

DISCOVER
Montessori
Preschool



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V2R3R5 www.discovermontessor.ca
(604) 798-9237

Parent Handbook

2022/23

The Parent Handbook is available in a hard copy in the classroom and can be viewed on our website. The parent(s) or guardian(s) sign a Tuition and Policy Agreement form to indicate they have reviewed the handbook and understand and agree to abide by the contents. A copy of the signed document is kept with the student's file. Please refer to this handbook for reference as needed throughout the year.

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Dear Parents/Guardians,

Welcome to Discover Montessori Preschool,

Preschool for some children will be their first time leaving the comfort and familiarity of home to venture into a new and exciting world of discovery for many children. Our goal at Discover Montessori Preschool is to ensure that each child feels comfortable and secure while they embark on this journey.

Our educators will work hand in hand with each of you to ensure the transition from home to the Centre goes smoothly. We feel it is vital to keep you updated on your child's activities and routines and provide observations related to their development. Our team of educators is available as resources at any time.

Each year, Discover Montessori Preschool reviews and revises the guidelines and policies outlined in this handbook to ensure our childcare standards continue to meet or exceed the requirements set up by our licensing bodies. Should our policies change, we will provide you with reasonable notice of modifications that impact you and your child.

Our team at Discover Montessori Preschool aims to achieve the highest quality care for your child. Please feel free to contact your Centre Director on any matter regarding your child or the Centre. If you would like further information or have questions about our guidelines and policies, please do not hesitate to contact Miss Amanda at (604) 798-9237 or ms.amanda@telus.net

We look forward to sharing your child's early years with you and your family.

Sincerely, Miss Amanda

Mission Statement

Discover Montessori preschool encourages and aids in developing fundamental social skills through critical thinking, independence, and cooperation and nurturing each child's individual needs by providing a safe, secure and caring environment, enhancing concentration skills, and establishing good work habits, allowing children to discover the joy of learning.

Why Choose Discover Montessori Preschool for Your Child? We offer:

A calm child-centered learning environment

A team of qualified and experienced Early Childhood Education staff with integrity and a passion for their chosen field of work

A high ratio of staff to children

A beautiful facility located in the heart of the Chilliwack community

An approach to learning that respects your child's temperament, stage of development, likes and dislikes

Daily routines that are flexible, not rigid, and responsive to children's needs

Children learn individually and at their own pace

Independence and freedom to make choices

Hands-on, age-appropriate activities that are designed to teach specific skills

Newsletters to keep you informed about class activities

We encourage you to think about what you want for your preschooler and research available preschool programs. Have a question about how we do things and why? Please ask!

Teaching Staff

This School will hold a maximum of 1:10 teacher to child ratio. The staff consists of Qualified Teachers who hold a valid First Aid and CPR Certificate, Early Childhood Certificate, Criminal Record Clearance, and a Montessori trained Director. The preschool also may have Classroom Assistants and Interns participating through local Colleges. Classroom Assistants and Interns are screened and supervised.

Program Description

Discover Montessori Preschool is a Licensed Child Care Facility that seeks to meet the needs of children and parents who live and work in the Chilliwack and the surrounding areas by providing an excellent Preschool program centrally located near Watson, Tyson, Unsworth, and Vedder Elementary school. Discover Montessori Preschool is an independently operated organization where parents are welcome and encouraged to participate in all aspects of the School. To participate, the parent/guardian must complete a criminal recode check specified for our Center.

Inclusion Policy

Discover Montessori preschool strives to foster and provide a learning and working environment with mutual respect and understanding. We will not tolerate discrimination or bias in any form. All children and families, staff members, students, and volunteers are accepted regardless of their differences and similarities. We promote the development of unbiased attitudes and beliefs.

Adults are expected to model appropriate behavior, refraining from swearing, name-calling, etc. Any individual engaging in this type of behavior will be asked to leave the premises. Failure to comply may result in police intervention.

Licensing Agency

Office of the Community Care Facilities Licensing 45470 Menholm Road, Chilliwack B.C. Tel: (604)702-4950 To access Child Care regulations, go to: http://www.bclaws.ca/Recon/document/ID/freeside/332_2007

Child Care Corporate Complaint Line: Toll-free at 1-888-935-5669

Questions Parents May Ask

How will I know how my child is doing?

Just ask! We firmly believe that giving you honest, helpful feedback when you ask for it, even at a moment's notice, to help you understand how and what your child is doing in preschool is one of our most essential skills and one that preschools can overlook. We are also committed to letting you know if any issues come up with your child that we think we should address.

How do I cope with my child's separation for the first days of preschool?

Separation anxiety in children is very natural. Children do grow out of this condition, generally by four years of age. If your child has tantrums, yells, are clingy, or cries a lot, be reassured that these are all common reactions and show that they have a loving bond. Most children tend to stop crying about three or four minutes after their parent leaves. Separation anxiety can come and go for a while; however, children soon learn to adapt, which does not cause them long-term harm.

We recommend that you try these valuable tips to help ease this transition:

If possible, visit the preschool, teachers, or other children before the first day.

Have a quick goodbye with a hug, kiss, or unique wave.

Let them know who will be picking them up.

Do not sneak out as this can make your child distrustful.

Do not bribe your child.

Once you leave, remember that you are going your child with staff who genuinely care about them, are skilled at getting to know them, and have experience assisting parents and children with this process.

How does my child learn?

Although adults generally separate "working" and "playing," it is essential to remember that playing is the work of young children.

As your child plays, they connect their play objects to what they are thinking and observing in the world. Play allows them to learn math and spatial concepts, language skills, gross and fine motor skills, social skills and express themselves emotionally and creatively.

Program and General Program Policies

Classes are scheduled to begin the second week of September and end the third week of June.

Class Times and Daily Schedule

Our class times are 8:45am-11:45am and 12:45pm - 3:30pm.

Our 3-hour daily class schedule is as follows: Meet & Greet (20 mins) free time, explore the room, chat with friends.

Opening Circle (20 mins) share in conversations, read a short story, discuss daily personal goals, introduce a new activity, sing a song, and participate in a carpet activity.

Class Times and Daily Schedule continued...

Free Choice

(80 mins) Uninterrupted work cycle, individual and small group Montessori lessons.

Outside Time (40 mins) organized outside activities, nature walks, sports games, playground equipment. Closing

Circle (20 mins) stories, talking & listening, discussing upcoming classes, handing out work.

Our daily schedule provides a basic framework for our days but is not rigid. Rigidity in a program offers its own set of problems. When children are especially engrossed in their work or activity demands a few additional minutes, it is beneficial to adjust the schedule to accommodate the child.

The Montessori Approach

The program is designed to help the child develop concentration, coordination, inner discipline, and good working habits. As the child grows to self-discipline, s/he is allowed greater and greater freedom to move about the environment and work with whatever materials s/he chooses, provided they are appropriate to the child's developmental level and used constructively. The children in a Montessori classroom learn by doing; they pursue their tasks independently, either in a group or alone. The Montessori Teaching Staff acts as a guide and a stimulus to their never-ending curiosity. Montessori materials are designed to be self-correcting, which encourages independent problem solving and eliminates the correctional, disciplinary role of the traditional teacher. Montessori Teaching Staff and students are fast friends with a healthy respect for one another. Maria Montessori believed that a child who is allowed to develop their personality freely and independently, who is encouraged to investigate and try new things, would grow to be a far more responsible and creative adult than one who is heavily suppressed and disciplined. Her philosophy is not to be confused with over-permissiveness. There is an order in a Montessori classroom that works to the advantage of everyone.

They gain a sense of responsibility for themselves and others. They also gain respect for the rights of others, which helps foster their respect for all human beings. Children quickly learn that if they care for their environment and their fellow peers, they will have a wider variety of experiences. They understand that freedom is precious, but to retain it, we must assume specific responsibilities. The Montessori environment is a highly social one in which the children are continually interacting with and caring for each other. They are proud of their environment because they are directly involved with caring for it and contributing to it. The Montessori environment is designed to be a total environment, representing the child's world. It is hoped that each child will achieve a feeling of self-confidence, enthusiasm, and responsibility about their world, and a sense of satisfaction about themselves.

The Task of the Montessori Teaching Staff

To awaken the child's spirit and imagination.

To encourage their normal desire for independence and a high sense of self-esteem.

To help them develop kindness, courtesy, and self-discipline that will allow them to become full members of society.

To help children learn how to observe, question, and explore ideas independently.

Creating joyful learning opportunities, helping children master skills, and nurturing the child's potential.

Within the prepared environment, children of different ages and abilities work at their rate, not under pressure to compete with other classmates. Children refer to their activities as "work." They speak of their "work" with pride, equating it to their parents' work.

Montessori Materials and Daily Activities

Practical Life exercises such as pouring, grating, polishing, spooning, sorting, washing, buttoning, etc., help the child learn to function in his environment. The child develops attention to detail, a lengthened span of concentration, and muscular control and coordination through the successful completion of these basic exercises.

Loose Parts are open-ended materials that can be arranged, re-arranged, and combined in many ways. The loose parts can include natural items such as pinecones, sticks, rocks, seashells, or synthetic items. Children are free to choose and create with any combination of materials. Loose parts allow for creative expression, imagination, risk-taking, understanding cause and effect, and problem-solving.

Sensory Activities are designed to isolate and sharpen each of the five senses. Grading and comparing sounds, sizes, colors, textures, and shapes help organize the impressions a child perceives. The materials have a built-in control of error so the child can correct his own mistakes. Sensory materials are sequential and provide a foundation for mathematics and language.

Language Materials are presented in smaller groups to take advantage of the most significant interest and minimal distractions. Children are taught the sound and formation of the letters through sandpaper letters and similar materials. Word building activities with increasing difficulty are done over a more extended period. Reading follows naturally. French is introduced at the preschool level.

Books and Literacy allow children to enter a world of "make-believe," learn about new and exciting things, and understand the function and purpose of the written language. A wide selection of books and a quiet place for reading fosters a love of literature.

Mathematical Concepts are presented through the extensive use of concrete materials. The child's sensory training enables him to identify and differentiate the idea of a quantity that is built into the Montessori materials. The child gains the conception of numbers and their application to arithmetical operations.

Geography, History, Botany, and Biology are introduced through concrete (realistic) materials. Enrichment activities are offered when available. Volunteers among parents and community members may provide special interest units.

Cultural Activities encourage the children's understanding of and involvement in the broader community. The program includes various ethnic and cultural activities. Cultural pictures, puzzles, manipulative materials, books, and music are incorporated to develop an awareness of the variety of cultures in our society.

Science and Nature are an integral part of the classroom and offer hands-on learning. Nature and science learning include various science tools, materials, and collections for children to explore and investigate. The materials in the classroom are chosen to support science concepts being explored based on children's interests and concerns for our environment.

Music & Movement is an essential and fun part of the children's day. As children move and sing, they breathe more profoundly, delivering more oxygen to the brain. Music enhances mood, memory, and attention; teachers incorporate various activities, including Movement and singing. Research believes that music rhythms, patterns,

contrast, and varying tonalities are a powerful way to present information to children. Creativity and Art allow children to explore various art and collage materials. The children are encouraged to express themselves through different mediums focusing on the process rather than the product.

Traditional and Non-Traditional Celebrations

Birthdays: Children love to celebrate their birthdays with their friends. In the preschool classroom, we have a special birthday ceremony in which we tell the class the story of the birthday child's life.

It is especially nice to send in a special snack in honor of your child's birthday. Fruit or vegetables are designated for these times. Please consult the teacher regarding allergies before bringing in cakes, muffins, and or cookies.

Please do not send birthday invitations to school to be passed out unless you plan on having the entire class attend. We don't want any hurt feelings.

We respect all Cultures and Religions in our school. We welcome families to share their cultural celebrations. Some of the annual traditional and non-traditional may include:

- Thanksgiving: A time for reflection, giving thanks, and community service.
- Remembrance Day: We discuss the history of the poppy and what it means to be Peaceful.
- Christmas: Each year, we celebrate the Christmas holiday with a trip to the local ice-skating rink, and the children perform a few songs. Parents and extended family members are welcomed.
- Friendship Day: Valentine's Day is about discussing friendliness, caring, kindness, and love towards one another.
- Earth Day: Celebrating the coming of spring and the importance of stewardship for the Earth, the students become involved in meaningful environmental studies and projects.
- Year-End Celebration: On our last school day together, all students gather for fun and celebration and enjoy a picnic lunch at the local water park (weather permitting).

Note: As a school, we will not celebrate Halloween with costumes. Please do not send children in costumes or send candy to school. We will enjoy this day making crafts, reading stories, and singing songs.

Extracurricular Programs

Camps are available for July and August for students who may or may not register throughout the school year at Discover Montessori preschool. Options may include monthly, weekly or daily registration, based on available spaces. These programs are offered at an additional fee Registration must consist of a deposit and completion of all required documentation. You can find Summer camps information, dates of operation, and fees on our website at www.discovermontessori.ca

Gradual Entry Process

Discover Montessori will provide opportunities for transition into the program to allow children to be gradually introduced to, become familiar with the classroom routines, activities, staff, and their peers. This experience is an essential part of ensuring that your child is comfortable during their first few weeks of preschool.

Admission Requirements & What to Bring

- Completed Registration, Tuition Agreement, Medical Emergency, and Questionnaire forms.
- \$100.00 Non-Refundable Registration Fee for each child. 10% discount for returning children.
- September and ½ of June's tuition fees are due upon Registration.
- Monthly tuition fees are paid by post-dated cheque made out to Discover Montessori, e-transfer, or cash. E-transfer questionnaire, What is my child's name (First only).
- Allergy prescription. Label the Ziploc bag. Label the child's medicine, provide instructions. A Care Plan form will also need to be filled out.
- 6 Wallet Sized photos (Clear image of the child's face) (No Passport photos as they are too small).
- Extra clothes in a Labeled Ziploc bag. Shirt, pants, underwear, socks. Clothes remain at the preschool.
- 1 pair of non-slip Velcro shoes. Label your child's shoes. Shoes remain at the preschool.
- Snack (Nut-Free) and a water bottle. The water bottle goes home daily.

The above must be completed in full before a child may begin classes.

Communication During the First week

Our child care educators understand that it is difficult for parents/guardians to leave their child for the first time and encourage parents/guardians to call or email regarding their child's progress if you cannot discuss during drop-off and pick-up times.

Items from Home for School

What NOT to Bring:

Toys from home, car and or booster seats, scooters and or bicycles, electronic devices.

Daily Snack - We are a **Peanut Free** Preschool. Snacks should include protein, vegetables, fruit, and a water bottle (no sippy cups). Typically, snack time is at 11:00 (am class) and 2:00 (pm class).

We are committed to being a healthy environment. Excessive sugary items will not be consumed at school and will be sent home.

Extra Clothing - Parents/guardians are asked to bring a complete set of spare clothes for their child in case of accidents. Each child should have a labeled Ziploc bag of one complete outfit (shirt, pants, underwear, and socks) marked with the child's name to prevent possible loss. If your child uses the extra clothes, please replace them with the next class.

Everyday Wear - Outdoor play occurs in all seasons. Daily, children should have proper outdoor clothing for the weather (jacket, boots, mittens, etc.). Clothing that moves freely and is comfortable.

Inside Shoes - Children are required to have a pair of indoor shoes (no slippers) for the classroom. Children change into their indoor shoes upon arrival or when returning from outdoor play. These shoes must remain on to ensure the child's safety in case of an urgent evacuation.

Enrollment Policies, Fees, and Payment

Trial Period for Acceptance into the Preschool Program

All students new to the program are accepted on a 0-10 school day trial basis. The purpose of the two-week trial period is to ensure that this is an appropriate program for your child. For instance, many Montessori materials contain small parts, and a child who is not developmentally ready may put these objects in their mouth. After alerting the parents of this problem and making no progress with the child's actions, it is at the Director's discretion to withdraw the child from the program.

Other instances of developmental readiness may pose a problem for the child's safety and will be dealt with individually with the Montessori Teaching Staff. Post-dated cheque will be returned upon the student's withdrawal.

Enrolment Requirements

All children must be at least 30 months of age and toilet ready before starting our preschool program.

All children must be toilet ready.

Registration Requirements

Our Registration packages and information are available at the preschool or from our website (<https://www.discovermontessori.ca>). This package includes:

- Registration form
- Tuition and Policy Agreement form
- Medical Emergency form
- Child Questionnaire form

Policy on Attendance and Rescheduling

At the discretion of the Director, pre-planned student absences may be made up a maximum of four times within any school year. Each rescheduled day must be made up within a week of the absence and may only apply to instances known to DMP in advance. Missed days due to illness, school closings, or school and personal vacations do not apply. Rescheduling requests must be made in writing, submitted to the Director, and comply with the availability of staff and space without changing student/teacher ratios within the classrooms. If there is no suitable time for a reschedule, missed days will be forfeited based on the above factors.

Revoked Registrations

Suppose Discover Montessori preschool has concerns or cannot adequately accommodate a child's needs/behavior or problems with a parent/guardian's needs/behavior. In that case, all efforts will be made to resolve these matters.

Resolution steps will include, but shall not be limited to, meetings between parent(s)/guardian(s) and teachers and, in some cases, seeking input from Supported Child Development agencies.

Suppose all efforts are unsuccessful in obtaining a resolution, and should the class be deemed a poor fit for the child and their family. In that case, registration/enrollment may be revoked at the request of Discover Montessori preschool with no given notice. Such circumstances are uncommon but may be a last resort for cases involving support needs, aggressive or abusive behavior (by either child or guardian), or custody disagreements.

Discover Montessori preschool also reserves the right to refuse or revoke a child's Registration at any time due to any unpaid/outstanding balance on a family's account.

Reasons for Revoked Registration (Termination of Services):

Continued overdue or lack payment.

Non-compliance with Discover Montessori preschool policies. On and Off school grounds.

Failure to work with the staff to meet the needs of the child.

Inappropriate treatment (emotional, verbal, physical) of children within the Centre, or their parents, or Discover Montessori preschool staff.

Measures to Avoid Termination of Services: Put into practice Discover Montessori preschool Policies.

- Open communication between parent-teacher, clearly outlining concerns.
- Put into practice Discover Montessori preschool Policies.
- Look to possible solutions and required outcomes.
- One-to-one aid provided by Supportive Child Development (requires both parent and Ministry consent)
- Reasonable flexibility with payment schedule provided both parent and Administration office have expressed mutual consent.

Payment Policy

Upon Registration to Discover Montessori preschool, parents/guardians must complete a Tuition and Policy Agreement Form. They are financially responsible for paying any tuition or applicable fees for all months their child is registered.

Monthly fees are based on a ten-month program. If a child's tuition qualifies for the Childcare Subsidy, the tuition payment or other monies are still owed in full to the school until the Subsidy Claim comes into effect.

Parents/guardians remain responsible for all tuition amounts not covered by these programs. Any credits from the Subsidy will be paid in the form of future monthly credits.

Do I qualify for Childcare Subsidy?

You may be qualified to receive a Childcare Subsidy to reduce the cost of preschool. To find out if you qualify, please contact:

Child Care Subsidy Service Centre PO Box 9953 Stn Prov Govt Victoria, BC V8W 9R3 Tel: 1-888-338-6622

Fax: 1-877-544-0699

Online applications can be found at: <http://www.mcf.gov.bc.ca/childcare/application.htm>

Registration Fee

Registration fees are due upon Registration.

\$100.00 Non-Refundable Registration Fee for each child.

Monthly Tuition Fees

September and ½ of June's deposit are due upon Registration.

October and ½ of June's deposit were paid by eight post-dated cheque dated the 1st of every month. Payment is due upon Registration.

Tuition fees are based on the School's yearly expenses; therefore, we cannot refund a portion of the tuition for days missed due to your child's illness. Refunds are not returned for Inclement Weather school closures, SD33 School District Winter and Spring break, and Statutory Holidays. If DMP encounters forcible closures outlined by the Health Authorities, uncashed tuition fees will be refunded, however, The School will retain ½ Junes deposit.

Past Due Accounts

All past due accounts will receive a written courtesy reminder on the 15th of the month. If your account is 30 days past due, then:

- a. You will receive a phone call from the Director to discuss your outstanding balance and plans for payment.
- b. If no payment plan or written/signed payment plan within one week of the letter, you will receive a certified written letter about your account going to collections, and child(ren), if still attending, will be withdrawn.

NSF and Payments

- NSF payments must be submitted within ten business days. Discover Montessori preschool reserves the right to refuse or revoke a child's Registration from any program, at any time, due to any unpaid/outstanding balance on a family's account that is not paid by the requested deadline.
- NSF payments will be subject to an additional NSF Fee (the returned check charge is \$25.00 per return).
The Withdrawal Policy
- To withdraw from Discover Montessori preschool, requests must be submitted in writing to the Director. The withdrawal date from any class will always be set for the last day of the month, with no adjustments or prorated fees for requests to withdraw mid-month from a program.
- Prepaid Registration fees are non-refundable.
- A minimum of one month's written notice before the withdrawal of a child from the School must be received to withdraw without financial penalty.
- Failure to provide at least one month's written notice of withdrawal will result in the ½ June deposit tuition payment being retained by DMP.
- Refunds will become effective on the last day of the month when one month's written notice of withdrawal is made following the Tuition and Policy Agreement.
- Such written notice to withdraw is not applicable after March 1st of the school year, as no refunds will be given under any circumstances. DMP would likely not be able to fill the preschool spot before the end of the school year.
- No refunds will be issued in the situation where staffing changes over the year. Discover Montessori ensures the quality of education will be maintained no matter who is running our program.
- Partial Monthly Tuition will not be considered for Christmas and Spring Break school closures.
- If DMP encounters forcible closures outlined by the Health Authorities uncashed tuition fees will be refunded; however, ½ the School will retain June's deposit.

Refunds of prepaid tuition will only be granted under the following circumstances:

- If the child is not accepted into the program after the 0-10 gradual entry period.
- If a child cannot continue attending preschool for medical reasons, the one month's notice is waived, all post-dated cheque will be returned.
- In the unlikely event that Discover Montessori Preschool can no longer provide care, we will give all preschool families as much notice as possible of our closure. Uncashed cheque will be returned; however, ½ the School will retain June's deposit.

Receipt for Income Tax Purposes

- Receipts will be distributed twice a year. Once in December and again in June. Monthly receipts are available at a cost of \$5.00 each/month. December & June replacement receipts are an additional \$15.

Arrival and Departure Routines

Access to the Childcare Facility

Staff, children, parents, and caregivers must not enter or participate in child drop-offs and or pickups at DMP if they have symptoms of COVID-19 or other infectious diseases. Failure to comply with this may result in immediate suspension or termination of childcare services.

Staff with symptoms of COVID-19 or other infectious diseases must be excluded from work, stay home, and self-isolate until a health care provider has assessed them to exclude COVID-19 other infectious diseases and their symptoms have resolved.

Drop-off and Pickup Procedures

Drop off's and pickups will be conveyed outside in the carport and alongside the building. This design makes this reasonably practicable. One parent or guardian does drop-off and pickup at a time. Parents and visitors are no longer permitted inside the preschool without prior clearance.

Drop-off of Children

- Children will be greeted 5 minutes before their class Arrival time (8:45 a.m. & 12:30 p.m.)
- Children will be dismissed 10 minutes before Departure time (11:35 a.m. & 3:20 p.m.)
- Markers at entrance points to support physical distancing will be placed.
- "yes/no" confirmation that your child does not have any of these symptoms: temperature, cough, sore throat, runny nose, nasal congestion, stomachache, Diarrhea, unidentified rash, etc.
- DMP staff will not accept a child drop-off if the answer is yes to any of the above symptoms.
- A touchless temperature check will be conducted at drop-off by DMP staff. Parents have agreed to this when signing our Tuition and Agreement policy.
- DMP staff will sign in your child(ren) upon arrival and sign out your child(ren) upon pickup.
- Quick goodbyes are essential during drop-off to ensure that time spent nearby is minimized.
- Avoid close greetings such as hugs and handshakes.

Pick-Up of Children

DMP will begin to prepare the children for dismissal at 11:35 a.m. & 3:15 p.m.

All paperwork going home is to be put in the child's school bag.

Children will sit on the stairwell during dismissal.

DMP staff will call the other teacher to signal whose parent or caregiver is at the door for pick up.

DMP greeters will also dismiss the children (to the same parent or caregiver as drop off).

Late Dropoff Procedure

If the parent or guardian drop off or pick up is later than the designated Arrival and Dismissal times (as posted above), please notify DMP by telephone or text. The parent or guardian will not be permitted inside the preschool without prior clearance.

Late Pickups

There will be a significant charge of \$2 per minute for failure to pick up your child by 11:50 a.m. (morning class) and 3:35 p.m. (afternoon class).

It is a courtesy to all staff and children to ensure you are on time for pick-up.

Teachers will document late pickups.

Payment is due upon the child's arrival to preschool the following day. Failure to pay for late pickups If late pickup is an ongoing problem and reasonable effort has not been made to solve it, a notice of termination of services may be given.

If you anticipate the inability to pick up your child (e.g., a snowstorm or another emergency), please call the School. If the School is not notified, a staff member will wait with your child at the School for 30 minutes. Also, the staff member will try to telephone the parents/guardians and the emergency contact person. If neither can be reached by telephone, the staff member will notify the police and Child Protective Services. The staff member or Director will stay with the child until the child is picked up.

Unauthorized Pick-Up's

Parents/guardians are required to notify DMP staff in writing if someone else will be picking up their child. If the person picking up the child is unknown to the preschool staff, information about the person will need to be provided (name, phone number, physical description). The person will be asked to show photo identification. If an unauthorized person arrives to pick up a child, the child will remain under the supervision of the preschool staff. A staff member will speak to the individual and explain that no child will be released without written authorization from the parent or guardian. If difficulties arise, all reasonable efforts will be made to ensure the child's safety and other children. If necessary, the police will be called for assistance.

Parking lot Safety & Drop Off

The parking lot is jam-packed during drop-off and pickup times, and it cannot be stressed enough that parents need to work together to observe and follow the safety guidelines listed below.

Encourage your children to walk, not run in the parking lot.

For everyone's safety, DRIVE SLOWLY at all times in the parking lot.

Hold your preschooler's hands or have them hold onto your stroller until you have released your child to DMP staff.

Home-School Communication

Communication regarding your child's progress can be discussed with their teachers at scheduled meetings convenient to both staff and parents via phone, email, or in person. Teachers are discouraged from having conversations greater than courteous pleasantries at pick-up and drop-off times, taking their attention away from the children. Urgent messages can be emailed or texted directly to Miss Amanda. The emails are checked daily.

Monthly Newsletters

Parents are encouraged to visit our preschool website to read our monthly newsletter. Our monthly newsletter lists important dates, School functions, classroom activities, and other essential items of interest to you and your child. Year at A Glance provides a school year of important dates.

Parent-teacher Communication

Often, changes that seem routine to us are quite unsettling to the child. It is helpful to the staff to hear of any significant changes which may take place in the home environment. Situations that may affect your child's sense of security and level of attachment and general well-being include:

- Temporary absence of parent or caregiver
- Death of a family member or pet
- Illness of sibling or parent
- Separation or divorce
- Change in routine, i.e., moving

Communication with Second Families

Whenever parents are separated, divorced, or for some other reason not living at the same address, we want to keep both parents informed of their child's progress and school matters.

Both parents are equally welcomed at all school events unless court ordered.

When Parent-Director conferences are scheduled, the Directors should not be asked to conduct separate conferences for each parent, as this experience can never be exactly duplicated.

Custody and Related Court Orders

If a custody or court order exists, a copy of the order must be in the child's file. The Parent/Guardian is responsible for providing accurate and up-to-date information concerning the legal guardianship of the child. Without a custody or court order on file, staff cannot deny access to the non-enrolling parent. If the non-enrolling parent is not listed on the authorized pick-up list, the policy on unauthorized persons will be implemented. The enrolling parent must provide all consents.

Privacy of Student Files

Student files are confidential records and are kept secure from unauthorized access. Parents or guardians may access their child's file by written request to the office at least 24 hours in advance.

Officials of the Department of Education may have the power to review student files without the parents' or guardians' permission. However, with a written court order, other government officials may inspect the contents of a student's file. In such a case, the school will inform the student and their family in writing that such an inspection has been requested or made.

A copy of the student's file may be sent to an outside professional, such as a psychologist or educational diagnostic if requested in writing by the parent(s), guardian(s).

Parent Observations

We welcome your visit to observe your child's day during our Parent Observations which we offer scheduled times twice a year. The parent observation is an opportunity for your child to share a dynamic picture of a working day in the preschool with friends, teachers, learning materials.

Guidance and Discipline Policy

To "discipline" literally means to help children develop self-control, self-confidence, and ultimately self-discipline and sensitivity in their interactions with others. We use many different strategies for prevention and intervention.

If a child is displaying behavior that threatens their safety, the safety and wellbeing of other children and or the staff, we will intervene by using the strategies such as:

- The learning environment is set up to encourage positive behavior and minimize frustration, with consistent routines and materials that can be accessed and put away independently.
- Assess the environment to ensure intervention is likely helpful and to ensure the intervention will not cause the child to feel embarrassment or shame.
- Gain the child's attention in a gentle, supportive manner.
- Acknowledge the child's feelings before setting limits in a calm, controlled voice.
- Offering appropriate choices.
- Redirection to another activity is the primary technique used when inappropriate behavior occurs. Often this is all a child needs to self-correct behavior.
- Using natural and logical consequences.
- Modeling problem-solving skills.
- "Take a break" is rarely used as a child guidance technique. If used as a last resort, the break will not exceed five minutes, and the child will be asked to relocate to the library area of the classroom. The staff will discuss with the child beforehand and afterward why the break was needed.

Take a Break

Taking a break can be a valuable strategy for helping students develop self-control while keeping the classroom calm, safe, and orderly. The child needs to take a break, and the teacher decides the designated spot, usually in the library or at a table. These locations are neither isolated. Taking a break gives children the separation they need to calm and refocus themselves, yet enables them to keep track of what's going on in the classroom so they can rejoin the work when they return. To keep students safe while in a break, Discover Montessori staff ensure they can see the child from anywhere in the room. After a few minutes, the teacher will ask the child if they are ready to rejoin the group.

In the event of ongoing incidents, outside supports will be explored. Discover Montessori preschool reserves the right to withdrawal care at any time if the safety of the child involved, the other children, and or staff is at risk.

Prohibited Discipline Strategies

The goal of Discover Montessori's Guidance & Discipline Policy is to ensure all children receive excellent, nurturing care. It is expected that teachers will learn and grow in their ability to provide optimum support. Discover Montessori staff will NEVER use the following strategies:

Shoving, hitting, shaking, spanking, or any other form of corporal punishment.

Harsh, belittling, or degrading treatment, whether verbal, emotional, or physical, would humiliate the person in care or undermine the person in care's self-respect.

Confinement, physical restraint, or separation, without adult supervision, from other persons in care.

Deprivation of meals, snacks, rest, or necessary use of a toilet.

Parent-Teacher Communication Regarding Behavior

Discover Montessori staff is very loving and encouraging. Teachers strive to "catch children being good!" to promote positive attitudes and social interactions. Staff will frequently share positive social interactions and behaviors with parent(s)/ guardian(s), involving them in the encouragement and learning. The main goal of Discover Montessori early childhood programs is socialization, recognizing that socialization takes time and patience.

Health & Safety Policies and Procedures

Please Note: We have added additional changes to our Health & Safety Policy, and these new policies will be in full effect until further notice.

General Information

Parents are expected to assess their children daily for symptoms before sending them for childcare and keep them home if they are unwell.

Staff will check children's temperature at drop-off. A Temperature is 100 F / 37.8 C or higher.

The child will be sent home if staff notices warning symptoms of COVID-19 or other infectious diseases such as fever, cough, shortness of breath or difficulty breathing, the new loss of taste or smell, sore throat, nasal congestion, or runny nose, nausea or vomiting, diarrhea. We will continue to update this list as we learn more about COVID-19.

Cold, Influenza, COVID-19, or other respiratory illnesses:

Children must remain home if they are showing symptoms of any of these illnesses. The symptoms of COVID-19 or other respiratory illnesses include but are not limited to:

- Fever, chills
- Cough
- Shortness of breath
- Sore throat and painful swallowing
- Runny nose, nasal congestion
- Stomach-ache, diarrhea
- New loss of taste or smell

Children may return to the center once their family physician assesses them. It is determined that they do not have COVID-19 or other respiratory illnesses, or their symptoms have resolved for a minimum of 72 hours without the use of medicine.

Guideline for the onset of illness at the preschool

If a child becomes sick during the day, one teacher will remove the child to the library area and keep the child comfortable until the family arrives (1hour max).

The other teacher will call the child's family and request an immediate pick up (1hour max).

Remaining children are not to enter that area (library area) until it has been disinfected.

If a child or family member is confirmed to have COVID-19 or other infectious diseases, Discover Montessori will be notifying the Fraser Health Authority.

Temporarily closing of the preschool if COVID-19 or other infectious diseases are present. Reopening after once cleaned.

Enhanced Cleaning and Disinfecting Procedures

Cleaning is the physical removal of visible or non-visible dirt from a surface. Disinfection is done after cleaning to eliminate viruses and bacteria.

Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 or other infectious diseases from contaminated objects and surfaces. In addition to our usual cleaning procedures, Discover Montessori will be cleaning and disinfecting under BC Centre for Disease Control Cleaning and Disinfectants for Public Settings document.

Hand Hygiene

Rigorous handwashing with plain soap and water is the single most effective way to reduce the spread of illness. Everyone will practice diligent hand hygiene.

Strategies to ensure diligent hand hygiene:

Children will be directed to wash their hands when they arrive.

We will ensure the preschool always has handwashing supplies, including plain soap, clean towels, paper towels, waste bins. Hand sanitizer will not be applied to the children's hands.

Staff will assist children with handwashing as needed, and proper model handwashing thought the day.

Washroom Policy

Some preschool-aged children may require some level of assistance when using the washroom. Providing consent on our Tuition and Policy Agreement form allows the staff of DMP to aid your child in the restroom. At Discover Montessori preschool, our teachers will strive to ensure children are comfortable using the classroom washroom, support them in gaining independence and confidence while maintaining their dignity.

Washroom Guidelines

When a child requires assistance in the washroom, Discover Montessori will ensure:

Regular staff members will assist in the washroom procedures when possible; however, there may be situations where a substitute teacher will need to help children.

volunteers, practicum students, and other guests should not be assisting children in the washroom.

Children and staff wash hands after using the washroom.

Toileting Accidents

Toileting accidents are inevitable. When these accidents occur, staff must be discrete, comforting, and cheerful with both the child and their parents/guardians. Neither a child nor their parent/guardian should feel undue embarrassment or shame regarding a child's toileting accident.

One staff member will accompany the child to the washroom for cleanup when a child has an accident (urine, bowel movement, or vomit). It is the responsibility of the parent to provide the preschool with extra clothes.

Offsite Trips

Sun Smart - Discover Montessori aims to promote a positive attitude towards skin protection and take adequate measures to ensure the children's safety from the sun. Parents/guardians are encouraged to apply sunscreen before bringing their children to school. Parents/guardians are asked to provide a hat for their child for use during outdoor play.

Playground Safety - We will explore options to encourage fun, developmentally appropriate best, and enriching indoor and outdoor play opportunities. As recommended in COVID-19 Public Health Guidelines for Childcare Settings, we will often include learning activities, snack time, and playtime outside. The children will practice appropriate hand hygiene before, during, and after outdoor play.

Discover Montessori reassures parents/guardians that safety precautions are taken during our off-school ground trips, such as Children wearing reflective vests and using a walking rope. Student ID cards will be available in the event of an emergency. Staff carefully inspects the playground before being used by the children. Staff must record in a playground Logbook the date and time of inspection. Staff must also record any dangerous materials found or if repairs are required. The Director must forward any repair requests to the City of Chilliwack.

Children are always carefully supervised by Discover Montessori staff when they are using playgrounds. Staffing ratios will always be maintained (following or exceeding licensing requirements). First aid supplies, Emergency Contact information, will be immediately available at all times.

Field Trip Policy - Discover Montessori recognizes that field trips that occur off the school site can be an effective means of providing students with learning opportunities beyond those offered within the school. All school field trips are appropriately planned, organized and require parent participation and transportation. Field trip participation forms and payment is required to participate.

Transportation Policy-Transportation to and from the preschool and fieldtrips is the responsibility of the parent/caregiver.

Active Play Policy - Outdoor and active play is integral to healthy growth and development. Active play, which consists of physical activity with moderate to vigorous bursts of high energy, supports body control, develops spatial awareness, improves balance and coordination, and concentration and learning skills. Furthermore, children experience physical and mental health benefits from daily fresh air. Discover Montessori preschoolers shall accumulate at least 30 minutes of physical activity spread throughout the three-hour class.

Social Media Policy

This social media policy applies to the parents, staff, and volunteers at Discover Montessori Preschool.

As part of our duty to safeguard children, it is essential to maintain the privacy and security of all our families. We, therefore, require that: No photographs taken within the Preschool setting or at Preschool special events and outings with the children are to be posted for public viewing, except those of your child. This policy includes (but is not limited to) the following technologies: Social networking sites (e.g., Facebook, Snap Chat).

This excludes the staff's photographs that are sometimes used for display in the setting, for use on the DMP website, and other advertising material if parental permission is given.

Staff should not accept service users, children, and parents as friends because it is a breach of expected professional conduct unless they already know them in a personal capacity before their child starts at Preschool. Staff observe confidentiality and refrain from discussing any issues relating to work.

Any member of staff, student, or volunteer found to be posting remarks or comments that breach confidentiality, bring Preschool into disrepute or that are deemed to be detrimental to the Preschool or other employees, or posting/publishing photographs of the setting, children, or staff may face disciplinary action in line with the Preschool disciplinary procedures (students will be asked to leave immediately).

Anaphylaxis Policy

Anaphylaxis (pronounced anna-fill-axis) is a severe allergic reaction caused by foods, insect stings, medications, latex, or other substances. The most familiar food allergens are peanuts, tree nuts, seafood, egg, and milk products. While anaphylaxis can lead to death if untreated, anaphylactic reactions and fatalities can be avoided. Education and awareness are vital to keeping students with potentially life-threatening allergies safe.

Our Anaphylaxis Policy is designed to ensure that children at risk are identified, strategies are in place to minimize the potential for accidental exposure, and staff and essential volunteers are trained to respond in an emergency.

Snack time - We are a Peanut Free Preschool

Even tiny amounts of a food allergen can cause an allergic reaction. During snack time, Discover Montessori staff will:

Have all children and staff wash their hands with soap and water before and after eating.

Clean all tables and surfaces well before and after eating

Supervise children while they are eating

Do not allow children to trade or share food, utensils, napkins, or food containers

Ask parents of children with food allergies to approve all foods offered to their child

Do not offer food to a child with a food allergy if you are not sure it is safe. Ask parents to provide a substitute
Eat only food they have brought from home unless packaged, clearly labeled, and approved by their parents.
Wash hands before and after eating.

What are the symptoms of a severe allergic reaction?

Symptoms of a severe allergic reaction can start within minutes of eating the food that triggers reactions. They will usually occur within 2 hours. While rare, symptoms can take up to a few hours to develop.

Symptoms can vary from person to person. The same person may experience some differences in their symptoms each time they have an allergic reaction. The most dangerous symptoms include difficulty breathing or a drop-in blood pressure. Symptoms of anaphylaxis can consist of any of the following:

- Breathing: coughing, wheezing, shortness of breath, chest pain or tightness, throat tightness, hoarse voice, nasal congestion or hay fever-like symptoms (such as the runny, itchy nose, watery eyes, and sneezing), trouble swallowing
- Heart: signs of drop-in blood pressure like weak pulse, feeling faint, dizzy or lightheaded, passing out
- Skin: hives, swelling (tongue, lips or face), itching, warmth, redness, rash, pale or blue-colored skin
- Stomach: vomiting, nausea, abdominal pain, or diarrhea
- Other: anxiety, headache, metallic taste, or uterine cramps

Identification of Children at Risk

At the time of registration, parents are asked about medical conditions, including whether children are at risk of anaphylaxis and asthma. All Staff must be aware of these children.

It is the responsibility of the Parent to:

- Inform the teachers of their child's allergy (and asthma)
- Complete the Medication Emergency form
- Advise the school if their child has outgrown an allergy or no longer requires an epinephrine auto-injector (a letter from the child's allergist is required)
- Provide Discover Montessori preschool with an EpiPen
- Ensure the Staff know how to administer the child's brand of EpiPen
- Consider having your child wear Medic Alert identification
- Bring an EpiPen's during Field trips

It is the responsibility of Discover Montessori staff to:

Inform all parents of our Peanut Free Policy

Post a list of children's allergies on the wall for Staff

Check any food that will be shared within the class to make sure it is safe for all students to consume

Bring an EpiPen's during off school trips (park, walks)

Training

Due to the variety of auto-injector devices, staff should discuss using an epinephrine auto-injector with the parent/guardian. The parent/guardian will provide any additional training required for any medication or medication-delivery-device outlined on their child's Care Plan.

Every Discover Montessori staff should know:

- The signs and symptoms of anaphylaxis.
- Know where child's epinephrine auto-injectors are kept.
- How to respond to a child who is having a severe allergic reaction.
- How to call 911 and how to communicate the health concern.
- Each child's allergy and how to help the child avoid their allergens.
- Where to find each child's Care Plan (student files are kept in the black binders).
- Where to find each child's epinephrine auto-injector and how to use it Available and Location of Epinephrine.
- All EpiPen's are kept out of reach of children.
- Medication is labeled with the child's name and instructions on how to administer.
- Medication date is checked to ensure it has not expired.

Child Safety Policies & Legal Requirements

Alleged Impaired Pick-Up

Discover Montessori preschool has a legal responsibility to the extent possible to not release a child to an authorized person who seems to be unable to care for a child adequately. Suppose a permanent personnel member believes that a pickup person is impaired or appears to be having a medical episode. In that case, the Director or staff will offer to call the other guardian or someone from the emergency contact list to pick up the child. Suppose the pickup person is driving a vehicle. In that case, the personnel member will explain that driving under the influence of drugs or alcohol is against the law. Still, Discover Montessori is obligated to ensure the safety of the child(ren) and adult. If the alleged person chooses to get into the vehicle with or without the child, the personnel member must notify the police and Child Protective Services immediately.

Confidentiality

Information about a child and their family is kept confidential at all times. Occasionally, regulatory agencies may review records for information pertinent to a child's well-being or requested by a legal subpoena. The children's files are otherwise confidential and monitored only by the Director. If your child is involved in another child's incident, our educators will not reveal the other child's identity.

Custody Arrangements

If you have a legal agreement outlining custody or restraining arrangements, please provide the Centre with a copy for our records. Discover Montessori preschool will only abide by what is outlined in the custody arrangement. Parents/guardians are kindly requested to notify the Centre Director immediately if these legal circumstances change.

Child Abuse

Discover Montessori staff are knowledgeable in recognition of potential signs of child abuse. Employees must report any suspected child abuse or maltreatment of enrolled students to the Child Protection Services in BC.

Abuse and maltreatment.

Definitions of Child Abuse:

Emotional Abuse Any act, or lack of action, may diminish the sense of well-being of a person in care, perpetrated by a person not in care, such as verbal harassment, yelling, confinement.

Physical Abuse Any physical force that is excessive, or is inappropriate to, a situation involving a person in care and perpetrated by a person, not in care.

Sexual Abuse Any sexual behavior directed towards a person in care by an employee of the licensee, a volunteer, or any other person in a position of trust, power, or authority and includes:

Any sexual exploitation, whether consensual or not, and

Sexual activity between persons in care if the difference in age or power between them is so significant that the older or more powerful person in care is taking sexual advantage of the younger or less powerful person in care, but does not include consenting sexual behavior between adult persons in care.

Neglect The failure of a care provider to meet the needs of a person in care, including food, shelter, maintenance, or supervision.

Abuse may be suspected based on disclosure, observation, or allegation. If a Discover Montessori staff member suspects that child abuse could be occurring, they must:

- Start a confidential entry in the Logbook recording their observations, the disclosure (if applicable), or allegation. This entry must contain the child's name, date, and time of access, as well as any other relevant details or names.
- If the Abuse is alleged to have occurred in the licensed facility (classroom or outdoor play area), the Licensing Officer will be contacted immediately, and a Reportable Incident Form will be submitted within 24 hours.
- Consult the Director, who will assist with the appropriate action. Depending on the scenario and concerns, the Director may advise any combination of the following:
 - Continued observation for further concerns and thorough documentation.
 - Contact the Ministry of Child and Family Development for a consultation outlining concerns and recommendations (these must be recorded in the classroom Log Book)
 - Contact the Ministry of Child and Family Development and file a report.

MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT (MCFD) Child Protection Services:

Call 1-800-663-9122 24 hours / 7 days per week.

If the child or youth is in immediate danger, call 9-1-1 or your local police.

Termination of Care

Discover Montessori has the right to terminate the service of child care without notice, should you or your child threaten the safety or welfare of others at the Centre, which may include another child or personnel. All families must abide by the Center's Operational policies and all guidelines set forth; failure to do so may result in termination of child care services.

Emergency Policies and Procedures

Please take note, so you know the protocol in the event of extraordinary circumstances, an emergency, or disaster. Please pay particular attention to details regarding our Emergency Relocation Site pick-up if any of these were to occur.

Staff will follow the emergency response procedures outlined in this document and ensure that children are kept safe, are accounted for, and are supervised at all times during an emergency.

School Closures

School closures may result from unexpected events, including (but not limited to) inclement weather, flooding, gas leaks, power outages, or multiple staff illnesses. School closures will be posted on our website under newsletters. We follow all School District closures, and this can be found at <https://sd33.bc.ca>

Tuition will not be prorated for those months with Statutory Holidays, Discover Montessori Professional Development (Pro-D) days, scheduled holiday closures, or in the event of a closure due to unexpected circumstances (example: Influenza pandemic, inclement weather, gas or water leak).

The following safety checklists are intended to mitigate a possible emergency.

Monthly fire drills

Annual Fire System inspection

Earthquake drills completed twice a year

Emergency Evacuation Drill completed with all staff and children as needed

Lockdown drill completed with all staff and children as needed

Illness of a Teacher
The remaining staff member will try to acquire a second parent volunteer if not already arranged by the ill teacher.

If there are not enough staff or one volunteer, the Preschool will be closed, and the parents will phone to pick up their child.

This procedure is a licensing regulation.

Electric Outage

When an electric outage occurs at the School, the Director will determine if the School will remain open. A phone call will contact the parent/guardian if the School needs to be closed. Upon notification, the parent or guardian will be required to pick up your child within 1 hour. The School is closed due to an electrical outage will not reopen until the next school day.

BC Hydro Outage, the teacher will

Dress the children in warm clothing

Contact the parent to pick up the child (fall & winter months)

Close School

Inclement Weather

Inclement weather conditions such as freezing rain, significant snowfall, or high wind can occur during the fall and winter months. In such situations, the Director decides on the opening or closure of school district facilities and aligns with the public-school district SD33.

While service to students and parents is a priority and schools will be kept open as much as is reasonably possible, student and staff safety is the primary consideration.

In the event of extreme weather conditions, parents are urged to check our local School District website www.sd33.bc.ca or tune into radio stations STAR FM (98.3 FM) or THE DRIVE (89.5 FM), to receive up-to-date information on school closures and

Information on the buses. Reports will start after 6:00 a.m. and will be repeated often. The reports are confirmed, and there is no need to call your School.

Fire Prevention

Fire Drills are to be conducted once a month in each class (i.e., morning and afternoon classes for preschool programs). Drills need to be recorded on the Fire Drill Record Sheet each month, which is onsite. These record sheets must be kept onsite for one full year after the final date on the Fire Drill Record Sheet.

Discover Montessori has two working fire extinguishers, one at each exit. All teaching staff must know how to operate the fire extinguisher.

Fire Drill Procedures

- On the Fire Drill day, one teacher will make a noise signaling to the children that it is time for the Fire Drill. It is recommended that teachers use a smoke detector for their signals.
- The school will have two fire exit routes posted in the classroom; a primary and secondary route. The Supervisor will make sure that both ways are used throughout the year during drills.
- The school will have a predetermined meeting place outside, away from buildings. This will be marked on the Fire Safety Plan. The teachers will ensure that all children are at the meeting spot during the drill by taking attendance when they reach the meeting spot.
- Teachers will time how long the Fire Drill takes and record this on the Safety Drill Record Sheet, along with the date of the Fire Drill, route taken, and the number of students in attendance.
- Teachers will take turns leading the children through the drill each month and record which teacher-led the exercise on the Safety Drill Record Sheet.

Designated Duties for Each Staff Member

- One teacher will lead the children to the exit. Conduct a headcount.
- Supervisor will take the attendance sheet, Offsite Emergency book, and a phone.
- Supervisor will take the first aid kit and any necessary medications (EpiPen's).
- Confirm headcount with one teacher.
- If a child is missing, the Supervisor searches for the missing child.
- One teacher will lead the children out of the building. Supervisor follows. Close all doors if able.
- One teacher will take attendance when they reach the meeting spot.
- If a child is missing, the Assistant will stay with the remaining children while the Supervisor goes back to look for the child (checking the washroom, behind doors, etc.).

Earthquake Policy

Earthquake Drills are practiced separately from Fire Drills. Earthquake drills will take place a minimum of twice per year and must be recorded on the Earthquake Drill Record Sheet.

Before an Earthquake Drill teacher will introduce children to the earthquake drill in an age-appropriate way by:

Discussing what an earthquake is.

Discussing what may happen in the preschool in the event of an earthquake:

It is very loud, the ground shakes, things fall over, the lights go out, and an alarm may go off.

Demonstrating what might happen inside the school using a tray and a jello structure (or similar demonstration).

Playing games such as “musical take cover” children walk around the class while playing music. When the music stops, the children find a safe place to take cover.

Read Tummy Rumble Quake: An Earthquake Safety book.

Ensuring children are warned as to the possible drill on the drill day. A teacher will flick the lights on and off for the exercise and say, “Take cover, earthquake.” Children are instructed to remain in their cover position until all the shaking (lights flicking) stops.

Earthquake Procedures

- Children are instructed to move away from windows or shelving units.
- Children are instructed to go under a table or chair, Drop and Cover, curl in a ball, hands overhead, and neck
- Children are instructed to cover their head and face in a crouch position and face away from windows.
- Once shaking stops, teachers must count aloud to 60.
- Unless it is unsafe, staff must wait for ten minutes for aftershocks before assessing whether a building evacuation is necessary. During this time, the team will discuss aftershocks with the children to alleviate additional fears.
- If an earthquake starts while the class is indoors, the building will not be evacuated unless there is immediate danger.
- If evacuation is necessary, we will proceed to the Emergency Relocation Site - and teachers will take the offsite emergency bag.

Lock-Down Policy

Lockdown is when a threat is on, very near, or inside the child care center. E.g., a suspicious individual in the building who is posing a threat.

The staff member who becomes aware of the threat must inform all other staff of the threat as quickly and safely as possible.

Staff members who are outdoors must ensure everyone who outdoors proceeds to a safe location.

The staff inside the child care center must:

- Remain calm
- Gather all children and move them away from doors and windows
- Close all blinds and ensure doors are locked
- Take children’s attendance to confirm all children are accounted for
- Take shelter under furniture with the children, if appropriate
- Keep children calm; read a story, sing a quiet song
- Ensure children remain in the sheltered space
- Turn off/mute all cellular phones
- Close all window coverings and doors
- Gather emergency medication; and Offsite Emergency cards

The Director/Supervisor or Designate will immediately

- Close and lock all child care Centre entrance/exit doors, if possible
- Place an Emergency poster on the school door (found at the back of the red Emergency Policy and Procedures Binder).
- Take shelter
- Begin contacting parents to pick up their child once it is safe to do so

Note: Only emergency service personnel can enter or exit the child care center during a lockdown.

If the class is outside, and the imminent danger is not within the classroom facility, children will be gathered and counted immediately. The class will then be led into the classroom, and the above procedures will occur. Children will be counted again once back in the facility.

Emergency Relocation Sites

If there is ever an emergency at our school and it is unsafe, we will move to our relocation site for staff and children. Our primary relocation site is in the laneway in front of the residential houses located on Tyson Rd.

If the emergency is more severe and we require community support, our secondary emergency location site will be at the Sardis Library located at 5819 Tyson Rd, Chilliwack, BC Tele: (604) 858-5503

Our staff's primary concern is to get the children safely to the relocation site, and then parents and or the emergency contact will be contacted.

If a major emergency occurs, parents must come and pick up their child(ren) immediately at the center or the designated Emergency Relocation Site.

Emergency Classroom Supply kit

If an emergency occurs, staff at DMP need to be prepared to stay at the childcare center for up to 72 hours. The supplies we keep onsite include the following:

- Attendance list, Emergency cards, and contact information
- Water
- Non-perishable foods (dried fruit, granola bars, dehydrated food)
- First Aid Kit
- Radio (batteries)
- 2 Flashlights (batteries)
- Candles (waterproof matches)
- Hand wipes, soap, paper towels, toilet paper, tissue, latex gloves, sanitary supplies
- Duct tape
- Paper, pens, black sharpie, markers

I'd like to thank you for taking the time to review our Policies and Procedures. Our Parent Handbook is reviewed annually. If you have any questions, concerns, or suggestions, please address them to the attention of Miss Amanda.