

Care & Education  
Montessori Mes Petits Academy  
Parent Handbook



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## Table of Contents

### Care & Education Times: 7:30am - 5:30pm

Welcome, Mission Statement, Code of ethics, Gradual Entry	Page 3
Attendance, Attendance Tracker and Failure to Clock in/out, Emergencies,	Page 4
Parking, Procedures for Releasing your Child, Arrival and Dismissal,	Page 5
Greetings, Inside Shoes and Extra Clothing, Labelling,	Page 6
Uniforms, Bathroom Policy, ,	Page 7
Toys, Nuts & Gum & Candy, Birthday Celebrations, Nutrition,	Page 8
Daily Snack Menu, Class Celebrations & Field Trips, Nap Time,	Page 9
Montessori, Play Time & Daily Schedule, 3-4 Years Old Class Schedule, 4-5 Years Old Class Schedule,	Page 10
Statutory Holidays, Registration Fee, Security Deposit, About Tuition Fee,	Page 11
Childcare Subsidy Additional Fees, Late Pick-Up Penalty, Communication,	Page 12
Parent/Teacher Meeting Special Information from Home, Is Our Program right for your Child? Aggressive Behaviour Policy.	Page 13
Reoccurring Aggressive Behaviour, Withdrawal of a Child Changing Days, Limits and Guidelines	Page 14
Separation Anxiety Helpful Tips for Dealing with Separation Anxiety, Information on Easing the Separation Process,	Page 16
Health Policy, Supporting Independence in the Washroom,	Page 17
Bad Weather Closings, Custody and Related Court Orders, Supplies,      Suggestions or Ideas	Page 18
Appendix 1 - COVID-19	Page 19
Sick While 2 Daycare	Page 20
Daily Health Check Resource	Page 21

**Welcome**  
**to**  
**Montessori Mes Petits Academy (2010) Inc.**  
**Care & Education**

Thank you for choosing us as your child's day care providers.

Please take the time to read our Parent Handbook carefully; it outlines our Care and Education's policies and procedures and highlights several aspects of our program and routine.

**Mission Statement**

As educators and caregivers of your child/ren, we are dedicated to providing an enriched environment that inspires and nurtures the child's natural love of learning as a life-long process, as well as creating the environment where he/she spends most of his/her day, as safe as possible.

Our genuine commitment is to have children experience being part of a community by encouraging them to truly accept themselves and embrace the differences around them.

**Code of Ethics**

**Statement of Principles:**

**1.** As professional early childhood educators specializing in the philosophy of Montessori education, we are devoted to providing a safe, stimulating and diverse learning and play environment with the individual child's welfare as our paramount priority.

**2.** We strive to provide a quality care, which helps the child's spiritual, mental, physical, emotional and social development, so that each child may realize his/her own potential as an independent and responsible individual.

**3.** As professional early childhood educators, we strive in all our professional activities for the highest degree of honesty, integrity, dependability, competence, respect, confidentiality, and responsibility toward each child, each parent or guardian, each colleague, and the public.

**Gradual Entry**

The first few days of care are directed towards setting a positive tone and atmosphere of fun within the center. Time is spent going over the limits and guidelines, introducing children to their new classroom and getting to know one another. We want to ensure that each child begins day care positively. This enables the teachers to spend time bonding with each new child; any fear or anxieties the child may have are reduced when this special kind of attention can be given.

Beginning with shorter care time benefits all the children; for many of them, it is the first time they are being away from their home and parents. The gradual entry gently brings a child through the variety of adjustment and changes associated with starting daycare. This phase-in period is crucial in developing a secure, predictable, and loving atmosphere, which will lead to an enjoyable, productive year for all.

We will email you the days and hours of your child's gradual start day. Some children need

longer time to get accustomed to the routine, while others are ready with fewer or not sessions at all. Please, check the days and hours carefully, as we would like to give each child a special welcome.

We ask that all families exercise patience and tolerance as we support the children in a successful beginning to the day care. As the children make their individual adjustments, parents and teachers jointly, evaluate the appropriateness of the child's placement in the class. Parents are welcome to discuss these important issues with the teachers at drop off and pick-up times.

Gradual Entry is free of charge.

### **Attendance**

Parents are requested to leave a telephone message or send an email if a child is unable to attend the daycare. If your child has a communicable disease, please report to the center immediately. We are required by Vancouver Coastal Health to provide notification of communicable diseases that the children may have acquired.

### **Attendance Tracker and Failure to Clock in/out**

For your information, we must keep record of the children attending Mes Petits, for few years.

The Attendance Tracker (AT) is a computer software we use to check the children in and out of the center apart from the traditional signing sheet.

It is extremely important that any time a child comes to the center to be checked in and out by using either your fingerprint or your personal password.

If there is not a valid reason for a parent to check in/out their child, (for example there is a problem with the power or the server or the child is being picked up by a relative without code), the administrator has to get into the child's file to do the check in/out manually which is very much time consuming. Furthermore, if the child does get check in but not check out, the AT will deny the child to be checked in next time, what will result in continues malfunction. Failure to clock in or out a child will result in the subtraction of \$1.00 each time; this amount (or amounts) will be subtracted from the Security Deposit at the end of the year.

**Please make sure that when checking in or out you click on your child's name or picture and on Finish afterwards, otherwise it will not show that your child is in or out.**

Please let your child's teacher know if you are unable to check in/out.

### **Emergencies**

In the event of an accident or sudden onset of illness, the center will not hesitate to see proper care for a child. The child's individual's health and emergency instructions on file at the center, are consulted immediately, and the parents are called. If necessary, the child will be transported by ambulance to Lions Gate Hospital. All important health and emergency information including parental consent will accompany the child so that treatment can be given immediately in the absence of a parent.

Montessori Mes Petits is required to have a complete health history and emergency contact information on file for each child enrolled. It is imperative that parents keep the emergency

contact information up to date.

Just in case a calamity happens, VCH licensing regulation states that childcare facilities should keep emergency supplies in storage, enough to last for 72 hours. We do have supplies in storage for all the children and staff in the center.

Should there be an emergency at the center such that we cannot use or remain in the building (i.e. power outage, fire, etc.), children may be picked up at St. Andrews Park.

### **Parking**

As we are aware that there is limited space in front of the building, we ask parents to please do not park in front of the "no parking" signs, in the alley between the school building and the church, and in places that will block traffic flow. We share this neighbourhood, so please, help us to keep it safe and orderly.

### **Procedures for Releasing your Child from Montessori Mes Petits' Policy**

1. The child will only be released to a person designated in the Pick-Up List authorized by the parent.
2. The parent must email the center if the child is to go home with another parent. This will authorize us to release the child to the other parent.
3. In case of an emergency, that parents or the persons listed in the Pick Up List are not able to pick up the child, a parent must phone the center and give the name, relation to the child, and characteristics of the person who is picking up the child, to the manager or person in charge.
4. If the parent or persons picking up the child does not appear to be capable to provide safe care, another adult on the contact list or the appropriate authorities will be called, if or when necessary.
5. If at closing time no one arrives to pick up the child, we will phone the emergency contact/s provided. If we have not heard from you or the emergency contact/s within one hour after closing time, we have been advised to contact the Ministry of Children & Family Development and leave a message for you on the school door.

### **Arrival & Dismissal**

Entering the center before 7:30 is not permitted as our insurance policy only covers from 7:30am - 5:30pm. If you arrive early, please remain in your car until the right time.

Often, teachers arrive before 7:30 but they do not have the obligation to admit your child in the center. Before opening hour teachers need the time to prepare material or do other errands, therefore, they cannot look after the child.

Teachers would prefer that all the children be in their classroom before 9am as when a child arrives after this time, children who are studying may get distracted.

It is imperative that arrival and dismissal times be closely adhered to. Promptness in the child's life is very important. Remember, when children arrive late, they may be missing important routines, social interaction and preparatory discussion.

Pick-Up time is between 5 and 5:30pm. If the child is not picked up by this time, there will be a penalty of **\$5.00 for 5 minutes or fraction and \$1 for each additional minute. This payment will be collected at the end of care from the security deposit.** Please note that teachers get paid extra time after 5:30. We appreciate your understanding on this matter.

### Greetings

The daily transition from home into the classroom/daycare is an integral part of the day. Greeting the teacher is the first transition of the day for the child. In order to make this transition as smooth as possible, we ask that special goodbyes to be done before each child greets the teacher.

### Inside Shoes and Extra Clothing

Each child will need to bring a pair of inside shoes that will remain in the center while the child is in our care. Please bring them to the center on his/her first day. Inside shoes help children gain independence as well as providing safety. When choosing the shoes, please try to keep them simple and comfortable. Please no laces, only Velcro. Please no flip flop.

We practice monthly emergency fire drills without previous notice. Children must be prepared for any emergency at any time.

Due to limited space, we appreciate parents not to keep in the cubby extra shoes or clothes other than those needed while the child is at the center. Together with the inside shoes, we need to have an extra set of clothing for your child in case of a washroom "accident", or in case that the one he/she wears becomes dirty or wet. The extra clothes must comply with the uniform colors.

To allow your child to be independent, we ask that they remove their own coats and shoes.

If your child is in the process of toilet training, please bring pull-ups and a box of wet wipes as needed.

Please bring a comb or brush to tide your child's hair after nap time or as necessary.

Some children seem to drop food on their clothes while eating.... If your child is one of them

😊 Please put a bib in your child's lunch box.

### Labelling

Please label your child's shoes, boots and all the pieces of the uniform. Teachers will also write the child's name on the uniforms if parents forget to do it as unlabelled items will be confused and may upset a child or parent if it is lost.

When children go outside for a walk or to the park, teachers make sure that they are wearing according to the weather; while in the park, children sometimes take off their hats or gloves and forget them there. They are encouraged to leave all their extra accessories or jacket with the teachers, if they want to play more comfortably. When gathering children to come back to the center, it is not possible for a teacher to leave the group of children to go and look for the lost items.

**Please encourage your child to look after the items he brings to school. Many items are lost during the year... water bottles, sunglasses, hats, gloves, etc.**

We understand that losing any article may upset some parents, that is why we need your collaboration in teaching your child to become responsible for the extra items he is wearing.

### Uniforms

Our school is a uniform School. Boys are to wear their white polo and grey pants with a red cardigan. Girls are to wear the Tartan tunic, white polo and red cardigan and grey tights or socks. Polo shirt, cardigan and tartan have a logo embroidered. The blue rain pant, the red rain jacket and the red muddy-buddy are the same for both boys and girls. Black shoes or black rubber boots for the rainy days. As an alternative to the uniforms for those hot days boys and girls can wear short grey pants and white polo shirts.

Please explain to your child that it's the school's rule that all the children must wear the uniform from Monday through Thursday (except on Fridays which is non-uniform day) and that other children may get upset if he/she is not wearing it. Uniforms are mandatory. *Students are required to attend school in full uniform and follow good grooming etiquette.*

Here is what parents who have had children wearing uniform say:

- Less problems in the morning for finding "the right" outfit".
- Less money spent on wardrobe pieces, since I only bought three/four pieces of select item.
- No problems matching pieces since uniforms take care of this issue.
- Only one/two loads of laundry per week!
- Quality garments with good wear and tear at reasonable prices.
- An exceptional looking scholar!

Please contact the administrator if financial help is necessary.

Failure to comply with this school's policy may result in email reminders. After a few reminders, at the discretion of the administrator, the school may purchase the uniform pieces missing and charge parents at the end of the month or deduct the amount from the Security Deposit.

### Bathroom Policy

All children enrolled at Mes Petits should be toilet trained or in the process and be able to manage all aspects of toileting independently. However, the teachers will help the child in case of an "accident" and will change his pull-ups if the child is in his training practice. Children can use the washroom when needed. If an accident occurs, the wet clothes are placed in a plastic bag and sent home with the child.

We ask that you do not send your child to daycare in diapers while he is in the process of toilet training. It encourages the independence we are working towards when they come in regular underpants and helps to reinforce that mistakes are part of the learning process. Pull-Ups or training underwear is encouraged instead of diapers.

### Toys

Please explain to your child that toys are for use at home and that there are special and exciting activities in the classroom, as well as other interesting toys. If your child insists on leaving home with a toy, encourage him/her to leave it in the car and clarify it will stay there until his/her return. Toys brought to the school may cause quarrel between children; to avoid this type of incidents, toys or distracting items will be taken by the teacher and put away until pick up time.

Please don't bring your child crying into the classroom.... this may upset other children.  
Thank you.

### Nuts, Gum & Candy

From time to time, a child with a nut allergy enrolls at Mes Petits. We ask all parents to not send their child with snacks or lunches containing nuts or nuts products. Lunches or snacks containing nuts will be sent home. Please do not send your child to school with gum or candy.

### Birthday Celebrations

We celebrate children's birthday on its day at the afternoon snack's time. We do appreciate if you don't bring any pastry to the classroom as it may contain nuts or nuts products. A platter with fruit, cheese sticks, cucumber and carrots, jelly, etc, will be more recommended. Occasionally, if there isn't any child with allergies on the birthday day, cake and pastries may be brought. Please ask the administrator.

If you are planning a party for your child, please hand out invitations outside of the daycare. Teachers will not be responsible for handing out invitations. In the past, children have been disappointed when they are not invited, or the invitation has been misplaced.

### Nutrition

Montessori Mes Petits Academy will provide one morning and one afternoon dry snack. The children are given the opportunity of having their snack, as they feel hungry between 8:30-9:30am. In the afternoon, the snack will be given as a group at 3:30pm. In order to avoid cross contamination, the center will provide only dry snacks like crackers, pretzels, raisings, dates, etc. Parents supply lunch.

A couple of ice packs inside the lunch bag are convenient and sufficient to keep the food fresh for a few hours. Please do not send our child's food in a plastic container.

Here are two different choices to storage your child's lunch:

- I. Glass container (in case it needs to be warmed up in the microwave).
- II. Thermo - Please make the Thermo hot with boiling water before putting the hot food inside... doing it this way it will keep the lunch hot for longer time.

Please keep in mind that according to the Child Care Licensing Regulation we cannot force your child to eat his food. Whatever you send for him/her in his/her lunch box will be on the table and it will be the child's choice what to eat first or not to eat at all if he is not hungry.

Please be confident that there will always be plenty of fresh water available, and that we will provide water and food at snack times in sufficient quantity and quality, enough to meet the



developmental needs of the child in regards to:

- + The child's age,
- + Number of hours under our care,
- + The child's food preferences, allergies, and cultural background.

Also,

- + We will never feed a child by a propped bottle,
- + Force him to consume any food or drink,
- + Leave the child unsupervised while consuming food or drink,
- + Food or drink will never be used as a form of reward or punishment. (Our practice adheres to section 48 of the Child Care Licensing Regulation).

### Daily Menu

For snacks, we will provide a varied menu of various crackers, pretzels, cereals, raisings, dry fruits, etc. If a child does not like what we offer, parents are welcome to bring in their child's favorite snack. If your child has any food allergies, we ask that you bring his/her own daily snack and a special snack to keep in the classroom for some special occasions.

### Class Celebrations & Field Trips

Field trips are arranged throughout the year. Trips often involve a bus ride for longer distances or a walk to neighbourhood locations. We also invite special classroom visitors to enrich our program and expand the children's learning experience.

If a parent wishes their child not to come with the rest of the class on a field trip they should make special arrangements for the care of the child as all the teachers will be needed on the trip.

### Nap Time

It is a requirement from Licensing of VCH, that child day care programs incorporate an opportunity to rest or to sleep as part of their day. Our timetable for nap time is between 1-3pm.

Children who have outgrown their afternoon nap, are still encouraging to rest on their mats for at least  $\frac{1}{2}$  an hour, to allow other children to fall asleep without noise; they can read books, play games, or chat quietly with his friend. After the other children have fallen asleep, those who have not slept will do other works with a teacher, like preschool class, crafts, puzzles, coloring, painting, etc.

Every child has his own sheet, pillow, pillowcase, and blanket; these items will be sent home for washing at the end of the week. These sleeping items are expected to be back in the classroom the next day your child is at the center as it will be needed in his/her bed. **The amount of \$5.00 will be charged for each item lost and this amount will be collected at the end of the year from the Security Deposit.**

Please do not write the name of your child on the sheet, blanket, pillow and pillow case.

Sometimes children tear off the elastic of the sheets... if this happens, please repair it when you take it home for washing.

If your child has an attachment to a pillow, a blanket or a special toy (just for sleeping time) you can send it in and we will keep it with his belongings.

### Montessori, Playtime and Daily Schedule

The children will play outside at St. Andrews Park or go for walks in the neighborhood, rain or shine every morning; if the weather is windy and stormy, and we think that children may get hurt or be afraid they will stay indoors. When the weather is good in the afternoon, they will also go outside.

As part of our partial immersion curriculum, we will be offering French as a foreign language. 3-4 years old class: 15-20 minutes; 4-5 years old class: 20-30 minutes.

Below is an example of our programmed daily curriculum. The daily schedule may change during summer time and special holidays like Christmas and Spring Break.

Please keep in mind that some very young children will not be able to participate in some activities like circle time or French class. We would like you as parents to understand that a child under our care cannot be forced to participate or do those activities. For those occasions, teachers always have different activities and pastimes ready for them.

#### 3 - 4 Years Old Class Schedule

<u>Time</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
7:00/9:00	Arrival & Free Play	Arrival & Free Play	Arrival & Free Play	Arrival & Free Play	Arrival & Free Play
8:30/9:30	Ongoing AM Snack	Ongoing AM Snack	Ongoing AM Snack	Ongoing AM Snack	Ongoing AM Snack
9:00/10:30	French Class Circle Time Montessori Early Learning	French class Circle Time Montessori Early Learning	French class Circle Time Montessori Early Learning	Music class Circle Time Montessori Early Learning	French class Circle Time Montessori Early Learning
10:30/11:50	Washroom & Outside Play	Washroom & Outside Play	Washroom & Outside Play	Washroom & Outside Play	Washroom & Outside Play
12:00/12:45	Lunch & Toileting	Lunch & Toileting	Lunch & Toileting	Lunch & Toileting	Lunch & Toileting
1:00/3:00	Nap Time/ Crafts	Nap Time/ Crafts	Nap Time/ Crafts	Nap Time/ Crafts	Nap Time/ Crafts
3:00/3:30	Toileting & PM Snack	Toileting & PM Snack	Toileting & PM Snack	Toileting & PM Snack	Toileting & PM Snack
3:30/4:00	Reading Time Crafts/Play	Reading Time Crafts/Play	Reading Time Crafts/Play	Reading Time Crafts/Play	Reading Time Crafts/Play
4:00/5:00	Toileting & Outside Play	Toileting & Outside Play	Toileting & Outside Play	Toileting & Outside Play	Toileting & Outside Play
5:30/6:00	Reading & Pick Up	Reading & Pick Up	Reading & Pick Up	Reading & Pick Up	Reading & Pick Up

#### 4 - 5 Years Old Class Schedule

<u>Time</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
7:00/9:00	Arrival & Free Play	Arrival & Free Play	Arrival & Free Play	Arrival & Free Play	Arrival & Free Play
8:30/9:30	Ongoing AM Snack	Ongoing AM Snack	Ongoing AM Snack	Ongoing AM Snack	Ongoing AM Snack
9:00/10:30	Montessori/	Montessori/	Montessori/	Montessori/	Montessori/

	Early Learning French/Circle Time	Early Learning French/Circle Time	Early Learning French/Circle Time	Early Learning Music Class	Early Learning French/Circle Time
10:30/11:50	Washroom & Outside Play	Washroom & Outside Play	Music 10:30/11:30	Washroom & Outside Play	Washroom & Outside Play
12:00/12:45	Lunch & Toileting	Lunch & Toileting	Lunch & Toileting	Lunch & Toileting	Lunch & Toileting
1:00/3:00	Nap Time	Nap Time	Nap Time	Nap Time	Nap Time
2:00/3:00	Preschool / Crafts	Preschool/Crafts	Preschool/Crafts	Preschool/Crafts	Preschool/Crafts
3:00/3:30	Tide Up/Washroom	Tide Up/Washroom	Tide Up/Washroom	Tide Up/Washroom	Tide Up/Washroom
3:30/4:00	PM Snack & Circle	PM Snack & Circle	PM Snack & Circle	PM Snack & Circle	PM Snack & Circle
4:00/5:00	Toileting & Outside Play	Toileting & Outside Play	Toileting & Outside Play	Toileting & Outside Play	Toileting & Outside Play
5:30/6:00	Reading & Pick Up	Reading & Pick Up	Reading & Pick Up	Reading & Pick Up	Reading & Pick Up

### Statutory holidays

As a general rule, our Care and Education program is closed on the following days: Labor Day, Thanksgiving Day, Remembrance Day, Christmas Day, New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, BC Day, Boxing Day and Easter Monday.

**We will also close on Monday if the stat holiday falls on Tuesday and on Friday if the stat holiday falls on Thursday.**

**We do only work half day on Christmas Eve and New Year's Eve.**

### Registration Fee

All parents are required to pay \$125.00 non-refundable registration fee per child, upon registration.

### Security Deposit

After Registration, all parents are required to pay the fee of \$300.00 as a security deposit.

At the end of care, the prepaid security deposit will be refundable if **one month calendar written notice of ending care is given. For example: if the child leaves at the end of August, the notice must be given by the end of July.**

We will also use the security deposit fee to collect the unpaid late pick-ups, and other miscellaneous if any.

### About Tuition Fee

The center does not make any tuition allowances for absences or vacations. If it happens that parents want to go away for vacations and they take their child out of care, the child/ren will be re-admitted if there is space available. The re-enrollment will have a fee of \$125.00.

Tuition is due on the first day of the month, payable by Electronic Funds Transfer (EFT).

The care and Education fee will remain the same for one year. At the discretion of the center, after one year, the fee may be revised, and it might be increased according to the rise of the

cost of living, leasing increase and other expenses. If this happens, the increase will take place on September 1<sup>st</sup>.

### Childcare Subsidy

The Ministry of Children and Family Development may provide childcare subsidy for the care of children who attend a licensed daycare. If you think you qualify, please print the form from this website: <https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/child-care-funding>

### Additional Fees

There will be additional charges for field trips to cover the bus fare, and occasionally, an admission fee, depending on the nature of the field trip.

As our bank does charge for NSF transactions, there will be a \$40.00 charge added to the tuition fee amount.

There will be a yearly charge for class material payable in September.

At the discretion of the center, the payment of any charges owed to the center may be requested in the form of a certified cheque or cash.

A tuition fee receipt (for tax purposes) will be sent to parents in February.

### Late Pick-Up Time:

Late Pick Ups will be charged **at \$5.00 for 5 minutes or fraction and \$1 for each additional minute**. Please read also Arrival and Dismissal.

### Communication

Open and honest communication between parents and teachers, build a foundation of mutual trust, faith, and support, in order to work together towards what is in the best interest of the child. We hold four principles of Positive Communication as paramount:

- 1.** In building and maintaining Parent/Teacher relationships, our mutual goal is to be open and honest, direct, sensitive, and understanding in a professional manner. The Parent/Teacher relationship balances the needs of home and day care while maintaining the child's welfare as our vital priority.
- 2.** Parent/Teacher communication is built on mutual respect, cooperation, and acknowledgement of one another's perspectives through the commitment to share expectations.
- 3.** We acknowledge that the development of mutual trust is an essential part of the working relationship between Teachers and Parents.
- 4.** We are mindful of the confidentiality of personal information.

At our center, we strongly believe in an open-door atmosphere for communication between families and teachers. If a parent has any concerns, we hope they will feel free to discuss them with the teaching staff. We as professionals, do not feel it is appropriate to discuss any concerns

pertaining to any child's behaviour or development while in the presence of the child. Privacy is of the utmost importance. Sensitive issues should be discussed privately, amongst parents and teachers only.

Appointments can easily be arranged for a personal meeting with the teachers, or since the teachers can regularly be contacted at the center, a phone call may suffice. As teachers of young children, we find it advantageous to communicate with parents in several different ways. If you have any questions or concerns that you feel are not being addressed by the teachers, please feel free to contact the administration.

### **Parent/Teacher Meeting**

As parents and teachers see each other often and many of the advises/suggestions and child's progress and/or behaviour are done at drop-off and pick-up time meeting will be at parent's or teacher's requests only.

However, if a parent feels a need for a consultation at any time during the year, it will be arranged with pleasure.

### **Special Information from Home**

In order to meet the constantly changing needs of each individual child, the staff would greatly appreciate hearing about any significant changes that may take place within your home environment. Situations which may affect your child's sense of security, level of attachment, and general well-being include:

- \* Parent/caregiver being away
- \* a new house guest
- \* a new person in the family
- \* hospitalization
- \* illness of sibling(s) or parent(s)
- \* changes of address
- \* separation/divorce
- \* death of a family member or pet
- \* change of caregiver
- \* an accident, etc.

### **Is Our Program Right for Your Child?**

We anticipate, with teacher and parent support, that children will make a successful transition into the daycare and will continue to grow and develop. We do our best in providing a stimulating, safe, and nurturing experience for all the children. We look for, and appreciate parent input, on how to best support your child in connecting to the learning environment or in social situations.

However, sometimes, our environment is not the best situation for your child. An example would be if a child needs a high level of support. Another example would be, a child's inability to adjust to a large group of children. If we think that your child will benefit from a different type of program (like a play base, family daycare, outdoor daycare, etc) we will meet with you to let you know. We will do our best to provide you with the necessary support during the transition.

### **Aggressive Behaviour Policy**

Children, on occasion, will exhibit aggressive behaviours that can be directed towards other children and/or staff. Aggressive behaviour includes such actions as hitting, pushing, biting, or any

other persistent or forceful physical action directed toward another individual. It is our intention to provide a safe environment for all by having a consistent approach towards aggressive behaviour that ensures each child receives appropriate attention.

### **Reoccurring Aggressive Behaviour**

A reoccurring or pattern of aggressive behaviour is defined as: "a regular or frequent action or reaction to a situation, event, or interaction". In the event that a particular behaviour is reoccurring, the manager will call a meeting with the parents and teachers to discuss strategies. Outside resources may be called as an extension of support for the parents and daycare.

If the behaviour continues, the manager, in consultation with the parents and teachers will determine if the centre can continue to meet the child's needs. If it is deemed that the child cannot be adequately serviced through this organization the parents will be instructed to withdraw the child.

### **Withdrawal of a Child**

In the event that we are unable to continue to provide care to your child, it may be necessary to withdraw him/her from our center. In this case, three weeks written notice will be given, and the security deposit - after deducting the late pickup fees or any other amount owed to Mes Petits, if any-, will be returned.

If the care arrangement is to cease with immediate effect, the days of the current month the child has attended will be subtracted, and the rest of the money paid for that month will be reimbursed as well as the Security Deposit.

A meeting with the parent or telephone conference, as well as an official written notice in the form of email or posted letter, will be provided.

### **Changing Days**

We follow these guidelines to add or reduce days:

- 1.- For adding days it may be possible to start immediately - if there is space available - .
- 2.- To reduce days, one-month notice will be necessary.

### **Limits and Guidelines**

All childcare programs are required under section 51-1 (a & b) and section 52-1 & 2 of the Provincial Government's Child Care Licensing Regulation, to publish a discipline policy. Our teachers and administrative staff review and update our training on a regular basis.

All childcare providers in BC are required by law to report any concerns related to physical, emotional, or sexual abuse.

It is the goal of all staff members at Montessori Mes Petits, to provide a safe and fun environment where simple and basic guidelines are in place, and positive discipline techniques are utilized. We aim to help the children gain the understanding and independence to attain a degree of inner discipline and self-control. Many of the limits and social graces set as a standard at the daycare, are common to everyday situations. We hope this approach to discipline will help our students deal with not only classroom situations, but also situations that they face outside daycare daily.

Limits and Guidelines are introduced each time a new child joins the center and are reviewed whenever needed. These limits and guidelines are brought up during circle times and

discussed as a group; often, the more difficult situations are role-played to provide the children with the necessary skills and language. To help develop self-discipline in the classroom, we establish clear and consistent limits. For example: "in the classroom we use walking feet".

The purpose of these limits and guidelines is to ensure safety in the classroom. Our goal is consistency, which helps to reassure the children that their understanding is complete, and that they know what to expect in particular situations.

When a staff member needs to intervene during class time, each child is considered a unique individual influenced by his or her own natural development, environment, and experiences. Where one child may only need to be reminded gently, another child may need redirection. Other strategies we use, include offering choices, reflective listening, and logical consequences. The choices offered to children are simple, clear, and related to the situation at hand. For example, "what would you like to put away first, the pencils or the papers?"

Reflecting back to children what we see happening and our interpretation of their feelings, calms many situations and sometimes allows for practice in solving social problems. Logical consequences relate directly to a situation, e.g., "when play dough is left out, it dries up and there is no play dough to play with tomorrow".

In the rare event that a child loses physical control and it becomes apparent that he may hurt himself or others, it may be necessary to have a staff member to intervene and support the child until self-control is regained. We believe this is necessary in order to ensure overall safety within the immediate environment. We also recognize and respond to the child's emotional distress.

The staff at Montessori Mes Petits ensure as stated in the Child Care Licensing Regulation for the discipline policy in section 52:

- (1) A licensee must ensure that a child, while under the care or supervision of the licensee, is not subjected to any of the following:
  - (a) Shoving, hitting, or shaking, by an employee or another child, or confinement or physical restraint by another child;
  - (b) Confinement or physical restraint by an employee, except as authorized in a childcare's plan if the care plan includes instructions respecting behavioral guidance;
  - (c) Harsh, belittling, or degrading treatment by an employee or another child, whether verbal, emotional, or physical, that could humiliate the child, or undermine the child's self-respect;
  - (d) Spanking, or any form of corporal punishment;
  - (e) Separation, without supervision by a responsible adult from other children;
  - (f) As a form of punishment, deprivation of meals, snacks, rest, or necessary use of toilet.
- (2) A licensee must ensure that a child is not, while under the care or supervision of the licensee, subjected to emotional abuse, physical abuse, sexual abuse, or neglect, as those terms defined in Schedule H.

### **Separation Anxiety**

Your child may experience separation anxiety periodically throughout the year, especially after extended absences or any changes at home. This anxiety is created by a fear of separating from a parent or caregiver. However, it may be expressed as a fear or dislike of daycare (e.g. "I don't like...", "I don't want to...", or "I'm afraid of...").

To minimize these experiences for your child, we urge you to allow ample time to prepare for daycare, in a relaxed, unhurried manner.

A time together of closeness and talking, will reaffirm your child's sense of security and attachment, enabling him to move towards independence and self-reliance. After this time together, your child will be ready and willing to leave home for the daycare.

Upon arrival, say goodbye to your child; reassure your child of your return and facilitate a quick transition between yourself and the teacher. Please, remember that young children have difficulty dealing with two points of reference; it is unfair to ask a child to choose between a parent and a teacher. Your positive and confident attitude will allow this transition to occur with greater ease, and will reinforce your child's sense of security. If this transition becomes difficult, continue to reassure your child and say goodbye. Please avoid sneaking away as your sudden disappearance will cause more anxiety for your child.

The vast majority of children quickly settles into the classroom routine and happily engages with their peers, the materials, and their teachers. A punctual pick up at the end of the day is equally important in order for your child to have confidence in established attachments. In the event that this anxiety persists, we recommend an appointment be arranged to meet with the teachers to brainstorm for possible options.

### **Helpful Tips for Dealing with Separation Anxiety**

All of the children will have a gradual entry in order to start day care smoothly. The dates and hours will be sent to you by email. Please check your child's Gradual Entry schedule before bringing him to daycare as the time is different for each child. We appreciate your patience on this important matter.

- \* Read realistic stories with your child in advance to help prepare him for the first day of class.
- \* Be positive - any anxieties you feel will be transmitted to your child. Allow plenty of time to get ready for daycare so that your child will feel calm on arrival.
- \* Keep goodbyes short and sweet to reassure your child of your return. Please do not sneak out without proper goodbyes.
- \* Be prompt at pick-up times (remember, there is a pick-up late fee).

If you have any concerns, bring them to the teachers' attention when your child is not present.

Have faith in your child and the teachers.

### **Information on Easing the Separation Process**

Smile as you leave. This shows your child that you feel good about leaving him/her in this



wonderful place.

Ask your child if he/she would like to say goodbye while he/she is playing with the puzzle or if he /she would rather walk you to the door to say goodbye. This gives your child a measure of control. Ask your child where he would like his goodbye kiss, on his nose? on his elbow? Plant the kiss with a quick goodbye, making it silly so you leave while you are both giggling.

Always alert the teacher when you are ready to leave so she can move right in to distract your child with conversation and play.

### **Health Policy**

In order to protect the other children in the classrooms and the teachers, we ask that parents do not send their child to daycare if the child is showing any signs of illness. Keeping your child at home will accelerate his recovery. The following is a list of symptoms to guide you in deciding if your child should be sent to daycare.

- Fever - Over 98.6 ° F or 38° C
- Skin and scalp infections
- Profuse amounts of discharge from the nose
- Mumps, Measles, Chicken Pox, etc.
- Rash
- Vomiting
- Bad cough
- Sore throat
- Eye discharge or pink eye (conjunctivitis)
- Diarrhea
- Untreated head lice

Or in any other circumstance that you think that your child doesn't feel well enough to participate in our daily routine **indoors and outdoors**.

Please inform your child's teachers if your child is receiving any medication. Either prescription or non-prescription. Please do not leave the medication in the child's cubby. Consent written authorization is necessary **each time** medication is required for teachers to administer medication to your child. Montessori Mes Petits will adhere to the recommendations of the Vancouver Coastal Health in all aspects of health and safety about communicable disease control.

Please note that children in day care may spend part of each day outdoors, weather permitting. This time outdoors is part of our program and is required by the Child Care Licensing Regulation. If your child is not well enough to be outside please keep him at home.

We are required by the Child Care Licensing Regulation to keep records of medication administration, the starting date, the end date, amount to be given, time to be given, doctor's signature, any special side effect, emergency contact, diets, etc, and any other information that can help us identify an emergency. Please see Sneezes and Diseases booklet for more information about symptoms and guides to help you deciding about sending your child to day care or to keep him at home. [http://www.vch.ca/media/Sneezes\\_And\\_Diseases\\_December\\_2014.pdf](http://www.vch.ca/media/Sneezes_And_Diseases_December_2014.pdf)

**(Please read also the new COVID-19 Pandemic in Parent Agreement Form)**

### **Supporting Independence in the Washroom**

Children arrive at our center with different levels of development in the area of self-care. If it becomes necessary for us to help a child in the washroom, whenever possible, we talk through the steps required, rather than offering physical assistance. At all times, our support and

encouragement will be given in a gentle, calm, and reassuring manner.

If your child is experiencing difficulty or anxiety with a particular aspect in the washroom routine, please let us know so that we can be as supportive as possible.

To encourage independence in this very important area of development, please help your child to choose clothes that are easy to remove, e.g., elastic waist pants rather than suspenders, belts, or overalls and leggings instead of tights or jeans.

A teacher escorts younger children to the washroom; older children are given more independence when they are ready. During the first months of care, we give frequent reminders and pay regular visits with small groups. You may wish to make it a part of your routine to accompany your child to the washroom on arrival.

We require the children to wash their hands after every visit.

In the greatest interest of your child, if he or she needs more help or emotional comfort than we can offer at the time, we will contact you to come and assist. (An example would be on gradual entry, after coming back from holidays, changes at home, etc).

Please remember that the teachers are caring for a large group of children. Our objective is to support the personal needs of each individual child while attending to the needs of the group as a whole.

#### **Bad Weather Closings**

The center may close during hazardous weather conditions. If the daycare is closed, we will post a message on the center's website [www.mespetsits.ca](http://www.mespetsits.ca). Daycare closures due to hazardous weather conditions will not be made up.

#### **Custody and Related Court Orders**

The day care staff cannot become involved in the marital or custody issues of the families that we serve. If a custody or court order exists, a copy of the order needs to be placed in the child's file. The guardian is responsible for providing up to date accurate information concerning the legal guardianship of the child. Without a custody or court order on file, the caregiver cannot deny access to the non-enrolling parent. If the non enrolling parent is not listed on the pickup list the policy on unauthorized persons will be implemented. The guardian will provide all consents

#### **Supplies**

Many other materials apart from paint, crayons, pencils and paper are used on daily basis for the children's work in the Montessori practical life area of the classrooms. Some of the other items are soap, carrots, and coffee, for grinding; oranges for juicing; Ziploc bags to take their work home. They eat the oranges in the classroom. Children take great pride on working on these items so they can take home to their parents.

If you would like to donate we accept Ziploc bags, bags of carrots, coffee beans, bar soaps,... and also books and toys in good condition.

#### **Suggestions or Ideas**

If you think you have an idea that could benefit or improve our program please feel free to call us at 608 980 1102 or email us at [mespetsits@ourpreschool.com](mailto:mespetsits@ourpreschool.com). We are open to any

improvement if it is in the benefit of the children.

We sincerely appreciate your cooperation.

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**Appendix 1- COVID-19 Health and Wellness Policy Last updated: May 16, 2020**

Aligns with: BC CDC recommendations for child care settings (May 15, 2020)

Please remember that the Covid19 public health emergency is rapidly changing, we may be ordered closed in the future by BC's provincial health officer, Dr. Bonnie Henry, and/or our licensing officer. Additionally, due to the need for staff to also stay home when symptomatic, we may have temporary interruptions to service delivery due to staffing shortages. Dr. Henry maintains that, as of today, child care centres can safely care for children if they are following the prescribed health protocols.

Parents with children with any underlying health concerns need to evaluate if their children should attend child care programs during the Covid19 pandemic. Accordingly, please note the following Covid19 Health and Wellness policy, which applies to all staff and children within this facility. On arrival, staff will review the health of the child with the parent before the child enters the facility. If the child has any symptoms, they must return home as per the health policy. Parents will additionally be asked to sign a statement each morning, confirming that their child is symptom free and that their child has not been given acetaminophen or ibuprofen in the last 12 hours.

Your child should stay home if he has the following symptoms. Additionally, if the child shows any of the following symptoms during the day at Mes Petits, you will receive a call from us asking you to pick up your child:

**Temperature of 37.8 C on the forehead:**

May return to child care after a doctor's note or negative COVID-19 test is provided AND or when symptom free.

**Runny nose:**

May return to child care after a doctor's note or negative COVID-19 test is provided AND or when symptom free.

**Cough:**

May return to child care after a doctor's note or negative COVID-19 test is provided AND or when symptom free.

**Sore throat:**

May return to child care after a doctor's note or negative COVID-19 test is provided AND or when symptom free.

**Difficulty breathing or wheezing:**

May return to child care after a doctor's note or negative COVID-19 test is provided AND or when symptom free.

**Unexplained fatigue, aches or cold/flu-like symptoms:**

May return to child care after a doctor's note or negative COVID-19 test is provided AND or when symptom free.

**Sinus congestion:**

May return to child care after a doctor's note or negative COVID-19 test is provided AND or when symptom free.

**Children who have, or children with others living in the same home who have just returned from international travel:**

May return after self-isolating for 14 days and being symptom free.

**Children who have, or children with others living in the same home who have been identified as at-risk of potential Covid19 exposure:**

May return after self-isolating for 14 days and being symptom free.

**Sick while at daycare:**

Pick-up and drop-off of children should occur outside the childcare setting unless there is a need for the parent or caregiver to enter the setting (e.g., very young children, gradual entry). If a parent must enter the setting, they should maintain physical distance from staff and other children present and be reminded to practice diligent hand hygiene and maintain physical distance when they are in the facility.

Only children will be allowed to enter the daycare during the specified hours written in our Memorandum of Understanding for Families:

- staff will greet each child/family at the building entrance at drop off and pick up. Teachers will sign in each child daily.
- Please allow yourself more time for drop off and pick up to ensure that there are not many families arriving at the same time.
- While waiting for entry all families must abide by 2m of physical distancing.
- Children will be asked to wash their hands when arriving and before leaving, after using the toilet or having a diaper change, after playing outside, after sneezing or coughing, whenever hands are visibly dirty.
- If a parent/caregiver must enter the center, they should maintain physical distance from staff and other children present and practice diligent hand hygiene and maintain physical distance

when they are in the facility.

- A teachers will check the child's temperature and the parent must sign the Symptom Free Statement:

**Daily Health Check Resource**

Date: \_\_\_\_\_ Name of child: \_\_\_\_\_

Name of parent/guardian: \_\_\_\_\_

Is your child ill with?

- Fever (> 37.5 °C)
- Cold
- Influenza
- Infectious respiratory symptoms of any kind (eg chest infection)

**Then your child must stay at home** for a period of **10 days** after the onset of symptoms.

- Once symptoms have resolved fully your child may return to the child care centre.
- Call 8-1-1 or your health provider for more information

Has your child, or anyone in your household, had close contact with someone who has had a possible exposure to the COVID-19 virus?  Yes  No

Has your child travelled to any countries outside of Canada, including the US (United States), within the last 14 days?  Yes  No

**If you answered "yes" to one or both of the questions above, but your child does not currently have any symptoms:**  
The Ministry of Health and BCCDC state that your child should be quarantined (self-isolated) for **14 days**, and monitored for new symptoms.

**If you answered "yes" to one or both of the questions above, and your child has developed symptoms:**  
The Ministry of Health and BCCDC state that you need to isolate your child, and avoid contact with others for at least **10 days** after the onset of symptoms.

- For any medical information please call 8-1-1 or your health provider.
- For any non-medical information about COVID-19 (including information related to travel) please call 1-888-COVID19 (1-888-268-4319). This service is available 7 days a week from 7:30am to 8:00pm

Parent/Guardian Signature: \_\_\_\_\_

Child Care Staff Signature: \_\_\_\_\_

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**Montessori Mes Petits Academy (2010) Inc.  
Care & Education**

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