



Parent Handbook

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www.greatlakesmontessori.ca



Two Locations:

- 200 Racco Pkwy, Thornhill. ON L4J 8X9
- Ph: 905.881.4094
- 8111 Weston Rd, Woodbridge. ON L4L9T6
Ph: 289.657.085



ALL PARENTS/GUARDIANS ARE REQUIRED TO SIGN AND RETURN THE FORM BELOW, INDICATING THAT THEY HAVE READ AND UNDERSTAND THE SCHOOL COVENANT, POLICIES AND PROCEDURES.

Our School Covenant

- 1. I will contact the administration in a timely manner to discuss concerns regarding the School Program or staff.*
- 2. I will be responsible for seeing that my child arrives at school on time - 8:00 a.m., Monday to Friday.*
- 3. I will try to take my family vacations during School Holidays, Winter Break, Spring Break and the Summer!*
- 4. I will try to make doctor appointments, when necessary, after school hours.*
- 5. I will make appointments to meet with my child's teacher to discuss any concerns about my child's social and academic progress, and endeavour not to have discussions before or after school without an appointment.*
- 6. I will try to spend time reading daily with my child.*
- 7. Should I have concerns I will go to the source for accurate information.*
- 8. I understand that I cannot switch days due to absences.*

Parent Acknowledgment

Enrolment signifies compliance with the school covenant, all school rules and policies.

I, _____, have read and understand the policies and procedures, as detailed in this handbook.

Student Name: _____

Signed: _____

Date: _____

This Handbook is being provided to give you information on GLM and its policies. These policies have been implemented for the safety and welfare of all the children in the school. Please take time to read these policies carefully. Always feel free to contact us if you have any questions or concerns. Your child's education and well being is very important to all the staff. We feel that if the school and parents work together, the child will reap the greatest benefit. We look forward to a very happy and productive year!



Introduction

We are a modern, progressive MONTESSORI SCHOOL with an emphasis on learning, discipline, respect for others and one's self. This is achieved through excellent teaching staffs that adhere to fundamental academic principals and traditional values using the Montessori Method. We also follow the regulations of the Child Care Early Years. Our student-centered and student-directed educational method promotes exploration, experimentation, creativity and respect. GLM students are taught a diversified, challenging and enriched academic curriculum.

Our Vision

At Great Lakes Montessori we trust that each child has their own potential. Our vision is to provide a specialized secure environment allowing for the fulfillment of the potential of each child.

At Great Lakes Montessori we believe that the education a child receives at an early age is one of the most important factors that will determine his or her future and its impact is felt throughout a person's life. Montessori is an education for independence, preparing not just for school, but for life.

Our Mission

Our mission is to provide an enriching program which nurtures the whole child emotionally, intellectually, physically and socially. We aim to achieve an environment that is engaging and responsive to each child at various stages of their development. Children are given the best care and attention throughout the entire day which allows us to develop positive, long-lasting relationships with the children and their families.

Our Pre- Casa and Casa Programs strive to provide peace of mind for the parents. Our qualified and nurturing staffs work hard to provide home away from home for the littlest ones.

Our mission is to create a unique learning environment to inspire and challenge students to discover the best of who they are and to achieve their full potential. This approach to education will enable our students to develop skills to succeed in school and in life: self-motivation, self-discipline and responsibility.



About Our Programs:

GLM offers a Montessori based program for

Pre-Casa: 18 months to 3 years

Casa: 3 to 6 yrs.

The school day runs from 8:00 am-4:00 pm with the school being open between 7:00 am-8:00 am and 4:00 pm-6:00 pm for before and after school care. The extra-curricular programs include Physical education, French, Mandarin and Music on a rotational basis. Children participate in 2 hours of outdoor play daily, in our play areas. Rest time is provided in the afternoon for Pre-Casa and Jr- Casa students.

Holidays Observed

GLM is closed for the following holidays in any given school year:

Labour Day	Family Day
Thanksgiving	Good Friday
Easter Monday	Victoria Day
Civic Day	Canada Day

The school will be closed for 2 weeks Winter break and one week for March break for all programs. We follow the same holidays as York Region District School Board.

Parent Teacher interviews are hosted twice a year, once in November and once in May. We close for all programs during those two days. Please see the yearly calendar for details.

We close for one day in May for CCMA (The Canadian Council for Montessori Administrators) Conference. The exact date will be posted a month earlier for your convenience.



Please note that our Pre-Casa program is open through Summer except for last week of August. We need that week for classroom preparations for the next year.

Casa Parents will have an option of putting their children in Summer Camp. Summer Program for Casa will run from second week of July to the second last week of August.

Our Summer Camp dates coincide with YRDSB Summer Camp dates.

Nutrition

Families are required to participate in our mandatory Lunch Program. GLM has an onsite kitchen where a certified cook plans and cooks fresh food for children. We also provide daily morning breakfast and afternoon snacks. Parents can provide food from home provided they have a doctor's note explaining the reason.

Our Breakfast time for all rooms is from 8 till 8:45 am everyday. Please bring your child to school before 8:40 am if you would like him/her to have breakfast with us.

Class Trips and Off-site Activities:

Great Lakes Montessori will take the children off premises for walks or field trips. GLM will inform parents ahead of time about field trips via e-mail or class note. There will be a minimal cost involved with the bus and admission tickets payable by the parents. Please note, because of student teacher ratio your child will have to stay home the day of the field trip if you choose not to send your child with his/her group.

Procedure:

- **Staff/child ratios will be maintained on all walks or field trips.**
- **First-Aid Kit and emergency cards with updated information on each child will be brought on all field trips or walks. The information on each child should contain the telephone numbers of parents and emergency contact.**
- **All staff member present with the children must hold a current, valid first aid certificate.**
- **Access to a telephone must be available.**
- **On field trips where transportation is required, parents will be notified in advance as to the details of the scheduled field trip excursion and written parental authorization forms will be distributed and must be signed and returned to the school for your child to participate. The parent permission letter will include the destination, method of transportation, date, time of**



departure and return to the school, requirement of appropriate clothing/ necessities such as sunscreen, hat, snow pants etc.

- Parents that wish to volunteer for class trips must complete a Vulnerable Sector Check. Obtaining the VSC is the responsibility of the parent. Reports take 2-4 week to obtain.

Bus Service

There are private services that provide transportation for school children. These are independent companies and are not connected to the school in any way.

Additional Guidelines

Outdoor Recess

Except in inclement weather (extreme cold/rain) students must be dressed and prepared to go outdoor everyday throughout the year. As a guideline, should your child be too ill to go outside for recess should be considered too ill to attend school. During inclement weather students will remain indoors at the discretion of the Head Administrator.

Afternoon Nap

All Pre-Casa and First Year Casa students will have a nap/rest time in the afternoon following their lunch. Each child must bring a blanket, small pillow and a crib sheet. All items must be labelled and brought into a labelled bag. All items will be sent home on the weekend for laundering.

Food

All students in the Pre-Casa and First Year Casa are required to participate in GLM's mandatory onsite prepared lunches and snacks and lunches. Students with food restrictions and allergies can be accommodated. However, any special food item will have to be provided by the parents. Please discuss any concerns with the Administration. Menus will be emailed to parents and posted outside classroom doors.

Food from the outside may only be brought into the school with permission from Administration.

Birthdays' are very special to us at GLM and we want to help in making the occasion unforgettable. Class teachers will celebrate the birthdays in a special Montessori way. If you like you can bring in treats (labelled peanut, sesame and egg free, store bought only in its original package) for the whole class. It is not mandatory for Parents to provide any food or cake for their child's birthday.



Home Day:

If you plan on keeping your child home for the day, or to be late, please let the centre know. We are very concerned when children are absent for any reason. Please call at **905-881-4094 for Thornhill** location and **289-657-0858 for Woodbridge** location.

Thank you.

Change of Clothing

All students must have a complete change of clothing at school (shirt, pants, underwear and socks). Each child's extra clothing is to be stored in their extra-clothing bag (purchased from the school) and hung on his/her coat hook. We will pack your child's clothing if it is soiled and send it home with you. If your child has been clothed in daycare clothing, please wash and return them for other emergency situations.

If your child is in Toddler room, you will need to provide the school with the following:

- Change of clothes
- Diapers
- Wipes
- Lotion/diaper rash cream
- Small Blanket
- A crib sheets
- Water Bottles

Please make sure that all the items are labelled clearly with your child's name.

Winter Clothing

During winter, students must have boots, coat, hats and mittens/gloves. All items must be labelled with the student's name. To foster independence in your child please do not send items with difficult buckles or fasteners.



Medical Information and Procedures

Student Accidents:

Injuries suffered by students while at school will be assessed by a staff member qualified in first aid whenever possible. If the injury appears to require medical attention, the school will attempt to contact the parents, guardian, or the emergency contact person. If no one can be reached, or if the injury appears to be very serious one, the school will arrange for the child to be taken to a medical facility or call 911, whichever is deemed most appropriate. To facilitate these emergency accident procedures, parents are reminded to make sure that all contact telephone numbers including cell phone for their home, workplace and all emergency information on file at the school are accurate and kept up to date.

Illness:

The school encourages regular attendance; however, in the case of illness it is in the best interest of both the child who is ill and his/her classmates and teachers that he or she is not present at school. The school should be informed of absences due to illness via email or phone call before 9 am. Please refer to the following guidelines for absences due to illness:

Fever:

The child should remain at home if he/she has a fever. The child should not return to school until he/she has been fever-free (without the aid of acetaminophen) for 24 hours.

Stomach-ache:

If a child has a stomach-ache, he/she should not attend school until his/her appetite and normal bowel movements are restored.

Vomiting/Diarrhea:

A child with these symptoms should not return to school until he/she has not vomited or had diarrhea for 24 hours.



Communicable Diseases:

The Public Health Act requires that children who are suffering from communicable diseases be excluded from school. For major communicable diseases such as diphtheria, poliomyelitis, smallpox and meningitis, a certificate for readmission to school is required either from the Medical Officer of Health or from a family Physician. Although other communicable diseases do not require a medical certificate for return to school, please consult your family physician before your child resumes attendance after any of the following: Chicken Pox Whooping Cough Scarlet Fever German Measles Red Measles Mumps Infectious Jaundice/Hepatitis Epidemic Strep/Sore Throat.

Pediculosis (Head lice): In the event of infestation, in accordance with Ministry regulations, the child cannot attend school until he/she is nit (egg) free. A child who has had pediculosis can only be re- admitted when there is no longer evidence of nits; in these cases, the child and his/her parent need to report to the office before attending class and they **MUST** provide the school with a note from a professional confirming removal of lice and nits.

Although head lice do not transmit disease, transfer of such can be quite upsetting. As such, the school may from time-to-time decide to do preventative "checks". Parents will be notified in advance in the cases.

Medication:

Before any medication can be administered by a staff member, the following procedure must be followed by the parent/guardian:

1. Provide details on the Medication Administration Form.
2. Authorize consent with a signature.
3. Release medication **ONLY** to the staff member; and
4. The medication must be in the prescribed bottle and labelled with the student's name.

Medication cannot be administered if this procedure is not followed. For safety reasons, antibiotics will not be administered unless the child has been taking the medication for at least 24 hours.



Allergies:

If a child has or develops any allergies (e.g., to paint, crayons, foods, juices, etc.), the parent/guardian must notify the school immediately. All allergies must be listed in the student's enrolment form.

Epi-Pen policy:

Parents should provide the classroom teacher with an Epi-Pen. It will be kept in a special, designated bag and taken wherever the child goes (outdoors, rotary classes and field trips). If a second Epi-Pen is required for any reason, the teacher will inform the parent.

Parent Communication

Parental involvement in the school is strongly encouraged. GLM welcomes feedback from parents/guardians and believes in keeping the lines of communication open. Please feel free to book an appointment to talk to your child's teachers or Admin.

Reports and Interviews

Parent-teacher interviews are scheduled in late November and late May (subject to change) Written Report Cards are given in June (subject to change). A parent may request an additional meeting with the teacher at any time by contacting the teacher.

Communicating with Teachers

We at Great Lakes Montessori have an open-door policy. Communications between parents and teachers is facilitated by use of email, voice mail, letters and phone calls. We ask that communication be limited during school drop off and pickup. Teachers and assistants are responsible for all children's well being during school opening hours. Responses will be followed up during teachers and assistant breaks.

PARENTS ARE REQUESTED NOT TO ENTER THE CLASSROOM WHEN THE CLASSES ARE IN SESSION. IF YOU HAVE SOMETHING IMPORTANT TO COMMUNICATE TO THE TEACHER PLEASE SEND IT VIA E-MAIL @ admin@greatlakesmontessori.ca and your message will be conveyed.



Methods of Payment and Refund Policy:

Last month fee along with the registration fee of \$200 is required at the time of enrolment.

For the child to be considered acceptance into the school, the enrolment form must be completed in full and signed with payment for full year by one of the following options.

Early withdrawal from the school requires written notice one month prior to intended withdrawal date.

There are no refunds for registration fees and last month's pre-paid fee. The balance of the fees from the withdrawal will be returned.

GLM Fee payment policy and procedures:

- It is one academic year registration for all programs. Re-registration forms for all programs are sent home in February. Re-registrations are done on first come first basis.
- Last month fee along with the registration fee of \$200 is required at the time of enrollment.
- For the child to be considered acceptance into the school, the enrollment form must be completed in full and signed with payment for full year by one of the options given below.
- Early withdrawal from the school requires written notice one month prior to intended withdrawal date. Last month's pre-paid fee will NOT be adjusted towards this withdrawal notice. Please note there are no refunds for registration fees and last month's pre-paid fee for all cases. The balance of the fees from the withdrawal will be returned.
- There are no refunds for sick days or vacation time.
- GLM offers 5% sibling discount.
- All returned checks and unprocessed PADs will be subject to \$25 penalty.

Option 1: One full payment

10 months of fees due in whole at time of enrollment for academic period of September to June along with the registration fee and the Enrollment Application.



5% discount applicable on total fees if tuition received in whole (cash or check) at time of enrollment.

5% sibling discount will not be applicable in this option.

Refund Policy for Option # 1: Refund payments will be issued in three monthly installments if a refund is requested. The 5% discount (for one full payment and or sibling discount) will not be refunded for time spent at GLM. Last month and registration fee are non-refundable.

Option 2: Monthly payments by Pre-Authorized Debit (PAD)

Following will be required at the time of the enrollment:

- A void check.
- Filled out PAD form.
- Enrollment Application.

Please refer to item 3 in attached PAD form. Call or e-mail if any clarification is required.

Option # 3: Monthly payments by post-dated checks. An Administrative Fee of \$25 will be charged for option # 3.

Following will be required at the time of the enrollment:

- Last month (June) along with one-time Registration Fee (\$200) and Administrative Fee (\$25) at the time of the registration.
- 9 post dated checks for the first of every month from September till May.
- Enrollment Application.

PLEASE NOTE THAT THERE IS ONE YEAR REGISTRATION FOR ALL PROGRAMS

Tax Receipts:

Tax receipts are issued on request.



Program Statement:

Great Lakes Montessori offers a learning program that is consistent with Ministry of Education policies, pedagogy and follows Maria Montessori Philosophy. Our goals for children, consistent with the Ministry of Education pedagogy, include that following:

- Every child has a sense of belonging when he or she is connected to others and contributes to their world.
- Every child is developing a sense of self, health, and well-being.
- Every child is an active and engaged learner who explores the world with body, mind and senses.
- Every child is a capable communicator who expresses himself or herself in many ways.

Some of the Ministry documents we refer in our program include the following:

- How Does Learning Happen? Ontario's Pedagogy for the Early Years.
- Ontario Early Years Framework.
- Early Learning for Every Child Today.

Since we know that children learn best by pursuing their personal interests and goals, so they are encouraged to make their own choices about materials and activities during the program time. As they pursue their choices and plans, children explore, ask and answer questions, solve problems, and interact with peers, program staff, volunteers, students on placement and other adults.

Each child as competent, capable, curious and rich in potential:

GLM recognizes that each child is competent, capable, curious and rich in potential. We recognize each child as a unique individual who brings his or her own abilities to the program and deserves the encouragement and space to try new things, explore new ideas and develop their own unique creativity. Great Lakes Montessori School provide an environment that fosters curiosity, one that allows children to explore. We believe that every child deserves a safe and caring environment, in which to grow and develop to their maximum potential. We understand the importance of taking children's stages of development into



consideration. For each child, their stage of development is an individualized and complex interplay between development factors and their unique family, community and life experiences. In each case, we aim to integrate all areas of the child's development into our program in a holistic way.

Children's interests are valuable to their learning and offer a rich variety of experiences. The types of activities we offer daily include:

The Montessori Curriculum

Practical Life – to develop fine motor skills, eye and hand co-ordination, concentration and confidence.

Sensorial – refine each of the senses and dexterity

Math – counting, decimals, arithmetic, multiplication, division, and even basic geometry and algebra.

Language - phonics, reading, writing, even grammar and sentence structure

Culture - including Arts, Sciences, Geography, History, Music, learning Social Skills.

Health, Safety, Nutrition and Well Being:

Meals:

Every child requires wholesome nourishment for their bodies, it is equally important to us that we feed their minds as well as their bodies. We offer each child complete, healthy and well-balanced meals that are approved by Public Health. As a centre, we believe in the importance of diversity, which is reflected in our meals. We have an onsite kitchen where trained and qualified staff daily prepares fresh and whole some food according to Canada Food Guide.

Health and Safety:

Keeping active is a very important part of our daily routine. We value that every child needs time to engage in physical activity to keep their bodies healthy. The children receive both indoor and outdoor gross motor play. We see the importance of bringing the indoors outside while maintaining a safe and hazard free environment. Safety plays a very important role in play. Staffs are there to foster a safe and fun environment for



each child. The staff is knowledgeable of the health and safety requirements set out by The Ministry of Education and Public Health.

Support Positive and Responsive Interactions among Children, Parents, Child Care Providers and Staff

Children:

At GLM we value children as unique individuals. We believe strongly in supporting and fostering positive peer interactions. We feel it is important for each child to express themselves freely as an individual. We want each child to be confident and able to make competent decisions. It is our goal for each child to succeed to the best of their ability. As educators we are here to support their ideas and enhance their learning.

Ongoing Communication with Families:

We value the relationship with parents and guardians. We know the importance of working alongside parents to best accommodate each child's individual needs. We use many methods of communication to stay connected: email, Face book, family board, monthly newsletters, after hour's events, as well as family involvement. Morning drop off and evening pickups are great opportunities to get to know our families and children on a more personal level. Having open communication is the best way to ensure we meet the needs of the families at our centre.

If parents have any concerns, they can approach the office. They will be given a Parent's Concerns Form to fill out and submit. The Principal or Supervisor will then approach the Parent and discuss.

Staff:

We view ourselves as a family at Great Lakes Montessori. We work together to ensure the classroom schedule flows throughout the day. Staff is required to take part in professional development and monthly staff meetings which include team-building activities. Staff is always working together to share ideas and collaborate on weekly planning activities. We use a system of writing notes in our communication log to ensure that all staff are up to date on changes happening in the centre, as well as any messages received from parents. Communication is key, and we strive to do it in the most respectful and inclusive way.

Community Partners:



We support families by working alongside community partners such as The Early Learning Community and Early Interventionist from York Region. We collaborate goals and programming strategies that allow each child to perform and learn to their full potential. As a member of *Raising the Bar*, we are striving to ensure we provide the best childcare possible. We invite special guests and community services into our centre to give more information to the parents. These resources allow us to offer a range of support and services to the families within our centre.

Encourage Positive Interactions and Communication to Support Children's Ability to Self-Regulate

At GLM we encourage the children to interact with their peers and teachers in a positive and respectful manner. We offer an academic play-based learning environment within Montessori philosophy for the children to retain new information and to explore. A positive learning environment is essential to the success of each child. We value every child as an individual and treat them with respect. Our environment and teaching tools help aid the children in their personal development, express their emotions and foster self regulatory skills.

Foster the Children's Exploration Play and Inquiry

We value the importance of planning, exploration and reflection. The children are encouraged to make a conscious decision of what they would like to do during program planned activity time. The children are free to choose from the classroom materials and how they would like to use them. Staff ensures that children have a variety of materials to use that reflects the child's interest. Staff will use open ended questions to aid in the children's problem solving and enhance their creative ability. In reflection the children and parents will be able to see pictures and anecdotal notes of children learning and exploring. These will be posted around the centre to document and reflect on the children's learning.

Staff will Provide Child Initiated and Adult Supported Experiences

Staff will provide the children with an equal and inclusive learning opportunity. Our curriculum is geared to reflect the community around us as well as inclusion and equality. Staff provides developmentally and age appropriate learning activities for the children to explore and manipulate. Staff uses a combination of open-ended play-based materials along with Montessori Materials and teacher facilitated practices. Teachers will plan age appropriate science experiments for children on monthly basis. Children will be encouraged to ask questions and learn from the outcome of the experiment.



Sensory bins will be prepared weekly for children to explore and learn through their senses.

Positive Learning Environment:

Staff works closely with the children to extend their learning by encouraging them to build upon their existing awareness. Staff develops programs that support early learning following the child's lead and curiosity. Our staff recognize and support the uniqueness in each child, engage with the children as co-learners during their exploration of the environment, provoke their curiosity and guide positive interactions, engage in a positive approach to support children's emotions, know when to intervene and stimulate thinking and are committed to building self-awareness, regularly reflect on practices as they engage in new learning experiences, both individually and with colleagues.

Approach towards a well-balanced Schedule:

GLM focuses towards developing a well-balanced program for children comprising of arts and crafts, music, daily opportunities for physical literacy and active outdoor play, rest time for children who require it based on their developmental needs. Records are kept for nap time duration for all children who nap. Children are required to have outdoor play twice a day for an hour each (weather permitting). We know that children flourish in all areas of development when they are in supportive, caring and responsive relationships with adults whose focus is on the health, safety, nutrition and well-being of all children.

Continuous Professional Learning for Staff:

GLM is committed to hiring, training and compensating staff. Our non-discriminatory hiring practices provide individuals of all backgrounds the opportunity for employment. All staff are respected, supported and treated fairly. All main class teachers have completed early childhood education and are registered with the College of Early Childhood Educators or are trained MACTE Montessori Directresses. All program staffs attend mandatory professional meetings and are committed to continuous professional learning.

Documenting and Reviewing the Impact of Our Program Statement:



GLM recognizes that pedagogical documentation is a way for our program staff to learn about how children think and learn. Our staff makes daily observations of children in the program and uses this information to enlighten their future planning.

The purpose of our documentation is also:

- to value children's experiences and help them to reflect on those experiences in their learning environment.
- to learn together with the children involving the meaningful adults in their life.
- to reflect and monitor appropriate development as the children grow.
- for program staff to co-plan with children about learning.
- to keep an open and ongoing dialogue with families about children's experience.
- a self-reflection opportunity for program staff, as they participate in continuous professional learning
- Promoting responsive relationships.

Review of the Program Statement:

Our centre is continuously growing in numbers, new children, families and staff. As our centre grows our program statement will be reviewed and signed annually by the director and staff, to ensure that we are diligently improving our program to best meets the needs of the families within our centre.

Program Statement is reviewed by students and volunteers as they start their placement.

The following are NOT permitted at GLM:

Corporal punishment of the child

Physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent

Locking the exits of the childcare centre for confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures

Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth.



Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or

Inflicting any bodily harm on children including making children eat or drink against their will. O. Reg. 126/16, s. 34.

Using a locked or lockable room or structure to confine the child if he or she has been separated from other children.

Monitoring, Addressing and Recording Compliance of Prohibited Practices:

Staff member, student or a volunteer is addressed immediately if found or reported noncompliance against Program Statement Policies. Immediate termination of the contract can take place as a result.

GLM Policies

GLM Waiting List Policy

Purpose:

As per the Childcare and Early Years Act (CCEYA) 2014 and prescribed in section 75.1 of the Ontario Regulation 137/15.

'No licensee shall charge or collect a fee or deposit for the placement of a children awaiting list for admission in a childcare centre'.

This policy is intended to reflect the flexibility required to effectively manage our waiting list, while recognizing that parents benefit from having waiting list procedures that are transparent and clearly communicated.

Procedures:

1. Great Lakes Montessori (GLM) admission to the program (when full) is done strictly on a first come, first served basis. This is done by utilizing admission form and an In--House Waiting list and that GLM does not charge a waiting list fee.



2. All parents / guardians who want their child to be listed on waiting list will be required to read Child Care Waiting List Policy and sign enrolment application that they understand the waiting list policy.
3. At GLM, once the desired program is full, to be placed on the GLM waiting list; families must call, or visit using person and be placed on their-house waiting list. The original application form will be filed in the office in a binder.
4. Families will be placed numerically on the waiting list, on a first come first served basis.
5. Families will be informed as to what number they arson the waiting list.
6. GLM has a first-come, first-served policy; however, a priority is given to siblings of already enrolled students. These children are placed to the top of our waiting list in their age group and then highlighted as a sibling. Priority is also given to the children of staff working at GLM.
7. GLM must be advised for any changes in contact information of the applicant.
8. GLM will not accept any application form to go on the waiting list if a child is not yet born.
9. The waiting list record will be updated every three months. For parents / guardians who would like to keep their child's name on the waiting list, they are required to inform the office in writing every three months.
10. If a child withdraws from GLM during the year, we will try to fill the spot with a child from the same birth year. Therefore, the next child on the waiting list from that year will be offered the spot until the spot is taken.
11. When spaces open in the desired program, the list will be followed, in order, numerically, and families will be contacted accordingly.
12. Once you accept a spot, a registration appointment will be made to answer questions and to complete enrolment forms prior to admission date. A registration fee of \$200 is required at that time. This registration fee is non-refundable and non-transferable and will not go towards the monthly tuition payments.



13. At any time, one may inquire as to where they are on the waiting list. This information will be provided in a manner that privacy and confidentiality of other children on waiting list is maintained and that information will not be shared.
14. GLM has the right to refuse admission to anyone at the discretion of Management.

Late Pick-up Policy

Great Lakes Montessori closes at 6:00 p.m. Parents are asked to plan enough time to dress their child, collect the child's belongings, and speak to a staff (if required) and leave the centre by 6:00 p.m. For children in diapers/pullups, the staff is not obliged to change your child's diaper after your child has been signed out or after 6:00 pm. If the parent/guardian is aware that they are going to be late, they should call the school at

Thornhill Campus: 905-881-4094

Woodbridge Campus: 289-657-0858

to advise staff of this and of their plan to pick up their child (ren). Due to the operational and staffing costs incurred when a parent/guardian is late, a late fee will be charged. When a child is not picked up by 6:00 p.m., two staff will remain at the day care until the situation is resolved.

Following are the steps that will be taken by the staff in case parent/guardian is late:

1. Contact the parent/guardian at the numbers on the child's file card.
2. If contact with parent/guardian is not established, call the emergency contact(s) on the child's file card and decide for the child to be picked up.
3. Contact the Supervisor/designate.
4. If the parents/guardians/emergency contact(s) are not available, and it is 7:00 pm; contact the appropriate Children's Aid Society and follow their instructions. Under no circumstances is the staff to remove the children from the Centre.
5. If the parent/guardian is repetitively late, staff will notify the Supervisor/designate who will meet with the parents/guardians regarding the situation.



Late Fees

The late fee schedule is as follows:

- From 6:00 p.m. to 7:00 p.m. the fee for the **first** time late is \$1.00 per minute per child until 7:00 p.m. (maximum charge: \$60 per child)
- The fee for the **second** time late is \$2.00 per minute until 7:00 p.m. (maximum charge: \$120 per child) and any time late after that in a 30-calendar day period, the rate will be \$3.00 per child per minute.
- The school clock (located inside the office) is the time used to determine the late payment.

Staff on duty will complete a late fee payment form per child, which is to be signed by the parent/guardian. By signing the form, the parent/guardian acknowledges that they are late and agrees to the amount due. The fee is payable to the staff member(s) on duty by the parent by cash or parent will be invoiced. Please note that this policy will be in effect starting September 1st, 2017.

Sleep Supervision Policy for Pre- Casa & Casa

Intent:

All children have individual sleep and rest requirements. Children need a comfortable relaxing environment to enable their bodies to rest. This environment must be safe and well supervised to ensure children are safe, healthy and secure in their environment. Staff will ensure that all children have appropriate opportunities to sleep rest and relax in accordance with their individual needs.

Special Instructions:

The Staff will:

- Take reasonable steps to ensure that the needs for sleep and rest of children being cared for are met.
- Ensure there are adequate numbers of cots and bedding available to children.
- Ensure that areas for sleep and rest are well ventilated and have natural lighting.
- Ensure that supervision windows will be kept clear to ensure safe supervision of sleeping children



- Consult with families about child's sleep and rest needs.
- Staff will be sensitive to each child's needs so that sleep and rest times are a positive experience.
- Ensure that beds/mattresses are clean and in good repair.
- Ensure that bed linen is clean and in good repair. Bed linen is for use by an individual child and will be washed before use by another child.
- Parents will be asked to bring any blanket or extra sheet they might want to provide
- Arrange children's beds and cots to allow easy access for children and staff.
- Create a relaxing atmosphere for resting children by playing relaxation music, reading stories, cultural reflection, turning off lights and ensuring children are comfortably clothed.
- Maintain up to date knowledge regarding safe sleeping practice and communicate this information to educators and families.
- Maintain adequate supervision and maintain staff ratios throughout the rest period as per CCEYA Manual.
- Assess each child's circumstances and current health to determine whether higher supervision levels and checks may be required
- Communicate with families about their child's sleeping or rest times. Sleep and rest patterns will be recorded daily for families. Conversations with families may be necessary to remind families that children will neither be forced to sleep nor prevented from sleeping
- Children's rest requirements will be accommodated according to their individual needs.
- Give bottle-fed children their bottles before going to bed.
- Make sure that names are clearly visible on the side of cot/crib and each child is assigned their own cot or crib.

The Supervisor will:

- Ensure that
 - (a) an employee periodically performs a direct visual check of each sleeping child by being physically present beside the child while the child is sleeping and looking for indicators of distress or unusual behaviours.
 - (b) There is enough light in the sleeping area or room to conduct direct visual checks; and
 - (c) There are written policies and procedures at the premises with respect to sleep, and the policies and procedures,



- (i) Provide that children will be assigned to individual cots with their names on their cots. There will also be a Sleep Chart showing the location of each child's cot.
- (ii) Provide that parents will be consulted respecting a child's sleeping arrangements at the time the child is enrolled and at any other appropriate time, such as at transitions between programs or rooms or upon a parent's request. The parents will be given a form to fill out at the time of enrolment where they will specify the "sleeping habits" of their child.
- (iii) Provide that parents of children who regularly sleep at GLM will be advised of the centre's policies and procedures regarding children's sleep. Great Lakes Montessori's Sleep Supervision Policy will be included in Parent's Handbook.
- (iv) Provide that the observance of any significant changes in a child's sleeping patterns or behaviours during sleep will be communicated to parents by entering it in the child's daily logbook which is available to the parents at the time of pick up or drop off. It will assist in adjustments to the way the child is supervised during sleep and Include details regarding the performance of direct visual checks, including how frequently direct visual checks will be performed and how direct visual checks will be documented.
- (v) Ensure that in each childcare centre it operates that has a separate area or room for sleeping, there is a system in place to immediately identify which children are present in the area or room.
- (vi) Ensure that if electronic sleep monitoring devices are used then,
Each electronic sleep monitoring device can detect and monitor the sounds and, if applicable, video images, of every sleeping child.
The receiver unit of the electronic sleep monitoring device is always actively monitored by employees at the childcare centre or the home childcare provider.
Each electronic sleep monitoring device is checked daily to ensure it is functioning properly; and
Electronic sleep monitoring devices are not used as a replacement for the direct visual checks required.

SAFE SLEEP SUPERVISION PRACTICES:

The sleep room supervising staff will follow the following observation time intervals for each age group:

For Toddlers: Every 20 minutes

For Preschoolers: Every 30 mins

- Staff must go into the rooms and physically see children breathing. The staff will then officially record this in the child's daily record logbook with time checked and the logbooks will be kept inside the room on the counter.
- Securely lock cots sides into place to ensure children's safety.



- Make sure that the sleep room will be air conditioned and maintained at an appropriate temperature.
- Nap room attendance sheets are used to keep track of the children during the nap time.
- Children will be assigned to individual cot and staff must make sure that each cot is labelled with the child's name and there is a Nap room chart to show the location of each child's cot.

Supervision Policy for Volunteers and Students

In respect of volunteers and students CCEYA provides that:

- Only employees will have direct unsupervised access to children. Volunteers and students may not be counted in the staffing ratios and will be supervised by the full-time permanent staff within the setting.
- No child is supervised by a person less than 18 year of age.
- Great Lakes Montessori expects volunteers and students to follow a job description, course outline and take direction from the RECE's and all staff at GLM. Students enrolled in ECE courses only will be accepted to complete placement at GLM. Each student or volunteer will receive a tour and orientation before commencing placement or volunteer experience at GLM. This orientation will be carried out by Director or designate. At this time students and volunteers will receive a copy of the parent handbook or be asked to visit GLM website where this manual is posted. During the orientation, a full review of policies and procedures are outlined.
- All GLM policies and procedures are reviewed with all employees, volunteers, and students who will provide care or guidance at GLM before they begin providing care or guidance and at least annually afterwards.
- Students and volunteers will review the individual plan for a child with anaphylaxis. The emergency procedures are reviewed by volunteers and students. The plans are reviewed before they begin providing care and at least annually afterwards. All volunteers are required to provide a criminal reference check. Criminal reference checks for students are routinely required by community colleges and universities prior to students beginning a placement in childcare. Volunteers and students sign and date the review as with other policy reviews.



GLM Emergency Management Policy and Evacuation Procedures:

Great Lakes Montessori has an Emergency Management Policy in place in case of an emergency. The purpose of this policy is to provide clear direction for staff and licensees to follow to deal with emergency situations.

Staff are trained to follow the steps outlined within the policy. Parents will be notified as follows:

Communication with parents/guardians	<ol style="list-style-type: none">1) As soon as possible, Licensee or supervisor must notify parents/guardians of the emergency and that the all-clear has been given.2) Where disasters have occurred that did not require evacuation of the childcare center, Licensee or supervisor personnel must provide a notice of the incident to parents/guardians by end of the day.3) If normal operations do not resume the same day that an emergency has taken place, Licensee or supervisor must provide parents/guardians with information as to when and how normal operations will resume as soon as this is determined.
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The evacuation routine procedures are posted in each room and in the hallway. In the event we must leave the school, we will go to

240 Racco Pkwy, L4J 8X9, Thorn hill, for Great Lakes Montessori Thornhill location

AND

260 Jevlan Dr, Unit 4, Woodbridge, ON L4L 8B1, Woodbridge, for Great Lakes Montessori Woodbridge location.



Serious Occurrence

The safety and well-being of our children is the highest priority. At GLM we work diligently to provide a safe, creative and nurturing environment for each child. Despite all the best precautions, serious occurrences can sometimes take place. As our Pre-Casa and Junior Casa programs are licensed under the Child Care Early Years Act (Reg.137/15), a “Serious Occurrence Notification Form” must be posted should any serious occurrence take place at Pre-Casa, Junior Casa, and Senior Casa facility.

A serious occurrence could include:

Serious injury to a child; and

Fire or other disaster on site.

The posting will give parents information about the incident and outline follow-up actions taken and the outcomes, while respecting the privacy of the individuals involved. This form will be posted for a minimum of 10 business days.

Many factors may lead to a serious occurrence report. A serious occurrence does not necessarily mean that GLM is out of compliance with licensing requirements or that children are at risk in the school

Parent Issues and Concerns Policy and Procedures

Name of Child Care Centre: Great Lakes Montessori

Date Policy and Procedures Established: June 20th 2017

Date Policy and Procedures Updated: June 20th 2017

Purpose

The purpose of this policy is to provide a transparent process for parents/guardians, the childcare licensee and staff to use when parents/guardians bring forward issues/concerns.



Parents/guardians are encouraged to take an active role in our childcare centre and regularly discuss what their child (ren) is experiencing with our program. As supported

by our program statement, we support positive and responsive interactions among the children, parents/guardians, childcare providers and staff, and foster the engagement of an ongoing communication with parents/guardians about the program and their children. Our staff is available to engage parents/guardians in conversations and support a positive experience during every interaction.

All issues and concerns raised by parents/guardians are taken seriously by the Supervisor/Principal of GLM and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents/guardians within 5 business day(s). The person who raised the issue/concern will be kept informed throughout the resolution process.

Investigations of issues and concerns will be fair, impartial and respectful to parties involved.

Confidentiality

Every issue and concern will be treated confidentially, and every effort will be made to protect the privacy of parents/guardians, children, staff, students and volunteers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

Conduct

Our centre maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.



If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or licensee.

Concerns about the Suspected Abuse or Neglect of a child

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

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

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

For more information, visit

<http://www.children.gov.on.ca/htdocs/English/childrensaidthereportingabuse/index.aspx>



Procedures

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
<p>Program Room-Related</p> <p>E.g.: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the classroom staff directly <p>or</p> <ul style="list-style-type: none"> - The supervisor or licensee. 	<ul style="list-style-type: none"> - Address the issue/concern at the time it is raised <p>or</p> <ul style="list-style-type: none"> - Arrange for a meeting with the parent/guardian within 5 business days. <p>Document the issues/concerns in detail. Documentation should include:</p> <ul style="list-style-type: none"> - the date and time the issue/concern was received. - the name of the person who received the issue/concern.
<p>General, Centre-or Operations-Related</p> <p>E.g.: childcare fees, hours of operation, staffing, waiting lists, menus, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - The supervisor or licensee. 	<ul style="list-style-type: none"> - the name of the person reporting the issue/concern. - the details of the issue/concern; and - Any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.
<p>Staff on Duty, parent, Supervisor, and/or Licensee Related</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the individual directly <p>or</p> <ul style="list-style-type: none"> - The supervisor or licensee. <p>All issues or concerns about the conduct of staff, duty parents, etc. that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	<p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p> <p>Ensure the investigation of the issue/concern is initiated by the appropriate party within [insert number] business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.</p>



Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
Student- /Volunteer- Related	Raise the issue or concern to <ul style="list-style-type: none"> - the staff responsible for supervising the volunteer or student or <ul style="list-style-type: none"> - The supervisor and/or licensee. - All issues or concerns about the conduct of students and/or volunteers that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.	Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.



Escalation of Issues or Concerns: Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to the Supervisor (Shazia Shahbaz).

Issues/concerns related to compliance with requirements set out in the *Child Care and Early Years Act., 2014* and Ontario Regulation 137/15 should be reported to the Ministry of Education's Child Care Quality Assurance and Licensing Branch.

Issues/concerns may also be reported to other relevant regulatory bodies (e.g. local public health department, police department, Ministry of Environment, Ministry of Labour, fire department, College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers etc.) where appropriate.

Contacts:

Supervisor: Shazia Shahbaz

Work #: 905-881-4094 Direct #: 647-200-0754

Ministry of Education, Licensed Child Care Help Desk: 1-877-510-5333 or
childcare_ontario@ontario.ca



Admission and Discharge Policy and Procedures

Name of Child Care Centre: Great Lakes Montessori

Date Policy and Procedures Established: May 18, 2018

Purpose

The purpose of this policy is to provide a transparent process for parents/guardians, the childcare licensee and staff at time of admission, early withdrawal and discharge.

Admission and Early Withdrawal:

Each Montessori school differs in various aspects. The philosophy and method are renowned internationally, although daily routine, extra-curricular and student expectations are usually unique to each school. It is suggested that you visit the Montessori schools in your area, to ensure that the program you choose is appropriate for your child. We will arrange an interview with the Supervisor to help you get acquainted with the setting and the Teachers and answer any questions you may have pertaining to the method or daily program.

Admission forms and a non-refundable registration fee of \$200 are required prior to enrollment. Written notice of permanent withdrawal must be given 30 days prior to the tuition fee date as outlined in the tuition fee agreement.

Prerequisites to Admission

To complete the registration process, the following must be in the possession of GLM:

1. A completed Enrollment Application
2. Student Profile Form
3. Permission form for Emergency Consent / Medical Treatment.
4. Public Health immunization form/Medical Form
5. A non-refundable registration fee of \$200.
6. A deposit equivalent to ONE month's tuition - dated the day your application is received - which is pre-payment for the last month tuition fee. This deposit is not transferable or refundable, should you wish to early withdraw your child before last month.
7. Post-dated cheques dated 1st of each month.
8. Prior to acceptance, children must undergo an "informal" interview session where their motor skills and social accomplishments are accessed, to ensure a proper fit with our existing program.



Discharge Policy

The centre's staff will make every effort to meet the individual needs of each child enrolled in the program. There may be situations, however, where we may not be able to meet these needs. The parent(s) will be kept informed of all efforts and areas of concern through formal and informal discussions with teachers and the Principal. All meetings with parents will be well documented. The Board reserves the right to withdraw services for any of, but not limited to the following reasons:

- Lack of payment of fees
- conduct that is injurious to the physical emotional or intellectual well being of children/staff in the centre
- Lack of compliance with the parental/ guardian responsibilities outlined in the policies of the centre,
- Behavior that creates a potential safety hazard to children and staff
- Verbal abuse, harassment, or threatening of children/staff
- Inability of the centre's program and staff to meet the child's individual needs and Individual needs of a specific child that interferes with those of other children or puts other at risk.
- In the event the board withdraws a child from the centre due to the above circumstances, children's services consultant will be notified if applicable.

We understand that not every child is suited for GLM's daycare programs. If there are any issues that are brought to our attention by our staff, parents/guardians or by your child, a meeting will be scheduled to address the concerns. For details please refer to *Parent Issues and Concerns Policy and Procedures*. A plan will be designed to solve the issue(s) and a second meeting will be arranged to reassess the situation after a week has passed. If the issue(s) is still not resolved to the satisfaction of everyone involved and should it be determined by GLM that the Centre couldn't meet the needs of the child/family/guardian, a one (1) week written notice of termination of services will be issued to parent/guardian. In this situation GLM will return last month fee to parent/guardian.



Useful Tips:

- Always say good-bye to your child before you leave the school. If you leave without saying good-bye, he/she will begin to feel mistrust.
- Please inform the school if your child is going to be absent, sick, late, or on vacation.
- For your child's protection, nobody will be allowed to pick up your child unless they are on the pickup list. Identification will be checked first time the authorized person arrives for pick-up of your child. We will not release your child to any unauthorized person.
- Please read the material on the bulletin boards, the front door of the lobby or notes sent home with your child so that you are kept up to date on present and future events.
- We ask you to feel free to discuss our classroom's curriculum, preferably by appointment, so that we may set aside time for a detailed, informative discussion.
- If your child becomes sick or injured at the centre, you will be contacted immediately and notified to pick up your child.
- Children with contagious diseases or viruses must be kept at home, until well again. A doctor's note of approval is required upon your child's return to the centre.
- To have good communications between the centre and parents, please inform us of any changes in your address or telephone numbers (home, office& cell).
- Outdoor activities are a part of our program. All students will go out every day, when weather permits. A doctor's note will be required if a child must stay indoors.
- Parents are asked to leave the centre by 6:00 p.m. There is a late pick up charge of \$1.00 per minute, payable to the staff member who is staying behind. Please allow time for dressing your child.
- When dropping off and picking up your child, please park in the lot in a proper space.



Please bring following items to leave at school:

TODDLERS: (Pre-Casa)

Diapers

Wipes

Diaper rash cream

3 pairs of change of clothes including socks and shoes

A blanket/ pillow (if needed) for sleep time

A cot/crib sheet

A water bottles

A pair of Indoor Shoes

Please write down your child's eating and sleeping habits and give to your child's teacher. Please make sure to take your entire child's belongings home on Friday evenings and bring them back on Monday. Thank you.

CASA:

Change of clothes including extra pair of socks and shoes

A water bottle

A pair of indoor shoes.

A cot/crib sheet (only for 1st year Casa Students)

PLEASE MAKE SURE ALL YOUR CHILD'S BELONGINGS ARE LABELLED.



Children, parents and staff of the Centre have the right to work and participate in a safe and non-threatening environment. All instances of a child or an adult who compromises the safety or sense of security of himself/herself or others will be treated seriously and the incidents duly documented. The Centre's primary considerations are the well-being and safety of the children and the staff who care for them.

Great Lakes Montessori strives to provide you with the best childcare, Montessori education and a home away from home for your little ones. Together we can achieve it.