



Green Trails Montessori

2325 East Wellington Road

Nanaimo, British Columbia

Parent's Guide

(Please keep as reference)

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Note from the Director:

Dear Parents,

We welcome you and your child to our preschool. This information package has been prepared to introduce you to our center and share with you our philosophy, policies and procedures. Please read it carefully and keep it for reference. If you have any questions or concerns at any time, please do not hesitate to ask us.

Thank you for choosing our facility.

Shazia Ansari

A little introduction...

We are a fully licensed childcare and learning center located in Nanaimo. Our organization aims to provide a warm and nurturing environment for preschool children. We have designed a set of programs to serve the needs of the community with quality, affordability, and flexibility. We pride ourselves in ensuring a fun yet structured environment for children to learn and grow. The children will be provided with open-ended and structured learning activities that will be intellectually, emotionally, and socially stimulating. Children will be encouraged to choose their own interests and make active exploration and development. We have created a program that follows a combination of individualized and collective learning activities.

“ A Montessori classroom is carefully prepared to allow the child to work independently and allow for the joy of self-discovery.” ~Maria Montessori

Philosophy of Childcare

Guiding Children's Behavior:

- Each child will be treated as I would like to be treated.
- Each child is allowed to make mistakes and is encouraged to correct themselves.
- Each child will foster independence by settling their own disputes and with staff only intervening if necessary.
- Each child will learn problem-solving techniques, and in case of necessary intervention, staff will use various techniques to resolve conflict including removing a child from the situation, distract or divert the child, or explain situation and lay out the potential consequences.
- Staff will allow a child to complete a task themselves if they feel they are capable of doing so successfully.
- Staff will praise a child for appropriate reactions and behavior as encouragement.

- Staff will provide examples of potential scenarios and examples so a child can respond on how to react to said scenario.
- Staff will use positive words to praise a child's actions.
- Staff will have clear, consistent, and simple rules and each will be explained to the child as well as reasoning for these rules.
- Staff will always use eye-contact and calm and collected voices when giving a disciplinary message.
- Prior to giving a disciplinary message staff will acknowledge the feelings of the child as it is best way to effectively deal with a child's temper tantrum.
- Staff will offer an alternative if they find the child's behavior is unacceptable, such as the limited use of toys and equipment.
- Staff will **never** use verbal or physical abuse to discipline a child.
- Staff will only provide furniture, equipment, and toys approved by licensing authority.
- Staff will provide the opportunity for children to have both indoor and outdoor play space, and each toy or equipment will be evenly distributed to allow each child a chance to play with it.
- Staff ensures that the children's daily activities are balanced by providing children with ample time to play, learn, and rest.

Deposit Refund Policy

If you decide to take your child out of the program for whatever reason , a thirty day return notice is required. You are responsible to pay your regular fee as specified in your contract, whether or not your child continues to attend for the remaining days.

Meeting and Greeting Teachers

Please come to the center with your child a week before their first day, to meet and greet with the teachers. We can arrange an appointment according to your convenience.

Please make sure you bring the following when you come to meet the teachers:

- Completed Parents guide form
- A copy of Immunization record
- Three recent pictures
- Emergency first aid kit (please check St. Johns or the Red Cross sites for examples)
- Fill out medical form with a care plan if your child has any medical condition.
- Please do not forget to write recent tetanus shot date
- Sunscreen permission form

- Postdated cheque for 12 months
- Deposit
- Muddy buddy (weather appropriate clothing for outdoor play)
- Indoor shoes
- Extra clothes (under shirt, underwear, shirts, pants, socks, etc)
- Bedding (fitted sheet, blanket and stuffy for quiet time)

Scheduling

Open Monday-Friday 8:00AM-5:00PM.

Green Trails Daily Schedule Outline

8:00-9:00AM	Arrival
9:00AM-11AM	Montessori Program Lesson Time Active play Snacks Washroom Time
11-11:30AM	Circle Time (Story and Songs)
11:30-12:10PM	Lunch
12:10-1:30PM	Outdoor Play
1:30-3:00PM	Nap Time/Quiet Time
3:00-3:30PM	Washroom/Snack Time
3:30-5:00PM	Arts and Craft Free Play – Outdoor/Indoor
5:00PM	Closing

Within the Curriculum

-social skills

-self-help skills

-community awareness

-math, numbers

-language skills

-creative arts

-science, nature exploration

-physical health

-self-reading

-writing skills

-field trips

-social skills

Staff Meetings

Every first Friday of the month will be early pickup at 3:00pm so we can have a staff meeting, to discuss how to improve our center and other important matters. The dates are:

- September 7th 2018
- October 5th 2018
- November 2nd 2018
- December 7th 2018
- January 11th 2019 (second Friday of the month due to winter holidays)
- February 1st 2019
- March 1st 2019
- April 5th 2019
- May 3rd 2019
- June 7th 2019
- July 5th 2019
- August 9th 2019

Holidays

- We will be closed for all BC stat. holidays including:
 - New Year's Day
 - BC Family Day
 - Good Friday
 - Easter Monday
 - Victoria Day
 - Canada Day
 - BC Day
 - Labour Day
 - Thanksgiving
 - Remembrance Day
 - Christmas Day

- Our Winter holidays will be paid, with the same dates as School District 68 winter holidays. (December 22nd -January 6th) January 7th will be the first day back.

Our Montessori program runs from September until June, we run a summer program in July and August with a more relaxed Montessori program with more outdoor activities. Please let us know four months prior to July, what your summer plans will be.

Special Events:

Notices and permission slips will be issued in advance for any field trip. Parents and guardians will be encouraged to take part in field trips. Dates will be announced three months prior to event, so parents can participate .

- October- Pumpkin Patch Field Trip
- December- Holiday Party
- May/June- Parents Appreciation Day
- End of June- Year End Picnic

Release of a Child

At the time of child's registration, the following information is required:

1. Parents'/Legal Guardian's name, phone number, emergency number, and addresses.
2. Name(s) of the person(s) who will pick up the child if it is different from the parents/guardian. If an emergency contact is picking up the child on your behalf, staff will ask the person for proof of identification (such as a driver's licenses) and will require a photocopy of it.
3. In the case that the parents/guardians are separated, then the name of the person who hold legal custody and a copy of the legal custody papers from the court are required.
4. If the child is in the custody of the Ministry of Children and Family development, the child's social worker must provide authorization.
5. A child will not be released to any person(s) whose name is not on the information list.
6. Parents/Guardians should provide the name(s) of person(s) who should not have access to their child. Court and legal documentation is required if it is a custody issue.
7. Emergency contact person's name and phone number should be given.

8. Family doctor and dentist name and phone number required.

9. Immunization records are required. If the immunization record is not available then parents should provide a doctor's note stating that the child's immunization is complete.

Above information must be provided before a child is placed into the daycare. In case of failure to comply with any of the policies, I reserve the right to refuse to admit a child in my daycare. All of the above information will be filed in a separate folder to keep on record.

We will not release a child to a person who seems to be under the influence of drugs or alcohol, under shock or seems seriously ill, or someone who does not seem fit to take care of themselves and the child in their home safely. We will offer to call a taxi or the emergency contact on the information list. If there is any conflict with regards to the person insisting on taking the child, staff will call police and the child protection worker.

If a parent/guardian does not arrive on time to pick up their child without any prior notice, then after the first 15 minutes of being late, the staff will call the alternate or emergency contact on the list. If the emergency contact does not respond the Ministry of Children and Family Development will be informed. A fine will be charged for late pickup.

Arrival

At 9:00AM staff will begin the Montessori learning program. It is ***extremely crucial*** that parents/guardians drop off their children and complete sign in prior to this time to avoid disturbing the other children. If you will be late please contact the daycare prior to 0900 hours so that the staff is prepared for interruptions. If consistent late arrivals of children become an issue, the daycare reserves the right to refuse entry of the child and to potentially deregister the child from the program. Staff will not be able to accept any child before 0800 hours unless it is an emergency.

Departure

The daycare closes at 1700 hours and any pickup later than 1715 hours will be subject to a fine of \$10.00 for every 15 minutes portions of lateness. Staff will be recording late arrivals who do not inform us that they will be late. If you are late more than 15 minutes three times without informing staff, the center has the right to deregister your child from the daycare. For other details of child pick up please refer to the child release policy above.

Children's Health

The health and wellbeing of your child is our number one concern, however the reality is children do become ill. It is important to take preventative measures such as :

- Handwashing
- Nutritious lunches and snacks
- Proper personal hygiene (example- cutting nails)

As the parent you can assist in making sure that your child is safe, by informing us of any allergies or any other medical conditions, as well as any suspected contagious diseases. The child must be symptom free for 24 hours before returning to preschool.

Provincial regulation states that no child may attend the daycare if he/she has or is developing and of the following:

- Fever of 100 degrees Fahrenheit (38.8 degrees Celsius) or higher.
- Pain or complaints of unexplained or undiagnosed pain.
- Consecutive bouts of diarrhea.
- Suspected or known measles, mumps, or chickenpox.
- Severe itching of body or scalp.
- Skin infection, undiagnosed rash, sore infected eyes or sign of any contagious disease.
- Difficulty in breathing, including wheezing or a persistent cough.
- Sore throat or trouble swallowing.
- Any parasite-related condition (impetigo, scabies, head lice, etc.).
- Headache or stiff neck.
- Acute cold with coughing, runny nose or eyes, sore throat, or has vomited in the past 24 hours.

Children who are not feeling well enough to be part of the center's program (including outdoor play and walks) need to stay at home. The staff person in charge can refuse to accept a child deemed too ill to attend. Children immunization records are required at the time of registration. They will be required to update immunization records every year. Children are required to wash their hands when they come to the daycare in the morning. Also, before eating and after using the washroom they will wash hands. .

If a child is running a high temperature:

- Parents will be called to take the child home and to see a doctor.
- Ask the child to rest.
- Give the child lots of liquids.

If parents or other persons on the child's contact list are not reached, then 911 will be called, and the childcare resource center will be informed. It is important to monitor a child with a high temperature, because a high temperature can be caused by internal infections and can cause a child to lose consciousness. It can also affect the brain. There are a number of other reasons to call an ambulance, for example:

- A child is unconscious
- heavy bleeding
- not breathing
- choking after swallowing some small object

While your child is waiting to be picked up I understand that it is our responsibility to make sure that they are comfortable and away from other children.

A note from your family practitioner may be required, however the center will decide whether or not it is safe for the child or other children for them to return.

If any medical condition develops please inform us by email, not verbally.

Administration of Medication

Whenever possible, parents/guardians are asked to dispense non-prescription drugs to their child themselves. If any such drugs are to be given at their request, directions for administering medication must be provided in writing and will be kept as part of each child's permanent records. Time and amount will also be recorded and kept, if requested a copy will be given to parents. No medication, including non-prescription drugs, will be given without a parent and doctor's written permission. Parents must also complete a permission to administer medication form. Please ensure the medication is in its original bottle.

First Aid

All staff caring for children has completed basic courses in CPR and First Aid. A first aid kit approved by a medical health officer is provided in the daycare and on all outings.

Reportable Incidents

I will inform any reportable incidents immediately to the parents/guardians. The daycare will notify the medical health officer within 24 hours after a child is seriously injured while under care or if the child has a reportable communicable disease. In case of injury requiring medical treatment, an incident report will be completed and submitted to the local health unit within 24 hours. All expenses incurred relating to the injured child will be the sole responsibility of the parent/guardian.

Safety and Emergency Policy

We give high preference to safety of children and staff in our daycare. As a procedure Fire drills are conducted on regular intervals, usually the first Monday of the month. All emergency procedures and phone numbers are posted in the center. Daycare provides first aid kits and fire extinguishers. In case of emergency, parents/guardians or the emergency contact person will be notified to pick up the child.

Child Abuse and Neglect Reporting and Prevention

Any child suspected of being abused will be reported to the Ministry for Children and Family Development, Nanaimo officer.

Phone: 250-741-5444

Child Abuse Definitions

There are four types of abuse:

1. **Physical abuse:** When physical force is used by an individual which results in any physical, external or internal injury to a child.
2. **Emotional abuse:** When negative feelings of an individual are acted out and results in some degree of emotional damage to the child.
3. **Sexual abuse:** When someone with authority over a child misuses that authority for personal sexual gratification.
4. **Neglect:** When someone withholds necessary care and support of a child.

If you need further information, then the center can share with you the Child Care Licensing Regulation of the Community Care Facilities Licensing Program.

Smoking

No person is allowed to smoke within the premises of the daycare, inside or outside.

Field trips and daily outings

Weather permitting children will go for daily outings (weather dependent) in the adjacent farmland. Children will walk under the supervision of daycare staff. Dates and places for field trips will be posted in advance.

Parent/Guardian Responsibilities

- Supply food, clothing, and supplies (a list will be provided)
- Please inform us of any illnesses
- Respect the privacy of other children and their parents.
- Provide us with an emergency contact person, who can pick up a child, if the parents/guardians are not available, or for any reason the child may need to go earlier than the regular pick up time.
- Provide us with authorization to get emergency medical care for your child, in case parents, guardians, or the emergency contact person cannot be reached.
- Please make sure that your child is brought to the daycare well rested, healthy, clean, and fed (if they have not eaten, then please let us know).
- Provide one month notice before removing a child from our daycare.
- Please inform us of any changes in the following
 - Address
 - Home, work, or cell phone numbers
 - Employment
 - Emergency information
 - Custody
 - Access of Parents
 - Care hours and number of days needed
 - Drop off and pick up time

Nutrition

Parents are responsible to provide children with healthy food and drinks. Canada Food Guide is recommended to follow when preparing meals for children. Food should be in sufficient quantity and quality to meet the child's development needs.

Our daycare policy is that we do not force children to eat, nor do we use food as a means of reward or punishment. Please cut your child's food (such as grapes and carrots) in order to avoid choking. Food items such as candy or other sweets are forbidden. Please do not send any pork or pork products. We encourage you to only pack healthy, nutritious foods for your child. We ask that you do not pack sugary drinks, such as juice or soda, for your child. Our daycare is a nut free zone. Please ensure that your child's lunch is nut free. If a child has any other allergies please let staff know so that they can inform others.

If you have any questions then we can share with you the Child Care Licensing Regulation of the Community Care Facilities Licensing Program.

Caregiver's Responsibilities

- Provide a daycare with a safe environment and promote safe practice for a child's well-being.
- Offer adequate space for play, and age appropriate equipment.
- Ensure that watchful supervision is provided for all indoor and outdoor activities.
- Develop a collaborative partnership with parents and work together on common goals for the child.
- Communicate with parents about their child's daily experiences in a positive and respectful manner.
- Maintain a confidential record concerning children in care
- Obtain and maintain liability insurance for the children and the daycare.

1. If weather conditions are too severe, the daycare will be closed with pay. Parents will need to make necessary arrangements during this time.

2. Vacation time taken by the child's parents/guardian during the time daycare is open.

3. Number of days the child was ill (if a lengthy illness should occur, other arrangements will be made).

4. Facility will be closed during the month of December for two weeks. The paid vacation will take place in correspondence to the public-school winter holidays. If this vacation does not coincide with your vacation then you'll be responsible for finding alternate facility for your child. Your child's space in the daycare will be

reserved for this period, unless otherwise notified.

Children In Diapers:

We expect children to be able to use washroom independently with little assistance from caregivers.

This contract agreement is drawn for the mutual benefit of both, the parent/guardian and the caregiver and who have both affixed their signatures to this document in good faith.

Signature of Parent/Guardian

Signature of Caregiver

CONTRACT BETWEEN CAREGIVER AND PARENT(S)

CHILD'S SURNAME: _____ FIRST NAME: _____

ADDRESS: _____ BIRTH DATE: _____

PHONE HOME: _____

MOTHER'S NAME: _____ WORK PHONE: _____

FATHER'S NAME: _____ WORK PHONE: _____

NAMES OF PERSONS TO PICK UP CHILD: _____

NUMBER OF CHILDREN AT HOME: _____ AGES: _____

HAS YOUR CHILD HAD ANY EXPERIENCE AWAY FROM HOME? YES/NO

SPECIAL CONCERN REGARDING BEHAVIOUR: _____

ANY OTHER CONCERNS OR INFORMATION: _____

Sickness: Since I have to safeguard the health of all the children in my daycare, I have the right to refuse to accept your child in my daycare, if she/he is determined to be ill. It will then be your responsibility to find alternate care. Please let me know if your child contracts a communicable

disease so that I may inform other parents in the daycare. Please *never* bring your child to the daycare with **FEVER**.

Please keep me informed about any change of routine, phone numbers, or address. If your child is attending school please advise the school of my phone number and vice versa.

Signature of Parent

Name of Parent

Signature or Caregiver

Name of Caregiver

Green Trails Montessori and Daycare

Medical Consent

I believe that my child to be in fit condition to participate in all the phases and activities. I give the care giver the permission to have a physician attend to my child should it be considered necessary. It is understood that the daycare center is not responsible for medical care costs. My child has the following medical problem(s) that the caregivers should be aware of

Date of Signature: _____

Signature of Parent/Guardian: _____

Field Trip Consent

I, hereby, give the caregivers and/or staff of Green Trails Montessori and Daycare my consent to take my child for walks and/or short trips away from the daycare without prior notification as in facility the caregiver or staff's discretion are appropriate, desirable, or necessary.

_____ Signature of Parent(s)/Guardian Date

_____ Signature of Parent(s)/Guardian Date

Emergency Information

CHILD'S SURNAME: _____ FIRST NAME: _____

ADDRESS _____ BIRTHDATE _____

MALE or FEMALE: _____ HOME PHONE: _____

MOTHER'S NAME: _____ TEL:(H) _____ (W) _____

FATHER'S NAME: _____ TEL:(H) _____ (W) _____

EMERGENCY CONTACT: _____ TEL:(H) _____ (W) _____

CHILD'S PHYSICIAN: _____ PHONE _____

CHILD'S DENTIST: _____ PHONE _____

GROUP MEDICAL NUMBER: _____

CARE CARD NUMBER: _____

DATE OF MOST RECENT TETNUS SHOT: _____

MEDICAL CONDITIONS: _____

MEDICATION: _____

ALLERGIES: _____

Emergency Consent

It is the policy of this center to notify a parent/guardian when a child falls ill or needs medical attention while at the daycare. Occasionally, we cannot contact parents/guardians/emergency contact person as we need to get immediate help for the child. Our procedure is to call 911. Paramedics may attend to the child on site or take your child to a hospital emergency room. Please complete and sign the consent below:

I, hereby, give my consent for my child _____, when ill or injured, to be taken to the nearest emergency by Green Trails Montessori and Daycare staff. Further, I consent to an ambulance being called (and agree to pay for it) to transport my child and receive medical treatment if necessary.

Signature Parent(s)/Guardian

Date of Signature

Green Trails Montessori and Daycare

Green trails Montessori and Daycare agrees to provide the facilities to your child, for the hours between 8 A.M. and 5 P.M., ___ days per week, between Mondays to Fridays only, both days inclusive. A fine of \$10.00 per 15 minutes or portion may be charged for late pick up. If you are consistently late, then we reserve the right to terminate our services.

Fees: It is hereby agreed by both the caregiver and the parent or guardian, that the payments for this family daycare service shall be made in cash or cheque, payable on the 1ST of every month in advance for the amount of \$_____ per month, whether or not the child attends. Six months post-dated cheques are required at a time.

Deposits: I will require the amount of the cost of two weeks (10 working days) day care service in advance as a deposit, which is refundable upon leaving daycare with one month notice. The deposit amount is \$_____. If no notice is given by the parent or guardian, the sum of the deposit and the remaining balance will be charged as notice month's fee. Any N.S.F cheque will result in **\$50.00** service charge.

It is understood and agreed that the caregiver will receive compensation for the following:

Return of Deposit

I hereby acknowledge the return of the deposit policy from Green Trails Montessori and Daycare in the amount of \$_____. This deposit will be returned after giving one month with drawl notice to caregiver from 1st of the month.

Name of Child(ren): _____

Date: _____

Green Trails Montessori and Daycare

Date of Enrollment: _____ Date of Termination: _____

Name of Child: _____ Birth date: ___/___/___ Sex: M___ F___
yy mm dd

Full name of Parent(s)/Guardian(s):

1 _____

2 _____

Address:

1 _____

2 _____

Telephone Numbers: HOME: 1 _____ WORK: _____
HOME:2 _____ WORK: _____

Place of work:

1: _____

2: _____

Child's Care Card Number: _____ Family Doctor: _____

Phone Number: _____

PERSONS AUTHORIZED TO CARE FOR YOUR CHILD AND CONTACT IN EMERGENCY

<u>Name</u>	<u>Telephone Number</u>
1.	
2.	
3.	
4.	

PERSONS NOT PERMITTED ACCESS TO YOUR CHILD

<u>Name</u>	<u>Telephone Number</u>
1.	
2.	
3.	
4.	

Names of other children in family: _____

Birth date: _____ (yy/mm/dd)

_____ (yy/mm/dd)

Has the child had previous experience away from home? NO YES

If YES, Explain: _____

Do you think your child feels comfortable leaving their parents/guardians? NO YES

Explain: _____

Special instructions concerning Care, Medications, Diet, NO YES

(Attach Documentation)

Custody Orders: Yes No

(Attach Documentation)

HEALTH HISTORY

Has this child any known health problems or depressed immune system? NO YES – if YES, please attach documentation.

List communicable diseases child has had: _____

Has he/she any recent illness? NO YES - if YES _____

Any allergies? NO YES - if YES, list ALLERGENS: _____

Attach special instructions to follow in the event of an allergic reaction:

What is the child's eating habit? _____

Favorite foods: _____

Strong dislikes: _____

**Basic schedule and Record of Immunization as submitted by Parent or Guardian
(ATTACH IMMUNIZATION RECORD OR RECORD THE DATES)**

1st Visit – 2 months of age: Date (yy/mm/dd)	4th Visit – 12 months of age: Date (yy/mm/dd)
<input type="checkbox"/> Diphtheria	<input type="checkbox"/> Measles
<input type="checkbox"/> Pertussis	<input type="checkbox"/> Mumps
<input type="checkbox"/> Tetanus	<input type="checkbox"/> Rubella
<input type="checkbox"/> Polio	<input type="checkbox"/> Meningococcal C Conjugate
<input type="checkbox"/> Haemophilus Influenza Type b (hib)	<input type="checkbox"/> Varicella (chicken pox)
<input type="checkbox"/> Hepatitis B	
<input type="checkbox"/> Pneumococcal Conjugate	5th Visit – 12 months after 3rd visit:
<input type="checkbox"/> Meningococcal C Conjugate	<input type="checkbox"/> Diphtheria
	<input type="checkbox"/> Pertussis
2nd Visit – 2 months after 1st visit:	<input type="checkbox"/> Tetanus
<input type="checkbox"/> Diphtheria	<input type="checkbox"/> Polio
<input type="checkbox"/> Pertussis	<input type="checkbox"/> Haemophilus Influenza Type b (hib)
<input type="checkbox"/> Tetanus	<input type="checkbox"/> Measles, Mumps, Rubella
<input type="checkbox"/> Polio	<input type="checkbox"/> Pneumococcal Conjugate
<input type="checkbox"/> Haemophilus Influenza Type b (hib)	
<input type="checkbox"/> Hepatitis B	4 – 6 years of age:
<input type="checkbox"/> Pneumococcal Conjugate	<input type="checkbox"/> Diphtheria
	<input type="checkbox"/> Pertussis
3rd Visit – 2 months after 2nd visit:	<input type="checkbox"/> Tetanus
<input type="checkbox"/> Diphtheria	<input type="checkbox"/> Polio
<input type="checkbox"/> Pertussis	<input type="checkbox"/> Varicella (chicken pox)
<input type="checkbox"/> Tetanus	
<input type="checkbox"/> Polio	Other Immunizations:
<input type="checkbox"/> Haemophilus Influenza Type b (hib)	
<input type="checkbox"/> Hepatitis B	
<input type="checkbox"/> Pneumococcal Conjugate	

I have read the facility's guidelines and policies and I authorize the caregiver to obtain the following services for this child as necessary: Physician and/or Ambulance in the event of an emergency. I authorize the caregiver to apply sunscreen and administer medication with the written permission of the parent.

Date
Signature of Caregiver

Signature of Parents/Guardian

Green Trails Montessori Daycare Screen Use Policy

In our daycare we do not use any screen device as a tool to teach children, neither to entertain children in free play time.

We do not have any Television, Computer or Tablet on site. Children are not allowed to bring one from home either.

Consent to post children photos on Green Trails Montessori Website and Facebook page.

I grant permission to post my child's photos on Green Trails Montessori Website and Facebook page. I understand that pictures would show children involved in activities during daycare and field trips.

I agree / I do not agree

Parent's Signature