

Maria Montessori Stepping Stones

Out Of School Care

Parent Handbook



“Free the child’s potential and you will transform him into the world”

Maria Montessori

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MARIA MONTESSORI STEPPING STONES OUT OF SCHOOL CARE

Dear New Family,

Welcome to Maria Montessori *Stepping Stones* Child Development Centre & Out-of-School-Care. Far more than just a daycare, we are a true centre for Child Development. With us, your child's mind along with their body is nurtured and nourished.

We appreciate the opportunity to work with you towards a common goal of providing the best for your child/ren. As A mother I know how important and difficult child care decisions can be. I thank you for making the decision to entrust us with the care and early learning of your child/ren. Our aim is to provide an inviting, child centred, stimulating and nurturing and environment for your child/ren. We hope your experiences here will be filled with joy, learning and fun for you and your child/ren in these important formative years.

Each child has a unique way of learning about the world around them. We Provide a Montessori based curriculum that incorporates the best from the Learning Through Play approach.

Children have a natural curiosity about them. Our program is structured to take advantage of this natural desire to know and learn. As well, it is important that children understand and learn to respect the physical world around them. Our program strongly emphasizes the relationship we all have with nature and the key role we play in preserving it.

We are pleased that you have chosen Maria Montessori stepping stones for your family's needs and will work towards giving your child/ren a fulfilling and enriching experience. It is our desire and purpose to facilitate learning through play for the children in our program – encouraging them to develop socially, emotionally, cognitively, physically, and creatively.

The information contained in our Handbook is very important. Please read it carefully. Upon enrollment, we ask that you return the last page, complete with your initials and signature to acknowledge that you have read and understood the contents. Please feel free to ask about anything that is unclear. If you at any time have a question or concern, you are encouraged to speak to the Director (Manbir) who will clarify the issue or resolve the problem efficiently.

Once again, welcome to Maria Montessori Stepping Stones Child Development Center
We look forward to getting to know you and your family better.

WELCOME!

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About Our Centre

a) Mission Statement

Our program strives to nourish the minds and bodies of the children in our care. To provide high quality childcare that embraces the individuality and diversity of each child and family that we serve. We promise to provide families with up-to-date recourses about childrearing and building healthy families. We make every effort to provide support, resources and ongoing education and training for our staff. We desire to unite family and community through literature, programming, activities and experiences.

b) Philosphy

We strive to set a standard of excellence in all areas of childcare. We not only strive to meet the standards set by child services, we rise above, each and every day to be a center of quality care in all areas of childcare and child development. We provide a child-centred, safe, caring and nurturing environment that encourages, stimulates and fosters a child's self-esteem, natural curiosity, imagination, and growth.

Each child's individuality is respected and valued as an important contribution to our center and the daily experiences. Children are encouraged to explore and learn at his or her level and pace with the guidance and loving support of our qualified caregivers.

A play-based, imagination oriented approach to children's learning and development is the basis for our program planning and delivery of activities. Children use play and imagination to explore their environment, understand and make sense of their feelings, and develop their verbal and social skills. Our programs encompass the whole child as we strive to support each child's social, emotional, cognitive, physical and creative growth. As part of a group, the children learn the importance of cooperation, problem solving and sharing. At the same time, we encourage each child to express their individual ideas as we work to promote their self-esteem and independence.

The children are encouraged to explore creatively, ask questions, make independent choices, and learn through play in a supportive and caring atmosphere. Each room is designed to offer a variety of centers with countless opportunities for the children to grow in each of these areas.

Maria Montessori Stepping Stones Child Development Center are proud of the work we do and the services we provide. We are respectful of the trust invested to us by parents/guardians. We believe our first obligation is to protect the physical, emotional and social well-being of each and every child. Our objective is to help each child build strong foundations, which will support their healthy development, both as individuals and as members of their community.

c) Staffing

The staff at Maria Montessori Stepping Stones Child Development Center is composed of qualified caregivers as required by Provincial and City of Edmonton Staff Qualifications. The Director holds a Montessori Diploma and is Level 111 Child

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Development Supervisor Certification. All other staff have level 1 certificates in Early Childhood Development or higher. They have Police and Security Checks including the Vulnerable Sector (child related offences) which are renewed every three years. Staff is also required to have updated training in Child Care CPR & First Aid.

d) Hours of Operation

Maria Montessori Stepping Stones Child Development Center is opened year-round from 6:30am to 6:00pm Monday thru Friday. However, we do request that you pick your child/ren up by 5:45pm. This allows time for parents to talk with teachers, for children to get their outside attire on, and for teachers to tidy up and close the centre at 6:00pm and get home to their families. The Centre is closed Saturdays and Sundays as well as the following statutory holidays:

Alberta Family Day	Canada Day	Remembrance Day
Good Friday	August Civic Holiday	Christmas Day
Easter Monday	Labour Day	Boxing Day
Victoria Day	Thanksgiving Day	New Years Day

There will be a posted, as well as written notice to inform you of specific closure days. If the Centre will be closed for any reason on any days other than weekends and statutory holidays, proper written notice will be given to parents so they may make the necessary arrangements for alternative child care.

e) Fees

Monthly fees are set according to the fee schedule in effect, and the age group being contracted for. Fees remain in effect regardless of absences due to illness or vacation.

Fees are due on the 1st of each month. A grace period until the 5th of the month is available in the event a family needs it if arrangements are made ahead of time, in writing, with the director. Any arrangements to pay after the 5th MUST be approved by the director beforehand, otherwise they will be considered late. There is an additional cost of \$25.00 per day, per child, after the 1st of the month for late payment of fees unless prior arrangements have been made with the director. Non-payment of fees after one month will result in immediate dismissal from the Centre. The current bank charge will be applied for any NSF or returned cheque plus a \$25.00 handling fee.

Payment options include cheque, post dated cheque cash or money order.

Please be aware that fees also apply if you pick your child/ren up late (after 6:00pm). A \$10.00 late fee for the first fifteen (15) minutes and an additional late fee of \$5.00 per every one (1) minute thereafter. These fees help to cover overtime wages for staff that must remain to take care of your child. Please keep in mind that Maria Montessori Stepping Stones is CLOSED at 6pm. This means that all children must be picked up before 6pm so that all children and parents can exit the building by 6pm, thereby allowing the staff to lock the doors for 6pm. If parents remain in the building after 6pm, this will also apply as a late pick up.

Subsidy is available for families who qualify. If you have applied and have not yet been approved, half of the monthly fee will be charged until approval is obtained. You will be credited for the following month, as applicable. If your child does not attend for the

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required number of hours as dictated by your subsidy agreement, you are responsible for the difference in fees.

It is your responsibility to keep your subsidy up to date. If your subsidy expires and you do not renew it on time, you will be responsible for the full, non-subsidized fee. If your subsidy is renewed and backdated, your parent portion will be credited.

Maria Montessori Stepping Stones Child Development Center requires parents to provide one month's written notice of their intention to withdraw their child/ren from the centre. Parents will be responsible for paying the full month's fee if less than one month's written notice is not given. In the case of subsidized families, parents will be responsible for the FULL monthly parent fee if they choose to leave and the centre does not receive the fee from the subsidy office.

All families are currently charged a \$300.00 deposit upon registration. This fee will hold a families place until care commences. This fee will continue to be held for the duration of time care is being provided for your child/ren at Maria Montessori. The \$200.00 will be refunded in full at the end of your enrollment if all obligations have been met by the family. This includes fees being paid in full, up to date and adequate (30 days) written notice given.

Please note that notice **MUST** be in writing. Simply informing a staff member of your intentions to remove your child/ren from care is **NOT** sufficient and will not be accepted. Maria Montessori Stepping Stones requires a written note stating your intention to cancel enrollment, the child/ren's name/s, the date you expect to leave and the notice must be signed and dated. This will provide clear intentions and dates allowing us to move forward and fill the available space/s.

Our Program

a) Enrolling your child/ren

We want to make sure our centre is the right fit for your family! Parents are encouraged to arrange a visit with us at the centre. The family will meet the director, the staff and the children. They will have a tour of the centre and the child/ren will have an opportunity to interact with their peers in their prospective classroom/s. We allow for three transition days after registration free of charge. This helps the family make what is a very important decision about the care of their child/ren. It also helps in the transition for children/ren and in elevating separation anxiety.

Once your family has decided that Maria Montessori is the place for you, you will be provided with enrollment forms which collect all of the pertinent information about your child/ren and family. This includes: name/s and birthdate/s of child/ren, contact and emergency contact information, health and medical information, access to

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child/ren authorization and personal preference information such as the child's likes, dislikes, fears and favorite activities.

b) Termination of Enrollment

Should it appear that Maria Montessori is not the centre for your child/ren, we will strive to help your family find alternative care. Please be assured that one month's written notice will be given if we are unable to continue to provide services for your child/ren.

Immediate Termination:

Immediate termination from the centre will take place under the following circumstances:

- Abuse of any kind against staff or children in the centre.
- Non-payment of fees. (only after prior notice has been given & all efforts to collect have failed)

c) Child Guidance Policy

Nurturing a child's self-image is of prime importance in our approach to childcare and guiding behaviour. Staff interactions and the physical environment provide opportunities for the children to develop socially acceptable behaviors such as, self control, respect for materials, respect for themselves and other people. Politeness, cooperation, consideration and responsibility all stem from the single rule of being respectful.

Preventative methods begin with role modeling by the caregivers. When caregivers are polite to and considerate of others, they set the tone for everyone in the centre. The caregivers also recognize individual needs, developmental levels, family experiences, and family cultures in order to encourage appropriate behaviour. Appropriate behaviour management is used to guide, protect and enhance self-esteem. Both preventative and intervention strategies are used to encourage positive behaviour.

Limits and guidelines are necessary to ensure the child's development and safety. The staff will explain to the children limits and expectations. The staff will use the following child guidance strategies when dealing with a situation and/or behavior: I-messaging, negations, active listening, stating natural and logical consequences, giving choices and redirection and at all times offer positive praise and encourage independence.

We believe many potential discipline problems are prevented by acknowledging positive behavior, setting clear expectations for acceptable behavior, and by offering a program that interests the children and keeps them actively involved.

Distracting children, offering them choices, keeping them engaged in a variety of developmentally appropriate activities and having well planned out transition times goes a long way in preventing unwanted behaviour.

Consistency is the key when explaining logical consequences and setting limits and expectations.

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General expectations of all children in our centre:

- 1) They will respect the rights and feeling of others.
- 2) They will respect the rules and routines of their classroom.
- 3) They will show respect for personal and daycare property.
- 4) They will stay in their designated room/play area.
- 5) They will play safely with others.
- 6) They will be responsible and accountable for their behaviour.

At no time will the staff inflict or cause any form of physical punishment, verbal or physical degradation or emotional deprivation. They will not deny or threaten to deny any basic necessity, or use or permit the use of any form of physical restraint, confinement or isolation.

Our centre will ensure that:

- Child discipline methods utilized in the program are communicated to parents and staff during their orientation to our program.
- The discipline policy is stated in the policy and procedure manual, which is given to each new family and staff. The parents and staff sign a declaration that confirms they have read, understand and agree to comply with our policies and procedures. The signed agreement is kept in the staff and child's file.
- All discipline is age appropriate, developmentally appropriate and related to the unacceptable behaviour.

In the event that a child does not respond to preventative methods of discipline, an intervention strategy must be implemented. The teacher responsible will politely ask the child to stop the offending behaviour and will advise him/her of the next step in the discipline process should the behaviour continue. If the child's misbehaviour persists, the teacher will remove the child from the group or activity, having him/her sit in another area of the room. The teacher will sit with the child, help him/her reflect on his/her behaviour and will offer alternative behaviour choices for future reference. After this discussion, the teacher will ask the child to re-join the group or activity. This can be attempted for up to 3 times. If the misbehaviour reoccurs or persists, the child will be taken to the office where both the director and the teacher will speak with him/her. If the misbehaviour is repeated throughout the day, the child's parents will be notified and invited to talk about the situation. The child may be suspended from the centre if no change in behaviour is evident.

Please note that Maria Montessori has a Zero Tolerance Policy with respect to violent behaviour. Kicking, hitting, biting, pinching, etc. is not allowed and will result in dismissal if parental involvement fails to curb the behaviour.

c) Programming/Activities

The calendar will also be clearly posted near each classroom. A planned development program is designed around weekly themes. Areas covered include creative/art, science, dramatic play, cognitive, gross motor, sensory and emotional. The program is based on

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age appropriate goals and interests to aid in the development of creativity and imagination, communication skills, social skills, organization, the ability to problem solve, as well as fine and gross motor skills. The classrooms play centres are changed and/or added to, to compliment the weekly themes and enhance learning, theme recognition and creativity. Children can move freely from one centre to another during free play, or may all participate together in a planned activity. The weekly program is posted outside each classroom. Parents are always encouraged to discuss their child's development and interests with the teachers.

e) Daily Routines

Routine is important for young children and helps develop feelings of security and order. The daily routines show, in general, how the children's day is structured. Each group establishes a routine that is flexible and adaptable to the changing needs of the children. Your registration package includes the routine/s applicable to the age group/s for which your family requires care. A daily routine schedule will also be posted in the each room.

Each classroom's schedule includes time for indoor play and outdoor play, snacks and lunch, hygiene practices, rest time and structured activities.

Weather permitting, outdoor play is scheduled at least once, and usually twice a day for each classroom. We feel it is important for the children to enjoy fresh air and sunshine, get some exercise, and develop their gross motor skills. Outdoor play also offers great opportunities for socializing, turn taking and imaginative play.

Weather appropriate clothing is the rule. In order to maintain the safety and well being of your child/ren, please make sure you send appropriate outdoor wear, including foot wear and at least one change of clothing.

In order to maintain safe and licensing regulated staff/child ratios, there may not always be staff available to stay inside with children who do not have appropriate outdoor attire. Please keep in mind, your child WILL be required to go outside anytime that the programming calls for it. So, Please make sure your child/ren has/have appropriate outer wear EVERY DAY!

Our opinion is that small children benefit greatly from a quiet rest period every day. We offer this rest time daily after lunch. If the child chooses not to sleep, or is an early riser, there is a room/area available where they can engage in quiet play.

Sheets/cot covers are provided by the Centre. All sheets/cot covers are washed every week. If your child/ren like/s to be covered with a blanket at nap, please provide a labeled blanket for their use. It will be sent home every Friday (and when/if necessary) for washing. You can also feel free to send your child with a favourite soft toy to help encourage resting.

f) Nutrition Program

It is very important that our program serves snacks and/or meals that are nutritious and well balanced. Our monthly menu is developed to address the nutritional needs of growing children and to comply with the most recent version of the Canadian Food Guide. All snacks and meals are served at appropriate times (am snack – 7:45am, lunch – 11:30, Pm snack – 2:45pm), and in sufficient quantities in respect to age appropriate serving sizes.

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Our centre takes into account both the recommendation of the most recent version of the Canadian Food Guide, as well as the families and the child's preferences. Our menus will ensure that:

- The children will receive a minimum of 2 servings of dairy per day.
- The children will receive a minimum of 2 servings of fruits and vegetables per day.
- The children will receive a minimum of 1 serving of meat per day.
- The children will receive a minimum of 2 servings of grain products per day.

Our four week rotating menu is posted on the parent board in the front entry, kitchen and in each of the classrooms.

Capital Health states that foods from approved sources only may be allowed in the centre. No home-prepared foods may be brought in for snacks.

In the case of infants, you must provide mixed formula in labeled bottles as needed. If your infant does not eat solids, you are responsible for providing formula and/or jarred baby food for your child. Please note, for safety reasons, all children will be required to be seated while eating, except in the case of an infant being bottle fed by a staff member. As well, no child will be provided with a beverage to lie down with for rest/nap time.

IMPORTANT: Maria Montessori Stepping Stones is a Nut Free centre. Therefore, no products containing nuts are allowed into the centre at any time. We also discourage items that have the disclaimer "may contain traces of nuts" to be brought into the centre. If a product containing nuts is sent to daycare, it will be sent home with a note explaining the policy. Be aware however, that if your child does have a severe nut allergy, any time they are out into group care there is a risk of exposure. The staff will do their best to enforce the nut free policy and ensure your child's safety.

g) First Aide Training

- All permanent child care staff maintain an up-to-date Child Care First Aide & CPR certificate.
- First Aide supplies are kept in each room. In addition, a fully equipped First Aide Kit is kept in the Director's office.
- A First Aide Kit & Emergency contact cards for each of the children is taken on all outings, field trips, walks to and from school and playtime in the park.

h) Field Trips & Outings

Field trips and outing are a part of the centre's enhanced programming component for your child. You will be notified of, and asked to sign a consent form for any off-site excursions.

We also take the children on outings in the nearby community from time to time. A consent form for leaving the premises must be completed at the time of registration. It is kept in your child's file at the centre.

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You are welcome and encouraged to accompany us on any of our field trips.

Prior to each field trip, safety rules need to be reviewed with children and their chaperones. It is important that staff enforce core safety rules complying with Transport Canada guidelines. Staff must prepare children for outings by explaining where they are going, what they will see, what they will be doing and which teacher they are assigned to.

Arrangements will be made to ensure additional adults accompany the group such as parent volunteers and/or additional staff to meet reduced ratio standards in efforts to ensure safety. In Addition the following must be completed by the staff prior to the off site activity:

- The child's parent has been advised of the activity including the location, arrival and departure times of the off-site destination.
- The parent has given written consent allowing their child to participate in the off-site activity.
- The parent will be advised in advance of the transportation arrangements and supervision arrangements with respect to the activity.
- Parent will be invited in writing to attend the outing as a volunteer.
- The portable records for each child are taken on the off-site activity and in the care of an accompanying staff member.

If a child is not given written permission by parents to attend a field trip, they will NOT be permitted to stay behind at the centre, as staff will be needed to provide supervision on the trip. With reduced child-to-staff ratios, we need all staff to accompany the children on the field trips to ensure the highest safety standards are met. Also, children will not be moved from OSC to ELC or vice versa as this is not in accordance with Alberta's Children's Services Best Practice. Alternative care will need to be arranged by parents for any child/ren who are unable to attend off site activities.

Parents will be responsible for picking up their child/ren from a field trip location in the event that their behaviour becomes an issue or if they are experiencing illness. If parents are unable to pick their child/ren up under these circumstances, they will be responsible for any expenses incurred in the transportation or individual supervision of their child/ren.

Children may be excluded from field trips at the staff's discretion. Parents will be informed with due notice if this situation occurs so that they may make alternative arrangements for their child/ren on these days.

i) Transportation to local schools

Maria Montessori Stepping Stones does our best to accommodate the needs of our families. In keeping with this practice, we offer transportation to and from local schools for our OSC children. We provide safe, licensed vehicles (vans) and licensed staff to operate them. While transporting we keep within the mandated child-staff ratios in effect. When picking children up, they are expected to meet the caregiver at the designated area. The van will leave only when all children are present and accounted for.

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If your child/ren will not require transportation on any particular day, please inform the centre as soon as possible. Should your child/ren not be accounted for, the following efforts will be made to locate your child/ren:

- 1) Maria Montessori Stepping Stones will be called to determine if you belatedly call the centre to inform us of your child's absence.
- 2) Your child's classroom will be checked.
- 3) We will have the school page your child.
- 4) We will search the school grounds.
- 5) We will call your emergency contact.

If all of these efforts fail in locating your child/ren, Children's Services and the Edmonton Police Service will be contacted immediately.

It takes a great deal of time to locate children who are unaccounted for and other children may have to wait much longer than necessary at the school while staff attempt to do this. So, please be considerate and make sure to inform us each and EVERY time your child does not need to be picked up.

j) Goals & Expectations

Studies have shown that the most important stage of life for learning and development is from birth to 6 years. It is here that the groundwork for future learning is established. Children learn to learn, by using their imagination and curiosity! When children are playing they are 'working' to learn all about the world around them. The staff is dedicated to caring for and encouraging your child/ren. Staff interactions inspire question asking and wonderment. Activities are carefully planned and the environment structured for optimal development, learning and creative expression. We believe if we teach a child to ask why, he will always have an interest in working towards finding answers. We aim to promote the individual child's self esteem, and independence, while fostering the child's identity as part of a group and community.

Commitment to Your Family

COMMUNICATION IS KEY

We believe open parent/caregiver communication is extremely important in fostering a partnership which will in turn be beneficial to your child's overall happiness and well-being. In an effort to create this, our caregivers will speak to you regularly, and we ask that you speak to your child's caregivers regularly.

Let them know how your child/ren slept last night, how their appetite was at breakfast, compare what their behaviour is like at home and at the centre. Every little detail can make a very big difference. We can learn from each other and help one another provide the best care and support for your child/ren.

In our efforts to promote communication we will:

- Post notices, information and special messages on bulletins

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- Provide attendance logs for parents to sign their child/ren in/out. Please make sure you do this daily!
- Provide communication logs so parents can leave written messages for staff
- Provide seasonal newsletters (4 per year)
- Encourage parent involvement and volunteering
- Make ourselves available for discussion
- Address all concerns you may have immediately and appropriately

We are always open to your feedback, positive or negative! If you have a question or concern please feel comfortable to approach one of the Directors, as well as your child's teacher. There is a suggestion box in the foyer if you would like to make an anonymous suggestion or comment.

a) Centre-Wide Policies

- The centre is inspected annually by the Health Inspector for licensing renewal.
- All appliances are kept in good repair.
- Monthly fire drills are conducted and recorded on file.
- Children are supervised and accounted for at all times throughout the day through the use of sign-in sheets and regular head counts.
- Smoking is prohibited in the building at all times and outside when the children are present. Also, there shall be no smoking in front of the daycare entrance.

b) Hand Washing

- Children wash their hands according to Capital Health's hand washing procedures, before and after snacks and lunch, after toileting and after outdoor play.
- Staff washes their hands before and after handling food, after toileting and after helping children with toileting. When coming in from outdoors, after handling toxic materials and after handling anything potentially infectious such as: nasal discharge, vomit, feces, wounds, infected eyes or contact with animals.
- Paper towels are kept in the dispenser near the sinks.
- Toilets, door handles, sink faucets and water fountains are sanitized at the end of each day.

sure we will succeed.

d) Non Smoking Environment Policy

Our Daycare is committed to providing a smoke-free environment at all times. We will ensure that no person smokes on the program premises or at any place that childcare is being provided, which includes all off-site activities. Our hours of operation are from 6:30am – 6:00pm. Thank-you in advance for your cooperation.

e) ACCIDENT/ILLNESS POLICY

1.) Our procedure for serious accidents is as follows:

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- The parent will be notified immediately and the child is either treated on the premises, taken to the nearest medical facility, or 911 will be called depending on the severity of the child's condition.
- If the centre is unable to reach the parent the emergency contact will be notified immediately.
- When possible the Director is responsible for notifying parents. If they are not available the alternate director or room supervisor will contact the parents and or emergency contact.
- All accidents shall be reported to the program director and all accidents, incidents or injuries are also recorded for the parents to read and sign.

2.) Our procedure for illness is as follows:

At first signs or symptoms of sickness, i.e. fever, child crying or complaining, vomiting, diarrhea, etc. the staff at the daycare will contact the parents. The child is brought to the office and the Director or designated staff cares for the sick child in the OSC room or staff room until the parent arrives. It is the parent's responsibility to then make arrangements for the child to be picked up. We realize that while you are working it is difficult for you to get here right away, however, please take into account that your child is ill and please do your best to arrive as soon as possible. While we are waiting for you to arrive, the staff will do their best to make your child as comfortable as possible. We would appreciate the parents taking note of the following, if your child is too sick to go outside or participate in regular daycare activities then they are too ill to be at the centre.

NOTE: Any children who show signs of an allergic reaction are brought to the Director immediately for direct supervision and immediate contact is made to the parent and/or emergency contact. If needed medical attention will be sought after.

Any child too ill to participate in the daily activities at the Centre is too ill to attend. The following guidelines are indicators that your child would be more comfortable at home:

- A fever of 38C or 101F and higher
- Persistent coughing
- Green running nose
- Vomiting
- Several bouts of diarrhea within a 3-4 hour period
- Any communicable disease – e.g. measles, chicken pox, pink eye, etc.
- **Lice – a child must stay away from Daycare for 24 hours or until all nits/eggs are removed.**

Your child may return to the Centre when:

- The fever has subsided for 24 hours
- Prescribed antibiotics have been administered for at least 24 hours
- Diarrhea has subsided for 12 hours
- Vomiting has subsided for 12 hours
- Chicken pox are fully scabbed over
- You provide us with a Doctor's note stating your child can return
- After child has been properly treated for lice or other disease – director/staff have the right to examine child upon return to Daycare.

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It is beyond the Centres capability to provide care for sick children. If your child becomes ill while at the Centre, you will be contacted. If you cannot be reached, your emergency contact person will be called. Your emergency contact person cannot authorize treatment or medication.

No medication, whether prescribed, non-prescribed or herbal can be administered by the staff without written permission from the parent/guardian. All medication must be in their original container from the pharmacy, with the child's name, dosage, name of drug and date on the label. All medication must be given to a staff member and will be stored in a locked box.

f) ADMINISTRATION OF MEDICATION POLICY

Administration of medication in daycare facilities is becoming a daily routine procedure. A set of guidelines is offered to assist operators in meeting the requirements. A license holder may administer or allow the administration of non-prescription medication/herbal medication or prescribed medication to a child only when:

1. The written consent of the parent has been obtained and the proper medication form has been completed.
2. The medication is in its original labeled container.
3. The medication is administered according to labeled directions.
4. The child's name is on prescription medicine.
5. All medicine will be kept in a locked container in the fridge or in the medicine cabinet if it does not need refrigeration.
6. All medicine shall be received by staff directly from parents. Medications delivered by children or lunch boxes will not be accepted.
7. Only staff with valid first aid will be allowed to administer medication.
8. All medication (including Herbal) will be returned to the parents as soon as the indicated administration time frame has ended.

Emergency Medication is to be kept in the child's room with easy access for any childcare worker if and when an emergency arises. It must however be made inaccessible to the children and the child's parent must complete an emergency medication form prior to the medication being left in the child's room.

When a childcare worker administers medication they must follow the 5 Rights to Medication Administration:

Right Medication
Right Amount
Right Time
Right Child
Right Method

They must also check the medication 3 times to ensure it is for the right child:

1. First when you take it out of the locked storage container
2. Second when you take the medication out of the bottle

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3. Third just before administering it to the child.

The caregiver who administered the medication must complete the medication form initialing and indicated that the medication was administered correctly.

Please note: We will only administer non-prescription medication i.e.: Tylenol, Dimetapp, for two consecutive days without written consent of a Doctor. Any further medication administration will only be done with a doctor's consent.

g) INCIDENT REPORTING POLICY

All serious incidents including injuries and serious illnesses and/or any other incident that occurs while the child is attending our program that may affect the health or safety of the child must be reported to Alberta Children's Services as soon as possible @ 780-427-0444.

h) REPORTING COMMUNICABLE DISEASE POLICY

Where a staff member knows or has reason to believe that a child may be suffering from a communicable disease, he/she must notify the program supervisor immediately and complete the Capital Health Communicable Disease form. The parent is also notified and must remove the child from the centre and seek proper medical attention. The child may return to the centre on the advice and written agreement from the attending physician.

i) Child Records/Portable Records/Administrative Records

Our centre must, in respect of each child, maintain on the program premises up-to-date records containing the following information:

- The child's name, date of birth and home address
- Completed enrolment form
- The parent's name, home address, work information and telephone numbers.
- The name, address and telephone number of a person who can be contacted in case of an emergency
- If medication is administered, the written consent of the parent
- The particulars of any health care provided to the child, including the written consent of the child's parent
- Any other relevant health information about the child provided by the child's parent, including the child's immunizations and allergies, if any.

The centre will ensure that these records will be converted to emergency portable records for each room in our centre. They will be taken on all out-of-class excursions, including the outside play area. These records will also be available for inspection by Children's Services and by the child's parent at reasonable times.

Our Centre must maintain on the program premises up-to-date administrative records containing the following information:

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- Current registration forms for each child in the centre. These registrations are up-dated every 6 months by the child's parents and any changes are documented in the child's file and emergency records.
- Particulars of the daily attendance of each child, including arrival and departure times.
- Particulars of the daily attendance of each primary staff member, including arrival and departure times and direct hours spent providing childcare.
- The licence holder's current first aid certificate as well as all other child care providers in our centre.
- Evidence of the childcare certification of the licence holder and any other care provider.
- Criminal record checks for all employees are mandatory upon hire and are re issued every three years.

The centre will ensure that these records will be available for inspection by Children's Services and by the child's parent at reasonable times and will be retained for a minimum period of 2 years.

j) Emergency Evacuation

In the event that it is necessary to evacuate the children from the Centre, they will be taken by their teachers, via the nearest exit as indicated on the Evacuation Plans posted in all rooms to the designated evacuation location. (Please see our posted evacuation plan for exact details).

In the case of an emergency evacuation off the premises an appointed staff member from each room will take the portable records for each child and confirm attendance. All parents will be immediately notified of the emergency circumstances.

k) Handling Child Abuse

Children depend on others for their safety and well-being. They have the right to be protected from abuse and neglect. Under the provision of the Child Welfare Act, any person who suspects, or is party to any conversation or behaviour that leads them to suspect that a child may be abused or neglected has a moral, ethical and legal obligation to report the matter immediately to Child Welfare Services.

- The "Child Welfare Act" clearly states any person/s who suspects a child may be abused or neglected by a parent, guardian or care provider has a legal and moral obligation to document and report the matter immediately and directly to Child Welfare.
- "Abuse" can mean actively hurting child or depriving a child of acceptance and/or affection.
- "Neglect" means failing to take proper care of a child. I.e. failing to provide nourishment, failing to provide proper hygiene, failing to seek required medical attention.
- "Sexual Abuse" is an inappropriate exposure to or subjection to sexual activity, contact, literature or behavior.

WHAT WE ASK OF YOU

1.) We believe open parent/staff communication is extremely important in fostering a partnership which will in turn be beneficial to your child's overall happiness and well-being. In an effort to create this, we ask that you speak to your child's caregivers regularly.

Let them know how your child slept last night, how their appetite was at breakfast, compare what their behaviour is like at home and at the centre. Every little detail can make a very big difference. We can learn from each other and help one another provide the best care and support for your child.

In our efforts to promote communication we will:

- Post notices, information and special messages on bulletins.
- Provide attendance logs for parents to sign their child/ren in/out. Please make sure you do this daily!
- Provide communication logs so parents can leave written messages for staff.
- Provide monthly newsletters.
- Encourage parent involvement and volunteering.
- Make ourselves available for discussion.
- Address all concerns you may have immediately and appropriately.

We are always open to your feedback, positive or negative! If you have a question or concern please feel comfortable to approach the director as well as your child's teacher. There is a suggestion box in the foyer if you would like to make an anonymous suggestion or comment.

2.) Please leave all toys, Music players, CD's, DVD's, video games and other games such as Yu-Gi-Oh, at home. With the exception of Show and Share days! We do not permit items such as balloons and small balls for Show and Share, as they may pose a choking hazard to younger children. Maria Montessori cannot be held responsible for lost or stolen items.

3.) Please provide a labeled, spill proof cup for your child to stay at the centre. We encourage drinking water and like to make it available for the children, at their discretion. The cups will be washed daily and you may take them home on Friday's if you wish to wash them at home over the weekend.

4.) Please send your child to daycare in comfortable, washable, play clothes. The children participate in daily activities that may involve paint, dirt, sand, glue, crayons, etc. While we use only non-toxic, water based arts & craft supplies, we cannot guarantee that everything that may end up on your child's clothing will wash out. If you have a certain outfit you do not want to get dirty or stained, please do not send your child to daycare in it!

5.) Please provide a pair of indoor shoes for use at the centre. We suggest children have a comfortable pair of shoes that they can get on and off independently, or fitted slippers with a sole to stay at the centre. They must have something on their feet in case of fire.

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6.) Please inform us as soon as possible if your child will be absent or late. You must call in by 10am if your child will be arriving late or he/she will be marked as absent for the day. It is important for us to know the total number of children in care for the day by 10am so the director can regulate breaks and the number of staff required for the day to meet ratios.

7.) If anyone other than yourself will be picking your child/ren up, we need to know as soon as possible. The full name and relationship to the child is required. Children are not released to any person other than those indicated on the authorized pick-up list on the registration form without notice from a parent. Please advise any new pick-up persons they will be required verify identification through government issued picture I.D.

Thank You!

I would like to take this time to thank you for entrusting us with the care and development of your precious child/ren. We know how hard it can be to leave your little one/s, and how import it is to have peace of mind knowing they are safe and secure while you are away. We respect your trust in us and promise to provide quality care in a safe nurturing environment. Please don't hesitate to call or drop in at any time. Weather you would like to talk to a caregiver, the director, or just because you want to peek in on your child/ren.

I know this is a lot of information. Rest assured, we are to help clarify and explain anything you may have questions about. Please let us know if there is anything more we can do to support you and your family.

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TRANSPORTATION PROCEDURE AND PERMISSION FORM

The procedure for picking up and dropping off the children is in place to ensure that the safety of the children is upheld to the highest standard. To have all means of safety met, there must be complete communication at all times with the school, parents, caregivers and the designated person.

The procedure is quite simple on paper, but in reality, with the variables of road conditions, children's punctuality and traffic, it can be quite complex in maintaining a schedule. To minimize problems there are a few common rules that are in place:

- Children will be given 10 min time limit after the bell rings to be at their designated pick up area. This rule is in place because we have children from other schools that we need to pick up
- If the child is not at the designated spot after 10 min:
The driver will:
 - ✓ Phone into the school
 - ✓ Phone the center to see if any messages came in and inform the Director about the child missing and leave to pick up the other children from the schools
 - ✓ The parents will be contacted by the Director
 - ✓ The emergency contact will be contacted by the Director.
 - ✓ If the child is still not traceable the Director will call 911
- Children will be transported by a Daycare
- The vehicle has full insurance coverage.
- In situations where the daycare vehicle is not available to transport the children, the children will be transported via taxi with a staff.
- Transportation could be cancelled due to inclement weather.
- Children will be belted in their seats while the vehicle is in motion.
- KG children will be picked up at their classes by the Driver.

Name of the child:	Name of the school:
Drop off time/ Drop off Spot:	Pick up time/Pick up spot:
Parent signature:	Date:

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Welcome to Maria Montessori Stepping Stones- out of school care

PARENT HANDBOOK CHECKLIST

Please initial each item below, indicating that you have read, understand and agree with these sections as found in the parent handbook. Along with your completed enrollment form and payment, this checklist must be returned in order for your registration to be complete.

- Mission Statement _____
- Philosophy _____
- Staffing _____
- Hours of Operation _____
- Fees _____
- Enrolling your Child/ren _____
- Termination of Enrollment _____
- Child Guidance Policy _____
- Programming/Activities _____
- Daily Routines _____
- Nutrition Program _____
- First Aide Training _____
- Field Trips & Outings _____
- Transportation to Local Schools _____
- Goals & Expectations _____
- Centre-Wide Policies _____
- Hand washing, Toileting & Diapering _____
- Potty Training _____
- Non Smoking Environment Policy _____
- Accident/Inness Policies _____
- Administration of Medication Policy _____
- Incident Reporting Policy _____
- Reporting Communicable Diseases _____
- Child Records/Portable Records/Administrative Records _____
- Emergency Evacuation _____
- Handling Child Abuse _____

What we Ask of You

Thank you

I hereby certify that I have read, fully understand and agree to the above-noted information as stated in the Maria Montessori Stepping Stone Parent Handbook.

Signature _____

Date _____