

# The Parents Handbook

2016 – 2017

## Cornerstone Montessori Academy & Childcare Centre



*~Inspiring your child's*

*Love for learning~*

## **Cornerstone Montessori Academy & Childcare Centre**

### **Program Statement**

A Montessori classroom is a carefully prepared environment that reflects a child's inner desire to learn. Everything within the environment needs to be beautiful and appealing to a child. Montessori Materials are designed for the youngest of children to explore, using their senses to identify and discover different fundamental cornerstones of higher learning including Measurement, Size and Colour Discrimination, Mathematics, Language, and Daily Life Skills. The environment and the Teacher are there to aid the children to become self-disciplined, independent, peaceful, problem-solving, and caring members of a community.

Montessori Trained Teachers and Assistants understand the importance of allowing the children to explore their environment freely without hindrance from adults. Although they are readily available to assist when the child struggles, they are observers and understand the outcome of each experience, and where to take the child next to stimulate and assist in each child's personal growth.

We believe that a child is his/her own teacher and their natural desire for learning pulls the child to certain activities that will fulfill an inner need. From birth to age six a child learns everything he/she will need to build upon for the rest of his/her life, what an important journey we are privileged to be a part of. Keeping this in mind, we at Cornerstone Montessori Academy & Childcare Centre believe each child has the ability become an outstanding learner and explorer. We, as their teachers will light the path for the child to follow, leading the way, allowing the child to experience and build a life long love for knowledge.

Programs here at Cornerstone Montessori Academy & Childcare Centre are designed to deliver stimulating learning experiences in a safe environment that enhances children's social, intellectual, physical, and emotional development. This enhancement happens throughout a child's daily routine, which encompasses a balance of indoor and outdoor play, as well as active play, rest and quiet time.

Exploring the inner curiosity of a child along with play is the cornerstone of our program – understood to be essential to the healthy social and cognitive development of children. Our program takes a child initiated, adult-supported approach that focuses on a Montessori-based while incorporating play-based learning, which in-turn allows the child to take the lead and then focusing on his or her interests through intentional observation, interaction and engaged communication. When this approach to learning takes place along with staff's understanding of child development, each child's learning and individual development is supported and as a result the child's competence, capacity and potential are maximized.

We know that children flourish in all areas of development when they are in a supportive, caring and responsive relationships with adults whose focus is on the health, safety, nutrition and well being of all children. This is the foundation of a childcare here at Cornerstone Montessori Academy & Childcare Centre.

We strongly believe that Child Care is a shared responsibility between parents and CMA Educators. The teachers and assistants at CMA work together with the parents to exchange information about the child's language, culture, interests and development so that the sum of a child's experience is greater than that which parents or CMA's Educators alone could provide.

Cornerstone Montessori Academy & Childcare Centre values parent engagement in the area of both their child's development as well as the program development. We provide the following opportunities to ensure that communication and information sharing takes place between parents and CMA Educators: daily open communication, evaluation/report cards, family events, such as concerts, barbecues, Tea Party for Mothers and newsletters.

CMA Educators are true professionals who connect with children, ensure safe environments, plan and extend play, scaffold learning, reflect on successes and document the children's play and learning, all of which is the foundation to guiding the Educator's planning. The documented learning's are shared regularly with parents.

Our Teachers & Assistants encourage each child's developing sense of self and their ability to see themselves as capable communicators, able to manage their emotions and behavior.

Cornerstone Montessori Academy & Childcare Centre creates a rich learning Montessori environment for children to reach their full potential.

The program statement is reviewed by staff, students and volunteers prior to interacting with children and whenever modified.

This policy / approach to learning is in complete alignment with the Ministry of Education's *How Does Learning Happen?*, a resource developed by the Ministry of Education to promote a shared understanding of what children need and what can be done to help them grow and flourish.

**Policies and Procedures**  
**The Parents Handbook**

**PS implementation Policy**

- All staff members including placement students and volunteers must read the Program Statement and sign off prior to employment or prior to interacting with children, and when the statement has been modified, and on a yearly basis.
- The Director will review all sign offs by all staff members, students and volunteers and sign the review sheet to indicate that the process has been completed. The Director must be sure that the staff, volunteer or student is fully aware, and understands the Program statement and its implementation.
- Each classroom will maintain a binder containing observations, plans and documentation to support their understanding of the program statement. Copies of the documentation, relevant to their child, will be shared with all parents or guardians of the children in the program.
- The Director will meet all staff members on a regular basis to ascertain a clear understanding of the program statement, to support staff in their delivery of the Program Statement and to aid the staff in self-reflection, to be recorded, and added to the binder on a regular basis.
- The Director will view each staff as knowledgeable and proficient, and give them time to be heard and respected, and to reflect on their own performance and their contributions to the environment and the development of each child in their care. The Director will use all observations, interactions and conversations to monitor all staff.
- Staff will reflect on How Does Learning Happen, by working through the reflection exercises in the document, by reviewing their observations and engaging children in meaningful activities, by maintaining communication with parents and building trusting relationships with the families, by working with their co-workers to create a safe and healthy environment and by taking the time to engage in self-reflection on a regular basis.
- The Director will continue to observe all staff as they interact on a daily basis with children to ensure that no prohibited practices *are* observed, and that the program statement is supported. If the Director or designate should observe any prohibited

practices, they will be dealt with as set out in the *Disciplinary policy* in the Operations Manual.

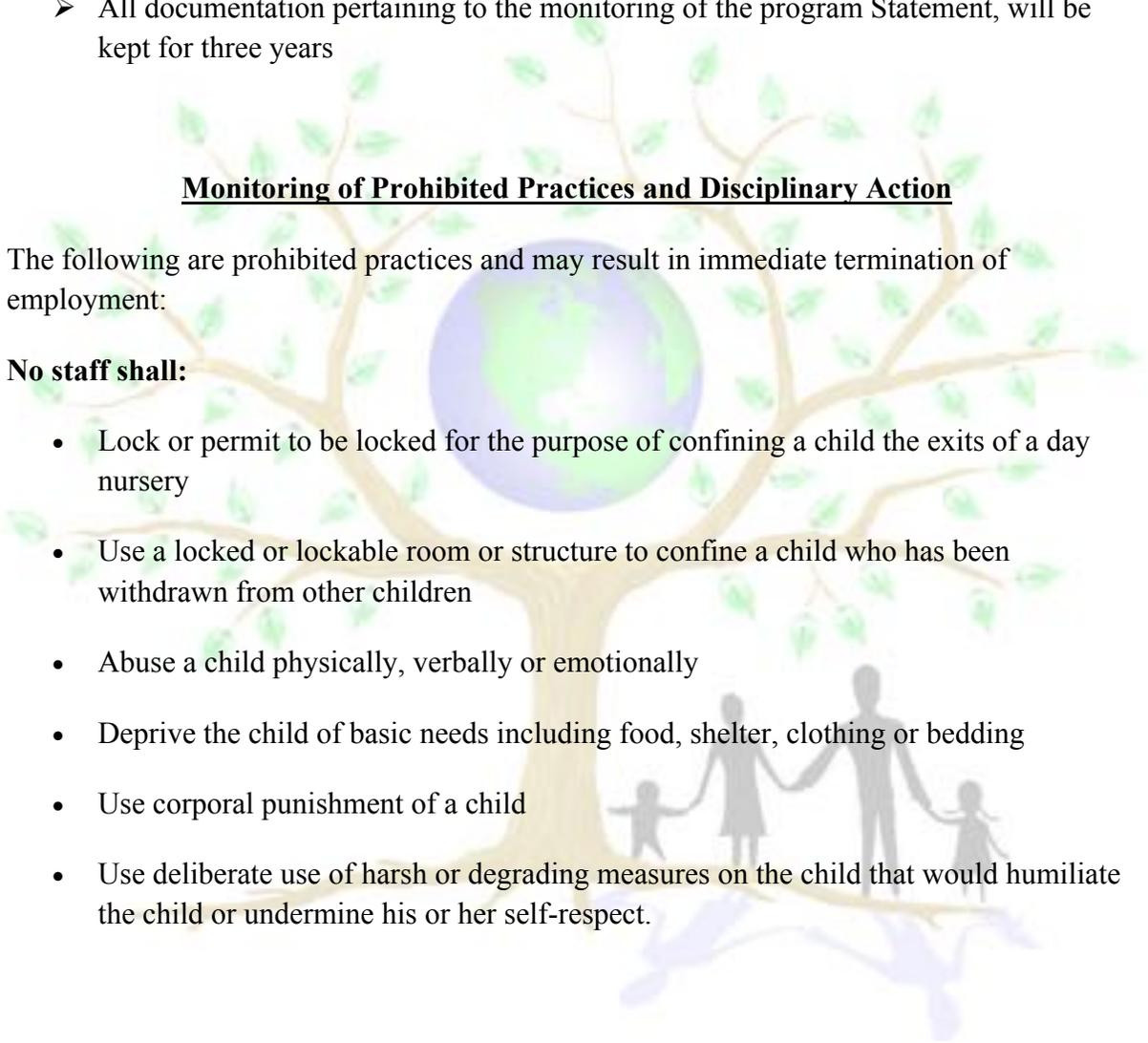
- All Cornerstone Montessori Academy & Childcare Centre's educators will make a commitment to abide by the standards of their profession as set out in the College of Early Childhood Educators *Code of Ethics and Standards of practice*. All Early Childhood Educators will hold themselves accountable, and will use the Code of Ethics, the Standards of practice and the CCEYA to guide their decisions and practice.
- All documentation pertaining to the monitoring of the program Statement, will be kept for three years

### **Monitoring of Prohibited Practices and Disciplinary Action**

The following are prohibited practices and may result in immediate termination of employment:

#### **No staff shall:**

- Lock or permit to be locked for the purpose of confining a child the exits of a day nursery
- Use a locked or lockable room or structure to confine a child who has been withdrawn from other children
- Abuse a child physically, verbally or emotionally
- Deprive the child of basic needs including food, shelter, clothing or bedding
- Use corporal punishment of a child
- Use deliberate use of harsh or degrading measures on the child that would humiliate the child or undermine his or her self-respect.



## Procedures and practices for child guidance

All Staff Members will be expected to complete a 'Setting the Stage' workshop and have Montessori Training prior to employment. No child shall be left out of mealtimes, nor outdoor activities. If a child is misbehaving he/she shall be given ample opportunity to follow classroom rules and routines through verbal advice from the Teacher or Assistant. In doing so, the Staff shall point out the *good* behaviour rather than the *incorrect* behaviour and always allow the child to correct his/her own behaviour, whenever appropriate.

Example 1: Shelly is running in the classroom.

The Staff Member shall approach Shelly and *ask her* how we are to move about the classroom.

"Shelly, when we are in the classroom how do we move around?"

If Shelly does not know the answer the Staff Member will advise her of correct behaviour.

"Shelly, let's remember that we need to walk in the classroom and use our running feet for outside."

If a child is causing injury to another child the Staff Member must step in to protect the children. In doing so however, the child causing injury needs to still be respected and discipline carried out in a loving and positive manner.

Example 2: Timmy is hitting another child at circle.

The Staff Member shall approach Timmy and stop any further hitting in a gentle and caring manner. Then *ask him* if hitting others is appropriate.

"Timmy, you are hitting Sally. That hurts Sally and she looks sad. Do we hit other people?"

"No, but she took my spot!" –Timmy

"If someone takes your spot try using your words to ask for it back. If that doesn't work ask a Teacher for help. What can you do now to make Sally feel better?"

If in following this strategy you have a child that will not follow the rules regardless of numerous reminders a Staff Member will ask the child to remove himself/herself from the situation.

“Timmy, we have asked you many times not to hit Sally. If you are unable to keep your hands to yourself you will have to leave circle and we don’t want that.”

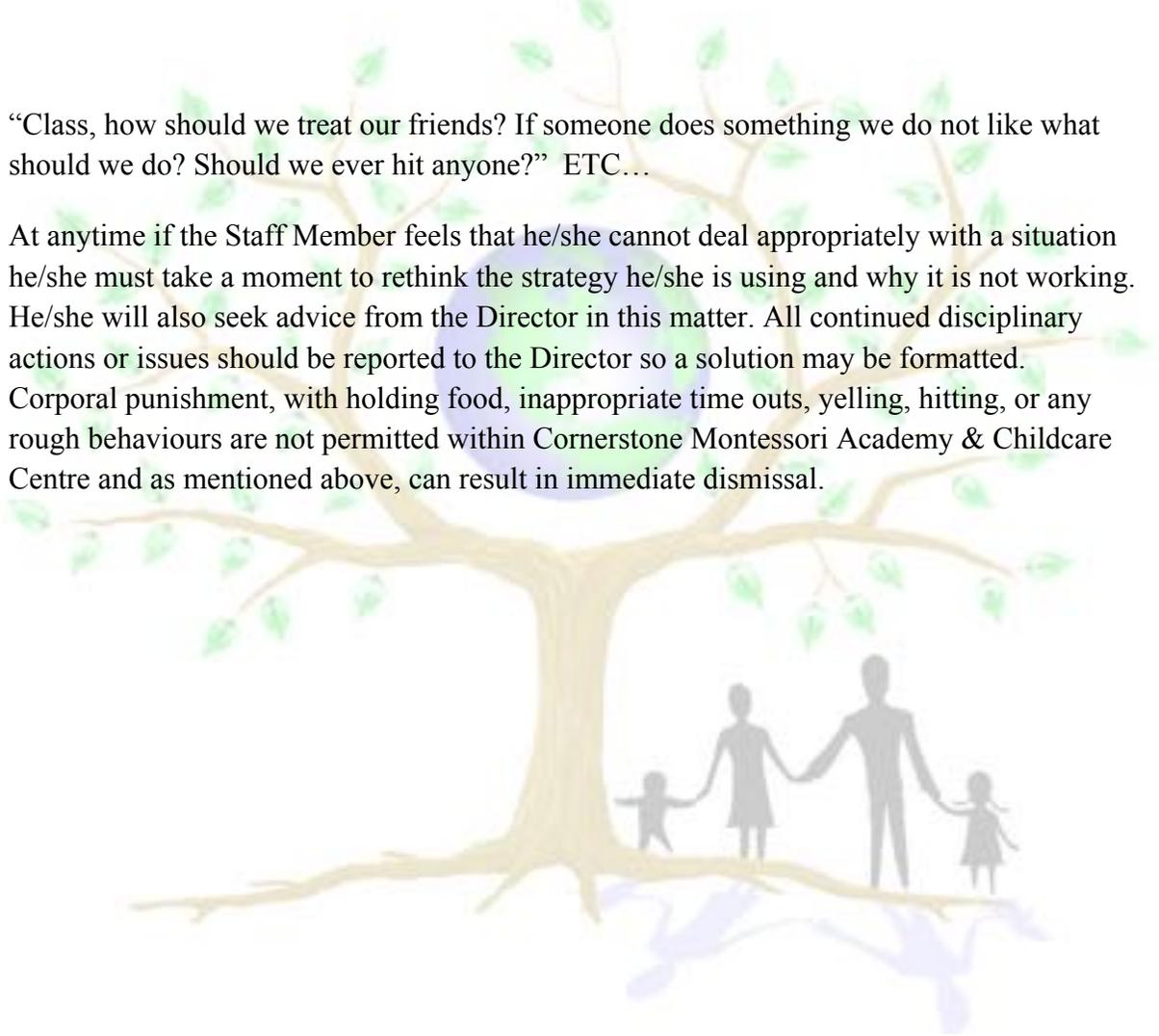
If it continues the Staff Member will ask the child to leave circle (or escort him/her if necessary) and return when he/she is able to follow the rules and routines.

“Timmy, please leave circle. You are welcome back as soon as you can follow the rules.”

The child may sit and watch circle or find a place in the classroom to collect himself/herself. The child at no point will be made an example of or disrespected in any manner. The behaviour however may be discussed at circle if deemed appropriate.

“Class, how should we treat our friends? If someone does something we do not like what should we do? Should we ever hit anyone?” ETC...

At anytime if the Staff Member feels that he/she cannot deal appropriately with a situation he/she must take a moment to rethink the strategy he/she is using and why it is not working. He/she will also seek advice from the Director in this matter. All continued disciplinary actions or issues should be reported to the Director so a solution may be formatted. Corporal punishment, with holding food, inappropriate time outs, yelling, hitting, or any rough behaviours are not permitted within Cornerstone Montessori Academy & Childcare Centre and as mentioned above, can result in immediate dismissal.



## Disciplinary Action

### Policy:

If a Staff Member of Cornerstone Montessori Academy & Childcare Centre is found or suspected to be violation or a complaint is reported to the Office, the Director of Cornerstone Montessori Academy & Childcare Centre will follow strict guidelines in regards to the Staff Members alleged behaviour, as follows depending on the severity of the complaint.

### Procedure:

If the complaint is of an inappropriate verbal reprimand of a child, (Example: *Raised Voice* towards child.) the following steps will be taken.

The Director shall:

1. Complete a written report outlining the concern.
2. Have a meeting with the Staff Member pertaining to the allegations made against him/her.
3. A written reprimand will be given to the Staff Member and the Staff Member will, with the Director, go through the Program Statement, implementation policy and procedures and practices for child guidance to make sure they have a good understanding of appropriate child guidance Strategies.
4. Will be put on three months probation. Reviewed after said time.
5. Will make a verbal apology to the child and his/her family.

If a complaint is filed with regards to the same actions being carried out for any reason what so ever it will result in immediate dismissal from Cornerstone Montessori Academy & Childcare Centre. The Staff Member will be paid for the current week and a written report will be filed with all governing bodies deemed appropriate.

If the complaint is of a more serious matter, (Example: child is excluded from lunch, snack, outdoor play, etc... or made an example of hurting the child's self image, etc...)

The Director shall:

1. Complete a written report outlining concerns.
2. Have a meeting with the Staff Member and the reporting parties.

3. If deemed of a serious nature the Director shall suspend the Staff Member (with pay) from his/her duties while an investigation into the allegations is carried out.
4. (The following steps are only in the case if deemed a 'Serious Occurrence') Report incident to appropriate governing bodies.
5. If found not guilty of allegations the Staff Member will be called back to work and the report kept on file.
6. If found guilty of allegations the Staff Member will be relieved from his/her duties with the remainder of the current week paid in full.
7. A report outlining the investigation and outcome will be filed with appropriate governing bodies and with Cornerstone Montessori Academy & Childcare Centre.

If the complaint is of mistreatment of a child, physical child abuse, sexual abuse, etc...

The Director shall:

Immediately suspend Staff Member *without* pay.

Report to CAS and Police Department.

File Serious Occurrence Report with the Ministry of Children and Youth Services.

Steps 1, 2, 4 – 6 of a more serious matter as outlined above will be carried out.

Cornerstone Montessori Academy & Childcare Centre will follow all advice given to them by the appropriate governing bodies and will grant the Police Department full rights concerning files or any other requests made with regards to this matter.

#### Policy:

\* If allegations of this matter are being investigated towards any Staff Member of Cornerstone Montessori Academy & Childcare Centre, any confidentiality agreements between the said school and the Staff Member will be *null and void* in regards to this matter and Cornerstone Montessori Academy & Childcare Centre will allow *full access* to the appropriate individuals with regards to other Staff Members, Parents, and all appropriate Authorities. Therefore, the Staff Member *will have waived all rights in regards to confidentiality* in conjunction with this matter when an investigation is being carried out, and *will not* seek to bring a lawsuit against Cornerstone Montessori Academy & Childcare Centre for the release of any documents or in answering any pertinent questions by The Director or by any Staff Member.

#### **Parent Involvement**

At Cornerstone Montessori Academy & Childcare Centre we focus on establishing relationships with our families. Cornerstone Montessori Academy & Childcare Centre hosts the following events yearly:

- \*Annual End of Summer BBQ
- \*Mother's Day Tea Party
- \*Father's Day Sports Event
- \*Annual Holiday Concert presented by the children

We encourage families to be a part of their child's experience in the programs we offer as they should feel that they belong and are valuable contributors to their children's learning. When we recognize and build on strengths of families and the love they have for their children, everyone benefits.

Cornerstone Montessori Academy & Childcare Centre is committed to working collaboratively with all our families as we work together on the mutual goal of providing the best possible child care service to families and children.

### **Educators & Staff**

At Cornerstone Montessori Academy & Childcare Centre our Early Childhood Educators Are Registered with the College of Early Childhood. All of our educators and staff have completed a vulnerable sector check, obtain a valid standard first aid including infant and child CPR along with immunization up to date and TB test.

**“Every Educator should feel he or she belongs, is a valuable contributor and deserves the opportunity to engage in meaningful work.”**

### **Days and Hours of Operation**

Cornerstone Montessori Academy & Childcare Centre Ltd. Operates five days per week.

The centre is open Monday to Friday from 7:00 a.m. to 6:00 p.m.

If you require care before 7:00 a.m., special arrangements can be made with the supervisor and/or Director of Operations.

The Centre is **Closed** on the following **Statutory Holidays**:

- **Labour Day**
- **Thanksgiving Day**
- **Christmas Day**
- **Boxing Day**
- **New Year's Day**
- **Family Day \*NEW\***
- **Good Friday**
- **Victoria Day**
- **Canada Day**
- **Civic Holiday**

Regular fees apply regardless of the above closure dates. Any additional days that the centre will be closed will be posted with sufficient notice to parents and regular fees apply.

**Please note that the centres close early on Christmas Eve and New Year's Eve at 2:00pm**

**Cornerstone Montessori Academy & Childcare Centre Facility Accommodations**

Cornerstone Montessori Academy & Childcare Centre Ltd. Has facilities to accommodate the following children:

**2247 Rymal RD (Hamilton)**

TODDLER ROOM -	15 toddlers -	17 months to 30 months
PRESCHOOL ROOM -	24 PS -	2.5 years to 3.8 years
KINDERGARTEN ROOM -	24 KG -	5 years to 6 years
SCHOOL AGE ROOM -	15 SA -	6 years to 12 years

**Programs available**

Full-Time

o 5 days per week full day

Part-Time

- o Anything less than 5 days' full day
- o Minimum of 2 days a week
- o Infants minimum 3 days per week

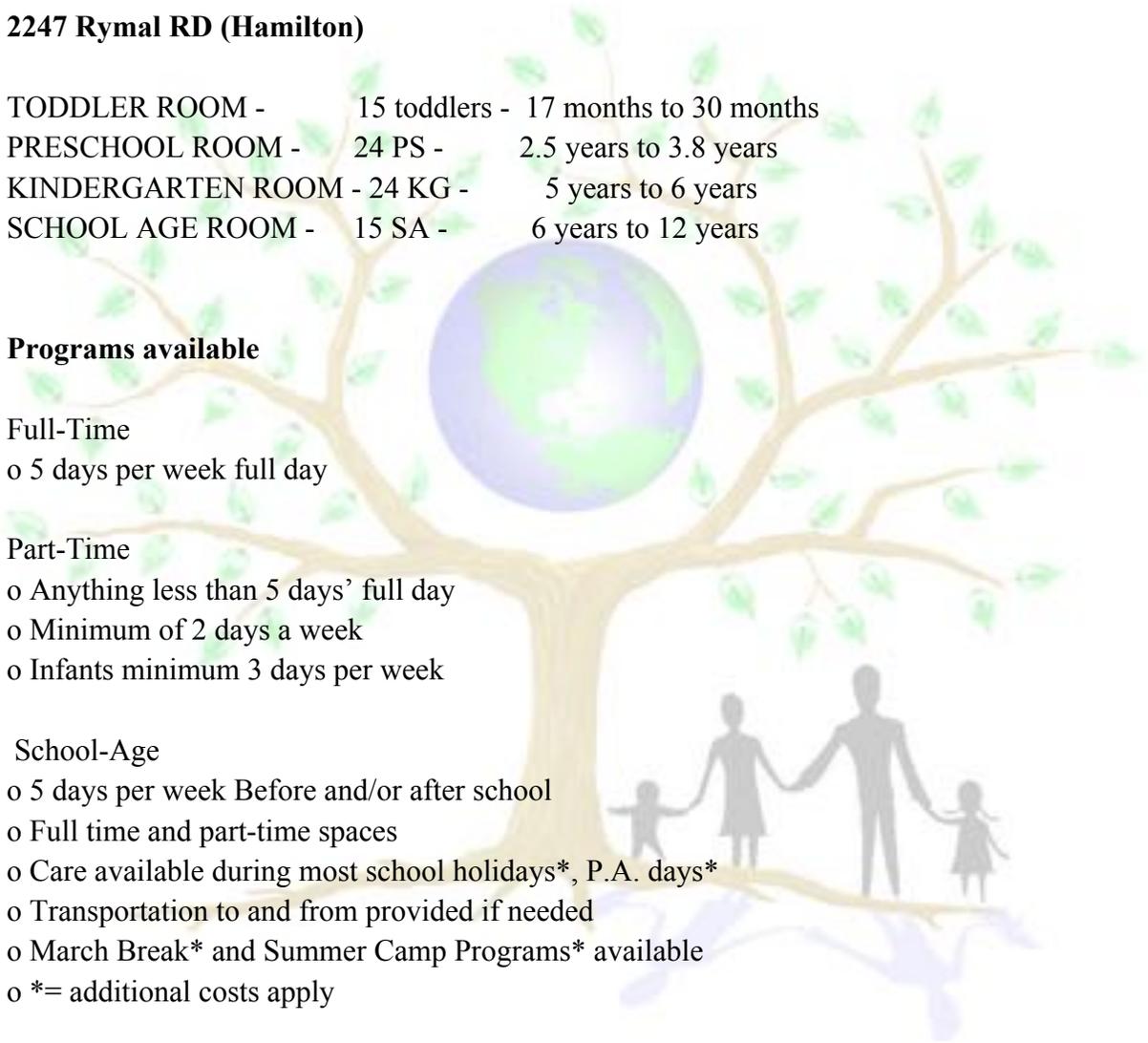
School-Age

- o 5 days per week Before and/or after school
- o Full time and part-time spaces
- o Care available during most school holidays\*, P.A. days\*
- o Transportation to and from provided if needed
- o March Break\* and Summer Camp Programs\* available
- o \*= additional costs apply

Nursery School

- o Available from September to June
- o Closed on school holidays (a list of dates will be provided)
- o A.M. program 9:00a.m. to 12:00 (snack included/ you may bring own snacks) \*see allergy section March Break/Christmas Break/Summer Camp
- o March Break/Christmas Break activities provided with additional costs

**Summer camp July and August Calendars include activities/outings/visitors at**



## **additional costs**

### **Child Registration**

There is a one-time NON-REFUNDABLE registration fee of \$65.00 per family. Once the supervisor has confirmed a space for your child, a 2-week security deposit along with a void cheque for the first month's fees to be processed. Fees are calculated and invoiced prior to the auto withdraw dates, 1<sup>st</sup> and 15<sup>th</sup> of every month.

Should your child not start on the scheduled start date for any reason, your 2- week security deposit and your registration fee will NOT be refunded. If your scheduled start date is delayed/postponed charges will apply from the original start date to your new start date unless arrangements have been made with the supervisor.

### **Child Registration Package**

Cornerstone Montessori Academy & Childcare Centre Ltd. Requires your child's registration package to be completed in full in order to enroll your child. It is the parent's responsibility to ensure all information is updated on our files. All information is required for Ministry and emergency purposes. Any information gathered is protected by the PIPEDA policy, kept confidential and remain the property of Cornerstone Montessori Academy & Childcare Centre Ltd.

### **Orientation**

It is recommended that one to two weeks prior to your child's official start date, you set up an orientation visit day with the supervisor. The following is a recommended schedule for an orientation.

- 1hour visit in the classroom with the company of a parent or legal guardian
- 2hour visit without the parent or guardian in attendance

This will help and encourage your child with a smooth transition into the room and environment.

### **Immunization**

Under the Child Care and Early Years Act any child that is enrolled in the centre who does not attend elementary school must provide an up to date immunization as recommended by the local medical officer of health. If a parent does not provide an immunization record for their child, due to any medical or religious

reasons, a written, signed note from the child's physician must be given to the supervisor prior to the child commencing childcare.

## **Payments and Fees**

The two weeks' security deposit amounts to two weeks of care. A four weeks' notice must be provided in writing to receive a refund of your security deposit. Should you not provide four weeks' notice the security deposit will not be refunded.

- Payments will be made through auto withdrawal on the 1st and 15th of each month
- All parents are required to provide a void cheque to Cornerstone Montessori Academy & Childcare Centre
  - If you choose not to do auto withdrawal the full payment is required to be paid by the 3 of each month.
  - The monthly fees due are determined on the amount of days in the month and divided in 1/2 for two equal withdrawals
  - An invoice will be emailed to you by the 1<sup>st</sup> of each month
  - Payments and fees received later than the 3<sup>rd</sup> of each month will be charged a late fee of \$25.00
  - Late charge of \$25.00 will apply to your account and be billed for the following month
  - NSF (Non-Sufficient funds) cheques will be treated as late payment and \$25.00 will be charged to your account along with a \$35.00 N.S.F fee a total charge of \$60.00.
  - All NSF payments must be made in Cash
  - Cash payments will be provided with a receipt upon payment
  - Tax receipts will be issued annually by Feb 28, only available through pick up
  - Lost misplaced or duplicate tax receipts will be charged \$25.00 to be Replaced
  - Should you require financial support, Cornerstone Montessori Academy & Childcare Centre is in partnership with the Region of Hamilton for child care subsidy, Please contact the subsidy office for further information at 905-825-6000.

## **Late pick up fees**

Late fees will be charged to all parents who fail to pick up their child by 6:00p.m. \$2.00 for every minute past 6:00p.m. Monday-Thursday  
\$5.00 for every minute past 6:00p.m. on Fridays  
All late fees will be billed to your account and due within 15 days of late fees invoice. This fee applies to all children including subsidized children.

### **Vacation, absent and Sick day policy**

If your child is on vacation, absent and sick from the daycare, full payment is still required. Should your child be away from the centre more than two weeks without notice, childcare fees and late fees still apply. Full fees apply for all statutory holidays including but not limited to civic holiday. Enough notice will be provided for any other closure dates.

### **Withdrawal Notification**

Withdrawal notification must be given to the supervisor in writing one month (4 weeks) before the child's last day of care in order to receive your initial security refund back to you. If proper notice is not received your security deposit will not be refunded.

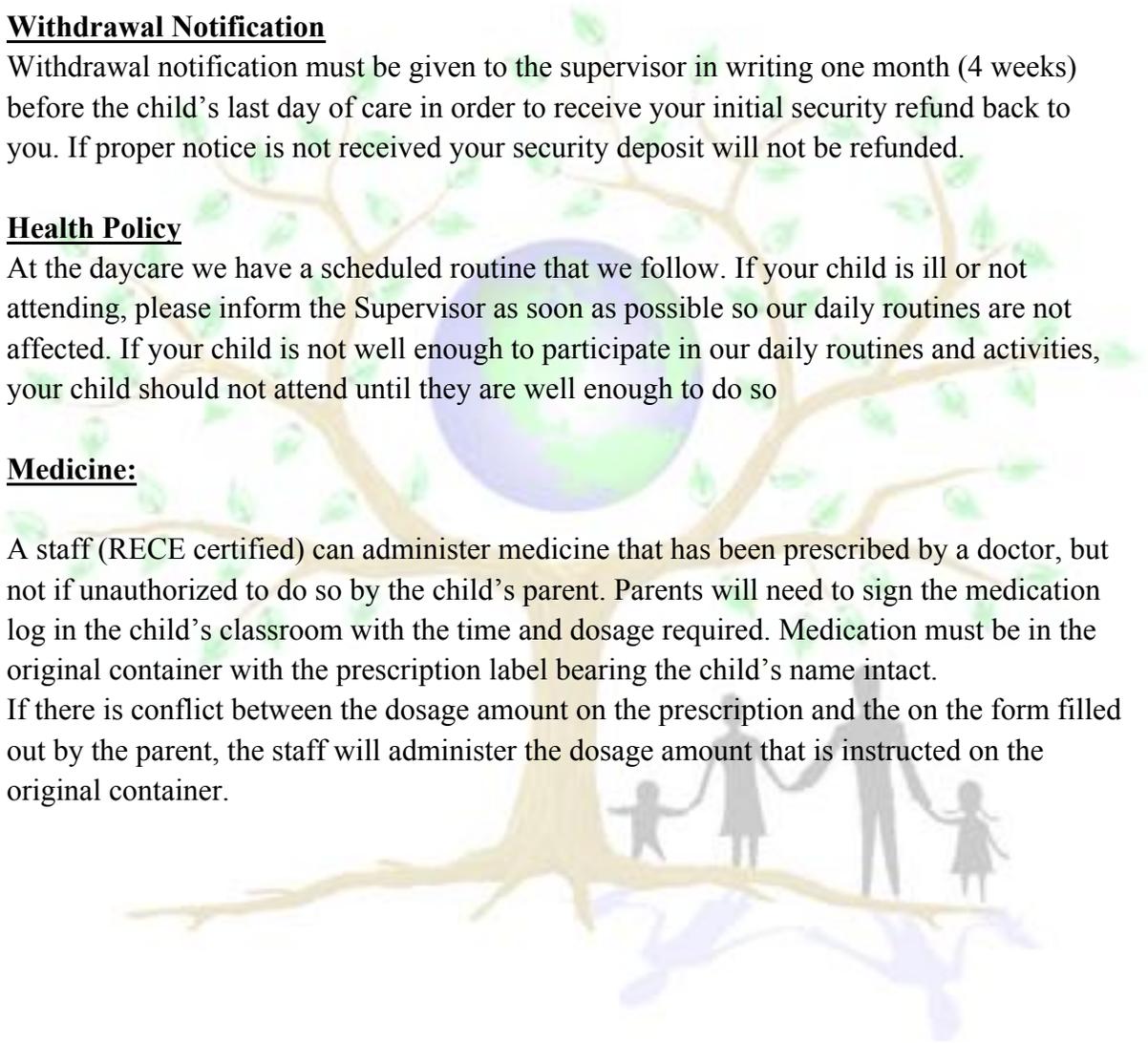
### **Health Policy**

At the daycare we have a scheduled routine that we follow. If your child is ill or not attending, please inform the Supervisor as soon as possible so our daily routines are not affected. If your child is not well enough to participate in our daily routines and activities, your child should not attend until they are well enough to do so

### **Medicine:**

A staff (RECE certified) can administer medicine that has been prescribed by a doctor, but not if unauthorized to do so by the child's parent. Parents will need to sign the medication log in the child's classroom with the time and dosage required. Medication must be in the original container with the prescription label bearing the child's name intact.

If there is conflict between the dosage amount on the prescription and the on the form filled out by the parent, the staff will administer the dosage amount that is instructed on the original container.



**Staff will not administer any medicine that is expired.**

**Here is our communicable Diseases guideline for absence**

If we see one or more symptoms from the list below of diseases, we will contact you and ask for you to pick up your child as soon as possible. Please note we will be contacting you based on visible symptoms. A doctor note must accompany after your child resumes attendances after any of the following:

Disease Chicken Pox  
Diarrhea Impetigo  
Measles (Rubella) Mumps  
Pink-Eye (Conjunctivitis)  
Ringworm  
Rubella (Ger. Measles)  
Scabies Scarlet Fever  
Strep Throat Whooping Cough  
Absence Guidelines

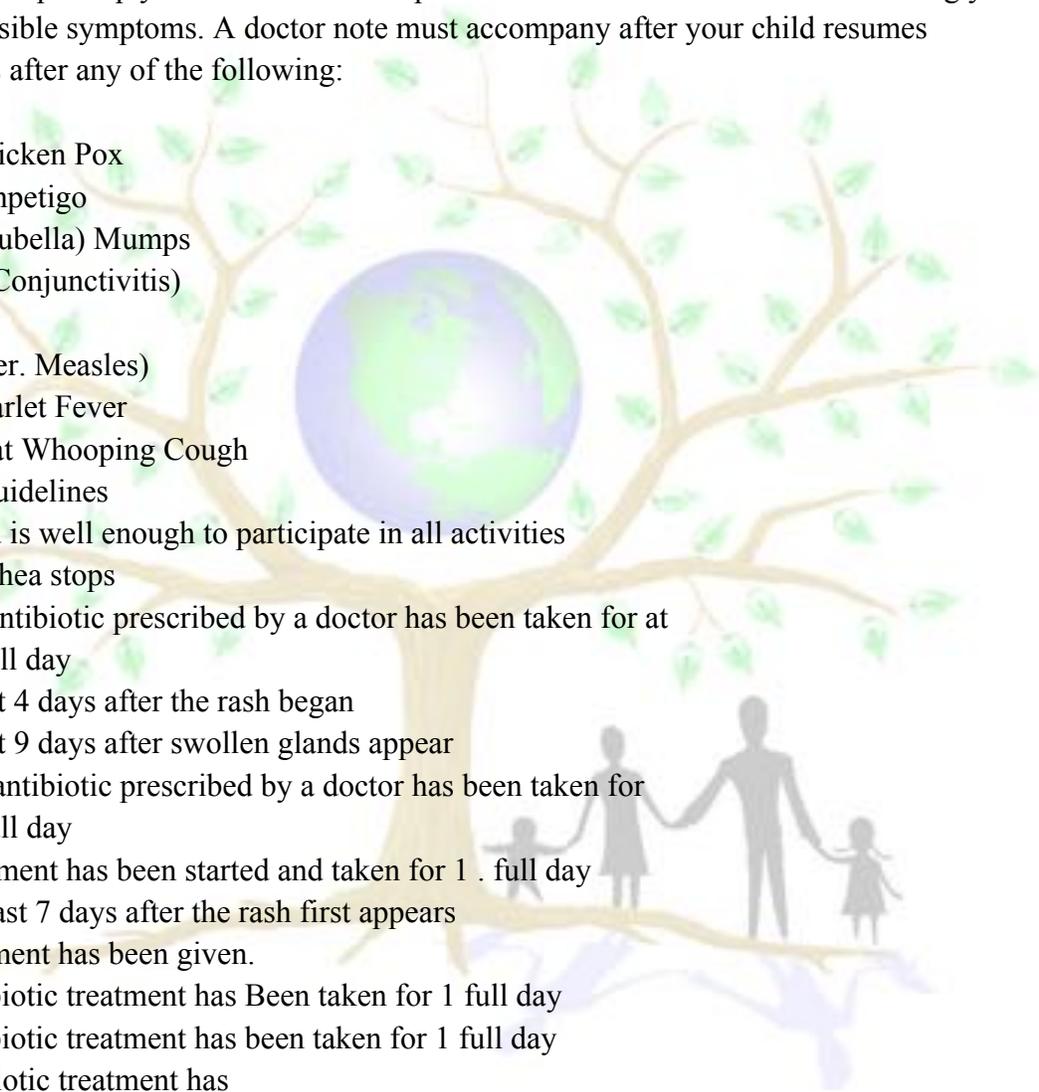
- until child is well enough to participate in all activities
- until diarrhea stops
- until the antibiotic prescribed by a doctor has been taken for at least one full day
- for at least 4 days after the rash began
- for at least 9 days after swollen glands appear
- Until the antibiotic prescribed by a doctor has been taken for at least 1 full day
- until treatment has been started and taken for 1 . full day
- until at least 7 days after the rash first appears
- until treatment has been given.
- until antibiotic treatment has Been taken for 1 full day
- until antibiotic treatment has been taken for 1 full day
- until antibiotic treatment has been taken for at least 5 days.

(Pertussis) - 3 weeks from when the cough began.

Head lice (pediculosis)

\*head lice are more of a nuisance than an illness it appears just about in every school and daycare. head lice do not pose a health hazard if you suspect your child has head lice please call the daycare to inform us so we could check the heads of his/her classmates.

\* Children are not allowed to return unless they have a note signed by a We-Care Health



services practitioner (1-866-577-4499) that indicate they no longer have any live eggs or nits.

### Fifth Disease

fifth disease is an infection of the respiratory system. It is caused by parvovirus B19. This virus spreads the same way a cold does:

- \*On the hands of someone who has the infection
- \*on something that has been touched by someone who has the infection
- \*In the air after an infected person has breathed or sneezed

There is no vaccination to prevent the infection and no medication to treat it. How does the infection start?

The infection starts as a very red rash on the cheeks, making the face look like it's been slapped. Between 1-4 days a red lace like rash appears, first on the arms and then on the rest of the body. The rash may last 1-3 weeks and may be accompanied by a fever.

The illness is often very mild, sometimes the child may not even feel sick. adults get more severe causes with fever and painful joints.

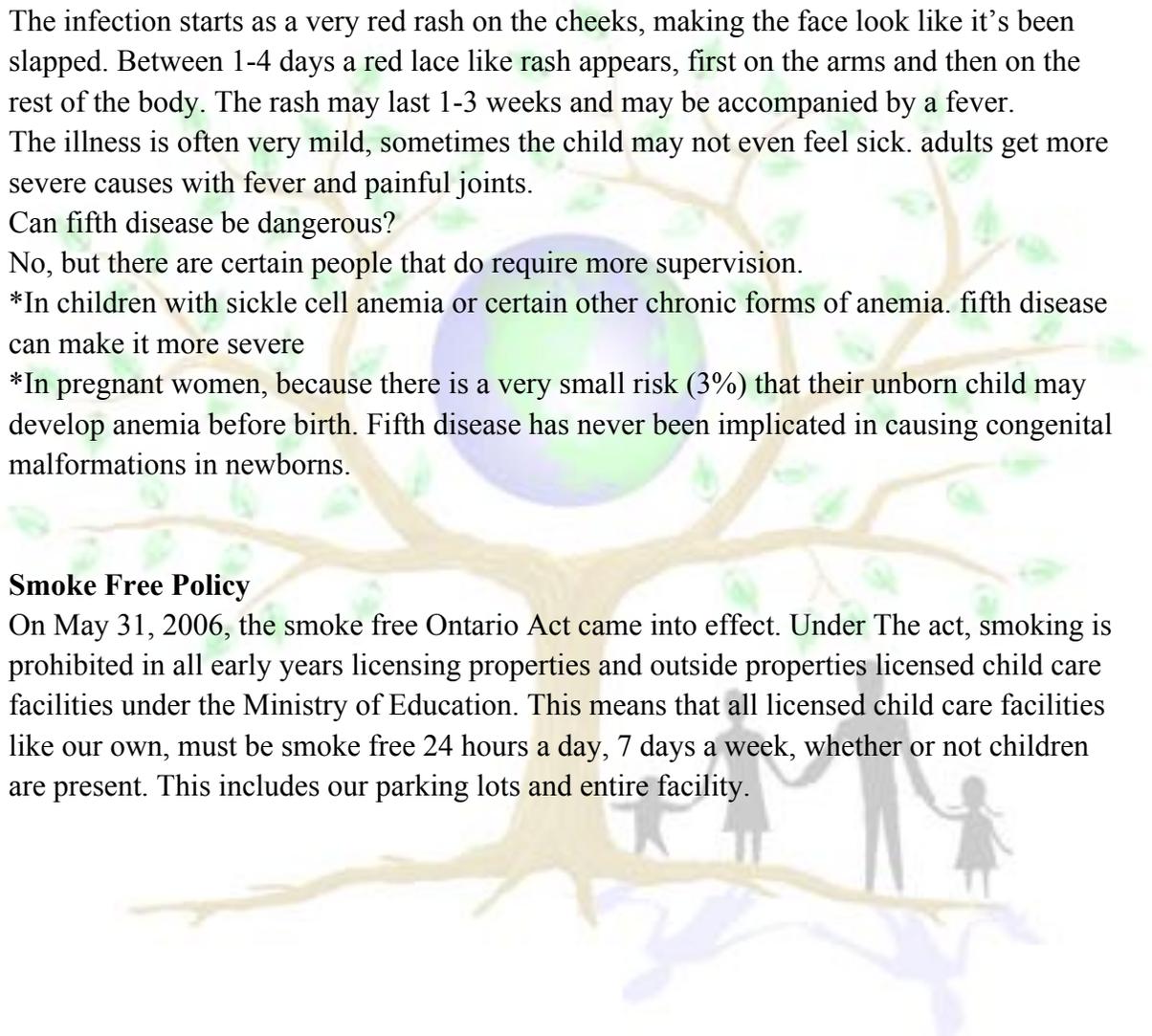
Can fifth disease be dangerous?

No, but there are certain people that do require more supervision.

- \*In children with sickle cell anemia or certain other chronic forms of anemia. fifth disease can make it more severe
- \*In pregnant women, because there is a very small risk (3%) that their unborn child may develop anemia before birth. Fifth disease has never been implicated in causing congenital malformations in newborns.

### Smoke Free Policy

On May 31, 2006, the smoke free Ontario Act came into effect. Under The act, smoking is prohibited in all early years licensing properties and outside properties licensed child care facilities under the Ministry of Education. This means that all licensed child care facilities like our own, must be smoke free 24 hours a day, 7 days a week, whether or not children are present. This includes our parking lots and entire facility.



### **Sunscreen**

Cornerstone Montessori Academy & Childcare Centre Ltd. is committed to the health and wellbeing of your children. To ensure your child is able to participate in all aspects of our outdoor program, we require them to wear sunscreen. It is recommended you apply sunscreen before your children arrives to the daycare in the morning. We will re-apply for the afternoon outdoor time.

### **Transportation and School Transportation Consent Policy**

Children will be transported to and from school in the Cornerstone Montessori Academy & Childcare Centre Ltd. Vans\ buses, and in case of emergency in a registered Cornerstone Montessori Academy & Childcare Centre vehicle. Cornerstone Montessori Academy & Childcare Centre Ltd. Will assure any Vans/Buses used are approved by the safety standards and all drivers will have appropriate and approved driving records. We require parents to inform us of a child's absence or if they have been picked up from school to ensure there are no delays in our bus service. Cornerstone Montessori Academy & Childcare Centre bus policy is that we don't leave the school until we are aware of every Child. Our bus service runs on a very tight schedule and if your child has missed the Cornerstone Montessori Academy & Childcare Centre Bus the parent is required to drop off. Cornerstone Montessori Academy & Childcare Centre will pick up children on early dismissal days. Cornerstone Montessori Academy & Childcare Centre reserves the right to use our discretion during inclement weather to cancel bus service.

### **Transportation Behaviour Policy**

The following are rules and guidelines that children must follow when transportation is provided

- Children are to take their seat promptly and sit properly, facing forward at all times and are to remain seated at all times.
- Children are encouraged to talk amongst themselves, this is a social part of their day but we strongly discourage LOUD voices, yelling, screaming and refusing to follow driver's instructions. Children can talk quietly as the bus driver must concentrate to drive the bus/van safely.
- Children will be reminded while traveling on our bus/van, that No food or drinks are allowed. There are designated snack times at the centre and will be provided when they arrive at the daycare.
- When children are sitting on the bus/van, they are asked to take the first available seat, there is not a specific seating plan unless otherwise arranged by management and/or the driver.
- Children are to hold bags on their lap or place them under their seat.

- All children are to keep their feet down (no putting feet on seats or on top of the seat ahead; no kicking seats) and hands to themselves in their lap.
- Ensure the children feel more comfortable in warm weather. For safety reasons the windows will not be opened fully.
- Children are not allowed to get out of their seats while the bus/van is in operation. In case of an emergency, they may comply with the driver's directions to do so.

If any inappropriate behaviors occur, the driver will pull over to remind children of behavior requirements. The driver will relay the information to the supervisor and/or director of Operations and then be relayed to the parent/guardian.

Always follow the bus driver's and management's instructions.

Cornerstone Montessori Academy & Childcare Centre reserves the right to dismiss a child at any time to ensure the safety of all passengers.

### **Suspension/Termination Notice**

Failure to follow any of the above rules and guidelines or failure to not follow any instructions the driver or management may give to any child who is on the bus/Van, centre will:

Give your child a warning slip for inappropriate behaviour. After receiving two warning slips your child will be dismissed from taking the bus for one full week. When the child returns from one-week suspension regarding their behaviour, should they not follow the rules and guidelines once again, the child will receive immediate termination from transportation from Cornerstone Montessori Academy & Childcare Centre.

### **Program and child's development Program Areas and Activities**

It is important to maintain an ongoing program plan to foster physical, social, intellectual, emotional, and creative independence, self-help skills and community awareness.

The daily areas, activities and routines include:

#### **Table toys and Play areas:**

- ☞ Develop fine motor skills, colour and shape concepts, mathematical concepts and problem solving capabilities
- ☞ Allows children to work independently and/or co-operatively
- ☞ Encourage children to take responsibility and satisfaction for achievements in play and tidy up independently

#### **Large motor activities:**

- ☞ Include daily indoor and outdoor activities
- ☞ Promote good health and development of growing young bodies
- ☞ Develop balance and co-ordination
- ☞ Promote social skills such as sharing, taking turns, and co-operating

#### **Creative art activities:**

- ☞ Encourage self-expression and creativity
- ☞ Develop basic manipulative skills as painting, pasting, cutting, using crayons and modeling
- ☞ Allow children to communicate their feelings towards themselves and their environment through their art
- ☞ Teach children to follow instructions and learn sequencing skills

### **Sensory/Sand and water play:**

- ☞ Provide opportunities to explore, create, feel, and discover the properties of water, sand and other sensory materials
- ☞ Promote social contacts and sharing experience
- ☞ Develop an understanding of math and physical concepts related to size, shape, volume, floating and sinking, full and empty

### **Dramatic play:**

- ☞ Include dress-up center, housekeeping area, and block play
- ☞ Provide opportunities to learn about his/her own feelings and to experiment with ways of expressing themselves
- ☞ Provide opportunities to experiment with social relations
- ☞ Develop language through self-expression and role-playing
- ☞ Increase language skills

### **Music and movement activities:**

- ☞ Encourage self-expression, creativity and fun
- ☞ Develop an awareness of sounds, tones, and rhythm
- ☞ Encourage an awareness and confidence in their own inner rhythms

### **Reading area:**

- ☞ Provide an area to relax (sit on soft cushions, beanbag chairs) ☞ Promote enjoyment and pleasure in stories and pictures
- ☞ Allow for growth and concentration
- ☞ Provide multi-cultural books, magazines

### **Science and nature center:**

- ☞ Encourage child interest in the world and community around him/her
- ☞ Teach early math and science concepts (measuring, weighing, mixing) **Block play:**
- ☞ Allow for manipulation of three-dimensional objects
- ☞ Provide an opportunity to work co-operatively and encourages sharing
- ☞ Allow for the development of eye hand co-ordination to connect blocks together

### **Fine motor /cognitive Activities:**

- ☞ Allows children to work independently and/or
- ☞ co-operatively
- ☞ Develops colour and shape concepts
- ☞ Allow for the development of eye hand co-ordination and fine motor control (lacing beads, peg boards, writing, colouring)
- ☞ Enhance concentration and memory skills (memory, word building)

### **Washroom routine:**

- ☞ Provide opportunity for independence (toileting, hand-washing)

### **Snack and lunch routine:**

- ☞ Provide children with a healthy menu
- ☞ Encourage children to taste the different foods ☞ Increase language skills (learn types of foods) ☞ Provide opportunity for table manners

### **Rest time:**

- ☞ Provide a comfortable environment for children to rest their bodies (soft music, personal blankets and soft toy, rub backs if needed)
- ☞ If the child does not rest/nap, they will be given quiet activities at the table/bed to allow the rest of the class to nap

### **Fire drills Routine:**

- ☞ Drills are held monthly at the supervisors and/or director of operations discretion
- ☞ All staff are required to participate and are expected to know their responsibilities in an emergency
- ☞ Children will be comforted and encouraged to remain calm
- ☞ Safety plans will be discussed to children ahead of time to allow the child to be prepared for drills

### **Planning**

Staff plan activities based on the children's interest. Monthly calendars and newsletters are given to parents to know ahead of time for special events and trips. Calendars and programs are posted outside of each classroom for parents as well.

During the months July and August, a summer camp program calendar is constructed. The Camp is optional and encouraged for your child at an additional cost.

Parents are informed as well with daily conversations. A daily conversation with your child's teacher is encouraged and welcomed.

Parent interviews can be requested to provide an opportunity for both parents and staff to view your child's progress. Interviews can be arranged according to the parent's schedule and your child's needs.

### **Volunteer and Supervision Policy**

Cornerstone Montessori Academy & Childcare Centre requires all staff, students, and

parent volunteers to have a Criminal record check on file according with the Day Nurseries Act. If parents would like to volunteer on field trip they are only able to do so if we have the criminal record check on file. Parent volunteer or students are not counted in our ratio at any time, and will not be left alone with the children. Cornerstone Montessori Academy & Childcare Centre is a family friendly environment and we do encourage parent involvement but we do require parents to have a criminal record check on file prior to volunteer work in or out of the centre.

### **Off Premises Activities**

Cornerstone Montessori Academy & Childcare Centre does conduct off premises activities. Parents will be given a significant amount of notice and are required to fill out a permission form in order for children to participate in these special events. It is not mandatory that all children attend if you decide to keep your child behind daycare will still be provided. Some of these excursion can include trip to the movie theatres, trip to the zoo, African lion safari. For the safety of all children Cornerstone Montessori Academy & Childcare Centre Reserves the right to refuse a child from attending outside excursions to ensure the safety of everyone. The children will be transported with either Cornerstone Montessori Academy & Childcare Centre buses or a rental bus.

### **Nutrition**

Cornerstone Montessori Academy & Childcare Centre Ltd. Provides a nutritional lunch catered by Food for Tots each day. All breakfast and snacks are prepared by a fully qualified, food handlers certified staff. All lunch meals meet the recommendations of the Canada's Food Guide as Food For Tots works alongside a Registered Dietitian of Ontario to select the meals. Food for Tots offers our center's 2 options for lunch. The center's choose their choices based on the children's favourite food.

We also work together with families to ensure the foods we select support a variety of foods with flavours and textures, carefully attending to the allergies of children while recognizing the diversity of the children and families in our care Weekly menus are posted for the parent's view. The menu is based on a four-week rotation and changes seasonal, Fall/Winter and Spring/Summer.

Our lunch meals are kept hot in a warmer until the meal is ready to be served. Once the meal arrives, the kitchen staff checks the temperature upon arrival and again before being served to the children. The meals must be kept at 60 degrees Celsius or above. Our kitchen staff portions out the lunches to each classroom and the staff in the room serves the meals to the children

Breakfast and Snack are prepared by the kitchen staff.

Milk is always served with breakfast and lunch and fruit infused water is served with the 2<sup>nd</sup> snack, however water is available throughout the day in the children's personal sippy cups that parents provide. Sippy cups are sanitized daily in the morning by

the opening staff.

Children who attend the before and after school program will receive morning and afternoon snack. Lunch along with two snacks will be provided on all school breaks and P.A.Days.

At Cornerstone Montessori Academy & Childcare Centre Ltd, meals are served family style. Staff encourages a calming environment and an opportunity for social interactions between children as well as between children and staff. Staff are encouraged to sit at the table and eat with the children while modeling appropriate behaviour and using utensils. Assistance in feeding occurs when necessary. Children are encouraged to try new foods however if they choose not to, they are never forced to. Children are never force fed.

If children do not want to eat when its meal time, staff will save their lunch, wrap it up and place it in the fridge. When they are hungry or when they ask for it staff will reheat the food and serve it to the child.

Staff will use language that is familiar to children during meal times. Conversations can be around the food that they are being served to what interests the children have.

Please note that candy and non-nutritious foods are not permitted at the centre as they hold no nutritional value, however special arrangements can be made for birthdays and celebrations. Please be aware that Cornerstone Montessori Academy & Childcare Centre Ltd is a nut free facility. If you would like to bring in treats for birthdays or celebrations, please ensure these foods are not homemade as staff need to clearly see a peanut, nut free label on the packaging. If you are unsure, please speak with the staff.

### **Anaphylaxis policy**

Cornerstone Montessori Academy & Childcare Centre strives to meet the individual needs of every child. Should your child have an anaphylactic allergy please report to the office prior to registering your child as you will be provided with the anaphylaxis forms and additional pictures of your child will be required. A valid Epi-pen will be mandatory on premise while child is in attendance.

### **Health Inspections**

Please be advised that the Health Department will come to the center to perform a semiannual inspection! Cornerstone Montessori Academy & Childcare Centre educators take every precaution to ensure all compliances are met during and after all inspections. Parents can support staff in maintaining a high standard in our health inspections by labeling all children's belongings, including sippy cups, sunscreen, hats, mitts, and clothing.

### **First Aid policy and procedures Accidents and/or injuries**

Any accidents and/or injuries are reported to the supervisor and/or director of operations as

soon as possible. Injuries reported are provided in a written format on an accident report form. Once filled out, teacher who witnessed the accident will sign and will give it to the supervisor to review and sign. When parent arrives to pick up their child/ren they are asked to read the report and sign to ensure that they were told of the accident/injury. A copy of the accident report will be given to the parent.

Any Incidents involving a child will also be documented in an incident form, parents are required to sign the form and a copy will be provided.

A FIRST-AID kit is located in each room and is to be carried at all times (outdoor time, outing away from daycare, walks)

Teachers are responsible to fill out an accident report for all injuries, (ie. band- aids, scrapes, cuts, bumps, any use of cold compressions,)

Once form has been signed by teacher it must be signed by the supervisor and must be signed by parent before child's pick up. A copy will be given to the parent.

### **Fire Procedure**

In the event of an emergency, such as a fire, the following steps should be taken: Person discovering fire or other emergency:

1. Advise all persons in the immediate area of the emergency to evacuate the area, assisting ones in immediate danger.
2. close door to isolate fire, if possible
3. Activate the fire alarm and telephone the fire department for assistance.
4. in the event of a fire, if all staff and children are outside, and if it is safe for you to do so without exposing yourself to undo risk, use the fire extinguisher to put out the fire.

Should you hear the fire alarm:

1. children are calmly informed to stop all activity and line up by the emergency exit
2. teacher(s) check washrooms to ensure no one is left on toilets or in stalls.
3. Room staff will ensure all children are accounted for by immediately counting them
4. First staff will lead children to the designated location
5. second staff checks to ensure doors are closed and lights are turned off, then retrieves attendance, medication and emergency files, and ultimately take children out of the appropriate fire exit.
6. supervisor checks daycare, taking keys, emergency information, turning off lights and closing doors.
7. when outside and away form danger, the teachers check their attendance to ensure all children have vacated the building. If parents arrive to remove their children, they must wait with their child until a full attendance has been taken and the supervisor or designate has been informed of their departure.
8. in case of evacuation, children are taken to the evacuation site:

## Emergency Evacuation

In the event of an emergency or any other situation that requires evacuation of the center, each location has its own evacuation site, which are posted on our emergency evacuation plan by each exit door, the sites for each location are listed below.

Credit Union 2245 Rymal Rd

In the event of an evacuation parents will be contacted and asked to pick up their child at the above listed sites for each locations. Children will remain supervised the entire time until a parent or guardian can get to the evacuation site.

## Emergency Procedures

### **In case of an emergency...**

- ☞ Staff member stays with child
- ☞ Supervisor calls 911
- ☞ In the event that the supervisor is away from the child care center, the designate will be in chain of command
- ☞ Let 911 dispatcher know the emergency

## Emergency/Evacuation checklist & Procedures

Checklist for emergency evacuation:

- ☞ **All children are accounted for**
- ☞ **Attendance binder**
- ☞ **Puffers and epi-pens**

All staff, supply staff, student teachers and volunteers should be aware of all designated emergency exits.

**UNDER NO CIRCUMSTANCE SHOULD ANYONE RE-ENTER THE BUILDING UNLESS OTHERWISE INSTRUCTED TO DO SO BY THE SUPERVISOR OR THE FIRE CHIEF IN COMMAND.**

### **Serious Occurrence Policy**

The Safety and well-being of our children in licensed child care programs is the highest priority. Operators of licensed child care centres and private-home day care agencies work diligently to provide a safe, creative and nurturing environment for each child. In spite of all the best precautions, serious occurrences can sometimes take place.

The Ontario government has introduced a new policy that requires licensed child care centres to post information about serious occurrences that happen at a centre effective November 2011. To support increased transparency and access to information, a “**Serious Occurrence Notification Form**” must be posted at the centre in a visible area for 10 days.

Licensed child care centres are required to report serious occurrences to their program

advisors through the Child Care Licensing System (CCLS) and continue to notify the program advisor via telephone or email within 24 hours of the incident occurring. This new policy requires child care operators to post information in their facilities so that parents also have access to it. This posting will give parents information about the incident and outline follow-up actions taken and the outcomes, while respecting the privacy of the individuals involved. Longer-term actions taken by the operator will also be included to help prevent similar incidents in the future, where applicable.

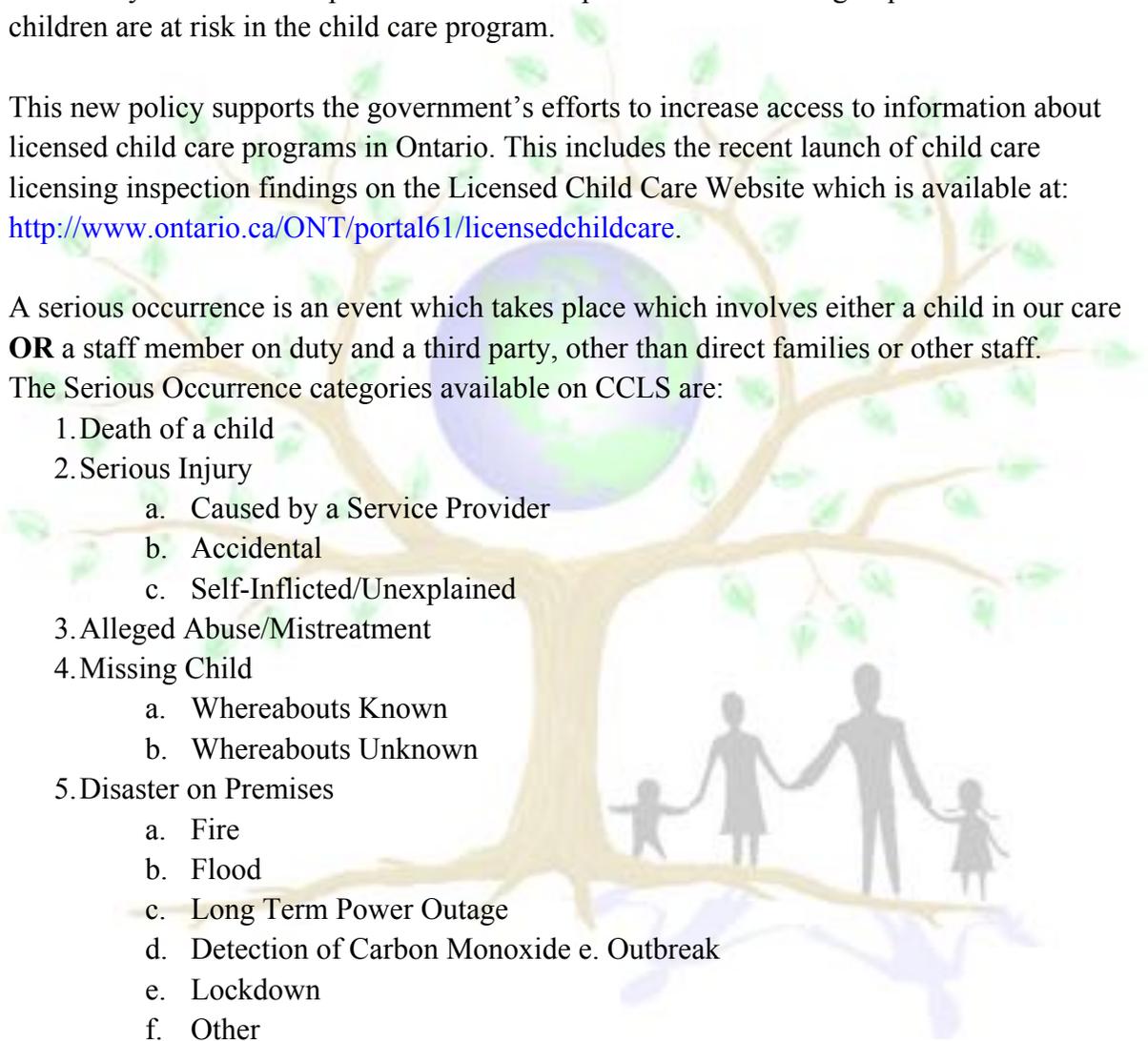
Many factors may lead to a Serious Occurrence report. A Serious Occurrence does not necessarily mean that an operator is out of compliance with licensing requirements or that children are at risk in the child care program.

This new policy supports the government's efforts to increase access to information about licensed child care programs in Ontario. This includes the recent launch of child care licensing inspection findings on the Licensed Child Care Website which is available at: <http://www.ontario.ca/ONT/portal61/licensedchildcare>.

A serious occurrence is an event which takes place which involves either a child in our care **OR** a staff member on duty and a third party, other than direct families or other staff.

The Serious Occurrence categories available on CCLS are:

1. Death of a child
2. Serious Injury
  - a. Caused by a Service Provider
  - b. Accidental
  - c. Self-Inflicted/Unexplained
3. Alleged Abuse/Mistreatment
4. Missing Child
  - a. Whereabouts Known
  - b. Whereabouts Unknown
5. Disaster on Premises
  - a. Fire
  - b. Flood
  - c. Long Term Power Outage
  - d. Detection of Carbon Monoxide
  - e. Outbreak
  - f. Lockdown
  - f. Other
6. Complaint about a Service Standard
  - a. Staffing/ratio
  - b. Food
  - c. Sanitary Practices
  - d. Playground
  - e. Adverse Water Quality
  - f. Lead Exceedance



- g. Hazardous Substance
- h. Missing/Stolen Files
- i. Other

#### 7. Other

Should an outside party/or third party be called upon, they may include: Police, Children's Aid Society, Fire Department, Ambulance, Doctor

In the event of a serious occurrence, Cornerstone Montessori Academy & Childcare Centre will take the following steps:

- The staff should report the occurrence to the Supervisor or the person in charge immediately.
- The Supervisor, or the person in charge, is responsible for conducting a Serious Occurrence Initial Notification Report
- Contact the parents involved
- Ensure all persons having knowledge of the occurrence remain at the site
- until excused
- Contact the Owner or Operator of Daycare
- Contact the Program Advisor through CCLS. If the Supervisor/Owner cannot access the CCLS, they must still notify their program advisor via telephone or email within 24 hours of the incident.
- The Supervisor then writes and signs the Serious Occurrence Notification Form report sending a copy to the Program Advisor and posting a copy in a conspicuous place in the centre (near the license and Licensing Summary chart)
- The Serious Occurrence Notification Form is updated as the supervisor takes additional actions or investigations are completed
- The Serious Occurrence Notification Form is posted for a minimum of 10 business days. If the form is updated with additional information such as additional actions taken by the operator, the form remains posted for 10 days from the date of the update.
- Cornerstone Montessori Academy & Childcare Centre Ltd. Will retain the Serious Occurrence Notification Form for at least three years from the date of the Occurrence and make the forms available for current and prospective parents, licensing and municipal children's services staff upon request (consistent with current requirements for the availability of licensing documentation)

#### **Criminal Reference Check Employee/student/volunteer Information**

#### **Criminal Reference Policy**

#### **Criminal Reference Check & Vulnerable Sector Check Employee/student/volunteer**

## **Information**

1. Criminal Reference Checks including a Vulnerable sector check must be conducted by a police force and the original document MUST be given to the Supervisor/Director of Operations. The criminal reference check and vulnerable sector check must be conducted no earlier than six (6) months before the day it is given to the Supervisor /Director of Operations.

## **Offence Declaration Policy**

Each individual having direct contact with children shall sign an offence declaration form within 15 days of the anniversary date of the previous offence declaration or vulnerable sector check and shall address the period since the most recent offence declaration or vulnerable sector check.

A new vulnerable sector check is needed on or before every fifth anniversary date of the most recent vulnerable sector check.

## **Criminal Reference Check & Vulnerable Sector Check Policy**

Effective September 30<sup>th</sup>, 2015, the Government of Ontario, and **as required by the Child Care & Early Years Act**, requires all childcare organizations to a complete police criminal reference check and a vulnerable sector check on anyone in direct contact with children including students and volunteers.

Criminal reference checks and vulnerable sector checks must be complete for all successful candidates for either full or part-time positions who have direct contact with children.

Cornerstone Montessori Academy & Childcare Centre Ltd. Inc employees will be responsible for payment of the “Police Criminal Check and vulnerable sector checks”.

Procedure:

- After completion of a preliminary employment interview, a candidate will
- need to obtain a criminal reference check and a vulnerable sector check
- by a police force.
- Candidates will be hired on the condition that the police check will be
- satisfactory
- A candidate may commence employment prior to a criminal reference
- check and vulnerable sector check being obtained however will not be left alone with the children until the documents have been reviewed and these documents state the individual is fit and suitable to work with children.
- Upon receipt of the Criminal Reference Check and the vulnerable sector check, the employee must submit it to the Supervisor and/or Director of Operations, who will view the results and place the original document in their file.
- All information seen and recorded will be confidential and kept in a secured area
- Cornerstone Montessori Academy & Childcare Centre Ltd. Inc has the right to request any further information in regular to any incident requiring further clarification

- The employee may be required to get a police report to further describe an incident report on the Criminal Reference Check

No individual shall be working **AND** be in direct contact with children **AND** be on child care centre premises if they have been convicted of any of the following offences:

1. An offence under the Child Care & Early Years Act 2014
2. An offence under any of the following sections of the Criminal Code (Canada)
  - a. Section 151 (Sexual interference)
  - b. Section 163.1 (child pornography)
  - b. Section 215 (duty of persons to provide necessities)
  - c. Section 229 (murder)
  - d. Section 223 (infanticide)
  - e. Any other federal or provincial offence prescribed by the regulations.

### **Philosophy of Behaviour Guidance, policies and procedures Suggested Prevention Techniques**

#### **Contravention and Prohibited Practice**

#### **Policy**

All staff, volunteers or students of Cornerstone Montessori Academy & Childcare Centre Ltd. Are to follow the child guidance policy and utilize the document “How Does Learning Happen”, which was developed by the Ministry of education.

At Cornerstone Montessori Academy & Childcare Centre we value the rights of children and understand that each child is unique and culturally diverse and our goal is to create a learning environment where each child has the opportunity to feel connected within their surroundings.

Cornerstone Montessori Academy & Childcare Centre Ltd. maintains a philosophy of guidance and discipline, which aims to ensure the physical safety, emotional security and opportunities for personal growth of each child. The goal of this approach is to provide an environment that:

- Fosters children’s social, emotional, physical, artistic, intellectual and spiritual needs.
- Promotes interpersonal skills of co-operation, negotiation and decision making
- Supports children in expressing their feelings while helping them to be sensitive to the needs and feelings of others
- Encourages children to self-regulate, promotes feelings of self-worth and acceptance and fosters self-reliance
- Enables children to practice making choices within defined limits and to learn to accept that these are boundaries
- Educators will support the children using ideas taken from the document “How Does Learning Happen? Ontario’s Pedagogy for the Early Years” by:

- Using a warm, responsive, positive approach
- Providing a positive, enriching learning environment by engaging children
- and being involved in their learning and interests
- Opportunities which allow children to develop a sense of belonging within
- their environment

### **Suggested Child Guidance Strategies**

- Setting clear expectations and directions that are developmentally appropriate allow children to become more successful.
- Provide children with positive reinforcement when child follows through with direction
- Getting down to the child's level and making eye contact will ensure the child understands the expectation given
- Use a soft, firm, calming voice when addressing the children
- Be flexible in shifting arrangements in order to help a shy or hesitant child adapt to a new situation (i.e. allow a child to sit next to a friend at lunch or
- walk with friends known to him/her).
- Be specific on what you would like the child to do, i.e. "feet on the floor".
- Acknowledges and labels children's feelings and help children to
- communicate their feelings
- Calmly explain the reason for rules and ensure they are consistent to the
- expectations within the environment
- Follow children's interests and help facilitate new experiences

At Cornerstone Montessori Academy & Childcare Centre, our Educators will encourage appropriate behaviour by using the following techniques but not limited to:

- Allow the child to make their own choices, giving them an option between 1 or 2 appropriate activities (given the age of the child), this allows the child to feel as though they are in control
- Give ample time for the children to process any information that is given by the educator, waiting up to 30 seconds before repeating the instruction
- Educators plan and develop a play to learn environment that provides opportunities to learn, explore and experiment, allowing the children to ask questions and become curious
- Observe and document children's interactions between their peers and intervene when necessary allowing the opportunity for children to problem solve and become logical thinkers
- Educators actively engage, communicate and participate in activities and model appropriate interactions between children and peers

### **Contravention and Prohibited Practice**

No staff, volunteer, or student shall use:

Corporal punishment nor shall it be permitted by another child, group of children  
Deliberate harsh or degrading measure that would humiliate a child or undermine a child's self-respect

Deprivation of a child's basic need including food, shelter, clothing or bedding

No one shall lock or permit locking of a room or cupboard to confine a child

No child shall be force fed at any given time. Should the child not want to eat at meal time, meals will be stored appropriately and offered throughout the day. If the child does not eat the meal by the end of day, it will be disposed of.

Use of any prohibited practices may be reported to the Supervisor, Director, College of ECE, or Children's Aid Society.

All Cornerstone Montessori Academy & Childcare Centre staff, volunteers and students are required to comply with the Behaviour guidance Policy. Failure to comply with the policy may result in further professional training, a verbal or written warning, or termination and a complaint filed with the college of ECE if required.

The seriousness of the incident will be considered when detaining which disciplinary action will be followed.

Failure to comply with above stated practice/policy with respect to Behaviour Guidance will result in immediate dismissal.

### **Collection of Personal Information**

Cornerstone Montessori Academy & Childcare Centre wants to assure all parents that the information provided to the centre remains confidential. We will only collect information required to provide for your child and for auto withdrawal purposes. Once your child leaves the centre, your file will be kept in archives and destroyed after three years. Please note it is the responsibility of the parent to update any information including immunization.

### **Quality First**

Quality First is an initiative offered to all licensed centres to achieve a higher standard than the license requirements.

Cornerstone Montessori Academy & Childcare Centre participates in the Quality First Initiative. Cornerstone Montessori Academy & Childcare Centre Strives for a standard of excellence.

### **Inclusion Policy**

Cornerstone Montessori Academy & Childcare Centre believes that all children should have a sense of belonging regardless of the child's level of development. When registering your child please notify the centre supervisor of any additional supports your child may need in order to benefit fully in our program. We have many networks available to us. Cornerstone Montessori Academy & Childcare Centre has had a long standing relationship with Community Living, Halton Region and the Reach out Centre for Kids (ROCK). Cornerstone Montessori Academy & Childcare Centre will work closely with the appropriate agencies and families to ensure that their child's needs are being met. We entrust that every child in our program will be successful in their development and will be fully included in all aspects of the program.

