



## Supervision Policy

Before learning, before everything else we do, the children's safety and well-being is our primary concern. From program exits, to parental pick-up, washroom breaks, and the size of snacks served, it is our job to keep children safe from any harm. We take this responsibility very seriously.

The child will be released only to those persons listed on the contact form. If someone other than the regular driver will be picking up the child, parents must leave a hand written note or verbal message instructing our staff accordingly. This is for your child's safety. If you do not leave a note or do not give us verbal instruction, we will contact you to confirm the identity of the person picking up their child. If we cannot contact the parent, the child will remain at the program until such time as we are able to speak to a parent or family member. If someone other than those persons mentioned on the contact form will be picking up your child, you will need to provide us with advance written permission. Please have the person carry some form of personal ID for reference. Please make every effort to ensure we know who may and may not pick up your child from the program.

Staff will;

- Ensure that all children are within sight and/or hearing of staff at all times.
- Ensure that where multiple areas are available to children at the same time
- Opening and closing checklists are signed so staff are aware of indoor and outdoor physical environments.
- Indoor and outdoor activity areas are supervised.
- Position themselves (do not sit back to the children) and arrange equipment, furniture and activities appropriately.
- Communicate effectively by informing other staff if they are leaving an area.
- Do regular head counts of children in their care (especially when

entering the playground & on leaving the playground) and cross referencing with the sign in sheet. The sign in sheet is taken to any off-site activity and emergency evacuation as well.

- Be aware of where every child is at all times.
- Discuss best position points of supervision (especially in the playground) to avoid clustering in one spot. Supervision should be active and interacting with the children (not just standing and watching).
- Ensure staff: child ratios are correct at all times to assist supervision. Ratios do not exceed what AB government standards are so that the program meets children's developmental needs.
- Encourage children to inform staff members when they are leaving an area to use the bathroom.
- Staff will sign a copy saying that they understand the policies and procedures of the school once hired on with Bright View Montessori
- Bright View Montessori does not transport any children to or from the program.

Parents will;

- Sign their children into the program when dropping off and hand child to a program staff member. Parents will have to sign child out of program before a staff member will release the child.
- Hand children over to a staff member on arrivals and ensure a staff member is informed when departing.
- Inform staff if someone other than those who are authorized to will be collecting the child.
- Ensure the 'authorized person to collect' information is up to date.
- Adhere to correct sign in and out procedures.

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## **Child Discipline Policy**

Parents are informed of the policies when they register their child at Bright View Montessori. Staff must also read the policies and sign saying that they have read and understand. They sign at the bottom of the policies saying that they have read and understand the policies.

At Bright View Montessori we maintain a zero tolerance policy for abuse of any kind. We never inflict physical punishment, verbal or physical degradation or emotional deprivation. We never deny or threaten to deny any basic necessity, or use or permit the use of any form of physical restraint, confinement or isolation. Corporal or shame-based punishment by any member of staff is not permitted at Bright View Montessori under any circumstances. The staff is only permitted to use positive, non-violent methods to reinforce ground rules, for example, redirection and positive talk. If the child would like some time to calm themselves they can go choose a quiet activity.

Students are not permitted to scratch, kick, bite, hit or harm another child or staff member. Children will be talked to if and when an incident happens. Teachers will inform children that we do not hurt friends and talk through the incident with the child in a developmentally appropriate way. Books and other resources may be used to help teach children about this. Any incident is taken seriously, behavior is recorded, parents are informed and a meeting is scheduled. If after the meeting the child continues to hit or hurt another student, we will contact the parent or guardian and ask that they immediately pick up their child. Together, family and school will work to resolve this problem. If however a child continues to put our class at risk, the child will be withdrawn from our program. Any child disciplinary action taken is reasonable in the circumstance.

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## **Off-Site Activity**

We may have a limited number of field trips and on-site activities planned throughout the school year. If we do have any field trips we will charter a yellow school bus or parents will be asked to drop off/pick up at the location for our off-site events. A limited number of parent volunteers are asked to assist with supervision with the school staff. There will be a minimum of two staff and two parent volunteers for the 16 students.

Parents will be notified in writing in advance, prior to any particular field trip. Permission forms will have information about transportation and what the supervision is for the field trip. Parents can address any concerns regarding supervision, transportation, or other safety issues directly with the director. Parents then have the option to give permission via a written consent for their child's participation in an off-site or on-site activity.

Parents will drop off and pick up at the location of the field trip. If the field trip is within walking distance of the school then teachers and volunteers will walk the children to and from the field trip using sidewalks and designated crossing areas.

## **Off-Site Activity and Emergency Evacuation Policy**

We may have a limited number of field trips and on-site activities planned throughout the school year. If we do have any field trips we will charter a yellow school bus or parents will be asked to drop off/pick up at the location for our off-site events. A limited number of parent volunteers are asked to assist with supervision with the school staff.

Parents will be notified in writing in advance, prior to any particular field trip. Parents can address any concerns regarding supervision, transportation, or other safety issues directly with the director. Parents then have the option to give permission via a

written consent for their child's participation in an off-site or on-site activity.

In case of off-site activities and during emergency evacuations the director will gather and take with her:

1. Parent sign-in form
2. Attendance records
3. Emergency Portable Records
4. First Aid Kit

### **Accident or Illness Policy**

In case of an accident to or a serious illness of a child Bright View Montessori will ensure that:

- the child receives immediate medical attention as necessary via first aid being administered or ambulance to be called
- every attempt is made to notify a parent without delay. Phone calls to parents will be made, if no answer calls to emergency contacts will be done.
- the staff will complete an accident/incident/illness report and a parent will be expected to sign the report.

### **Incident Reporting Policy**

Bright View Montessori is obliged to report the following to their licensing office:

1. Emergency evacuation
2. Program closure due to an emergency
3. An intruder on the program premises
4. A child removed from the program without parent/guardian consent
5. An injury requiring medical attention and/or requires the child to remain in the hospital overnight

6. A lost child
7. A child left on the premises after operating hours.
8. An error in the administration of medication by a program staff or volunteer resulting in the child becoming seriously injured or ill and requiring first aid or the program requesting emergency health care and/or requires the child to remain in hospital overnight
9. Death of a child
10. An allegation of physical, sexual, emotional abuse and/or neglect of a child by a program staff member or volunteer
11. The commission by a child of an offense under an Act of Canada or Alberta

Serious incidents will be reported immediately to the local licensing office at 780-427-0444 and a licensing reporting form will be sent in.

All incidents are analyzed annually and a yearly Incident Report is made and submitted to the regional child care offices.

### **Potential Health Risk**

We have a very firm “sick child policy”. If your child is not feeling well, please keep your child home until the condition has improved. Do not bring your child to school if your child has a fever over 98.6° F (37° C), a contagious rash, bad cough, any discharge of discolored or profuse mucus from the nose or eye, diarrhea, sore throat or if your child is vomiting. A child must be kept home if they are requiring greater care and attention than can be provided without compromising the care of the other children in the program. Also, if the child is having or displaying other illness or symptoms the staff member knows or believes may indicate that the child poses a health risk to persons on the program premises.

If you bring in a sick child to school we will ask that you take your child back with you. If your child becomes ill during class (if we

suspect a fever we will check the temperature), we will contact you with the expectation that a parent or guardian will immediately come and pick up your child. Your child may come back to the program once he or she has been symptom free for 24 hours or a parent has a physician's note.

We will document when the child started to become ill (if it is a fever we will document the temperature that was taken) when at the program, the name of the staff member who observed the child, the time the parent was contacted and the time the child was removed from the program and then when the child first returned to the program. This will all be documented and put in the accident and illness binder.

If parents fail to immediately pick up their sick child from the program the first time, the director will warn the parents that they cannot do that. They will be told that they will be given three chances and if they fail then their child will be removed from the program.

Parents will be informed of how the program manages children who are ill by receiving the program's policies and signing a copy acknowledging that they agree when they enroll their child in the program.

### **Supervised Care for Sick Children Policy**

To provide comfort for a sick child and help protect the health of other children, we will ensure that a sick child is:

Kept as far away as possible from the other children (which would be the reading corner in our program).

Directly supervised by a staff member, while that staff member is still able to see the other children in the program, in the reading corner until the child can be removed from our program.



## Administration of Medicine Policy

The school does not administer over-the-counter medication. If children are not well, they should remain at home.

We will administer doctor prescribed medications as long as detailed instructions are provided. Instructions, dosages and times will be recorded on a form provided by Bright View Montessori.

For children with severe allergies or asthma, parents must leave a ventilator and/or EpiPen at school. These are stored safely out of reach of our students, but within quick access if needed.

At Bright View Montessori prescribed medication may be administered to a child provided that:

- The written authorization and signature of a parent has been obtained, including; date, child's name, name of medication, date and time medication is to be administered, amount of medication to be administered, and type of storage.
- The medication is in the original labeled container with the child's name, name of the physician, date of issue, and instructions for administration.
- The medication is administered according to the labeled instructions.
- Medication like EpiPens that may be needed in an emergency will be stored in the office and out of the reach of children.
- Non-Emergency medication will be stored in a locked box out of children's reach.
- Medications that need to be stored in the fridge will be in a locked box as well.

We will maintain documented evidence that staff have administered medications according to parent authorization,

including, date and time of administration, name and amount of medication that was administered, and signature of the staff that administered the medication.

## **Health Care Policy**

At Bright View Montessori health care will be provided to a child only:

- If a written consent from the parent has been obtained in the form of a waiver.
- If the health care to be provided is first aid.
- If it involves the administration of prescription medication.

The school does not administer over-the-counter medication. If children are not well, they should remain at home.

We will administer doctor prescribed medications as long as all the details and instructions are filled out on the Prescription Medication Administration Form and it is signed by a parent.

For children with severe allergies or asthma, parents must leave a ventilator and/or Epi-pen at school. These are stored safely out of reach of our students, but within quick access if needed.

Due to a number of nut allergies in our classes, we maintain a “nut free” classroom. If parents wish to hand out loot bags on their child’s birthday, we request “nut free” items only.

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## **Smoking Policy**

At Bright View Montessori smoking is prohibited anywhere on our licensed premises. In addition staff and volunteers are absolutely prohibited from smoking whenever they are caring for children. This applies to any excursion off the premises including field trips and walks.

## **Nutrition Policy**

At Bright View Montessori, groceries for the snacks are purchased and provided by the staff. Snacks are bought with Canada's Food Guide in mind.

Our Snacks:

- Provide at least 2 to 3 food groups
- Are nut-free
- Promote healthy eating
- Provide the opportunity to introduce new foods

Snacks are prepared in the classroom by a teacher with a food-safety certificate according to Department of Health guidelines for food safety.

Snack is provided to the students at approximately 10:45 AM for our morning program and at 2:45 p.m. for our afternoon program.

## **Children's Records Policy**

To ensure the children's health and safety, an accurate and up to date record in respect of each child will be kept at our program facility. Parents must ensure that they use an ink pen to sign their child/children in and out, with the arrival and departure

times, on the daily attendance record. (We have an App called HiMama for online records and sign in and out) Accurate attendance records are critical to ensure that all children are accounted for in the event of an emergency. Moreover it helps to make the legal responsibility for the child very clear.

These records will include:

- A current signed and completed enrolment form.
- The name, date of birth, health care registration number and current home address of the child.
- The name, current home address and telephone number of the child's parent.
- The address and telephone number of the place where the child's parent and another person to whom the child may be released can be reached in case of an emergency.
- The name and telephone number of the child's physician.
- The date when the child became enrolled in the program and when the child ceased to be enrolled in the program.
- Particulars of the child's daily attendance, including arrival and departure times.
- Particulars of the administration of any medication, particulars of any health care provided, including the written consent of a parent.
- Written confirmation of the child's immunization and any other health information provided by a parent.
- Children's files will also include the name, phone numbers and addresses of people who can be contacted in case of emergency

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## **Administrative Records Policy**

At Bright View Montessori, the records of the daily attendance of each staff member, including arrival and departure times and hours spent providing child care will be available for inspection at all times.

In addition a copy of the qualification certificate of the program director and each primary staff member will be available for inspection at all times.

Bright View Montessori will maintain an up to date record of staff's current first aid certificates and verification of a criminal record check which includes a vulnerable sector search every three years.

## **Portable Records Policy**

In order to meet with licensing requirements, Portable Emergency Information Records for each child are maintained at Bright View Montessori. These emergency records are easily accessible to the staff in case of any emergency. These records are taken off the school premises on field trips, during fire drills, during outdoor gym classes and in the event of an emergency evacuation. It is very important that the information on the record is current and complete. In each child's portable record there needs to be the name, telephone number, and home address of someone that can be contacted in case of emergency and this person needs to be someone other than the child's parents or guardians. We ask parents to inform us of any changes in their child's information as they occur.

The records must include the following:

- The name, date of birth, health care registration number and current home address of the child.
- The name, current home address and telephone number of

the child's parent.

- Whom the child may be released can be reached in case of an emergency.
- The name and telephone number of the child's physician.
- Written confirmation of the child's immunization and any other health information provided by a parent.

In addition to the above, Bright View Montessori will have a Portable Emergency Record containing the current telephone numbers of the nearest hospital, emergency centre and poison information centre.

### **Emergency Procedures Policy**

Students new to the school will not be familiar with the concept of a fire drill or emergency evacuations. Their training in evacuation procedures shall begin within the first few days of each term and is practiced throughout the year on an on-going basis.

Staff and children shall become familiar with exits

Staff shall know the location of the fire extinguisher in the room and be familiar with its use.

### **Fire & Evacuation Plan:**

1. The school will retain responsibility of the children on the premises until they are released to a parent, guardian, or other designated person, or until they have been transported to an official evacuation centre. In which case selected staff will remain with the other children until they have reunited with their families.

2. All staff will remain with the children until all children have been released into the parent or guardians care.

3. Parent volunteers will be asked to assist with the evacuation of the younger children or any other child that may need special assistance. They will also be asked to follow the instructions of the staff member in charge.

4. Parents will be called and told about the incident when it is safe to do so. Children will be released only to parents, guardians, or other

designated persons known to them or their parent guardians.

**In case of FIRE, NATURAL DISASTER:**

1. Save lives – evacuate any persons in immediate danger.
2. Staff calmly line-up up at the Fire Exit door.
3. Staff member in charge to gather:  
Parent sign-in form  
Attendance records  
Emergency Portable Records  
First Aid Kit
4. Program leader to conduct a head count to ensure all children are accounted for before exit.
5. When all children are accounted for, staff member to lead exit line.
6. Staff and children shall move away from the building, leaving entrances and exits clear.
7. Staff and children will gather in the pre-designated area

**After Evacuation:**

Once safely outside, staff member in charge to take attendance and confirm all children are present.

- Staff member to conduct a head count.
- Person in charge to reassure children of their safety.
- First Aid administered if necessary.
- Building is not re-entered until officials give permission.

**Evaluations:** Follow the emergency with an evaluation by all staff in order to spot any areas of weakness or oversight to be reminded in future emergencies.

Parents/guardians would then be notified and arrangements made for either transportation home or continuation of care.

## **Late Fees**

Bright View Montessori does not offer before-school or after-school care. Parents are expected to pick up their children on time, each day. Parents who arrive after the fifteen-minute grace period will be fined \$20.00 for the first five-minutes, and one dollar per minute after this. If you will be late for reasons beyond your control, please advise us at drop-off, note this on your sign-in form or call the school as soon as possible at **780-571-3424**. Constant tardiness of arrival may also result in a fine so please arrive within the fifteen minute drop off period to avoid this.

## **AM & PM Montessori Preschool Programs**

Our classes run Monday to Friday from September to June and follow the academic calendar of the Parkland School Division Calendar

AM Hours: 8:45 – 11:45 a.m.

PM Hours: 12:45 – 3:45 p.m.

## **Arrival & Dismissal Times**

**AM Class Hours:** 8:45 – 11:45 a.m.

Arrival: 8:45 – 9:00 a.m. Pick-up: 11:30 – 11:45 a.m.

**PM Class Hours:** 12:45 – 3:45 p.m.

Arrival: 12:45 – 1:00 p.m. Pick-up: 3:30 – 3:45 p.m.

## **Toddler Programs**

AM Hours: 9 am – 11:15 am

**Please be Punctual** Constant tardiness disrupts the flow of our class and learning. The school's doors will be locked at 9am



and 1pm if the child is constantly brought late staff may not open doors without a reasonable explanation.

### **Wait List & Placement**

Once notified of an opening, acceptance must be confirmed within 48 hours. If acknowledgment is not received within the allotted time, we will open the space to the next student on the wait list.

### **Government Funded Children:**

We accept children who receive PUF funding or assistance from outside organizations, however, we only have space for two spots in each program. If we go over this limit in September of the school year registered, then we will have to move your child to a program that has space available. If no space is available, we will do our best to accommodate but we may have to cancel your registration.

### **Tuition Payment:**

Monthly tuition fees are based on a yearly cost schedule divided into operating months. This allows monthly cheques to be the same and not differentiate.



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## **Withdrawal & Refund Policy:**

While most children are well suited to this method of learning, no program is right for every child or family. If we believe we are unable to meet the needs of your child, or meet your expectations, we will refer you to an alternate program. Withdrawals from the school must be requested **in writing** 30 days in advance of the final date the child/children will attend. Tuition is to be paid for 30 days after the initial request. No withdrawals or refunds will be accepted or issued after **March 1**. There are no refunds of extracurricular fees once enrollment has been completed or at any time during the year.

## **Washrooms & Potty Training**

Children should be potty-trained to attend Bright View Montessori's preschool program. Children in the Toddler Program do not need to be potty trained. Washroom breaks are routinely planned throughout our day, and children may go to the washroom at any time.

Whenever possible, we encourage independence. We ask the child to undress as much as they can, help pump the soap, wash hands or clean the spill. These are all-important parts of learning and help develop a sense of competence.



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