# Educara
## Montessori Child Care

*Education for the Generation*

# PARENT HANDBOOK

Educara
Montessori Child Care

Dear Parents:

The Supervisor and Staff welcome your child and family to our Intergenerational Centre. We look forward to having a wonderful and bilateral association with you. We have prepared this handbook so that you understand what you can expect from Educara and what we will expect of you.

Our practices are guided by the Child Care Early Years Act, the College of Early Childhood Educators' Code of Ethics and Standards of Practice, How Does Learning Happen? and the Montessori approach to education as well as our own Policies and Procedures.

Please be sure to read this handbook and sign all consent forms. If you have any questions or concerns, need further information, please do not hesitate to contact us and we will be happy to help you.

Welcome to Educara.

## PROGRAM STATEMENT

### OVERVIEW

Educara (Barrhaven Campus), is a Montessori based child care center operating in Ontario, Canada. Our location, within the same premises as the Barrhaven Vivia retirement community, provides us with a unique opportunity for intergenerational participation.

While Montessori based, we fully embrace Ontario Government's approach to early childhood education. Our pedagogy modifies the Montessori philosophy by incorporating more play based exploration and experiences and follows the principles set out in Ontario's How Does Learning Happen? (HDLH) document (The Government of Ontario, 2014). At Educara we covet respect for all persons, cultures and view children as being competent, capable, curious and rich in potential.

The core of our approach to child care is providing a safe, nurturing environment that promotes natural development through:

- Belonging: cultivation of authentic, caring relationships and connections creating a sense of belonging among and between children, adults, and the world around them.
- Well-being: nurturing children's healthy development and supporting their growing sense of self. Rather than teaching, we firmly believe in guiding and following the child's natural curiosity.
- Engagement: providing an environment and experiences that engage children in active, creative and meaningful exploration, play and inquiry.
- Expression: fostering communication and expression in all forms.
  While organized around the foundations of belonging, well-being, engagement, and expression, the Educara program is holistic, melding these separate foundations into a single experience developing the whole child.

### BELONGING

Inclusiveness is a basic tenet of the Montessori philosophy. As such, Educara has created an environment which fosters inclusiveness and belonging in all aspects of its programs. Staff members engage in and support positive and open relationships and connections among children, parents and the community. We promote peace and acceptance of diversity in peoples and culture while respecting the individual.

Our hiring policy ensures that we employ professional Early Childhood educators who, as primary caregivers, support families and understand the needs of each child as an individual.

At Educara we also have the unique opportunity for children to belong to an intergenerational community. Children feel connectivity to a larger group of people that includes the elderly. Proven benefits of intergenerational programs include (United, Generations, 2007):

Improved foundation for reading and related activities compared to their peers at other schools.

- Enhanced Social Skills: Interacting with older adults enables youth to develop social networks, communication skills, problem-solving abilities, positive attitudes towards aging, a sense of purpose and community service.
- Promotes good self-esteem. Young children who interact with older adults in a co-located facility, experienced higher personal and social development by 11 months compared to children in non-intergenerational facilities.
- Decreased Negative Behavior: Youth involved in intergenerational mentoring programs are 46% less likely to begin using illegal drugs, 27% less likely to begin using alcohol, and 52% less likely to skip school.
- Increased Stability: Children and youth gain positive role models with whom they can interact on a regular basis. They develop many positive relationships to civic attitudes and behaviors including volunteering habits, sense of efficacy and trust.

**WELL BEING**

Well-being of children is extremely important to Educara. We provide a safe and nurturing environment, always maintaining the child to caregiver ratios set out by the Ministry of Education. Our programs meet and exceed all health and safety requirements of the Ministry of Education and local government bylaws.

Being Montessori based, our programs naturally incorporate avenues for self-help and self-care, following the child's need, interest and ability. One of the most important components of the Montessori philosophy is to "follow the child". As caregivers, we are there to guide and observe children, not to impose our will or choice of activity upon them. To quote Maria Montessori - “The essence of independence is to be able to do something for one’s self.” Therefore, we promote positive self-help and self-care, reinforcing a child's sense of accomplishment and independence.

Our program also supports children’s self-regulation, coaching them to deal with stress and remain calm, alert and ready to learn. Our classroom environments and caregivers promote calm, focused, interested children who are alert, able to modulate their emotions, pay attention, ignore distractions, inhibit their impulses and understand the consequences of their actions.

We understand that well-being does not only apply to the time the child spends in our care. Therefore, we encourage our staff to reach out to all families. For those families who may be experiencing stressful and challenging circumstances, Educara is committed to helping them make connections to formal support (e.g., Family Services Ottawa) and informal support through connections with other families. groups and community members.

## PROHIBITED BEHAVIOUR

Educara does not tolerate nor accept any form of corporal punishment or other harmful disciplinary practices. These practices are never permitted at Educara. Any staff member who engages in such behavior is eligible for immediate dismissal and reporting to the authorities as required. Any staff member witnessing such behavior must immediately report it to the proper authority.;
Prohibited behavior includes;

- corporal punishment of the child
- deliberate use of harsh or degrading measures on the child that would humiliate the child or undermine his or her self-respect
- depriving the child of basic needs including food, shelter, clothing or bedding
- locking the exits of the child care center or home child care premises for the purpose of confining children
- using a locked or lockable room or structure to confine the children

To ensure our staff can better understand and ameliorate social and emotional well-being and resilience for children and families, Educara regularly uses PA days for participation in professional training. Further, we continuously connect with community partners and families through informational and special events throughout the year.

## NUTRITION

Proper nutrition is essential to growing minds and bodies. At Educara, we supply meals prepared in collaboration with the Chefs of the Barrhaven Vivia retirement community with which our child care facility is co-located. These meals are prepared specifically for the children and provide fresh wholesome ingredients following Canada's Food Guide. Our exceptional standards of food service and preparations meet the needs of any dietary restrictions and/or allergies.

## ACTIVE PLAY

Being active can help young children stay healthy, improve movement skills, have fun and feel happy, develop self-confidence and improve learning and attention.

At Educara, we provide ample opportunity for active play. Indoors we do not restrict free movement and choice as long as these activities are safe and positive. Additionally, our programs include active play through participation in Yoga, dance and music. and other such activities. Outdoor play is provided daily, whether it be in our enclosed play area or field trips. Our field trips promote interaction with the natural world providing exploration, investigation and observation of the environment.

Our program includes a minimum of two hours of outdoor activities daily, weather permitting.

Exceptions to outdoor activities can be accommodated given written instruction from a physician or parent.

**REST**
At Educara, we recognize the requirement for children to have rest and quiet activity time. Depending on the child's needs, we provide time each day that encourages a mid-day nap, rest or engagement in quiet activities, depending on the child's needs.

Rest periods do not exceed two hours in length daily.

**ENGAGEMENT**
"*The environment must be rich in motives which lend interest to activity and invite the child to conduct his own experiences*."
— Maria Montessori

Another very important aspect of the Montessori philosophy is that of the prepared environment. The prepared environment is meant to engage children in active, creative, and meaningful exploration, play, and inquiry. Everything that children come in contact with facilitates and maximizes independent learning and exploration. This is a calm, well-ordered environment that has a lot of movement and activity. Children are free to choose, play and work on activities at their own pace, experiencing a combination of freedom and self-discipline, guided by the environment.

Our staff adhere to the concept that children must be free to explore and follow their individual natural interests, thereby developing their potential and increasing their knowledge of the world
around them. Within the prepared environment, the child must experience freedom of movement, freedom of exploration, freedom to interact socially, and freedom from interference from others. Most importantly the freedom of choice.

The Educara environment provides a wealth of interesting objects and open-ended materials for children to explore with their senses, manipulate, and investigate. The environment is designed to elicit curiosity, investigation and provide challenges that are responsive to individual capabilities extending the boundaries of their learning. We also believe that we should use nature to inspire children. This is why natural materials are preferred in our environment. Real wood, reeds, bamboo, metal, cotton, and glass are preferred to synthetics or plastics.

Child-size real objects are used throughout the environment. Furniture is child-size so the child is not dependent on an adult for his movement. All tools and play object such as rakes, hoes, pitchers, tongs, shovels should all fit children's hands and height allowing children to use them without frustration.

Educara uses the environment as a microcosm of the world around us. Within this environment the child begins to internalize the order and structure surrounding him, thus

making sense of the world in which he lives. To ensure environments and experiences reflect and are relevant to children's everyday lives. Educara is committed to connecting with families and communities and inviting their participation in developing the environment.

We provide a social environment that promotes the freedom to interact, where children learn and are encouraged to develop a sense of compassion and empathy for others. The environment aims to optimize the development of social interaction, preparing children to engage and play in group settings.

The purpose of the Educara environment is to develop the whole personality of the child, not merely his intellect. By guiding the child through the five areas of the Montessori curriculum (Practical Life, Sensorial, Language, Mathematics, and Cultural subjects), the child is immersed in an environment which is at the forefront of the creative work in our classrooms. Through developmentally appropriate, sensorial material that promotes play and inquiry and moves hierarchically from simple to complex and concrete to abstract, children are given the freedom to fully develop their unique potential and increasing awareness and understanding of key concepts, including those associated with literacy and numeracy.

Daily logs and semi-annual progress reports are the key means of documenting and making children's thinking, learning, and competence visible to children, families, and others. Further to these formal communications. staff are encouraged to dialog with children and families on a daily basis.

**EXPRESSION**

Evolving into a good communicator begins with being allowed to express oneself. At Educara we contend that effective communication is about respect, respecting each other's personality and respecting each other's opinions. Further, communication should be reciprocal - When children experience being heard, they will also learn to listen.

Our programs provide effective, safe opportunities and experiences, giving children positive, reinforcing indicators that they are developing communication skills well and becoming active members of the community.

Effective communication is not limited to verbal interactions. Body language, gestures and facial expressions are also part of the many "languages" children use to communicate. As professional caregivers, we recognize this and provide individualized support for children of all abilities to express themselves and be heard.

The Educara classroom is designed in such a way that all activities gear themselves naturally toward the development of the skills required for communication. Language development is supported in the classroom because of the freedom of conversation allowed to the children. In our environment encouragement of self-expression is fostered through communication between children and their peers and children and

adults. Expression is also improved by engaging and cultivating children's interaction with stories and books in multiple situations and for a variety of purposes. Circle time, reading areas, appropriate materials, music, art, conversation and many other activities enhance and support communication and expression, daily. By keeping a record of children's communication, we expand their understanding of previously expressed thoughts and ideas.

Throughout the Educara programs we strive to include families and community members, finding ways to support and enrich the inclusion of varied language and culture. We welcome diversity.

**PROGRAM STATEMENT REVIEW**

This program statement is to be reviewed and, if necessary, revised annually to ensure that it is aligned with the Minister's Policy Statement on Programming and Pedagogy made under the Child Care and Early Years Act, 2014.

Educara certifies that all staff, students and volunteers have reviewed the program statement prior to interacting with children and at any time when the program statement is modified as evidenced in writing by the attached signatory sheet(s)

The approaches outlined in the program statement are observed in the program. Approaches that contravene the program statement are NOT observed in the program.

**BIBILIOGRAPHY**

Ontario, The Government of. (2014). How Does Learning Happen? Queen's Printer for Ontario.

United, Generations. (2007). Fact Sheet. The Benefits of Intergenerational Programs. Washington, DC, USA.

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## 2. PROGRAMS

This is an overview of our programs describing the goals that guide Educara's program for all children, and the approaches that will be implemented in order to provide a high-quality program.

Educara (Barrhaven Campus), is a Montessori based child care center operating in Ottawa, Ontario, Canada. Our location, within the same premises as the Barrhaven Viva retirement community, provides us with a unique opportunity for intergenerational participation.

We provide two well equipped classrooms, one each for, Toddlers aged 18 months to 2 ½ years old and preschoolers aged 2 ½ to 5 years old.

Educara is dedicated to supporting children's learning, development, health and well-being through nurturing, caring and responsive Early Childhood Educators and Montessori professionals, who focus on active learning, exploration, play and inquiry, and who see children and their families as competent and able, and as active participants in all aspects of the program.

While Montessori based, we fully embrace Ontario Government's approach to early childhood education. Our pedagogy modifies the Montessori philosophy by incorporating more play based exploration and experiences and follows the principles set out in Ontario's How Does Learning Happen? (HDLH) document. At Educara we covet respect for all persons, cultures and view children as being competent, capable, curious and rich in potential.

The core of our approach to child care is providing a safe, nurturing environment that promotes natural development through:

- **Belonging**: cultivation of authentic, caring relationships and connections creating a sense of belonging among and between children, adults, and the world around them.
- **Well**-being: nurturing children's healthy development and supporting their growing sense of self. Rather than teaching, we firmly believe in guiding and following the child's natural curiosity.
- **Engagement**: providing an environment and experiences that engage children in active, creative and meaningful exploration, play and inquiry.
- **Expression**: fostering communication and expression in all forms.

The four foundations apply regardless of the child's age, ability, culture, language, geography, or setting. These foundations do not set a structured curriculum. While organized around the foundations of belonging, well-being, engagement, and

expression, the Educara program is holistic, melding these separate foundations into a single experience developing the whole child.

## 3. Admission Process

A child cannot be admitted to the Centre without the completion of the admissions process and appropriate forms. These include personal information about your child, health records, emergency and medical information, and any permission forms. Registration forms can be found on our website at http://www.educara.ca

All registration forms should be sent by email to info@educara.ca, post or in person at: 275 Tartan Drive, Ottawa, Ontario. Once a registration form is received, your child will immediately be put on a waiting list at no cost and you will be contacted by email within 5 business days with information as to whether there are any spots available. Once a spot does become available that fits your needs, you will be contacted and if you wish to proceed with enrolment, a non-refundable processing fee of $75.00 CDN will apply. If you do not wish to proceed, you will be removed from the waiting list. You may also remove yourself from the waiting list at any time by emailing info@educara.ca.

Once enrolled, payment is due in advance, on the first of every month. If payment is not received, your service may be suspended.

An official income tax receipt will be issued to you in January.

Please note that fees are due regardless of attendance. Adjustments are not made to accommodate for sick days, vacation, closure due to inclement weather or other emergency closures.

Fees are also applicable for statutory holidays, PD days and Holiday closure. These include: Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labor Day, Thanksgiving Day and Christmas Day through New Year's Day. The Educara Centre closes at 3:00 pm on Christmas Eve.

Winter closures due to weather will be announced on the school's voice mail. If the school closes during the day due to inclement weather, any after school program will NOT open, you will be required to pick your child up before normal school closure time. PD days for 2016-2017 are: October 7, 2016; Feb 17, 2017; May 19, 2017; June 30, 2017

### 3.1 Payment Methods

Our preferred payment method is pre-authorized Visa/MC or post-dated cheques. There will be a $60.00 NSF charge.

## 4. SERVICE TERMINATION

Providing an environment conducive to our mission is one of our primary objectives. The safety of the community is a priority; therefore, the provision of our service is conditional on both student behavior and parent treatment of the school and staff. Educara reserves the right to suspend, dismiss or withdraw services for any of the following reasons:

- Outstanding fees – program fees or other
- Inappropriate behavior by a parent towards staff, other parents or students, such as: being belligerent, abusive, swearing, or harassing
- Through parent refusal or inability to abide by the policies and procedures as laid out in the parent handbook
- If we feel the student is not benefiting from the environment and program we provide, or if the best interests of the school or classroom are being compromised by a student's ongoing enrolment

### 4.1 Withdrawal

If you plan on withdrawing your child from the Centre, please note that we require **WRITTEN NOTICE a minimum of two months** in advance of the withdrawal date.

## 5. FEES FOR 2016-2017

Please refer to the fee schedule at the end of this Handbook or obtain one from the Supervisor. Fees are also posted on our website ( www.educara.ca)

### 5.1 Late Fees

The Centre closes promptly at 5:30pm, please ensure that your child is picked up before this time.

Unless otherwise noted, all Before and After Care fees are invoiced separately at the end of each month and are due upon receipt.

## 6. IMMUNIZATION

Parents must show proof of immunization for their child before they can be accepted to the program. For information regarding what immunizations are necessary, please contact your doctor or Ottawa Public Health (OPH)

- Telephone at 613-580-6744
- Toll free number at 1-866-426-8885
- E-mail immunization@ottawa.ca

### 6.1 Exemptions

If your child is not immunized for either medical or philosophical reasons, we require a copy of either the Ministry Medical Exemption Form or the Ministry Exemption Form. These forms must be fully completed by a physician and/or have proper affidavit and notarization as required by OPH. If your child is not immunized, he/she is not subject to suspensions; however, in the event of an outbreak, the child will be excluded from attending the program while there is risk of transmission.

You are encouraged to speak with a Public Health Nurse (PHN) to discuss how best to protect your child from vaccine preventable diseases. For any questions, you may have related to vaccines or the exemption process, please call Ottawa Public Health (OPH) at 613-580-6744 to speak with a PHN.

## 7. PUNCTUALITY

A sense of order and punctuality is in keeping with Montessori philosophy and a lack thereof can seriously disrupt the operation of the classroom and affect your child's ability to receiving full benefit from the programs. We strongly recommend students arrive at school on time or before class begins.

If you know ahead of time that your child will be late, please let the office know. If you know ahead of time that your child will be away, please call the office.

## 8. HEALTH AND SAFETY

### 8.1 Accidents

It is our practice to document accidents. An accident form is completed by the staff member present and parents are notified as soon as possible. Copies of the form are given to the School Supervisor and parents.

### In the case of a minor accident:

The student will be tended to by a staff member who will administer the appropriate first aid.

### In the case of a serious accident:

- The school will call 911 and parents will be contacted immediately.
- If the student needs to go to the hospital, a staff member will accompany the student.
- Parents are expected to assume responsibility for any expenses incurred.

### 8.2 Evacuation

Should there be an emergency where the Centre's building needs to be evacuated (E.g. Fire, Flood,

Extended Power Outage, etc.) parents will be notified as soon as possible to come and pick up their children.

The designated place to pick up children in case of an evacuation is:

**Ottawa Christian School, 255 Tartan Drive, Barrhaven, On**

Educara is in compliance with building, fire and health codes. Fire drills are held monthly.

### 8.3 Allergies

Parents must notify the school of their child's allergies or medical conditions. If anaphylactic, an Epipen is required.

**NUT PRODUCTS ARE NOT PERMITTED.**

We ask that **no** peanut or any other nut products be brought to school. Each classroom maintains a schoolwide list of students with allergies. If a student has an allergy requiring an Epipen a form and photograph of the student are displayed in the classroom and the staff room.

### 8.4 Emergency Contact Information

It is essential that you provide the school with current contact information. We rely on this information which is our primary point of reference in cases of emergency. All contact change requests should be directed to our Supervisor in writing or by email.

### 8.5 First Aid and CPR

Educara requires staff to undergo first aid and CPR certification.

### 8.6 Illness

Any child who is ill and unable to participate fully in regular activities should be cared for at home.

When your child is ill and will not be attending the program, please inform the Centre as soon as possible. This can be done via e-mail (info@educara.ca) or phone call (613-702-1116).

It is school policy to contact parents promptly if we observe that a student is sick or has a fever exceeding 38°C or 100°F. Parents are required to pick up their child right away; this reduces child discomfort and anxiety.

A child with diarrhea, a fever of 38 degrees Celsius or more, or with unknown marks or rashes will not be admitted to the program. **A teacher has the right to refuse a child due to illness at their discretion.**

We are committed to maintaining a healthy environment by following the Ottawa Public Health's Guidelines for Schools and Child Care Facilities on Communicable Diseases and Other Childhood Health Issues in determining when a child can return to our program after suffering a communicable disease. A copy of the guidelines is available on Ottawa's Public Health website at http://ottawa.ca/en/residents/public-health/resources-teachers-and-employers/guidelines-communicable-disease-and-other

These standards state that children should be kept home for at least 24 hours after the last occurrence of a temperature, diarrhea or vomiting.

### 8.7 Medication

All medications given to your child must be accompanied by a Medication Authorization and Administration Form, please ask the staff for this form or obtain it from our website at http://www.educara.ca. Staff cannot administer medication unless it is prescribed by a doctor and must be in the original container with the child's name, time, dosage, name of medication and doctor clearly labeled.

Below is the center's Medication Policy:

## 8.8 Medication Administration

Educara can administer needed medication to a child only if:

- A parent or guardian certifies that non-prescription medication has been approved by a doctor and prescription medication has been prescribed by a doctor.
- A parent or guardian provides signed, written permission by filling out a medication authorization form provided by the center.
- The medication is in its original container with the child's name, dosage, name of the medication and the doctor's name.

Drugs and medications are administered only by the Supervisor or a designated employee of Educara in the absence of the Supervisor. Medications that are administered on a regular basis, such as inhalers, may be given by full time staff in the classroom. Appropriate forms must be filled in, signed and kept on file both in the child's file and the child's classroom. This must be approved by the Supervisor.

The medication authorization form will be retained for a minimum period of three years.

No over the counter medications (Tylenol, Advil, Motrin or Cough medication etc.), home remedies or homeopathic medication will be administered by any staff unless accompanied by written recommendation by the child's doctor.

## 8.9 Nutrition

Lunch and snacks, following recommendations from Canada's Food Guide will be provided. Menu plans are posted in the classroom and our website at http://www.educara.ca/menus. Any changes made to the lunch or snack schedule will also be noted accordingly. Educara is a nut restricted, allergy safe environment.

Food allergies will be posted in the child's room. Plans will be in place for any children with food allergies. All precautions will be made to protect children with food allergies.

## 8.10 Drop off and Pick up

It is mandatory that you enter the classroom with your child in the morning and personally greet a staff member. This ensures that they are aware your child has arrived. Likewise, during the evening pick-up, please say goodnight to a staff member so we may mark your child off on the attendance sheet and, if necessary, briefly discuss your child's day.

### 8.11 Release of Children

If you cannot pick up your child, please inform your child's teacher during drop off in the morning or in the case of an emergency, by calling the school and letting the Supervisor know. If calling, do not leave a message on the answering machine - we cannot guarantee the message will be retrieved - instead, ensure you talk directly with the Supervisor or your child's Lead Educator.

Please let them know who will be picking your child up in the evening and ensure that:

- The person is on the authorized list to pick up your child
- The person is familiar to your child
- The person has and is willing to show a picture I.D. and Is over the age of 16.

**In case of doubt, a child will not be released**

## 9. SECURITY

School doors are locked at all times other than 7:30 am to 9:00 am and 4:00 pm to 5:30 pm on days the school is open. Please help us keep our school safe and refrain from holding the door open for someone you do not know. There is an intercom, which visitors can use; a staff member will answer the door.

### 9.1 Visitors

All visitors and volunteers must check in with the Supervisor and sign in at all times.

### 9.2 Child Care Supervision Policy for Students and Volunteers

Educara stands firmly that all children enrolled in the Centre will be effectively supervised always.

Under no circumstances will direct unsupervised access be granted to anyone under the age of 18 years and who is not an employee of Educara. Volunteers, Co-Op Students and Placement Students are not permitted access to children unless supervised by an Educara employee and are not counted in staffing ratios.

### 9.3 Vulnerable Sector Check

A Vulnerable Sector Check must be completed for all full time and part time staff, volunteers and students (over the age of 18) prior to placement with Educara.

### 9.4 Suspected Abuse

The local CAS will be notified of all suspected abuse cases, as required by the CFSA, Section 72. Persons failing to report suspicion of child abuse are subject to legal action and a fine.

### 9.5 Alcohol Consumption and/or Substance Abuse

Should you or an authorized person arrive at the Centre to pick up your child while you or the authorized person is under the influence of alcohol or any other drug that has apparently affected your judgment, in the opinion of any staff member, the interest of your child will be our primary concern. If such suspicion exists, a child will not be released.

The Educara staff shall assist you or the authorized person to find an alternate means of transportation. In the case of a dispute, the Centre will contact the local police to discharge any legal obligation our employees may have under the law. The Children's Aid Society (CAS) may also be contacted as per our obligation under the Child and Family Services Act (CFSA).

### 9.6 Prohibited Practices

The following are prohibited practices at Educara and may result in immediate termination of employment and reporting to the authorities:

**(a) corporal punishment of the child;**

**(b) 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 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;**

**(c) locking the exits of the child care center for the purpose of 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 emergency management policies and procedures;**

**(d) 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;**

**(e) depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or**

**(f) inflicting any bodily harm on children including making children eat or drink against their will.**

## 10. Field Trips and Outings

Throughout the year, the children may be provided an opportunity go on field trips to various local points of interest, festivities and events. A notice and authorization form containing pertinent information will be sent home with your child at least a week in advance of the trip. Depending on the field trip, fees may apply. Transportation will be provided by Educara

Outings are an opportunity for children to explore the school's neighborhood and enga1ge in activities off the s2wchool premises (E.g. the garden next to the playground, neighborhood walks or trips to neighborhood parks, etc.) During initial enrolment, parents are requested to complete a form that provides the school with signed parental consent and authorization for outings.

Educara reserves the right to cancel field trips and outings without notice – any related fees will be refunded.

## 11. Role of Parents in the Program

Parents, School, and Students work together to build the Educara Community. Our common goal is to inspire and empower your children to achieve their full potential. Parents can support their children and the school by:

### 11.1 Attending parent teacher interviews

Parent teacher interviews are held twice a year for the pre-school program. Please refer to the school calendar for specific dates. For the toddler program, parent teacher interviews are not scheduled. Instead, parents will receive a progress report. Toddler parents may request individual meetings with the Lead Educator after reviewing the progress report.

### 11.2 Attending classroom observations

An integral part of parent involvement is observing in your child's classroom. Half hour morning visits can be booked throughout the year and may be coordinated by your classroom Lead Educator.

### 11.3 Attending curriculum nights

Parent curriculum nights which are presented by faculty, are designed to provide parents with hands on knowledge of the Educara curriculum. Parents will gain a deeper understanding of Montessori principles and student lessons. Please refer to the school calendar for schedule and timelines.

### 11.4 Participating in classroom activities

Support your child's classroom by getting involved in various classroom activities that take place throughout the school year. Some of the activities include, cultural presentations, field trips, and special events. Please see your classroom Lead Educator for more details.

### 11.5 Supporting school activities and events

School activities and events serve to enrich our community and complement our program. Please see the school calendar for a list and dates of planned events.

### 11.6 Parent Volunteers

An open invitation is extended to all our parents to volunteer. Parents are encouraged to complete a volunteer form to indicate their area of interest. Please contact your classroom Lead Educator or the Supervisor to get involved as an invaluable volunteer. Opportunities include:

- Fundraising and event planning
- Field trips
- Outdoor environment such as planning and planting
- Decorating, costume making for school concerts
- Class Parent
- Material making
- Cultural presentations
- Scholastic Book Fair

## 12. FUNDRAISING

As a good corporate citizen, Educara believes in giving. Fundraising is used to gather funds and aid for various local, national or international charities.

Also, as an independent school, Educara does not receive funding from the Ministry of Ontario. We therefore sometimes rely on monies raised through fundraising to enhance our programming and facilities.

## 13. PROCESS FOR EXPRESSING CONCERNS

The Supervisor will always be present to meet with parents who have concerns about our Centre. Day to day concerns will be dealt with as quickly as possible. Please feel free to call the main site at 613-702-1116 to speak with our Supervisor between 8:30 am and 4:00 pm or e-mail at info@educara.ca

## 14. BIRTHDAY CELEBRATIONS

Should you wish to provide a special treat for your child's birthday, please coordinate with the classroom Lead Educator - No nuts please. Parents are asked to provide any birthday invites to the Lead Educator who will assist your child distribute them.

### 14.1 Birthday Book Club

The Birthday Book Club is a program that celebrates children's birthdays, enables their peers to share their special day, and contributes to the classroom's library of story time books.

We offer parents the option to donate an age appropriate book to honor your child's birthday. The school will prepare and include a book plate on the inside cover citing your child's name and birth date to acknowledge the donation. The book is then placed in our classroom library. Every time the book is read during story time, the citation is read before beginning the story as recognition of the child's contribution.

It has been our experience that the Birthday Book Club encourages children's interest in books and stories while promoting pride and self-esteem.

Participation in the Birthday Book Club is strictly voluntary.

In keeping with the Montessori philosophy, the book's illustrations should depict realistic themes. Please avoid cartoon, T.V., and super-hero characters.

## 15. General Program Information

### 15.1 Programs

Toddler – Children aged 18 months to 2 ½ years

Pre-school – Children aged 2 ½ years to 5 years

### 15.2 Hours of Operation

Our doors are open at 7:30 am and close promptly at 5:30 pm.

The core program operates from 9 am till 4 pm

Before Care is from 7:30 - 9:00 am. After Care is from 4:00 - 5:30 pm

### 15.3 Ratios of staff to children

Toddler: 1 to 5 Preschool: 1 to 8

### 15.4 Scent-free School

Educara aims to respect the sensitivities and allergies of those in our community. We aim to be a scent-free school.

### 15.5 Smoking

There is no smoking on school property.

### 15.6 Parking:

Limited parking is available and is posted

### 15.7 Children's Personal Belongings:

All children's personal belongings including any clothing must, by Ministry directive, be labeled with your child's name. Educara is not responsible for any lost or damaged items.

### 15.8 Clothing

Clothing should be appropriate for the planned physical activities, the season and anticipated weather conditions. Children should have sufficient changes of clothing, especially during inclement weather and the duration of toilet training. Diapers, creams, Vaseline, etc. shall be supplied by the parent(s).

### 15.9 Toys

Please do not bring toys from home. They tend to get misplaced, and this makes for a sad departure for the child. A small, favorite cuddly toy to be used during rest and nap time may be allowed if deemed necessary.

## 16. FEES FOR 2016-2017

### 16.1 Tuition

| Program | Hours | Cost |
|---|---|---|
| Toddler: Core | 9:00am to 4:00pm | $1349 / Month |
| Toddler: with Before/After Care | 7:30am to 5:30pm | $1599 / Month |
| Pre-School: Core | 9:00am to 4:00pm | $1249 / Month |
| Pre-School: & Before/After Care | 7:30am to 5:30pm | $1499 / Month |
| Occasional Before Care | 7:30am to 9:00am | $10/hour or part thereof |
| Occasional After Care | 4:00pm to 5:30pm | $10/ hour or part thereof |

### 16.2 Payment Terms

Pre-authorized Credit (Visa/MC) or post-dated cheques.

Unless otherwise noted, all occasional before and after care fees are invoiced separately at the end of each month and are due upon receipt

### 16.3 Deposit

Upon enrolment, a non-refundable deposit equivalent to one month's tuition is required. The deposit is applied to the last month's tuition.

### 16.4 Processing Fee

Once Educara can confirm an enrolment date, a non-refundable processing fee of $75.00 CDN will apply