



[www.talentmontessori.com](http://www.talentmontessori.com)

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# Parent Handbook



## **Introduction**

### **Program Statement:**

Welcome to Talent Montessori School, our philosophy and commitment is to provide each student an authentic Montessori Program as well as a learning through play pedagogy, both methods that recognize the child's development and aims to provide future success in learning. Talent Montessori School aims at providing an environment that is warm, happy, enriching, supportive, inclusive, and nurturing in the well being of a child. Additionally, to view the child as competent, capable and rich in potential.

Talent Montessori School has well qualified teachers who are Montessori Certified and or Registered Early Childhood Educators with substantial years of experience working with age grouping from birth to six years old. Our teachers are very professional ongoing learners and dedicated towards the children, their families, and the community around the outskirts of our School location. Apart from education perspective our teachers and licensees have ongoing commitment with community partners such as fire department, health and safety, local shops and elementary/ post secondary education and York Subsidy. York region subsidy helps families who need child care and who may be in difficult situation to provide funding for such a program like ours to their child. Working together as a whole can foster the child and prepare the child to achieve goals set out. Teachers will also be encouraged to expand dialog daily with parents and guardians through memos, newsletters, and school events. Parents benefit from our camera facility as they may log on at any given time and view what their child is engaging in learning. We strongly believe that working together builds a concrete foundation for success.

As we enter into a new module of modernization of early childhood education it is in the best interest of the school to help educate and promote dialog of these new modules. We have been directing our education not only in a philosophic or pedagogy rhythm but also in terms of changing needs of new acts of operations for Ontario's early childhood systems. We are helping child to learn through exposing them with How Does Learning Happen and Early Learning for Every Child Today. What it means is; we are planning for their individual needs along with understanding the four areas of how does learning happen. Through engagement, well being, expression and belonging. It is a known fact that once we can fully understand and promote the Child's individuality and accept the him as a unique person. Our philosophy believes that as every child is unique every child if given the opportunity to explore freely will take that opportunity and absorb all that is being exposed to.

Talent Montessori School is open all year round, Monday to Friday from 7am to 6pm to accommodate the growing economy and educate and secure children with an enriched learning program. We offer amazing before and after school program along with a specialized full day program. We currently have a Toddler Classroom accommodating 10 students from 18 months to 2.5 years of age. Aligned with our Casa program that accommodates 20 students from 2.5 to 6 years of age. Our programs comprises of the mixed age group ratio based on the Montessori philosophy that when mixed ages are combined, the younger child will follow positive learning that an older child exposes. The older child is of good role model and encourages the younger child to pick up learning in a faster approach. At the same time the older child is gaining self confidence, assurance, and communicates with direct pathway of thinking.

We offer 3 nutritious meals daily, all of which strictly follow Canada's Food Guide. As is in accordance with our Anaphylaxis policy. Talent Montessori school is a peanut free environment. All information regarding this effect will be respectfully posted in a permanent and visible location throughout the school. We encourage parents and guardians to respect and follow our peanut free environment policy as stated from the York Region Public Health Guide.

Our curriculum for Toddler Classroom is comprehensive, challenging and diverse, this is the time when a toddler can effortlessly absorb his own surroundings, just by living. The toddler child will use his 5 senses regularly to simply sort and classify the unknown with of which is known on the basis of his curiosity about everything and need to manipulate objects in order to learn. It is the teacher's responsibility to encourage the child to engage in positive child interaction, and feel

secure that he can do it. With support and comfort the child will be directed in a positive pathway and build great communication skills and demonstrate self regulation.

Our Casa curriculum program is set out into 5 areas of development. The practical life, sensorial, language, mathematics, and culture. Dr. Maria Montessori believed that human beings learn by exploiting and experiencing the real life activities by very tender age. They must do work for themselves and only then is learning takes place with interest and understanding. Our Casa program is set up in a way that the child can move around his surrounding freely and choose activities that can be done either on his own or teacher's support. Through teacher creating positive learning environment and experiences, child can truly feel pride and belongingness.

To better understand the areas of development for Casa children we have provided you with a clear explanation:

**Practical Life** activities allow children the opportunity to learn how to care for themselves, others and the environment. Children will take pride in mastering their environment while developing independence, sense of order, fine motor skills and concentration. These activities will indirectly prepare children for reading, writing and mathematics.

**Sensorial** materials provide the child with sensory-motor skills to stimulate all five senses. In this area of the classroom the children learn differences in size, texture, weight, shapes, dimensions, colours. The child internalizes sensorial concepts and vocabulary development is enhanced.

**Language** exercises help master listening, writing and reading skills. Children discover that exploration is limitless and that reading and writing can happen more naturally. Children begin this journey by expanding their vocabulary, learning the phonetic sounds of the letters of the alphabet, reading phonetically, acquiring a repertoire of phonograms and sight words, and expanding their reading abilities to enable them to read text and create wonderful stories.

**Mathematics can be** formed with the child's use of the Sensorial Material. Dr. Maria Montessori referred to these materials as materialised abstractions (the Cylinders, Pink Tower, Long Rods and Broad Stair) which form a base for mathematics. The Geometric Cabinet forms a base for Geometry and the Binomial and Trinomial Cubes form the base for Algebra. The terms of these activities and materials are invaluable what is infect valuable is how they learn the concepts. The child will enjoy their mathematical journey from the concrete to the abstract- learning addition, multiplication, subtraction and division static and dynamic

**Culture** refers to the areas of knowledge that enrich the child's understanding of all aspects of the world in which he lives in. The curriculum is divided into the following areas: Geography, History, Science, Botany, and Zoology.

In addition, our Casa program provides extracurricular learning opportunities in: French and music.

Both Toddler and Casa programs is designed in a way which is balanced with indoor and outdoor activities as well as 2 hours' schedule time for rest, and or quite individualized activities. These times will be monitored and used to enrich the well being of the child. Rest is necessary for the mind to relax and restore itself before engaging again in exploration of learning and advancing. To help parents/ guardians understanding their child's daily routine teachers from both class have created a daily schedule and is posted on information board for parents/ guardians to view.

Talent Montessori School have taken the time to assure that program teachers, volunteers, and students working with our children have meet necessary requirements set out by licensee and directed by Ontario Ministry of Education and Child Care Early Years Act. Our policies and procedures will be reviewed upon entry or enrollment of employment. And will be reviewed on an ongoing basis as needed or updating of information that has been presented.

Licensee takes policies and procedures very seriously and will assure that any prohibited practices will be addressed. Prohibited practices measures will be identified, and monitored on a regular basis. Observations and notifications will happen every three months to assure the well being of the children in our school. Necessary measures will be taken if necessary. Prohibited practices should never be undermined, such as: degrading, harsh punishment, irrationality, deprivation of nutrition for any reason. The health and safety, engagement, wellbeing, and expression of the child should be and will be priority for our school. We assure you that!

It is with great pleasure to invite you to our Talent Montessori School. Our children are tomorrow's future.

## **Mission**

Talent Montessori School will endeavor to provide quality education in a safe, nurturing and creative environment that helps the development of the whole child. The mission ensures that the child is academically motivated, artistically creative, physically active and emotionally supported.

## **Vision**

Talent Montessori School strives to establish and maintain accessible, quality Montessori education for all the children of our community. The school will encourage and assist children to reach their full potential and to play a responsible role in protecting the global environment as well as fostering peace and harmony.

## **Philosophy and Program Development**

Talent Montessori School has one Toddler classroom accommodating children ages 18 months to 2 1/2 years old and one Casa (Preschool) classroom accommodating children ages 2 ½ through 6 years old. Each class has Montessori trained teachers who hold a recognized diploma. The Toddler classroom also has a Registered Early Childhood Educator.

We serve our children with three nutritious meals daily, all of which strictly follow Canada's food guide. In accordance with our Anaphylaxis Policy, Talent Montessori School strives to be a nut-free environment. Information to this effect will be posted in prominent locations throughout the school we encourage parents/guardians to take an active role in their child's learning experiences, and Work" in a collaborative manner in order to meet every child's goals.

We believe that all children are unique; possessing a variety of needs and interests. Children are encouraged to explore this individuality at Talent Montessori School, but at the same time learn to be a part of a big community and family. Both traditional academic goals are met at Talent Montessori, as well as experiential and active learning through play. It is imperative for children to maintain a balance between academic work and play in order to reach their full physical, social/emotional, and academic potential.

We adhere to the Montessori philosophy and methodologies of both High Scope learning, as well as Emergent Curriculum. High Scope learning places emphasis on the importance of providing children with a solid foundation of language and mathematics skills, while Emergent Curriculum encourages creativity on both the parts of the caregivers and children by giving them the opportunity to express themselves freely and to design programming based on the children's interests.

The Montessori Education is to guide each young child to grow and bring out all of their strengths so they can grow into a beautiful flower.

## **Services Offered and Program Development**

- **The Toddler Program**

Talent Montessori School's Toddler Program is comprehensive, challenging and diverse. This is a time when the child absorbs effortlessly from his/her surroundings, just by living. This is the period of the 'absorbent mind'. Children need to be able to explore and discover.

Children are curious about everything and need to touch and manipulate objects in order to learn. They are attracted to everything that stimulates their senses, which they are learning through their surroundings. The program offers professional childcare and an early childhood education program, with a general introduction to the Montessori Philosophy and Methodology for children from 18 months to 2 ½ years of age. Our teachers are committed to providing quality care. The program's mandate is to provide a culturally appropriate, racially sensitive and non-discriminatory environment for children and their parents.

Our teachers give toddlers individualized attention and endeavor to help them build their skills in five important areas:

- Sensory and Perception
- Self-Help
- Language
- Physical and Motor Skills
- Social and Emotional Growth

Learning social skills is a big part of a toddler's development. Great attention is given in helping the children identify their feelings and express them appropriately.

Our goals in the toddler program are to offer children the opportunity to grow socially, emotionally and cognitively through real and positive interactions and carefully chosen materials. The sequence of activities in the toddler environment helps give order, consistency and security to each individual child's daily life.

- **The Casa Program**

Dr. Montessori believed that human beings learn by participating in activities. They must do the work for themselves and only then, is learning actually taking place with interest and understanding. She felt that children learn best in a prepared classroom environment, which serves to make the child independent of the adult. The teacher, or Directress as they are known in a Montessori classroom, allows a child to work at their own pace and this allows a child to engage in meaningful activities. Since children are free to work with the materials on their own, they have the opportunity to explore and absorb what they learn.

The classroom is arranged according to subject areas and children move freely from one activity to another. Once they have had a lesson on the activity, they are free to use the hands-on material to independently explore, practice and build on their knowledge and skills. Our Casa program includes the following subject areas:

- Practical Life
- Sensorial
- Language Arts
- Mathematics
- Science and Nature
- Zoology and botany
- Cultural Awareness
- Geography and History

The Montessori curriculum is further supplemented with activities in areas of:

- Music and Movement
- French lesson

## **Times of service**

The school year runs from September to June Monday to Friday From 7:00 a.m. to 6:00 p.m.

The school will be closed on statutory holidays, Christmas Break and March Break. A child may be admitted at any time throughout the year.

Half day programs are held Morning hours are 8:30 a.m. to 12:00 p.m.

Full day programs are held from 8:30 a.m. to 3:30 p.m.

Extended hours are available from 7:00 a.m. to 8:30 a.m. and from 3:30 p.m. to 6:00 p.m. (Additional fee is required for extended hours).

## **Parent involvement**

Communication with the parents is an integral part of the program. We encourage parents to have an active role in their child's educational experience. Participation by family members that contribute to the growth and development of all children are welcomed at all times.

## **Fees**

Fees are set according to the ongoing cost of operation and are pro-rated to include closures throughout the year. The last month's fees are due at the time of registration or re-enrolment. Cheques are to be made payable to Talent Montessori School.

A receipt will be issued and given to you in February for the prior year's fees for tax purposes. Please retain this for your personal records, as no other receipt will be issued.

It is important for parents to carefully note the following:

No credits or refunds will be given for absences or holidays scheduled by you for your child during year.

A charge of \$50.00 will apply to all NSF or returned cheques and late payments.

## **Withdrawal**

The school requires one month's written notice of withdrawal to waive payment for the following term. No refunds will be considered for a student who is leaving school in midterm at the request of the parent, or in the event the family is relocated. No refunds are considered for absences due to illness or vacation.

Talent Montessori School reserves the right to cancel enrolment if fees are unpaid.

If Talent Montessori School requests the withdrawal of a child, a refund will be given in proportion to the part of the academic year involved.

## **Transportation**

Transportation is the responsibility of the parents.

## **Absences**

If your child is going to be late or absent from school we ask that you call the school no later than 8:30 a.m.

Fees will not be refunded or waived due to student absences during the academic year.

## **Illness**

If a child becomes ill with a communicable disease, parents are expected to call the school immediately. Some illnesses must be reported to the Health Unit. If a child becomes ill during the day parents will be contacted to pick their child up. If parents cannot be reached the emergency contact will be called. Any child exhibiting signs of diarrhea or vomiting must be picked up immediately and may return to school only after they have been free of symptoms for 24 hours.

## **Cancellation of Classes**

If it is necessary to close the school due to inclement weather, parents will be notified by phone.

## **Clothing**

Children require both indoor and outdoor shoes. A change of clothing (labelled) should be kept at the school at all times. The following is a recommended list of items for each child to bring to school:

### Spring and Summer

- Extra pair of shorts/pants
- Extra pair of underwear & socks
- Extra T-shirt, blouse or dress
- Hat
- Sunscreen

\*Please note sunglasses and sandals are not permitted on the playground\*

### Fall and Winter

- Extra pair of pants
- Extra pair of underwear & socks
- Snow boots
- Snow jacket
- Snow pants
- Mittens or gloves
- Warm Hat

## **Diapering**

Parents are responsible for supplying diapers and wipes for their own child. The teachers will let you know when supplies are low and need to be replenished. All items should be labeled with your child's name. Sharing items will not be permitted.

## **Bedding**

### **Children's Rest Period:**

To assure the smooth transition period of rest we require our teachers to monitor and assist with rest period daily. Teachers will stay in rest room for the 2 hour duration to monitor children sleep patterns and assist with any issue that may arise. Parents can request for specific spots of sleep and teacher will meet the parents request. Children are required to rest for 2 hours daily when enrolled in full daycare setting. Parents will be notified on sleep times and any changes that may arise. We kindly ask parents to supply one child size blanket, pillow (optional), and a soft toy (optional). Bedsheets will be provided by the childcare and washed by parents weekly. Childcare provide children with sleep cots that are labelled with the child's name and placed in in a designated sleep spot daily to assure the well being of the child. To make rest period more comfortable for your child, parents are required to supply one child size blanket, pillow (optional) and a soft toy (optional). Bed-sheets will be provided by the childcare and washed by parents weekly.



## **Toys**

We ask that children do not bring toys, money or other valuables to school. We do enjoy sharing special items children have discovered – rocks, shells etc. Books are also welcome for circle time.

## **Nutrition**

Talent Montessori School is a nut free environment. Meal times offer opportunities for children to learn healthy eating habits and develop a positive approach to a variety of foods. Talent Montessori aims to provide nutritious meals and snacks.

In addition, Talent Montessori aims to help children enjoy meal and snack times and encourage good eating habits by creating a comfortable, friendly, cheerful and relaxed environment for children to eat meals and snacks. Parents are asked to support this Nutrition Policy.

It is the responsibility of the Supervisor to ensure that meals and snacks prepared for Talent Montessori by cook in house or catering company (a) conform to the standards set in the *Child Care and Early Years Act* (and its regulations) and the *Canada Food Guide*, (b) are served at regular intervals throughout the day, and (c) provide nutrients necessary for growth and development.

We provide alternative lunches based on allergies. Families will be asked to fill out the allergy and food restriction portion of the registration form at the time of enrolment informing Supervisor of food allergies and concerns.

Food will not be withheld from students as punishment and will not be offered as an incentive or reward. Families are asked to include any additional information if their child has any food allergies or restrictions as part of their registration package and discuss this with the childcare Supervisor at the time of enrolment into the program so that accommodations can be made.

## **Field Trips/Visitors**

Talent Montessori School will occasionally take the Casa children on field trips to local events and/or invite interesting visitors to the school. A field trip permission form will be sent home to parents prior to the date of the trip. Parents will be responsible for fees covering the trip (i.e. admission fee) and a portion of the bus cost. Parent volunteers are welcome to accompany the children on all trips with Vulnerable Police Reference Checks.

Children enrolled in the Toddler program do not participate in field trips.

## **Specialized Services**

The Talent Montessori School academic year is from September to June. The school is closed on the following days:

- New Year's Day Closed
- Family Day Closed
- Good Friday Closed
- Easter Monday Closed
- Labour Day Closed
- Canada Day Closed
- Civic Holiday Closed
- Victoria Day Closed
- Thanksgiving Day Closed
- Christmas Day Closed
- Boxing Day Closed

\*Over P.A. Days, Christmas, March Break and the Summer months the school offers a stimulating and fun filled camp for children. A newsletter detailing dates, times and fees will be sending out to parents during the year. The camp will be held if the registration numbers are filled. If not, the school may offer the camp at another time. You will be notified in advance if the child care centre must close due to unforeseen circumstances.

## **Immunization Policy**

All parents must show proof of immunization prior to their child/children attending Talent Montessori School. If parents have religious or philosophical reasons for not immunizing their child, they must submit their objection, in writing, to the school. Similarly, a written explanation is required from the family physician if there is a medical reason for not immunizing the child.

Inadequately protected children and those without an immunization record on file will be excluded from the school for their own protection during an outbreak of a designated vaccine preventable disease. A copy of the immunization record will be kept in the child's file.

## **Progress Reports**

Interviews will be scheduled in December to discuss your child's progress. Written reports will be sent home in June. If you have any concerns, an interview can be arranged anytime throughout the year.

## **Designated Emergency Shelter**

In the event of an emergency and Talent Montessori School must be evacuated the designated emergency shelter is Our Lady of Grace Catholic School. Teachers will take the contact information. Parents will be contacted from the emergency shelter immediately to collect their child.

## **Registration and Admission**

To apply for admission please complete the application package complete with the registration fee. Placement cannot be confirmed prior to receipt of all required documentation and payment of fees.

## **Suspension / Termination of service**

Talent Montessori School reserves the right to withdraw services for the following reasons:

### **A) A child's:**

- Persistent opposition to authority;
- Willful destruction of property;
- Use of profane or improper language;
- Conduct, which is injurious to the moral tone of the Centre or the physical or mental wellbeing of others in the Centre.

### **Procedure:**

First Incident: Staff will speak with the child, and parent(s)/guardian(s) will be informed through daily verbal communication and discussion. A written warning to be signed by parent(s)/guardian(s).

Second Incident: Suspension of one -five days

Third Incident: The Supervisor will consult with the Owner/Operator after following the above steps, the parent(s) will be notified in writing of termination of services. \*

### **B) Behaviour that manifests itself into a potential safety hazard to other children and staff.**

### **Procedure:**

First Incident: Documentation of incident and written warning will be given to the parent(s)/guardian(s).

Second Incident: The Supervisor will consult the Owner/Operator Parent(s)/guardian(s) will be contacted to remove the child(ren) from the Centre and services will be terminated. \*

### **C) If any parent/guardian becomes verbally/physically abusive to Administration, Staff, Owner/Operator, Students and Volunteers of the Centre.**

**Procedure:**

- **Physical Abuse:**

First Incident: The Supervisor will consult with the Owner/Operator. The family will be notified in writing of automatic termination of services to the family.\* If necessary, the police may be notified and charges possibly laid.

- **Verbal Abuse:**

First Incident: Staff documents Incident and the parent(s)/guardian(s) is/are provided with a written warning that must be signed.

Second Incident: The Supervisor will consult with the Owner/Operator. The family will be notified in writing of termination of services to the family.\* If any type of threat were to be uttered, the police may be notified and charges possibly laid.

If staff discovers any type of abuse (physical or verbal) which has occurred toward a child registered in our program, the Centre is not under any obligation to inform the parent(s)/guardian(s) that the Children's Aid Society will be notified.

**D) Failure of parent(s)/guardian(s) to comply with policies agreed upon in the Parent Handbook. Failure of parent(s)/guardian(s) to comply with program regulations and limits.**

**Procedure:**

First Incident: Meeting with the Supervisor and parent(s)/guardian(s) to discuss the issue.

Second Incident: Written warning to parent(s)/guardian(s).

Third Incident: The Supervisor will consult with the Owner/Operator. The family will be notified in writing of termination of services to the family.\*

**E.) Parent(s)/guardian(s) fall(s) more than three weeks in arrears in their fees, with no written explanation, or payment schedule worked out with the Supervisor, or approval by the Owner/Operator.**

**Procedure:**

First Incident: The Supervisor will consult with the Owner/Operator. The family will be notified in writing of termination of services and Notice of Claim will be filed with the Small Claims Court.\*

**F) If the child or parent/guardian demonstrates behaviour deemed by the Supervisor to be detrimental to the effective operation of the Childcare Centre.**

**Procedure:**

All incidents: The Supervisor will consult with the Owner/Operator. The family will be notified in writing of immediate termination of services.\*

**\*NOTE: THERE WILL BE NO REFUND OF FEES UPON SUSPENSION AND/OR TERMINATION OF SERVICES.**

## **Withdrawal or Suspension of Services from Talent Montessori School**

There may be instances when Talent Montessori cannot accommodate the ongoing or future needs of a currently enrolled.

These matters will be brought to the attention of the Owner/Operator. In the event it is determined that the program at Talent Montessori does not meet the needs of the child, Talent Montessori reserves the right to require the withdrawal of the child from the program.

In order for a child to be discharged from Talent Montessori:

- All relevant information must be documented
- The Owner/Operator must approve the discharge and
- Up to Four (4) weeks written notice will be provided
- Notice will be given to Children's Services consultant upon withdrawal.
- Families will be referred to appropriate support services should they be required.

## **Written Communication**

Both verbal and written communication with parents is an integral part of our program.

Written communication from the child care centre will be deposited in your child's cubby. Your child's teacher will be happy to help you locate the appropriate place where letters are kept. Sometimes notification will be posted on classroom boards. These places should be checked daily.

Daily log books will also be kept in each child's classroom.

## **Arrival and Departure**

Children should be in the Centre by 8:30am (where applicable) in order to receive the most benefit from the program. If your child is sick, late, or absent, the centre must be notified by calling the centre and leaving a message or speaking directly to a staff member. This also applies if your child is picked up early from the centre, or is going to be picked up by someone other than a parent.

It is important that parents bring their child to the classroom door, so the teacher is aware of the child's presence.

Parents (or authorized persons) are required to escort their children to and from the teacher when arriving and departing.

**Toddler's pickup and drop off is as follow:** Till 9:00 am toddlers entrance would be the main entrance door and after 9:00 am toddlers will be pickup and drop off from Class room # 2 exit & entrance door.

There is a late fee for all programs of \$1.00 per minute per family after 6:00 p.m.

Late fees are due within one working day payable to the childcare staff on duty. This policy is designed as a deterrent and abuse of the policy will be considered a violation of the parent contract.

## **Pick-up Authorization**

Only individuals 13 years or older may be given authorization to pick up a child enrolled in our program. Children will not sent home alone, or released to any unauthorized person; only those people authorized on the application form are permitted to pick up your child without written consent. The centre must be advised in writing whenever there is a change in authorized pick-up privileges. At the request of any staff member, identification maybe requested at any given time.

The child care Supervisor must be notified in writing of any address or telephone changes at home or at work. Emergency contact telephone numbers must also be provided in case of emergency when parent(s) cannot be Located.

## **Illness and Medication**

### **Epinephrine**

In the event that your child requires epinephrine for anaphylactic shock, you are required to supply two pens or twin jet that has a dose in one pen for your child. These pens will remain within the child care at all times. The epi-pens will be stored in a pouch labeled with your child's name. This pouch will be carried by your child's teacher and will follow your child during their time in our care. Note: It is the parents' responsibility to provide additional epi-pens for school-aged children. The child care epi-pens will not follow your child to other programs (i.e. school) outside the child care program. You are also required to complete an Anaphylaxis Form that is available in the childcare office. Please be aware that your child's picture will be posted in two locations, the child care office, the child's own classroom and all other Classrooms in the School...

### **For the benefit of all, sick children will not be admitted to the Centre.**

Parents will be contacted if their child becomes ill. Upon our request, parents will be required to make arrangements to have their child picked up early.

Parents will be contacted if their child has a fever and will be expected to pick up their child immediately. The child will not be able to return to the program until they are 24 hours fever free (and without fever medication).

Parents will be contacted if their child has diarrhea and will be expected to pick up their child immediately. The child will not be able to return to the program until they are free of diarrhea for 24 consecutive hours.

The sick child will be isolated from the classroom in the staff room or supervisor's office until a parent or authorized pick up person picks up.

If children have green fluid coming from their nose, they are expected to stay home until it is clear. Green discharge is a sign of infection and is inappropriate to send your children to the program.

Children who are too ill to cope with the daily routine (outdoor play, lunch, and scheduled activities) should not return to the Child Care Centre until their health has improved.

Timely reporting of communicable disease is essential for their control. Reportable communicable diseases and amendments under the Health Protection and Promotion Act are reportable to the local Medical Officer of Health. The child care staff will follow the direction of the Medical Officer of Health for further direction.

If and when a child attending the Talent Montessori School is identified as having head lice, the parent will be contacted and will be expected to immediately pick up the child and administer treatment. Until the parent arrives, the affected child will be isolated. Re-admittance to the Centre will occur when the child is free of head lice as determined by the Supervisor or ECE on duty.

In the event of an emergency, when you or your emergency contacts are not immediately available, a staff member from Talent Montessori School will transport your child via taxi or ambulance to the nearest hospital, arrange for emergency medical care and attempt to contact you again.

## **Medication**

**The Centre will dispense medication only when meeting the following criteria:**

- 1) Medication must be in the original package from the pharmacy.
- 2) Medication must be labeled clearly with the child's name, name of the medication, date of purchase, amount to be administered and the time to be administered.
- 3) Parents must fill out the medication book giving authorization to dispense medication.
- 4) Medication must be kept in the locked box. One is kept in the fridge and the other is kept in a locked box in a designated cupboard out of the reach of children.
- 5) Only the teacher-in-charge will administer the medication to the child and record their signature in the medication book.
- 6) Non-prescription medication will only be given with written consent from the doctor.
- 7) Medication found in a child's possession will be removed and stored in a locked box, noted in the daily log and discussed with the Parent.
- 8) Epi-pens will be stored in a medical pouch that will be brought wherever the child who is in need will be.
- 9) All medication must be removed from the Centre at the end of the prescribed term for use as specified on the medication form.
- 10) The Supervisor is responsible for checking all medication on a weekly basis for expired medication. If any medication is found that will expire within one month, the Supervisor will notify the parent /guardian or the care taker.

## **Accident Reports**

In the event that your child has an accident, an Accident Report is always completed with all of the details of the event. This will be given to you when you arrive and you will be required to sign the form to acknowledge that you have been informed of the accident. If the accident requires medical attention, a Serious Occurrence Report is also completed and submitted to the Ministry of Education.

In the event that your child is seriously injured and needs medical attention, you will be contacted immediately. You will be required to pick up your child or meet the Supervisor at the nearest hospital. In the event that an ambulance is called, you will be informed as to the location that your child is taken to.

## **Incident Reports**

In the event that your child demonstrates aggressive inappropriate behaviour and causes harm or damage, an incident report will be completed and a copy will be given to you and the original will also be placed in your child's file. Incident Reports will also be used to document inappropriate actions taken by parents. In the event that a pattern of inappropriate behaviour continues, further action will be taken. i.e. suspension or expulsion.

## **Serious Occurrence and Enhanced Serious Occurrence**

Ministry of Education requires that all licensed child care centers report all serious occurrences within 24 hours. In the event that a serious occurrence has been report, Talent Montessori School will post a notification form to all parents to inform them of the occurrence. If there is an allegation of abuse against a staff, student or volunteer, the report will only posted once the allegation has been completed.

## **Volunteer/Student Supervision Policy**

Talent Montessori School will ensure that:

- No child is supervised by a person under 18 years of age.
- The Director will ensure that volunteers and students complete a review of all Policies & Procedures including Behaviour Management Policy and Criminal Reference Check Policy before beginning their role at the school and at least annually thereafter.
- Volunteers and students do not have unsupervised or direct access to children at any time.
- Volunteers and students are not counted in the staffing ratios.

In maintaining these standards, our ultimate aim is to provide an enriching educational experience in an environment which maintains the safety and emotional well being of children in the care of Talent Montessori School.

## **Behaviour Management Policy and Guidelines**

Children are entitled to quality care in a safe and healthy, secure and loving environment. Children need the opportunity to explore their environment and discover their capabilities. This involves testing their limits and experimenting with social interactions; it is this testing and experimentation that often results in behaviour that adults find unacceptable. Staff at the centre; establish limits on a child's behaviour so that they can create an environment where each child can develop emotionally, mentally, physically and socially, according to his abilities. Appropriate limits should be set so the child can explore his/her world in a safe and respectful setting where he/she will develop sensitivity for others, respect for property, self-respect and self-control. It is important that parents are able to trust the staff, to treat every child with respect and that the staff knows how to support the children through proper program planning and proper use of the space and equipment available, rather than through power struggles.