussions between our caregivers and the consultants from these programs are kept in the strictest confidence. Parents are required to complete a Consent/No Consent form when registering with us.

Visitors/Volunteers

The environment of the Montessori classroom has been carefully designed to meet the developmental needs of children. A delicate balance occurs between the child, teacher and the environment as they work together to support growth and learning. The presence of visitors can be distracting and sometimes confusing for the children. It can interfere with the atmosphere of independence and concentration in the classroom. We ask all visitors to respect the children and the classroom. In the case of parents and volunteers, please allow the teacher to direct you to appropriate activities within the classroom where you can become involved such as making materials, assisting children with a craft or sharing a special skill or cultural information during circle time.

Events

Celebrations

We promote great respect for the child and his or her family and background. We welcome families to share their heritage through cultural information, music, food or a story. Many of the holidays are approached from a cultural perspective. This helps to build a sense of community by celebrating our similarities as well as our differences. To achieve social harmony, we must begin by teaching children how to accept each person for who they are.

Special Days

We acknowledge special days, such as Birthdays, Valentine's Day, St. Patrick's Day etc., at our childcare with activities and crafts. We ask that birthday invitations be mailed or given out discreetly at childcare in order to avoid confusion and possible hurt feelings.

Photography

Throughout the year, we would like to take photographs of children at work. These pictures will be the property of 123ABC Montessori Childcare and may be posted on our website or pamphlets for advertising purposes. We would also like to put them up for parents and visitors to see. Please be assured that no personal information about your child will be revealed at any time.

Emergency Plan

Emergencies

Every effort is made to ensure your child's safety. The staff is CPR and First Aid trained. Minor accidents will receive prompt attention. Accident reports are given if the accident caused injury to your child. In case of a serious injury, parents will be called. If necessary, the parents may need to pick up the child. In an emergency, paramedics will be called first, then the parents or emergency contacts.

Fire and Earthquake Emergencies

Fire and earthquake drills are held once a month as a means to familiarize the children with procedures to use in an emergency. A record will be maintained identifying the date of the fire drill, exit used, time taken to evacuate and children present. Children will be reassured and taught about fire safety and earthquake preparedness in a positive and non-threatening way. The childcare has appropriate fire safety stories to read prior to having the fire drill. Children are required to wear shoes at all times to be prepared to evacuate in the event of a fire. A cell phone and Earthquake emergency kits will be kept in the class at all times. Earthquake kits are to be of a standard acceptable by the BC CCLB.

Emergency procedures:

- **In the case of a real fire**, children will follow the fire drill direction as practiced and continue by walking to Fletcher Park Playground. Attendance is called and verified. Parents are then called.
- **In a drill**, children will follow the fire drill directions and then will be led to the yard where attendance is called and verified. Once all names have been accounted for, the children are led back to childcare.
- **In the case of major emergency that requires evacuation** the meeting place is at Eric Langton Elementary school located at 12138 Edge St. Maple Ridge. A cell phone (778-446-7925), earthquake emergency supplies, first aid and emergency care information for emergency contacts will be taken with us.

Emergency Supplies for Earthquake

In cases of emergency i.e. Earthquake, we will have the following supplies ready to allow up to 72 hours for self-sustenance at the centre. These supplies will be stored on site.

Water

4 litres per day per person in tight lidded non-breakable containers

Food and Utensils

- Three-day supply of non-perishables:
 - Canned and dehydrated food, dried fruit, canned juices, “comfort” food
 - Plastic eating utensils, can-opener

Medical Supplies

- First Aid Kit and First Aid Manual
- Medication:
 - list of children with allergies or medical conditions
 - pain relievers for children and adults
 - medication needed for individual children (must have completed instructions for medication forms)
 - hot/cold packs

Hygienic Supplies

- Soap, paper towels, toilet paper, toothbrushes, toothpaste
- Sanitary supplies, tissues, latex gloves

Clothing and Shelter

- Two space blankets per person
- Plastic sheeting (tarps)
- Large plastic garbage bags

General

- Attendance Records, Emergency Consent Cards and Emergency Evacuation Plan
- Radio, flashlight and battery-operated lantern with spare batteries
- Candles in a deep can, waterproof matches
- Rope, string, duct tape, masking tape
- Paper/pens/markers, books/toys/games
- Bucket toilet

Parents to send the following provisions for each child in a large Ziplock bag:

Small flashlight with batteries, emergency aluminized polyester blanket (Canadian Tire), a few Band-aids, three non-perishable nut-free food items (e.g.cereal bar, power bar), a small comfort toy, a small favourite book, a picture of the family, a comfort note, a small package of wipes, a small bottle of water.

Incident Reporting Policy

Reportable Incidents

The Child Care Licensing Regulation requires that incidents are be reported by the licensee within 24 hours of the occurrence.

Legal Duty to Report

Staff with children in their care, are required by law to report incidents as defined in the Child Care Licensing Regulation (Schedule H). Parents/Guardians need to be aware that we **do** report any of the defined incidents promptly and without exception.

Further details of these regulations can be found at:

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/12_332_2007

There is also a publicly available reference web site that provides guidelines within the area of child protection policies: http://www.mcf.gov.bc.ca/child_protection/index.htm.

At 123ABC Montessori childcare, we follow and adhere to these Regulations and Policies.

Non-reportable minor incidents and unusual occurrences will require staff to document the instances in a log book. All records are kept in a locked filing cabinet in the childcare office.

Health and Safety Policies

Nutrition

There are periods for a morning snack, lunch and an afternoon snack. We ask that you send well-balanced, healthy snacks and lunches for your child.

Note: 123ABC Montessori Childcare does not provide any food or drinks (except water)

Please make sure that all food/snack containers are labeled with your child's name. Children's food should be in an insulated lunch bag - with an ice pack if required, to keep food cool. Suggest an ice pack is placed in the bag which will keep the temperature between 0 – 4 degrees C. Feel free to send food that needs to be reheated, as we do have a microwave for this use. Please note, for health and safety reasons, we will not cut, slice or otherwise alter the proportions of the food items you send with your child.

All snack and lunch periods are supervised. If your child cannot finish his or her lunch, the remaining food will be sent home in the lunch box. This will help you to better gauge the amount of food needed for your child's lunch. Food will not be used as reward or punishment, any 'Special Day' foods will be recorded and parents informed.

We want to encourage healthy eating habits and the following are some suggestions of what to bring and what not to bring:

Good	Not Good
Fruit / Vegetables	Yogurt / Yogurt Tubes / Yogurt Drinks
Crackers and Cheese	Fruit Sauces
Granola / Snack Bars (Peanut free)	Puddings
Small Sandwiches	Potato Chips / Candy / Candy Bars
Fruit Bars / Dried Fruits	Trail Mix (Too hard to ensure Peanut free)
Muffins / Cookies / Breads (Peanut free)	Juice / Chocolate Milk / Pop

Do not send anything containing nuts (this includes peanuts/peanut butter) as there may be children with allergies.

Drinks

We encourage the children to drink fresh water and have cups available. However, you may provide your own drinks in a leak-proof (labeled) container. Please follow the Nutrition guidelines

Health / Medical

Please review this section very carefully. As children get sick without warning, parents are well advised to have a backup childcare plan in place. For the health of all children, the caregiver has the right to refuse to take a sick child into childcare and to determine when a child is too ill to remain in care.

Please DO NOT send your child to childcare if he/she has the following symptoms:

- Fever over 100F / 38C degrees taken orally
- Nausea, vomiting or diarrhea
- Eye infections, i.e. conjunctivitis (pink eye)
- Rash with a fever
- Sore throat
- Contagious illness such as measles, chicken pox, mumps, etc.
- Head lice
- Yellow skin or eyes
- Severe cold and/or cough
- Rapid or labored breathing

Parents MUST notify the childcare immediately if their child becomes infected with a contagious disease so that the other parents can be notified. A child presenting any of the symptoms noted above while in childcare will be isolated for the protection of the other children. The parents or emergency contact person will be notified to pick the child up immediately. Your child will be kept as comfortable as possible until you arrive.

Please remember that when illness is accompanied by fever, your child may not return to school until their temperature has been normal for 24 hours (without medication)

Medication Administration

If a child has a medical condition that requires the administration of medicine at Childcare parents will be required to fill out and sign a Administration of Medication Consent Form. Medication will be stored in an out-of-reach place (for children) that is easily accessible to caregiver but is inaccessible to children except in the case where self-medication has been deemed appropriate. Medication must be in the original container and the directions for use on the container must be followed unless alternate written instructions came from a physician. Administration of medicine, including the time and amount, needs to be documented appropriately in the child's care plan.

Vaccinations

We are a pro-vaccination facility. This means that we do not accept children who have not been vaccinated with the minimum of MMR prevention shots. (See exception*)

All children attending 123ABC Montessori Childcare must have their immunization records current and up to date. We do not accept children who do not fit this criterion.

*The only exception to this is if a child has medical reasons for not being vaccinated. This reasoning must be presented in writing from a BC registered, practicing Doctor of Medicine.

If a communicable disease occurs in the facility, you will be notified, and children will **not** be able to attend daycare until the danger period is over. This is to protect your child and the other children in our care.

Allergies

The Childcare is sensitive to the needs of children and families with allergy and asthma issues. We are a scent and peanut free centre and monitor other allergies on a case-to-case basis to provide a safe and healthy environment for teacher and children alike. Upon registering your child, please be sure that teacher is aware of any allergies your child may have and how they are to handle an allergic reaction.

Procedures in the event of an emergency relating to a child - [\(See Appendix A\)](#)

Care and Supervision

Care Policy

Ratios

Teacher and Child Ratios in the class is a 1-to-8 based on Child Care Licensing Regulations

Daily Schedule

The childcare provides a comprehensive and coordinated program of indoor and outdoor activities that is designed for the development and care of children and is appropriate for the age and development of the children.

Hygiene and Cleaning Routines

To ensure a safe and clean environment for children in the program, we promote good personal hygiene practices by encouraging children in the areas of hand-washing, cleaning teeth, nose-blowing and toiletry. We are very diligent in keeping our centre clean! We strive to keep everyone – children and staff - as healthy as possible. To achieve this, our cleaning schedule is as follows:

- Floors are swept, vacuumed and mopped daily
- Bathroom is cleaned: toilets, sinks and walls are wiped down daily
- All toys, furnishings and equipment are disinfected on a regular basis

Cleaning supplies, medications and hazardous items are stored in out-of-reach, secured areas. All Toys/materials are monitored for cleanliness/broken parts, etc. each day.

No smoking - No pets

The property of 12287 Fulton Street is strictly designated as a No Smoking, No Pets zone.

Health Care for Teachers and Children

In order to ensure a seamless delivery of care to children, 123ABC Montessori Childcare maintains a list of appropriately trained and licensed substitute teachers/supervisors as the need arises (sickness, vacation etc.). If children exhibit symptoms of cold, flu or other communicable diseases, we ask parents to take them home or to their family physician.

Care Plans for Children with Specific Needs

Any child with a specific need will have a record of what is required to fulfill that need. This will be part of an individual plan to address the child's needs that has been discussed and agreed between the parent and the childcare centre.

Emergency treatment for children

Please refer to [Appendix A](#)– Health and Illness Policy

Supervision Purpose of Policy

To ensure that teachers are aware that every child in attendance at 123ABC Montessori Childcare must be supervised by a teacher at all times.

Procedures for Child Supervision

All children must have their details recorded on the daily attendance sheet:

- Time of arrival
- Approximate time the child will be picked-up
- Actual time of pick-up
- Parents signature (at departure)

The daily attendance record sheet is to be readily available to the childcare staff at all times in order to facilitate head-counts. Head counts of children are to be completed on a frequent basis throughout the day, minimally 2 to 3 times per hour. Head counts must be completed before and after a transition with children from one activity area to another (e.g. Playroom to Playground). Maintaining attendance records, in conjunction with constant supervision skills, is critical in ensuring the safety and well being of the children in our care. It also enables an immediate indication of numbers in the event of an emergency. All completed attendance sheets will be kept on file in a secure area.

Missing Child Policy

- In the event of a missing child, a search of the building and immediate outside area will be conducted
- If the child goes missing during outside activities, an immediate search of the area will be conducted
- If the child is not found, we will immediately inform the police, the child's parents and Maple Ridge & Pitt Meadows Childcare licensing office (604-476-7000)

Outdoors Play

123ABC Montessori Childcare is fortunate to have Fletcher Park located next to the childcare. The park has superb playground facilities that will be utilized for outdoor play. Outdoor play offers the children fresh air where they learn and practice social skills and get some daily exercise. It is important, when using the playground, to have safety rules in place in caring for the children.

Children will be instructed regarding Playground Safety before they can begin playing in the playground area:

- Be nice; be gentle with your friends
- Take turns when playing on swings
- Never push or roughhouse while on jungle gyms, slides, seesaws, swings etc.
- Use equipment properly;
 - Slide feet first
 - Don't climb outside guardrails
 - No standing on swings, etc.

Procedures for Child Supervision - outside:

- Children will wear a 123ABC Montessori Childcare vest for easy identification
- Children will be paired with a "Buddy" and hold a rope while walking outdoors
- The daily attendance record will accompany the staff when outside with children
- A sign placed on the childcare entrance door to indicate where are we going
- A cell phone, with children's emergency contact cards and First aid kits to be carried at all times when going outdoors
 - Check the First aid kit and ensure it is fully supplied
 - If required, Epi-pens and any other child-specific medication is to be carried in the First aid kit
 - In-Case-of-Emergency procedure sheet is to be carried with First aid kit
- Before using the playground, a general look at the equipment to make sure that it is clean, safe and well maintained. Playground equipment that is wet will not be used
- Staff to be in a position so as to be able to clearly see children while they're playing on all the equipment
- Staff will keep a head count of the children in the play area and mark each child off the attendance list
- If there is too much public activity in the park, making supervision difficult, we will not take children into the area
- Children are to wear clothes that do not have drawstrings, cords or loose attachments. Drawstrings, purses and necklaces could get caught on equipment and cause accidental injury to a child

Outdoors Education

123ABC Montessori Childcare will use its own back yard for general educational/play programs during the summer months (weather permitting) and will include extra-curricular activities, including:

- Gardening: Flower, plant and vegetable recognition etc.
- Sandboxing
- Camping – introduction

Appendix A

Dealing with Separation Anxiety

It is not unusual for a child or parent to experience anxiety on the first few days of attending a new Centre. We have found that, for the child, positive reinforcement and reassurance will help the child to adjust to his/her new surroundings. If you, as a parent, are feeling uncomfortable after the first two weeks or so, please come in and talk to the staff. Parents who are positive and enthusiastic with their children and become involved with the ongoing activities of the Centre will share with their children the rich rewards of a fulfilling education.

Helpful Hints

Listed below are some hints to help your child integrate into the daycare. Some children will adjust easily to the routine, while others will take a little time.

Following these hints will ensure a positive start:

- If you have any anxieties, discuss them with the teachers, not in front of your child.
- Allow enough time to get to here, so that your child will feel calm upon arrival.
- Arrive on time.
- Keep your good-byes short and sweet and reassure your child of your return.
- Leave the premises.
- Be prompt at pick up time.
- Have faith not only in your child but also in the teachers!

Health and Illness Policy

Illness

If your child should become ill or injured at school we are trained in first aid and will contact the family/guardian, or emergency contacts if family/guardian is unavailable.

In the event of a child emergency we will:

- Access ambulance transportation to take the child to a Medical facility
- Access the child's file for medical information and emergency consent form
- Provide information to the doctor and family/emergency contact person
- Support the child and the family/emergency contact person
- Complete an incident report and maintain progress reporting of the emergency

Exclusion Policy due to illness

While we are sensitive to the stress that illness may cause to families, it is important that you plan ahead for your child's care should your child need to stay home due to illness. We need your co-operation in order to protect the entire group of children. We ask that parents assist by keeping their children at home if they have experienced any of the following symptoms within the past 24 hours:

- Fever over 38.3C/100F
- Any complaints of unexplained or undiagnosed pain
- Signs of newly developing cold or severe coughing
- Diarrhea, vomiting or an upset stomach
- Unusual or unexplained loss of appetite, fatigue, irritability or headache
- Any discharge or drainage from the eyes, nose, ears or open sores
- Any difficulty in breathing, wheezing or a persistent cough
- Severe itching of body and scalp
- Children with known or suspected communicable diseases

If a child is away sick we require a call from the parents to notify us of the absence of their child and also the cause of illness as diagnosed by a doctor. This information is extremely important in the case of any contagious infection. We must notify other parents that their child may have been exposed to this illness. Should there be an 'outbreak' - meaning two or more children - who have a communicable illness, we must report it to the local licensing officer immediately. We need to take steps in order to minimize the spread of any infection and perform any sanitization/cleaning or removal of objects and equipment.

Children who become ill with any of the above symptoms will be returned home.

We appreciate the parent's co-operation with this policy. If you have any questions about whether or not your child should attend that day, please call before bringing your child in.

Food Allergy/Intolerance Policy

We require that all parents fill out the allergy portion on our registration form and give us specific details on their child's allergies and intolerances. Our centre is a PEANUT FREE ZONE.

If parents are providing a special snack for birthdays or celebrations, please ensure that the items are peanut-free. If your child has intolerance or allergy please make us aware, and realize that your child may have to be excluded from any shared snacks.