



PARENT HANDBOOK

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Notes:

Appendices are part of the Parent Handbook.

Policies and procedures will use the term “parent(s)”; this includes parent(s) and/or guardian(s) of the child.

Welcome

Little Explorer Montessori welcomes all students to a bright and new experience. Our services encompass a full academic program with special emphasis on the development of potential using Montessori elements. We are dedicated to each child and the growth of their skills necessary for their learning journey.

Warmest Regards,
Ashima
School Director, Owner/Operator

Mission Statement

At Little Explorer Montessori, our mission is to create a welcoming and inclusive environment where children are encouraged to explore, grow, and develop a lifelong love for learning. Guided by four foundations of Early Learning – Belonging, Well-Being, Engagement, and Expression – We strive to support the holistic development of each child, fostering their curiosity, independence, and joy. We are dedicated to partnering with families and the community to nurture confident, compassionate, and capable learners who are ready to embrace the world around them.

Program Statement

At Little Explorer Montessori, our program combines the strengths of play-based and open ended learning with key principles of the Montessori philosophy, providing children with rich and supportive environment to thrive. Our approach aligns with the Four Foundations of Early Learning, ensuring that each child's growth and development are nurtured in meaningful ways:

Belonging

We aim to create a sense of connection and community where children, families, and the educators feel valued and respected. By fostering strong relationships, we ensure that every child feels secure and supported in their unique journey. Children develop a sense of belonging through collaborative activities, inclusive practices, and opportunities to celebrate their individuality and culture.

Well-Being

We prioritize the physical, emotional, and mental well-being of every child. Our nurturing environment supports healthy development by promoting self-care, safety, and resilience. Activities that encourage movement, mindfulness, and healthy habits are integrated into our daily routines, ensuring children feel balanced and ready to explore.

Engagement

Through open -ended play and hands on activities, children are encouraged to engage deeply with their learning experiences. Our carefully designed spaces and materials inspire curiosity and creativity, empowering children to explore and problem solve in their own unique ways. Educators observe and extend learning opportunities, ensuring every child remains motivated and engaged.

Expression

We value and support every child's ability to express themselves through words, gestures, art, movement, and play. By providing opportunities for creative expression and open communication, we help children develop their confidence and voice. Our educators actively listen and encourage children to share their thoughts, emotions, and ideas.

Our Commitment

At Little Explorer Montessori, we are committed to:

- Providing a safe, joyful, and stimulating environment for all children.
- Building meaningful connections with families to support each child's growth.
- Promoting the development of life skills such as independence, empathy, and problem solving.
- Encouraging respect for diversity, individuality, and the natural world.

By embedding the Four Foundation of Early Learning into our philosophy and practices, we ensure that every child experiences the sense of Belonging, the strength of Well-Being, the joy of Engagement, and the empowerment of Expression during their time at Little Explorer Montessori.

Curriculum at Little Explorer Montessori

At Little Explorer Montessori, we believe that learning should be joyful, meaningful, and rooted in exploration. Our curriculum is designed to inspire curiosity, foster independence, and encourage a lifelong love of learning. We blend a play-based approach with elements of Montessori philosophy, providing children with a holistic and enriching educational experience.

Play-Based Learning

Play is the foundation of our curriculum. Through Play, children develop critical cognitive, social, emotional, and physical skills. Our Play-based approach allows children to learn at their own pace and follow their natural interests, making learning both engaging and enjoyable.

Key features of our play-based curriculum include:

- **Child-led exploration:** activities and material are designed to allow children to take the lead, encourage independence and decision making.
- **Hands-on Learning:** Sensory play, art, building, and role playing stimulate creativity and problem solving.
- **Social Interaction:** Group activities promote cooperation, communication, and the development of social emotional skills.

Montessori-Inspired Learning

To complement our play-based learning, we integrate Montessori principles that focus on practical life skills, independence, and hand-on discovery. Montessori-inspired activities are tailored too the child's development stage and provide opportunities to build concentration, coordination, and a sense of accomplishment.

Key Montessori Influences in our curriculum include:

- **Practical Life Activities:** Task as pouring, sweeping, and food preparation help children develop independence and confidence.
- **Prepared Environment:** Carefully chosen materials are accessible to children, fostering autonomy and purposeful learning.
- **Respect for the child:** We encourage children to explorer at their own pace and support their unique learning journey.

Holistic Development

Our curriculum is designed to support the whole child, addressing their:

- Cognitive development through problem-solving, critical thinking and creativity.
- Physical Development through gross and fine motor activities.
- Social and emotional growth through collaborative play and positive relationships.
- Language and communication skills through stories, songs and expressive activities.

Flexible and Responsive

We understand that every child is unique. Our educators observe and respond to each child's interests, adapting activities to meet their developmental needs. This flexible approach ensures that children remain engaged and motivated while developing essential skills for future learning.

Special Event Policy

Little Explorer Montessori believes in giving children the opportunity to have educational, safe, and enjoyable special events. Special events occur on school grounds. Students will be invited to participate but attendance is not mandatory. Students who do not participate in a special event will have a regular school day. Additional fees will apply to those attending special events.

The following factors are taken into consideration when planning special events: educational value, fun factor, departure/return time, cost, mode/length of travel, washroom facilities, meals/beverage arrangements, sun exposure, and allergens.

Starting School Policy

Each child is different, some children protest for a few days and then adjust quickly, others may take a few weeks to adjust, and others may adjust quickly and regress some time later. All reactions are typical. The worst moment for your child is the instant you leave. Delaying your departure only prolongs your child's distress. Your child senses your anxiety and stress. A cheerful good-bye and calm departure will convey trust in the school and staff to your child. Your child's attention will be redirected immediately to an activity. You are welcome to call the school for reassurance that your child has settled in and is participating in the classroom activities. If your child is crying excessively, you will be contacted.

What to bring on or before the first day of school?

- **indoor shoes labelled.**
 - **indoor shoes will remain at school in your child's cubbies.**
- **extra change of clothing including shirt, pants, underwear, and socks.**
 - **label all items and/or place items in a labelled re-sealable bag.**
 - **if you take soiled items home, please remember to bring an extra change of clothing the next school day.**
- **weather appropriate outer wear, labelled.**
- **sunscreen if applicable, labelled.**
- **medication if applicable, labelled.**

Extra Clothing

Provide the school with an extra set of clothing (shirt, pants, underwear, and socks) to be kept in a washroom cubby. The extra clothing should be provided to the teachers in a large Ziploc bag labelled so that they can keep in the washroom. Wet or soiled clothing will be sent home in a plastic bag. Remember to send an extra set of clothing the next day.

Jewelry and Accessories

Keep jewelry to a minimum as it can be easily broken and/or lost. Loop/dangling earrings, necklaces, loose bracelets and sun glasses and any valuable items which is not required to be in the classroom should not be worn due to the risk of injury if pulled.

Outdoor Clothing

Weather will not deter us from enjoying the outdoors unless we have extreme weather conditions. Children need a coat, hat, water-proof mittens, boots, and neck warmer (no scarf) and snow pants during cold weather; a cap and sunscreen during warmer weather; a raincoat, nylon/windbreaker pants and rain boots during rainy weather.

Indoor Shoes

Children need an extra pair of shoes to remain in their cubbies. They remove their outdoor shoes and put on their indoor shoes prior to entering the classroom. Label the inside of the shoes with the child's name. **No tripping sleep slippers or crocs to be used as indoor shoes. It's a tripping hazardous for the child also in case of emergency it's a safety hazard.**

Label EVERYTHING

Label all pieces of clothing and shoes with the child's name. Items that are not labelled will be placed in the "Lost and Found" for a month and after that they are sent to local donations. Please don't send anything special to you or the child or your family or something very expensive in case it gets lost. We been very good with having things missed and returned back. But, just in case as it's a child care centre and sometimes families end up buying similar items.

Missing Items Occasionally, a child may bring items home from school. Any items that you may find in your child's pockets, regardless of how insignificant they seem, should be returned the next school day. Taking items from the classroom is never considered stealing.

Health and Hygiene Policy

All children are expected to arrive...

- in clean and well-fitting clothes
- with oil-free, clean, combed hair
- with a clean face, and body
- with brushed teeth
- in a clean diaper, if applicable

Nutrition Policy

Little Explorer Montessori is committed to providing healthy foods to promote healthy eating habits. Good foods foster good health, attendance, education, and physical activity. Children are engaged and encouraged to taste new foods. Meals are based on "Eating Well with Canada's Food Guide".

- The full-time program includes an a.m. snack served with milk, lunch and p.m. snack served with water.
- Children are always sipping on water from their bottles which are refilled time to time by the staff. Bottles are sent by the parents and should go home every Friday to be washed and sanitized.
- Water is always available to drink. Water quality testing adheres to Ministry of Environment regulations.
- Students are provided with approximately 30 minutes to eat snacks.
- Students are provided with approximately 30 minutes to eat lunch. Menus are...
- fresh, healthy dietician approved meals.
- prepared in a 4-week rotation and lunches are changed twice per year.
- posted and copies of the menus are provided upon request.

Meals are...

- appealing and attractive to children.
- an opportunity for children to learn about table manners.
- an opportunity for children to engage in conversation.
- an opportunity for children to learn about serving themselves and supporting their peers.
- an opportunity for children to develop fine motor skills/eating skills.
- not a replacement for breakfast and/or dinner that is offered at home.

Dietary Restrictions Little Explorer Montessori supports a child's dietary restrictions to the best of our ability. Menus will also provide alternatives for children with allergies/sensitivities to specific food. Menus will provide alternatives for children who:

- are vegans or vegetarians,
- do not eat specific foods (i.e., beef, pork, eggs, dairy),

Allergies

Students will not be permitted to share food. Although the food will not contain peanuts/tree nuts, students may be allergic to other foods. Please discuss food allergies with your child so they understand the importance of following these rules.

Parents/Guardians of children with allergies and/or medication will be asked to complete an individualized plans and medication administration consent forms. These will be updated as changes arise. **Please be advised that if your child has been prescribed Epinephrine Auto-Injectors, the school requires two, one to be stored in the classroom and the other to be stored in the office.**

If Little Explorer Montessori cannot meet the child's nutritional needs, due to their allergies, the parent/guardian will be permitted to send food and/or beverages for the child at the school's discretion.

- Food/beverages must be labelled with the child's name.
- Food/beverages must be labelled with the food's name or ingredients.
- Food/beverages must not contain nuts and/or tree nuts.
- Food/beverages must be stored in the kitchen's refrigerator if it requires refrigeration.
- Prepared food must be provided daily unless it is a pantry or refrigerated item (i.e. powder formula, soy milk).
- Pantry or refrigerated items must be in their original container and must have an expiry date.
- Breast Milk must be labelled with the child's name and consumed on the date it is provided.
- Food/Beverages may not be shared with other children.

Celebrations/Holidays Policy

Canada is a multicultural country. We will introduce the students to a variety of celebrations. We will learn about the celebration through activities such as: learning the meaning of the celebration, finding the country of origin on the map, learning the country's flag, dances, songs, crafts, etc.

Birthday Celebrations

Each child's birthday is an occasion to be celebrated!

Classmates will sing "Happy Birthday" song.

Parents/Guardians may send a fruit platter; fruit platters are the only acceptable food option. Cake and other foods are not permitted because some students have allergies and dietary restrictions to a variety of foods including eggs, soy, and dairy.

Parents/Guardians may send gift items for the students in the child's classroom. Examples of acceptable items: balls, books, bubbles, colouring/activity books, craft supplies, crayons, egg shakers, finger puppets, fun socks, large-size plastic figurines, Play-Doh, puzzles, sand toys, seeds, sidewalk chalk, stamps, stuffed animals. Small "loot bag" toys are not permitted because most of those toys are not intended for children under the age of 4.

Parents/Guardians may donate a book to the classroom in honour of the child's birthday. It will be read to the class on their birthday and added to the classroom library.

These are only options; parents/guardians have NO OBLIGATION to send anything for their child's birthday.

Communication Policy

Little Explorer Montessori would like to maintain clear and effective communication. Please inform us of any illnesses, impending trips, separations, or deaths in the family. These events often impact behaviour at school, and it is helpful to the staff to be aware of these changes in the child's life.

When parents/guardians need to communicate with administration:

- Send an e-mail to info@littleexplorermontessori.com
- Call 519-574-4386 (landline) between 8:30a.m. and 4:00p.m.
- Call to schedule a face-to-face meeting.

When parents/guardians need to communicate with classroom staff members:

- Call 519-574-4386 to speak with a classroom teacher if we have coverage available otherwise, parents can always send message on the Lillio App
- Send an e-mail to info@littleexplorermontessori.com and the message will be relayed to the appropriate staff member.

Please note:

- Staff members are NOT permitted to communicate with parents/guardians through texts, e-mail nor social media apps (i.e., WhatsApp).
- Staff members' cell phones are their own personal devices, not owned by the school.
- Staff members need to concentrate on the students in the classroom.

We make every effort to maintain excellent communication. It will be conducted in a manner which places the needs of the students first.

Student Activity, Photos, Forms, & Reports: via Lillio App

Little Explorer Montessori uses Lillio App for day-to-day communication about child report and communication with the parents and record keeping.

Information sent through Lillio App includes but is not limited to:

- Daily Tracking Reports
- Activity/Photo journal Updates: ongoing
- Photos: 2 per month
- Special Event Permission Forms: as needed.
- Accident/Incident Reports: as needed.
- Illness Reports: as needed.

Release of Information Policy

Information collected is the minimum needed to provide services to a child. The right of every child and family to privacy is recognized and protected to the greatest possible extent. Parents/Guardians have access to their child's records. Children's records are also accessible to the Owner/Operator/School Director, staff members, placement students, volunteers, service providers (i.e., Accountant), authorized members of the Ministry of Education as well as individuals involved in an emergency (i.e., Paramedic). Written consent will be acquired if a child's information is requested for research purposes.

Discipline and Guidance Policy

Little Explorer Montessori staff members will maintain consistent, reasonable rules and limitations for a child's behaviour. We teach and encourage orderly conduct, empathy for others and age-appropriate behaviour. Staff will keep record of behaviours/incidences.

Some of the most common strategies for guidance and discipline are:

Environment: Arranging the physical environment to elicit pro-social interactions.

Natural Consequences: Letting the child experience the natural fallout of his or her actions.

Logical Consequences: Letting a child experience consequences that the staff members have devised and that are related to the situation.

Positive Behaviour: Encouraging the children when they are making good choices.

Reminders: Reminding children of the rules and expected behaviour and sometimes warning them in advance about the consequences.

Redirection: Interest the child in another activity, usually by substituting another activity for the current one.

Renewal Time: Remove the child from the situation, place the child in another area to give him/her opportunity to refocus and consider alternate behaviours.

When a parent/guardian is present in the school, it is their responsibility to take any necessary disciplinary action or redirection for his or her own child. Staff members may alert the parent/guardian to any situation that needs attention.

If a student is continually disruptive, hurtful towards themselves or others, not improving with common strategies for guidance and discipline or not adhering to the policies of the school, any one of the following actions may occur:

- lead staff and/or the designated Supervisor will meet with the child's parents/guardians.
- an action plan will be created to address specific behaviours.
- the parent/guardian will be called to pick up the child early.
- child's parent/guardian may be referred to a professional to address the child's behaviours.
- continually disruptive or hurtful behaviour may result in dismissal from Little Explorer Montessori

Parents/Guardians enroll their child to prepare them for the future and support their physical, social, intellectual, and emotional growth. During this process, if a classroom educator feels that a student may need support, the educator will discuss this with the School Director, and in turn will discuss this with the child's parents/guardians. A consultation with a Pediatrician, Speech Therapist, Behaviour Therapist and/or Resource Teacher may be recommended or required. Little Explorer Montessori will welcome support from these professionals as well as support the implementation of plans to move forward.

Prohibited Practices

Little Explorer Montessori will NOT permit:

- Corporal punishment of the child which may include but is not limited to, hitting, spanking, slapping, and pinching.
- Physical restraint of the child, such as confining the child for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of 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 premises for the purpose of 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.
- Inflicting any bodily harm on children including making children eat or drink against their will.

Duty to Report

Little Explorer Montessori is legally obligated to inform Region of Waterloo Children's Aid if we are concerned about the safety or well-being of a child. It is not the responsibility of the staff to prove that a child has been abused or neglected, nor determine whether a child needs protection. Staff members will not call the child's family or any other person to determine the cause of any suspected abuse or neglect. The school will inform Children's Aid and will wait for instructions.

Photos and Video Policy

We completely understand the importance of capturing special memories. However, just like you, our primary concern is the safety and privacy of the students. Therefore, please be respectful of other people's privacy and do not post photos and/or videos on the internet and/or social networks such as email, YouTube, Facebook and Instagram if other people's children have been captured in these images. Parents/Guardians may not take photos/videos during class time.

Little Explorer Montessori will not publicly post photos and/or videos of students on the internet.

Every year Little Explorer Montessori arrange a Picture Day we take individual pictures and classroom group pictures of the children. We than send those pictures to the families. Group pictures are share among the classroom families.

Accidents/Incidents

All accidents/incidents involving children must be reported to the designated Supervisor. The child will be provided with immediate attention. Essential first aid supplies are available at all times. All staff members are trained in First Aid and CPR, minimum Level C.

Minor Occurrences: Minor scrapes, bruises, strains, or bumps are common occurrences for children. All minor occurrences require that an Accident/Incident Report is completed and provided to the parent/guardian.

Serious Occurrences: Parents will be notified immediately of any serious occurrences. All serious occurrences are reported to the Ministry of Education. Serious Occurrence Reports will be posted at the school's front door for 10 days to notify parents/guardians.

Fire Drills and Emergency Evacuation Procedures

Fire drills held monthly.

Little Explorer Montessori has Emergency Management procedures for Lockdown, Hold and Secure, Bomb Threat, Disaster: Evacuation including Fire, Flood, Power Outage; Disaster Internal Environment Threat including No Potable Water/Water Interruption and Sewage Backup, Natural Disaster and Natural Disaster: Major Earthquake.

Emergency Evacuation procedures are posted in all the rooms of the school. During planned and unplanned emergency procedures, Teachers and staff will ensure that children are kept safe, are accounted for and are supervised at all times during an emergency situation.

For situation that require evacuation of the child care centre, the meeting place to gather immediately will be located as per the Fire Evacuation:

Primary Location: John Mahood Public School

5 First Street West, Elmira

Secondary Location: Woolwich Memorial Centre

24 Snyder Avenue South, Elmira

If the school must close due to an emergency, it will be noted to the parents via Lillio App. The school's phone number 519-574-4386 can be called during the school hours for further updates. Parents will also receive an e-mail notification via Lillio App by 6:35a.m.

If the school closes while the children are in attendance, parents/guardians/emergency contacts will be contacted and notified one-by-one by phone. We will advise if the children may be picked-up at the school or at our Emergency Location.

Supervision of Placement Students and Volunteers Policy

Purpose

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies regarding the supervision of placement students and volunteers.

Policy

Placement students and volunteers will always be supervised by an employee and will never be permitted to be alone with any child or group of children who receive childcare.

Little Explorer Montessori welcomes the support of placement students and volunteers to enhance the safety and well-being of the children, to enhance the school's program, to develop the individual's skills and to be mentored by the classroom's staff members. Placement students and volunteers must be a minimum of 14 years of age.

Placement students and volunteers are welcome under the following conditions:

- Placement students and volunteers are not permitted to be alone with a child;
- Placement students and volunteers will always be supervised by a staff member;
- The needs of the children are priority;
- Placement students and volunteers will not be admitted in numbers which hinder the essential work of the school;
- Placement students and volunteers do not count toward staffing ratios;
- Placement students and volunteers will be required to read, understand, and comply with all policies and procedures;
- Placement students and volunteers' participation in the classrooms will be guided by their responsibilities; and
- Placement students and volunteers' participation in the school will be guided by the Human Resources Manual.

Roles and Responsibilities of the Owner/Operator and Supervising Employees

- The orientation of the placement students and volunteers is managed by the designated Supervisor;
- The classroom supervision of the placement students and volunteers is managed by the classroom's staff member or the classroom's staff member with the same professional designation; • The classroom training of the placement students and volunteers is managed by the classroom's staff members; • Minor issues within the classroom should be addressed by the classroom's staff member. Any issues regarding contraventions to school policies and procedures will be addressed by the designated Supervisor;
- Support the placement student's or volunteer's goals and objectives. • Create/allow opportunities to learn and participate;
- Be a mentor; encourage, guide and support growth and development. • Record/share successes and challenges

Roles and Responsibilities of Placement Students and Volunteers

- Work cohesively with staff members, show respect and enthusiasm;
- Carry out duties as assigned by the staff member; support the classroom environment;
- Ensure safety and well-being of children, every decision and action consider the children;
- Assist with mealtimes and toileting routines;
- Assist with maintaining a sanitary, organized, and prepared environment;
- Engage children; be friendly, warm, nurturing, patient and understanding; and
- Encourage helpful and caring behaviour, independence, self-help and language skills.

Waiting List Policy and Procedures

Little Explorer Montessori has a waitlist policy which is basis of registering children on a first come first serve basis at One list. The criteria used is date registered and start date required by age group. Priority will be given to two or more children families looking for simultaneous care and siblings of children already attending Little Explorer Montessori. Regardless every family and child should register themselves at One list. Children registered at One List are served first come first basis.

We also maintain waitlist policy for currently enrolled students' siblings and they get priority over One list family.

This is the order in which enrollment is offered:

- Siblings of currently enrolled students
- Children of staff members
- Siblings of previous enrolled children
- One list

PROCEDURE

Every parent that tours the facility should register their child at One list. We call the families based on where they stand on One list after registering and when is the start date of the child.

Example: Parent A registered on December 1st, 2016 and they wanted a toddler start date of March 1, 2017. Parent C registered on December 6th and was looking for a toddler start date of January 3rd, 2017. Parent B registered on December 4th, 2016 and was looking for a Toddler start of date of May 5, 2017. When we are ready to register Parent C would get the call first in December since it would be within 60 days of their desired start date and they are the first on the One list. Then we would call Parent A when a spot opens up for March 1st and then Parent B will be called when a spot opens up for May.

At Little Explorer Montessori we are fair and transparent on our Waitlist policy and the above system is used when registering children and the list of numbers and dates and kept on file. If you have questions about where your child currently is One list, you can email info@littleexplorermontessori.com to acquire that information from the Centre Director.

Enrollment Policy and Procedures

Parents must read, understand, and agree to comply with this Enrollment Policy before their child(ren) may be enrolled and/or continue their enrollment in Little Explorer Montessori. One signature is acceptable on the Enrollment Form. Parents are welcome to read policies and procedures. For the purposes of this policy, the term “tuition” will be used to represent Daily Rate Base Fees. For the purposes of this policy/all school policies/communication, the term “parent” will be used to represent parents and guardians.

Immunization Policy

Little Explorer Montessori is required to keep accurate and up-to-date immunization records. Little Explorer Montessori requires proof of immunization of children upon enrollment and any subsequent updates. If proof is not immediately available, the parent is expected to provide it as soon as reasonably possible along with a written explanation of the delay.

Parents will be expected to provide proof of immunization in accordance with the recommendation from Health Canada Immunization schedule and the Medical Officer of Health. The records will include the child’s name and date of birth.

If a parent chooses not to immunize their child, there are two types of exemptions:

1. A medical exemption completed by a health care provider.
2. A non-medical exemption for conscience or religious beliefs completed by the parent and signed by a commissioner of oath or notary public.

Even if a child has a valid exemption, they will not be able to attend school during a disease outbreak. One case of some diseases can be considered an outbreak. There is no time limit to the outbreak.

Records will be maintained and be readily available for inspection. The records will also be provided to the Region of Waterloo and/or Ministry of Education upon request.

School Closures Procedures

If the school must close due to severe weather, it will be noted on Lillio App as soon as possible. Parents will also receive an e-mail notification by 6:35a.m. General rule regarding severe weather: **If the Region District School Board (DSB) bus service is cancelled but the public schools are open, then Little Explorer Montessori is open. If the DSB bus service is cancelled and the public schools are closed, then Little Explorer Montessori is closed.**

If the school must close due to an emergency, it will be noted via Lillio App as soon as possible. Parents will also receive an e-mail notification as soon as possible.

Planned school closures will be provided in the School Calendar: Family Day, Good Friday, Victoria Day, Canada Day, Civic Holiday (August), Labour Day, Thanksgiving Day, the 2week Winter Break which includes Christmas Day, Boxing Day, and New Year’s Day.

Tuition Payment Policy

Enrollment must include \$250 deposit to be applied to the last month of student's enrollment in Little Explorer Montessori. **Paid tuition is non-refundable.** Tuition must be paid for every day the student is enrolled including days absent (for any reason including family vacations and illness), all statutory and civil holidays, school closures due to inclement weather and Winter Break.

Refunds, discounts, and/or credits will not be offered for days absent. Refunds, credits, and/or discounts will not be provided for partially attended days, weeks, or months. Refunds, discounts, and/or credit will not be offered for unexpected or expected withdrawal.

There is an exception to this policy: Parents will not be required to pay tuition if the province of Ontario Declares an Emergency under the Emergency Management and Civil Protection Act. If the Declaration of Emergency occurs in the middle of a month, the unused tuition will be refunded or used as a credit toward a future payable month.

Child Care Fee Subsidy Little Explorer Montessori accepts Child Care Fee Subsidy from the Region of Peel. If a parent is required to pay a portion of the tuition, those payments are due on the 1st of each month, September 1st through August 1st. All policies and procedures apply to students who receive Child Care Fee Subsidy. Little Explorer Montessori will provide an enrollment offer when enrollment is available.

Late Pick-up Fee Policy

Little Explorer Montessori is not licensed to operate past 5:30p.m. The entrance must be closed at 5:30p.m. Leaving the school with your child after 5:30p.m. (for example, 5:35p.m.), will be subject to a Late Pick-up Fee of \$50 per occurrence and will only be permitted in emergency situations.

Non-Sufficient Funds Fee Policy

Non-Sufficient Funds on Pre-Authorized Payments will be subject to a fee of \$50. In case of nonsufficient funds, tuition is due within 3 days via e-transfer to ashi@littleexplorermontessori.com Subsequent tuition payments must be processed through Pre-Authorized Payments.

Outstanding Fees Policy

Payment of outstanding tuition including Late Pick-up Fees and Non-Sufficient Funds Fees must be paid within 3 business days; otherwise, the student will not be permitted to attend school until payment is made. If payment is not made by the end of the month, the student will be withdrawn from the program. The last month's tuition paid upon enrollment will not be refunded; it will be attributed to the outstanding tuition.

Form of Payment:

Pre-authorized Payments (PAP) debited from a bank account.

- Pre-authorized Payment Plan must be completed; the form will be provided upon enrollment.

<u>Payment Plan for 2024/2025 School Year and 2025 Summer Camp</u>			
<u>Type of Enrollment</u>	<u>Payment Date</u>	<u>Payment Amount</u>	<u>Payment Applied Toward</u>
New Enrollment	The 1 st of the month following the date of enrollment.	One month's tuition	Last month of enrollment
School Year Enrollment	September 1, 2024	One month's tuition	September 2024
School Year Enrollment	October 1, 2024	One month's tuition	October 2024
School Year Enrollment	November 1, 2024	One month's tuition	November 2024
School Year Enrollment	December 1, 2024	One month's tuition	December 2024
School Year Enrollment	January 1, 2025	One month's tuition	January 2025
School Year Enrollment	February 1, 2025	One month's tuition	February 2025
School Year Enrollment	March 1, 2025	One month's tuition	March 2025
School Year Enrollment	April 1, 2025	One month's tuition	April 2025
School Year Enrollment	May 1, 2025	One month's tuition	May 2025
School Year Enrollment	June 1, 2025	One month's tuition	June 2025

Summer Camp	July 1, 2025	One month's tuition	July 2025
Summer Camp	August 1, 2025	One month's tuition	August 2025

Canada-Wide Early Learning Child Care Program (CWELCC)

Little Explorer Montessori has opted-in to the Canada-Wide Early Learning Child Care Program (CWELCC), <https://www.ontario.ca/page/canada-ontario-early-years-and-child-care-agreement>, and is collaborating with the Federal, Provincial, and Regional governing bodies to benefit our school community.

CWELCC Approved Daily Base Tuition Rates for 2025 January 1, 2025, through December 31, 2025, unless otherwise advised.				
Program	Hours	LEM Daily Base Rate/Child	CWELCC 52.75% Discounted Daily Base Rate Per Child	January 2025 through December 2025 21.75 days per month
Toddler Full time 18months to 30months	7:00am – 5:30pm	\$56.75	\$22	\$478.50
Pre-School Full Time 2.5years to 6years	7:00am – 5:30pm	\$52.75	\$22	\$478.50

Program Included in Base Rate	
Full-Time Program 7:00am to 5:30pm A,M Snack, Lunch and P.M Snack (A.M and P.M Snacks are not full meal replacements they are snacks) Before School Care Program 7:00am to 8:30am After School Care Program 4:00pm to 5:30pm	Base Rate

<p>Late Pick-Up Fees (\$50 per occurrence after 5:30p.m.)</p> <p>Non-Sufficient Funds Fee (\$50 per occurrence)</p> <p>Live Streaming Fee \$24 monthly</p> <p>Special Events (advised as required)</p> <p>Expenses not eligible for CWELCC funding (advised as required)</p>	<p>Non-Base Rate</p>
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Discharge and Refund Policy

If a parent withdraws their child, 1-month advance written notice must be provided prior to the 1st of the month. The \$250 deposit paid upon enrollment will be attributed to the last month of the child's enrollment. Monthly tuition is owing if written notice is provided on or after the 1st of the month. Refunds, credits, and/or discounts will not be provided for partially attended days, weeks, or months. Paid tuition is non-refundable.

Should the school, along with the parents, decide that a student be withdrawn because the school cannot meet their needs or should the school require to withdraw the student for any reason, the student's final day of enrollment is decided on a case-per-case basis and is upon the school's discretion.

Highlights

- Meals include a warm, nutritious lunch, healthy a.m. snack and p.m. snack. These a.m. and p.m. snacks are not full meals, they are snacks.
- Little Explorer Montessori has two mixed age classrooms. Each room has 24 children when operating at full capacity with three educators in each classroom. Teacher to student ration is 1 to 8.
- Each classroom has 5 toddlers each and rest 19 pre schoolers.
- Classroom operates at reduced ratio in morning from 7:00am to 8:30am with (1 to 12) and reduced ratio in the evening 4:30pm to 5:30pm (1 to 12)
- We take \$250 as a deposit on each enrollment which is applied towards child's last month tuition when 30days of noticed is provided as per Enrollment Policy.
 - Tuition & fees must be paid for every day the student is enrolled, including days absent for any reason including vacations, illness, statutory holidays, school closures, Winter Break.
- Refer to the School Calendar for important dates:
 - Little Explorer Montessori is closed for Winter Break for 2 weeks.
 - Little Explorer Montessori is open during Summer Camp.

Safe Arrival and Dismissal Policy & Drop-off & Pick-up Procedures

Purpose

This policy and the procedures are intended to outline the safe arrival and dismissal of children as well as provide drop-off and pick-up instructions.

This policy will provide staff, placement students, and volunteers with a clear understanding of their roles and responsibilities for ensuring the safe arrival and dismissal of children receiving care, including what steps are to be taken when a child does not arrive at the childcare centre as expected.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding the safe arrival and dismissal of children in care.

Policy Little Explorer Montessori will only dismiss children into the care of their parent/guardian or another authorized individual. A child will not release any child from care without supervision.

Where a child does not arrive in care as expected or is not picked up as expected, staff must follow the safe arrival and dismissal procedures set out below.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for a Safe Arrival and Dismissal Policy.

Safe Arrival Procedures

When your child is dropped-off, a staff member records their arrival on the Lillio App, (online record keeping system). Parents can check their child attendance on the App on their phone as well. They can mark absent for their child from their App, but they cannot mark “pick-up” or drop-off” for the child.

When a child is not dropped-off as expected, Little Explorer Montessori will do the following at 10:00a.m.:

- Send a message via Lillio App to the parent to confirm if child going to be in or not. ○ If the absence HAS been communicated, no further action is necessary.
- If the absence HAS NOT been communicated, the parent/guardian may reply to the email.

The parent/guardian is not required to reply; the absence will be recorded as “Absent.”

If a parent/guardian would like to advise the school of their child’s absence in advance, an email must be sent to info@littleexplorermontessori.com. Please do not call the school to report an absence.

If you receive an absenteeism e-mail and believe your child to be in attendance, call the school immediately to double-check your child’s whereabouts. In addition, contact the person who was responsible for dropping-off your child. Further steps will be taken depending on the situation.

Every effort is made to send this e-mail by 11:00a.m. but it may be delayed due to other duties. It is essential for parents/guardians to have their own system to ensure their child has arrived at school safely.

Parking Lot Safety and Front Entrance Security

- Be extremely cautious and drive slowly in the parking lot;
- Parking is permitted in marked parking spaces;
- Do not idle your vehicle;
- Do not park in the Accessible Parking spot unless you have a permit;
- Parents/guardians has fobs assigned to enter the centre; and
- Parents/guardians may enter the school during school hours of 7:00a.m. to 5:30p.m., Monday through Friday, otherwise the security alarm will sound.

Drop-off Procedures

- Drop-off on time or later. ○ Little Explorer Montessori is licensed to operate from 7:00a.m. to 5:30p.m. Entering the school before 7:00a.m. to dropping-off a child is not permitted.
- Support your child at their cubbies, if necessary, upon arrival.
- Go to your child's classroom door and knock; wait for a staff member to accept your child.
 - Alternatively, bring your child to the playground door; wait for a staff member to accept your child.
- The staff member will record your child's arrival in Lillio App.

Pick-up Procedures

- Pick-up on time or earlier. ○ Little Explorer Montessori is licensed to operate from 7:00a.m. to 5:30p.m. The front door must be closed at 5:30p.m. Leaving the school with your child after 5:30p.m., (i.e. 5:35p.m. or later), is a late pick-up and will incur additional fees.
- Go to your child's classroom door and knock; wait for the staff member to bring your child. ○ Alternatively, pick-up your child in the playground, wait for the staff member to bring your child.
- The staff member will record your child's departure in Lillio App.
- Support your child at their cubbies, if necessary, prior to leaving.

Adults Approved for Pick-up

- The adults permitted to pick-up a child are the child's parent(s)/guardian(s), the Emergency Contact and the Approved Adults all listed on the child's Enrollment Form.
- Photo identification must be provided if the staff member does not recognize the adult approved to pick-up the child.
- If an adult, other than a parent/guardian, is picking-up the child:
 - The school must be provided written or verbal instruction if the adult is listed on the Enrollment Form.

- The school must be provided written instruction if the adult is not listed on the Enrollment Form.
- The child will never be permitted to be picked-up by another child nor be able to leave unattended.

Late Pick-ups with No Communication

- If the person responsible for picking up the child is 5 minutes late, or more, and the school has not received communication, a parent/guardian will be called.
 - If a parent/guardian cannot be reached, the Emergency Contact and/or other adults approved to pick-up the child will be called to pick-up the child.
- If the child has not been picked-up after 30 minutes and the school has not received communication, Region Children's Aid will be called. Staff will follow Region Children's Aid instructions.

Toilet Learning Policy and Procedures

The Toilet Learning Policy and Procedures is a learning process. During this process, your child is learning about their body, the sensations, what is happening and what to do when they need to urinate or have a bowel movement. Toileting is just as important as any other area within the environment.

At Little Explorer Montessori when a child turns 2 the teachers encourage them to sit on the potty. When a child shows interest and signs of being ready to potty train like having their diaper dry quite a few times when the teacher takes them to washroom, no problem using toilet, verbally being able to express the feeling of pee or poo etc. The parents and teachers can then have a discussion on transitioning the child to pull ups. The child then practices pulling the pull up down and up when using the toilet. Then if the child repeatedly has a dry pull up and can communicate that they need to go pee or poo the parents and teachers can decide jointly on time to take off the pull off.

We cannot have the child in underwear if they will have more than one accident in the day. Having too many accidents in the day discourage a child to potty-train.

At Little Explorer Montessori we need to have a clean and healthy environment and it is important for us to follow the above policy.

How can we (parents/guardians/caregivers/teachers) help a child during the toilet learning process?

1. **Be confident you can do this, and your child can do this too!**
2. Create a plan and schedule.
 - a. Break down the process into small steps to avoid being overwhelmed.

3. Purchase or acquire required items.
4. Prepare the environment at home and at school.
5. Clothing choices are important: machine washable clothing, thin layers.
6. Be patient and consistent. If the adult is consistent, the child will learn to be consistent and will learn faster.
7. Use calm and neutral tones when speaking. Use positive and supportive language.
8. Acknowledge the attempt; avoid rewards.
9. Avoid entertaining the child when they are on the toilet.
10. Clean potty and/or toilet seat after each use so it is ready to be used every time.
11. Do not revert to disposable diapers or pull-up disposable diapers.

Examples of times to offer the toilet at home and at school:	
Home	School
As soon as they wake-up.	As soon as they arrive.
As soon as they get dressed.	Before going outside.
After breakfast.	As soon as they return from outside.
Every 20 to 30 minutes in the morning.	Before a.m. snack time.
Before going outside of the house.	After p.m. snack time.
As soon as they return in the house.	Every time they finish a work cycle.
Before lunch.	Every 20 to 30 minutes in the morning.
After lunch.	Before lunch.
Before nap time.	After lunch and before nap time.
If they wake up during nap time.	If they wake-up during nap time.
Right after nap time.	After nap time.
Every 20 to 30 minutes in the afternoon.	Every 20 to 30 minutes in the afternoon.
Before dinner.	Before going home.
After dinner.	
Every 20 to 30 minutes in the evening.	
Before bath time.	
Before bedtime.	
If they wake up during the night.	

What items do I need to be prepared?

Bathroom:

- Potty seat and/or toilet seat. ○ [Sample Potty Toilet Seat](#)

- Steps for the toilet. ○ [Sample Stairs for Potty Seat](#) • A small laundry basket for wet and soiled clothes.
- A step to reach the sink. ○ [Sample Step](#)
- A small chair for the child to sit and change their clothes.
- A small basket with 2 pairs of pants and underwear so the child can reach their clothing to change.

House:

- Cleaning solution and cloths to clean bodily fluids on the floor.
- Remove or protect, non-washable and/or expensive carpeting/bedding etc...
- Put a waterproof cover on the child's bed. **Vehicle:**
- Travel potty. ○ [Sample Travel Potty](#)

- Car seat protector; folded towel or “puppy pads” can also be used.
- Disposable wipes.
- Extra clothing.
- Bag for soiled clothing.
- Disposable bags for bowel movements and wipes.
- Cleaning solution and cloths to clean bodily fluids in the vehicle. **School:**
- 2 Wet bags, labelled, waterproof and sealable, for soiled clothing to be returned home.
 - Wet bags must be labelled, waterproof and sealable. ○ Ideally has 2 pouches, one for soiled clothes and one for clean clothes. ○ [Sample Wet Bag](#)
- 2 pairs of indoor shoes, closed toe, washable, easy to wipe. ○ [Sample Shoes - Easy to Wipe](#)
- 8 full sets of clothing: undershirts, underwear or training pants, socks, tops and pants.
 - When soiled clothing is sent home, the same number of clean clothing must be returned the next day.
 - Cloth training pants may be used in place of underwear because they are more absorbent. ○ [Sample Training Pants](#)
- Disposable wipes.
- Flushable wipes.
 - The staff members will clean the child with flushable wipes.

Positive Reinforcement:

We use non-monetary, positive reinforcement such as verbal praise, encouragement, high-fives, and celebratory gestures to motivate children during toilet learning.

Illness and Outbreak Policy and Procedures

Purpose

Little Explorer Montessori makes every effort to keep its students and staff healthy and maintain a healthy environment through the implementation and compliance of our Illness and Sanitary Practices Policies. The Illness Policy and the Sanitary Practices Policy are based on current recommendations from Region of Waterloo Public Health.

General Principle:

Your child is not well enough to attend school if...

- they cannot engage in all indoor and outdoor school activities;
- they require medication to feel well;
for instance, Tylenol® or Advil® or GravoI®
- they have not stayed home a minimum of 24 to 48 hours, as per the symptoms below.

Symptoms:

- Fever of 100.4 degrees Fahrenheit or 38.33 degrees Celsius or above.
 - Child must be free of a fever for 24 hours and be able to tolerate a typical diet before returning to school.
 - If your child is sent home ill with a fever at 10:00a.m. on December 1st, the earliest date your child may return to school is December 3rd.
- Vomiting and/or diarrhea.
 - Child must be free of vomiting and diarrhea for 48 hours and be able to tolerate a typical diet before returning to school
 - If your child is sent home after vomiting or having diarrhea at 10:00a.m. on December 1st, the earliest your child may return to school is December 4th.
- Rash or sores, unknown or undiagnosed.
 - You must provide a note from a medical practitioner indicating that it's safe for your child to return to school.
- "Pink Eye" or Conjunctivitis.
 - Your child must remain home for 24 hours after the first dose of antibiotics.
- Bacterial Infection: including but not limited to urinary tract infection, strep throat, pneumonia
Your child must remain home for 24 hours after the first dose of antibiotics.
- Viral Infection: included but not limited to influenza or common cold symptoms without fever.
 - Your child must remain home for 24 after they are free of symptoms.

If your child is not well enough to participate in regular daily activities or if your child requires medication to feel well due to these symptoms, your child is not well enough to attend school.

Please advise the school of your child's illness. Region of Waterloo Public Health will be contacted if a school outbreak occurs, and your child's illness is on the Public Health's Reportable Diseases List. Little Explorer Montessori will follow instructions as provided.

If your child becomes ill during school hours, you will be contacted to arrange prompt pick-up. Your child will be isolated from other children and will be made as comfortable as possible until they are picked up. An Illness Report will be completed and e-mailed using the online recordkeeping system.

Little Explorer Montessori may administer prescribed medication, for example, antibiotics, fever-reducing medication, pain-relief medication as per the Medication Policy. The Parental Authorization for the Administration of Medication form must be completed with the Designated Supervisor prior to leaving medication.

In case of a health-related emergency, "911" will be contacted. The child's parents will be contacted immediately after "911" is contacted. The instructions provided by the "911" dispatcher will be followed to the best of our ability. If the paramedics advise the school that the child should be transported to the hospital by ambulance, the child will be accompanied by the Designated Supervisor. This adult will remain with the child at the hospital until the child's parents arrive. For the safety of the child, the school will provide the medical personnel with any information they require: child's name, age, medical history, medications, symptoms, etc.

Sleep Supervision Policy and Procedures

Purpose

Children's sleep and rest are an integral part of a child's well-being and development. The purpose of the policy and procedures described within, is to provide staff, placement students and volunteers with rules and procedures to follow to, safeguard children from harm, injury or death while sleeping.

Procedures for monitoring sleeping children reduce the risk of harm or injury so that caregivers can look for and identify signs of distress and implement immediate responses to protect the health and safety of children.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for sleep policies and supervision.

Policy General including consultation with parents

All children will be provided with the opportunity to sleep for a period of no more than 2 hours each day.

Parents will be advised about Little Explorer Montessori Sleep Supervision Policy upon enrollment and during the initial onboarding process. Parents will be consulted with respect to a child's sleeping arrangements during enrollment.

- Parents will be consulted if a child needs or wants to sleep longer than 2 hours. Arrangements will be made to accommodate the child;
- Each child will be provided with their own labeled cot covered with a cot sheet and a blanket. All bedding will be laundered weekly at the school, or more frequently, if necessary;
- Significant changes in sleeping patterns or behaviours will be communicated to parents by the staff member. They may discuss any potential changes or adjustments to the child's sleeping accommodations as well as adjustments to the way the child is supervised during sleep.
- Quiet activities are available for those children who do not sleep or do not sleep two hours.

Direct Visual Checks

3 direct visual checks are conducted during Nap Time, at 1: 00p.m, 1:30pm and 2:00p.m.;

- o The frequency and times may be modified depending on the child’s needs.

Direct visual checks will be conducted on all sleeping children by being physically present beside the child, while the child is sleeping, and looking for indicators of distress or unusual behaviours;

Direct visual checks will be documented by staff in the Sleep Supervision Log;

- Direct visual checks are not required for children engaging in quiet activities, but these children are always supervised;
- Staff will ensure that all sleeping areas have sufficient lighting available to conduct the direct visual checks of sleeping children; and
- Little Explorer Montessori does not use Electronic Sleep Monitoring Devices to monitor children’s sleep.

Procedures

Program	Frequency of Direct Visual Checks*	Time of Direct Visual Checks
Little Star and Moons	3 times per day	1:00p.m., 1:30pm and 2:00p.m., unless otherwise directed

***This is the minimum frequency of direct visual checks.** Should a child have symptoms of illness (e.g. a cough) or if there are other issues or concerns related to the child’s health, safety and well-being during sleep, the frequency of direct visual checks must be increased. The individual needs of each child during sleep as identified by the parent and/or the child’s physician must be always followed.

Procedures for Completing Direct Visual Checks

1. Staff must:
 - i. be physically present beside the child;
 - ii. check each child’s general well-being by looking for signs of distress or discomfort including, at a minimum:
 - laboured breathing;
 - changes in skin temperature;
 - changes in lip and/or skin colour;
 - whimpering or crying; and
 - lack of response to touch or voice.
2. Where signs of distress or discomfort are observed, the staff who conducted the direct visual check must attempt to wake the child up. Where no signs of distress or discomfort are observed, proceed to step 3.
 - a) Where the child wakes up, staff must:

- i. attend to the child's needs; ii. if the child appears to be ill, follow the Illness Policy; iii. document the incident in the Sleep Supervision Log.
 - b) Where the child does not wake up, staff must immediately:
 - i. perform appropriate first aid and CPR, if required; ii. inform other adults in the classroom and the designated Supervisor; simultaneously, direct another adult to contact emergency services; and
 - iii. contact the child's parent and inform them of the next steps, for example: the child needs to be taken to home or to the hospital or emergency services has been contacted.
 - iv. If Emergency Services advises that the child needs to be taken to the hospital, the designated Supervisor will accompany the child in the ambulance to the hospital if a parent or emergency contact is not present.
 - c) Where the child's condition has stabilized, and/or after the child has been taken home and/or to the hospital, the staff who conducted the direct visual check and any staff who assisted with responding to the incident must:
 - i. follow the Serious Occurrence Policy and Procedures, if applicable; ii. document the incident in the Daily Written Record; and iii. complete an Illness Report, if applicable.
3. Staff must:
- I. adjusts blankets as needed; ii. ensure the child's head is not covered;
 - iii. ensure there are no other risks of suffocation present; iv. complete the Sleep Supervision Log; and
 - v. verbally informs other staff in the room that the check has been completed, where applicable.

Outdoor Play Policy

Purpose

Outdoor play is an integral part of the daily schedule and plays an important role in the development of children's overall well-being.

Children thrive in programs where they can engage in vigorous physical play that present manageable levels of challenge. In addition to providing physical benefits, active play outdoors strengthens functioning in cognitive areas such as perception, attention, creative problem solving, and complex thinking.

While these environments need to be safe, it is also important for them to provide children with interesting opportunities for a reasonable degree of risk-taking.

The purpose of this policy is to set out the responsibilities of the licensee, staff, placement students and volunteers in ensuring that the playground spaces provide a safe and well-supervised environment for children's play.

There are situations which will prohibit children from outdoor play in the playground:

Inclement weather

- If the playground is not safe (i.e. slippery due to icy surface), children will go for a Neighbourhood Walk if the sidewalks have been cleared and are safe to use; ○ The staff-to-child ratio remains the same for a Neighbourhood Walk as it is in the classroom and playground.
 ○ No major streets are crossed.
- If the temperature is -25 degrees Celsius or colder, including the Wind Chill Factor, children will remain indoors for Gross Motor Play; ○ If the temperature is between -20 to -24 degrees Celsius, including the Wind Chill Factor, the amount of time children will play outside will be reduced to 20 minutes.
- If the temperature is 31 degrees Celsius or warmer, the humidex value is 40 or higher, and/or the Region issues a Heat Warning or Extended Heat Warning, children will remain indoors for Gross Motor Play.
- If it is raining, thundering, lightening, snowing, hailing, extreme winds and/or smog alerts, children will remain indoors for Gross Motor Play.
- Staff have the discretion to bring a child or children inside if it is no longer healthy or safe to remain outside (i.e., a child overheating).
- If the children complaining of the weather like too cold or too hot, we will bring the children inside for indoor gross motor. Teachers make sure to listen to the child and his or her need under cold and hot temperature.

Parent/Guardian Consent

- If a parent/guardian has provided a Consent for a Child to Remain Indoors During Outdoor Play Form indicating that their child is not permitted to go outside for medical reasons, a child will

remain indoors for Gross Motor Play. Please be mindful that if a child is well-enough to attend school, they should be well-enough to play outdoors, unless there are extenuating circumstances. ○ Written consent must be provided daily for a child to remain indoors; form will be provided. ○ Children are permitted to remain indoors for a maximum of 2 days within a week.

○ A doctor's note is required if a child needs to remain indoors for longer than 2 days within a week. ○ It is the parent's/guardian's responsibility to ensure that a child has weather appropriate clothing to go outside. ○ Children will only be permitted to stay inside if staffing is available, ratios must be always maintained.

Medication Policy and Procedures

Purpose

This policy and procedures support children's health, safety, and well-being by setting out measures to:

- address medical needs identified on the child's Enrollment Form or any medical needs that arise during the child's enrollment;
- provide clear direction for staff, placement students and volunteers for administering drugs and/or medication to children and record keeping;
- ensure children receive only those drugs or medications deemed necessary and authorized by their parents;
- reduce the potential for errors;
- ensure medications do not spoil due to improper storage;
- prevent accidental ingestion;
- administer emergency allergy and asthma drugs or medications quickly when needed; and
- safely administer drugs and medications according to established routines.

Where the term drugs and/or medications is used in this policy, the term refers to any product with a drug identification number (DIN). For this policy, drugs and/or medications fall into the following two categories:

- Prescription medication, intended for acute, symptomatic treatment.
- Over-the-counter, intended for acute, symptomatic treatment.

For this policy and procedures:

- Drugs and/or medication will be referred to as medication.
- Homeopathic medication and natural remedies with medicinal ingredients will be treated as over-the-counter medication and will require a prescription or doctor's note.
- Homeopathic medication and natural remedies with no medicinal ingredients will be treated as non-medicinal products.
- Any health professional who is authorized to prescribe medication will be referred to as a doctor. This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for the administration of drugs and medication.

Policy and Procedures

Parental Authorization to Administer Medication:

- Parents will be expected to administer medication to their children at home if this can be done without affecting the child's treatment schedule.
- Prescription medication to be administered at school will only be administered where a parent has completed the Parental Authorization for the Administration of Medication. This medication will require a prescription label.

- Over-the-counter medication to be administered at school will only be administered where a parent has completed the Parental Authorization for the Administration of Medication. This medication will require a prescription label or doctor's note.
- Prescription and over-the-counter skin products, with a DIN, to be administered at school will only be administered where a parent has completed the Parental Authorization for the Administration of Medication.
- Homeopathic medication and natural remedies with medicinal ingredients will be treated as over-the-counter medication and will require a prescription or doctor's note.
- The authorization must include a schedule that sets out the times the medication is to be given and the amounts to be administered.
- Where the medication is to be administered to a child on an "as needed" basis (i.e. there is no specific schedule or time of the day for administration), the medication must be accompanied with a doctor's note outlining signs and symptoms for administering the medication and the dosage.
- In addition, the authorization must clearly indicate the observable symptoms under which the medication will be given. Examples:
 - 'When the child has a fever of 38.33 degrees Celsius or over';
 - 'when the child has a persistent cough and/or difficulty breathing'; and
 - 'when red hives appear on the skin'.
- Parental Authorization for the Administration of Medication will be reviewed annually to ensure the dosage continues to be accurate because dosages may be based on a child's age or weight.

Medication Requirements:

- All medications to be administered to children must meet the following requirements:
- All medications must be stored in their original containers as supplied by a pharmacist, or their original packages. Medications that have been removed from their original package and/or transferred into a different container will not be accepted or administered to children.
- All medication containers must be clearly labelled with:
 - the child's full name;
 - the name of the medication;
 - the dosage of the medication;
 - instructions for storage;
 - instructions for administration;
 - the date of purchase for prescription medications; and
 - the expiry date of the medication, if applicable.

- Medications that do not meet the above requirements will only be accepted when the parent send a written confirmation with the reason of why the medication is not clearly labelled. A printed copy of the communication should be kept in child file.
- Medications purchased by staff, placement students and/or volunteers for their own use will be kept inaccessible to children and will not be administered to children.

Medication Handling and Storage:

- Medications will be kept inaccessible to children in a locked container. There are exceptions for emergency medications as outlined below:
- Emergency Medications are any medications that are used in child's individualized plan.
- Emergency medications will not be locked up and will be made easily accessible to all staff while being kept out of the reach of children, including during outdoor play, field trips, evacuations, and neighbourhood walks.
- Staff, placement students, and volunteers will be made aware of the location of children's medication, including emergency medication.
- Medications will be stored as per the instructions on the label. Medication requiring refrigeration will be stored in the refrigerator in a locked container. If the product does not have storage instructions, an internet search will be used as a resource.
- Medications past their expiry date will be returned to the child's parent.
- Medications remaining after the treatment will be returned to the child's parent.
- Where attempts have been made to return medication to the child's parent and the parent has not taken the medication home, the Designated Supervisor will dispose off the medication after keeping record in child's file that several attempts made for pick up so we are disposing off the medication.

Medication Administration:

- Medication will be administered according to the instructions on the label and the parental authorization form.
- When a child has an individualized plan, medication will also be administered according to the instructions on the child's individualized plan.
- Medication will be administered from its original container as supplied by a pharmacist or its original package and where the container is clearly labelled.
- Medication will only be administered using the appropriate dispenser (for example: syringe, measuring spoon, measuring cup).
- The Designated Supervisor will be responsible for all medication in the school and will review all Parental Authorization for the Administration of Medication forms. Medication will be

administered by the classroom's person-in-charge at the time of administration unless it's emergency medication.

- To support the prompt administration of emergency medication. Emergency medications may be administered to a child by any person trained on the child's individualized plan.
- Medications that are expired, including epinephrine, will not be administered.

Record-Keeping:

- Administered medications will be recorded on the Record of Medication Administration.
- Record of Medication Administration will be stored in the classroom's Medical Compliance Binder. Completed records are stored in the school year storage boxes.
- If a child is absent on the date and time when medication is scheduled to be administered, the child's absence will be documented on the Record of Medication Administration.
- If a dose is missed or given late, reasons will be documented on the Record of Medication Administration and a parent will be notified as soon as possible as it may impact the treatment schedule or the child's health.
- Where medication is administered 'as needed' to treat specific symptoms, the administration and the child's symptoms will be recorded on the Record of Medication Administration, and the child's parent will be notified.

Confidentiality • Information about a child's medical needs will be treated confidentially and every effort will be made to protect the privacy of the child, except when information must be disclosed for the purpose of implementing the procedures in this policy, emergency personnel and for legal reasons.

Diaper Cream, Sunscreen and other Non-Medicinal Products

The following items are not considered drugs or medication for the purposes of this policy, except where the item is a drug, as defined in the Drug and Pharmacies Regulations Act, prescribed for a child by a doctor: ○ Diaper Cream ○ Hand Sanitizer ○ staff members do not use hand sanitizer on children; hand sanitizer is for adult use only. Hand sanitizer will only be used on children if authorized by a parent.

- Insect Repellent
- Lip Balm ○ Moisturizing Skin Lotion ○ Sunscreen ○ Other Non-Medicinal Products ○

Homeopathic medication and natural remedies with no medicinal ingredients will be treated as non-medicinal products.

These over-the-counter products may only be administered in accordance with the following rules:

- Parental authorization provided on the Parental Authorization for the Administration of Diaper Cream, Sunscreen and Non-Medicinal Products form.
- Products will be administered in accordance with the instructions on this form. ○ Administered without a prescription or doctor's note unless a prescription or a doctor's note is provided. In such a case, the product will be treated as medication. ○ Inspected for an expiry date, if it has an expiry date. ○ Labelled with the child's name and the name of the item. ○ Stored in accordance with the storage instructions on the label and/or the container.
- Administered from the original container or package and in accordance with instructions on the label and instructions provided by the parent.

Additional over-the-counter procedures:

- Each application of these products will not be recorded.
- If the child experiences a reaction, a parent will be contacted, First Aid will be administered if necessary, and an Illness Form will be completed.
- If the child experiences a life-threatening reaction, "911" will be contacted, First Aid/CPR will be administered simultaneously, and a parent will be contacted.

Sunscreen

- Parents may provide sunscreen to be applied prior to going outside from May 1st through to September 30th, unless otherwise instructed. Sunscreen may also be provided in the fall and winter months.
- Sunscreen is applied hand over hand: the sunscreen is applied on the child's skin and the staff member uses the child's hand to rub the sunscreen into the exposed part of the body or face. Alternative application methods include: ○ the sunscreen is applied using a tissue, a new tissue for each child; or ○ the sunscreen is applied using disposal gloves, new gloves for each child.

Anaphylactic Policy and Procedures Purpose

Anaphylaxis is a serious allergic reaction that can be life-threatening. It requires avoidance strategies and immediate response in the event of an emergency. These policies and procedures are intended to help meet the needs and save the lives of children with severe allergies and provide relevant and important information on anaphylaxis to the school community.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for an anaphylactic policy. The requirements set out in this policy align with [Sabrina's Law, 2005](#).

Definitions

Anaphylaxis: a severe systemic allergic reaction which can be fatal, resulting in circulatory collapse or shock. Symptoms can vary for different people, and can be different from one reaction to the next, including:

- Skin: hives, swelling (especially eyes, lips, face, tongue), itching, warmth, redness, rash ○ Hives may be entirely absent, especially in severe or near–fatal cases of anaphylaxis
- Respiratory: wheezing, shortness of breath, throat tightness, cough, hoarse voice, chest pain/tightness, nasal congestion, or hay fever-like symptoms (runny, itchy nose and watery eyes, sneezing), trouble swallowing
- Gastrointestinal: nausea, pain, cramps, vomiting, diarrhea
- Cardiovascular: pale/blue colour, weak pulse, fainting or loss of consciousness, dizziness/light headedness, shock
- Other: anxiety, feeling of “impending doom”, headache

Epinephrine: A medication used to treat allergic reactions, particularly anaphylaxis. This drug is often delivered through an auto-injector (e.g. EpiPen).

Allergens or substances that may trigger Anaphylaxis, examples but not limited to:

- Foods (peanuts, tree nuts including almonds, hazelnuts cashews and pistachios, milk, eggs, fish, shellfish, sesame seeds, mustard, soy, and wheat) ○ Sulfite, often found in processed foods and beverages.
- Insect stings and bites (venom)
- Medication (antibiotics, penicillin)
- Latex (gloves, balloons, balls, erasers)
- Craft Supplies (play dough, scented crayons)
- Exercise
- Cold Air

Policy Communication Plan

- Before attending Little Explorer Montessori, the Designated Supervisor will discuss information about any medical conditions, including whether the child is at risk of having or has anaphylaxis. This information will be disclosed on the Enrollment Form.
- Individualized plans and emergency procedures information are on “Anaphylaxis Emergency Plans”.
 - Each child with an anaphylactic allergy will have an Anaphylaxis Emergency Plan.

- Anaphylaxis Emergency Plans will be developed in consultation with a parent of the child and with any regulated health professional who is involved in the child's care that the parent believes should be included in the consultation.
- Anaphylaxis Emergency Plans will detail signs and symptoms specific to the child describing how to identify that they are having an allergic reaction, and what to do if they experience a reaction.
- Parents will complete Parental Authorization for the Administration of Medication – Epinephrine Autoinjector to accompany the Anaphylaxis Emergency Plan. ○ Each child's Anaphylaxis Emergency Plan will be made available and accessible wherever the child may be present.
- The caterer, cook, individuals who collect groceries on behalf of Little Explorer Montessori and/or other food handling staff, where applicable, will be informed of all the allergies at Little Explorer Montessori, including those of children, staff, placement students and volunteers. ○ A list of allergies will be provided to the caterer and cook and will be updated as soon as new allergies are identified.
- A list of all children's allergies will be posted in the kitchen, the classrooms and made available in any other area where children may be present and exposed to allergens.
- Designated Supervisor and classroom staff will bring the list of allergies on field trips.
- Little Explorer Montessori will communicate with the Ministry of Education by reporting serious occurrences where an anaphylactic reaction occurs in accordance with the established serious occurrence policy and procedures.

All individualized plans and emergency procedures will be reviewed with a parent of the child when the medication expires to ensure the information is up to date.

Strategies to Reduce Risk

- Children's Anaphylactic Emergency Plans are updated when necessary.
 - All staff, placement students, and volunteers are trained on the plans and informed of any changes.
- Little Explorer Montessori classroom are nut-free environment.
- Foods with 'may contain' warnings on the label are not served to a child who has those known those allergens.
- Parents have the option of bringing a fresh fruit tray, to be shared with the class, not cakes or baked goods.
- Staff will discuss anaphylaxis with the class, in age-appropriate terms
- Staff will reinforce hand washing before and after eating

- All cleaning supplies, medicines and any other products that may be of danger and/or commonly produce allergic reactions will be stored inaccessible to children.
- Garbage bins will be emptied daily.
- Playground will be monitored for insects such as wasps.

Parents Who Send Food for their Children

- If Little Explorer Montessori cannot meet the child's nutritional needs, due to their allergies, the parent will be permitted to send food and/or beverages for the child at the school's discretion.
 - Food/beverages must be labelled with the child's name.
 - Food/beverages must be labelled with the food's name or ingredients.
 - Food/beverages must not contain nuts and/or tree nuts.
 - Food/beverages must be stored in the kitchen's refrigerator if it requires refrigeration.
 - Prepared food must be provided daily unless it is a pantry or refrigerated item (i.e., powdered formula, soy milk).
 - Pantry or refrigerated items must be in their original container and must have an expiry date.
 - Breast milk must be labelled with the child's name and must be consumed on the date it is provided.
 - Food/beverages may not be shared with other children.

Responsibility of an age-appropriate student with an anaphylactic allergy

- Do not trade meals with other students.
- Wash hands before and after eating.
- Learn to recognize symptoms of an anaphylactic reaction.
- Promptly inform an adult, as soon as exposure occurs, or symptoms appear.

Medication Requirements

- Where medications need to be administered to a child in response to an anaphylactic reaction, the Medication Administration Policy will be followed including the completion of a Parental Authorization for the Administration of Medication.
- Epinephrine auto-injector is stored in the classroom. It will accompany the child and staff member throughout the day, including the playground. A back-up will be kept in the office.
- Emergency allergy medication (e.g. puffers and epinephrine auto-injectors) will be allowed to remain unlocked so they may be administered quickly when needed.

Emergency Procedure

- One person stays with the child at all times.
- One person goes for help or calls for help.
- Administer epinephrine auto-injector at first sign of reaction as per Anaphylaxis Emergency Plan.
 - Symptoms may occur hours after exposure to allergens.
- Call 9-1-1. Have the child transported to hospital even if symptoms have subsided.
- Children with anaphylaxis who are feeling faint or dizzy because of impending shock should lie down unless they are vomiting or experiencing severe respiratory distress. To improve blood circulation, caregivers should lift the person's leg above the level of the heart. If the child feels nauseated or is vomiting, lay them on their side, head down to prevent the aspiration of vomit.
- Additional epinephrine auto-injector must be available during transport. Give a 2nd dose in 10-15 minutes or sooner if the reaction continues or worsens.
- Administered epinephrine auto-injector is to accompany child to the hospital.
- Administered epinephrine auto-injector is to be given to hospital employees or child's parent for disposal.
- The Designated Supervisor must stay with the child until a parent or emergency contact person arrives.
- Document the incident in the Daily Written Record.
- Complete an Illness Report.

Or

- Follow alternative procedures as identified on Anaphylaxis Emergency Plan
- Document the incident in the Daily Written Record.
- Complete an Illness Report.

Training Plan

- Ensure all staff receive training regarding symptoms, emergency procedures and epinephrine auto-injector use upon hiring and when a student with an anaphylaxis allergy enrolls.
 - Placement students and volunteers are not permitted to administer medication unless under extreme circumstances (i.e. staff member is unconscious).
 - The staff, volunteers and placement staff will be required to sign and date that they have received training.
 - Little Explorer Montessori will keep a log on file of all training dates, trainers, and signatures.

Parent Issues and Concerns Policy and Procedures

Purpose

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for addressing Parent's issues and concerns.

Policy and Procedures

Little Explorer Montessori welcomes open, clear, and calm communication.

If a parent has an issue and/or concern regarding their child as he or she relates in the classroom, the parent may communicate with the Classroom Teacher via Lillio App or Verbally in person while picking up or dropping off. We understand that is little time to communicate at drop-off time or at pick-up time. The parent may call the school, at 519-574-4386, in the early afternoon to ensure proper coverage in the classroom. If the topic requires further communication, the parent may arrange a meeting with the School Director Miss Ashima Talwar. Depending on the topic, the designated Supervisor may join the meeting if required.

If the parent has an issue and/or concern regarding the school's policies and/or procedures, the parent may communicate with Miss Ashima. The parent may e-mail: ashi@littleexplorermontessori.com. If the topic requires further communication, the parent may arrange a meeting. Depending on the topic, other staff members may join the meeting.

All issues and concerns should come forth through a parent verbally or in writing. Communication through other family members may be challenging as messages may not be conveyed as intended. In addition, parents must be fully aware of any communication concerning their child.

The following are the process set out for addressing concerns.

Parents can send an email to info@littleexplorermontessori.com or ashi@littleexplorermontessori.com with the following information:

- Date when the Concern/issue arose
- Name of the child
- Name of the classroom
- Name of the parent- if the parent was present when the concern was observed/perceived • Reasons/explanation of the concern/issue

The Centre Supervisor/Director or Designate will respond to the above email within 24 to 48 hours depending on its severity.

This response will address your issue/concern or ask if you would like to meet face to face if it warrants additional information.

The Centre Supervisor will log the issue in our tracking file along with outcome and if an action was required. Verbal complaints will be logged into the tracking file in the same way with 24-48 hour follow up just like the written complaints.

The parents can also let their child's teacher or any other staff member know of any concerns and the teacher or staff member are to bring it to the attention of the Centre

Supervisor/Director/designate immediately or before the end of their shift. If a complaint is addressed to a teacher or a staff member, they are to follow the below steps.

- Ensure the parent feels listened to and take notes.
- Make sure to record the date the concern was addressed.
- Document the child's name.
- Document the reason for the complaint.
- Re-assure the parent that you will inform the Centre Supervisor/ Director.
- Notify the Centre Supervisor/ Director of the complaint and all its details via email for documentation

The Centre Supervisor/Director/Designate will then follow the same process as stated above and respond within 24 to 48 hours.

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.

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 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*.