

Art & Soul Montessori



■ Infant ■ Toddler ■ Preschool

Art and Soul Montessori Childcare Inc.
Proudly serving Calgary communities!

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PARENTS HANDBOOK

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1. Registration Package

All parents must complete and sign the following forms included in their Registration Package before a child will be admitted into our childcare program:

- Registration Form including child medical information and emergency contact information
- Medical Emergency Consent Form
- Child Care Contract

2. Termination of Care

Childcare contract amendment or termination:

I/We agree that 2 calendar months written notice (60 days) must be provided for any changes in childcare needs. During that notice period, I/We will be responsible for payment according to the current schedule I/we are changing from. This includes termination of care and any changes in the month prior to the start of care. For example, if notice to withdraw from care is given on the 15th of April then 2 calendar months notice would begin on May 01 and you would be responsible for payment for the months of May and June respectively. Final day of care under this example would be the last working day of June and no payment would be due after the month of June as per contract.

3. Rate Changes

Parents will receive one month's notice of any rate increases.

4. Methods of payment

12 postdated cheque payments are issued in the name of "Art And Soul Montessori Childcare Inc. All cheque payment must be dated 1st of the month except the 1st month cheque payment which will carry the same date as of childcare contract. Direct deposit can also be set-up. NSF will incur an administrative cost of \$60.

5. Childcare deposit:

The 1st month payment will be held as deposit in advance for holding a childcare spot. The deposit held will be applied toward 1st month of Childcare. Further, the deposit is **non-refundable** in case parent decides to cancel the childcare spot before the childcare start date.

6. End of Day Late Pick-up Policy

Art and Soul Montessori programs operate from 7:30 a.m. to 5:30 p.m. It is our program policy that lateness is not acceptable. It is expected that parents will be ready to pick-up their child(ren) by 5:30 p.m. If the parent is unable to pick up their child(ren) at the scheduled pick-up time, Art and Soul Montessori childcare may contact the emergency contacts provided by the parents.

The Parent will pay to the director overtime charges based on \$1 per minute for every minute the parent is late after 5:30 p.m.

7. No Show Policy

A Parent is considered a no-show when she/he does not appear on-site at our childcare (30) minutes after her/his scheduled pick-up time without notifying the program director.

In the event of a No Show: The Director and child(ren) will remain on the premises. The Director will contact, in order, one of the following:

- I. The Program Supervisor
- II. The Executive Director (Owner)

In the event that this is necessary, the Director will make alternative arrangements for the child.

Parents who are consistently late will be considered to be in violation of their contract and termination of services may occur.

8. Substitute directors:

A substitute list of qualified teachers/directors is maintained for all Art and Soul Montessori programs. These additional resources ensure part or full time care for our programs during absence of regular program directors. Therefore, no unexpected closures through whole year at any Art and Soul programs.

9. Arrival & Departure

Parents or a Guardian must accompany their child upon arrival. Your child will only be released from

care to those persons listed on your Registration Form. If someone other than designated persons will be picking up your child, the director, must receive advanced notice or your child will not be released. Notification will consist of the person's full name, address, telephone number, relationship to the child and other pertinent information that will help identify the person. Once notified that another designated person will be picking up your child, picture ID and other proof of identification from that person may be required before releasing your child. This is a security measure for all involved. Parents will be notified immediately if someone not on the list comes to pick up their child. Please take the time to discuss with the childcare director any custody issues relating to your child.

Typical Day at Art and Soul Montessori Childcare preschool:

7:30AM - 9AM - Children arrive – Free Play (any children that arrive before 8AM are offered breakfast)

9AM - 9:10AM - Yoga and Meditation

9:10 - 9:30AM - Circle and Calendar Time – singing, weather and days of the week, topic discussion, alphabet and number recognition

9:30AM - 10AM - Circle time extended if the children are still interested, or else inside gross motor games related to the topic

10AM - 10:15AM - Fine motor activities i.e.: cutting, printing, counting small objects etc. These are done at the table while we prepare snacks

10:15AM - 10:45AM - Snack time

10:45AM - 11:30AM - Free play/Outdoor/Play Gym/ recreation time

11:30AM - 12:30PM - Center time – children choose a center to play and switch the center after 10 minutes so they can play with each other. (Center includes sensory, cognitive, fine motor, dramatic play and construction activities). During this time, the lunch is prepared and director joins into activities with the children. Fun children's music is played.

12:30PM - 1PM - Lunch time

1Pm - 3PM - Nap time and Reading time

3PM - 3:30PM - Free play including sensory activities

3:30PM - 4PM - Snack time

4:30PM - 5:30PM - Free play/Outdoor/Play Gym/ recreation time

10. No Television Policy

Our programs follow No Television Policy very strictly and focus on overall growth of children under care at all times.

11. Immunization

We are required to have up-to-date records of immunization on file for the children in our care. Please take time to complete this information on the registration form. The child will not be accepted into the program until this form is complete.

If you choose not to immunize your child due to religious belief or a medical condition there is a separate form for you to complete. Please notify the admin of any new immunization your child may receive.

12. Children's Health

In order to protect all of the children, the following procedures must be followed. Your Child cannot attend the program due to health conditions if he/she:

- ☐ Has a temperature of 101 degrees Fahrenheit (38.4 degrees Centigrade) or over.
- ☐ Has not been fever free for 24 hours.
- Has vomited while at childcare or within the last 24 hours (vomiting is more severe than an infant's "spit up").
- ☐ Has diarrhea (abnormally loose, watery bowel movements that are much more frequent than usual). Children will be sent home from the program upon the third incident of diarrhea during the day.
- ☐ Has been on a prescribed medication for less than 24 hours for a condition requiring exclusion from the program according to the Alberta Health Services Communicable Disease Program. Your child must be symptom free and able to cope with all aspects of the program.
- ☐ Has a rash that has not been identified by parent or physician or that seems to be worsening.
- ☐ Has a severe cold with fever, sneezing and heavy nasal drainage.
- ☐ Seems really sick without any obvious symptoms. In this case, the child may act and look different; may be unusually tired, listless or irritable.
- ☐ Is requiring one-to-one attention from a director in order to allow the child to cope and be reasonably comfortable.
- ☐ Has any disease/illness/condition listed in the Alberta Health Services Communicable Disease Guidelines for Schools and Childcare Facilities requiring exclusion.
- Is unable to participate in all activities – indoor and outdoor. If a child is too sick to go outside, then he/she cannot attend the program.
- ☐ Has chickenpox. Your child will be excluded from the onset of symptoms for 5 days until the majority of the pox is scabbed over. Your child must be able to fully participate in the program upon his/her return.
- ☐ If at any time the director feels that a child is too sick to be in the program, the child will not be allowed to attend. It is important to try to have alternate child care arrangements in case you cannot stay at home with your child.

13. Medication Policy

There are strict procedures in place concerning the administration of medication to children at our programs. In order to ensure the health of your child, the steps listed below must be followed:

Medications: prescription or over the counter must be in the original bottle and packaging. The child's name must be clearly labelled on the bottle and packaging.

Medication will only be administered once the parent or guardian has completed a Medication Authorization Consent Form. These forms must be filled out with specific instructions as to time and dosage. We cannot administer medication under instructions such as "if you feel it is necessary". Exception: Medications to ease asthma and/or allergic reactions will be administered, as necessary, once the parent or guardian has outlined clearly the conditions required to make the medicine necessary and has completed a Medication Authorization Form.

Medication to control pain must be given at a specific time or temperature. If a low-grade fever persists for longer than 24 hours, your child will need to stay at home until they are fever free (without the use of fever reducing medications) or a note from your doctor is provided. At no time can the children stay in the program with a fever of 101 degrees Fahrenheit (38.4 degrees centigrade) or over.

Medications will be stored in a container in the refrigerator or designated cupboard, as required. It is the parent's responsibility to take the medication home at night. Epi-pens and puffers will be kept close at hand, as required by the child's condition.

We cannot keep Tylenol, etc. on the premises in case your child develops a fever unless we have a note from the doctor stating that it is medically necessary.

If your child becomes ill while in care, you will be notified immediately. If we cannot reach a parent within a reasonable amount of time we may call the emergency contacts. You will be required to pick up your child from care within 1 hour of notification of illness. The staff will keep sick children isolated from the other children when required until the parent arrives.

14. Nutrition

Our program provides morning and afternoon snack and a main meal at lunch. The snacks and lunch are prepared by director fully trained to cook the meal following weekly menu. Menus are posted in the program facility and copies attached here.

In accordance with requirements listed in Child Care Licensing Regulations, we will ensure that the meals and snacks are provided to children:

- ☐ At appropriate times and in sufficient quantities in accordance with the needs of each child
- ☐ In accordance with a food guide recognized by Health Canada
- Also ensure that infant nutrition provided by parents is clearly labelled with the infant's name

Our director will ensure that:

- ☐ The menus for meals and snacks provided will be posted in a prominent place on the program premises
- ☐ The manner in which children are fed is appropriate to their age and level of development
- ☐ Children are seated while eating and drinking, and
- ☐ No beverages are provided to children while they are napping

15. Children with Allergies

Our programs will enroll children with allergies and to the best of their abilities, create an environment that minimizes the risk of exposure to allergies. This policy recognizes that the risk of accidental exposure can be reduced but not eliminated.

Each child's need will be assessed individually to determine if the program can manage the allergy safely. The program reserves the right to refuse registration if it is determined by the program supervisor that the allergy is not safely manageable. Parents wishing to enroll their child(ren) in our program must discuss the child's allergies with the program director in advance of registration to determine if the program can manage the child's allergies.

To determine manageability we look at the following factors: a) type of allergy, b) number of allergies, c) level of severity, d) can exposure to allergen be managed safely and reasonably?, e) are staff and parents comfortable with level of risk that is inherent?

Once it is determined that the allergy is manageable, then the following procedures must be followed before the child can be admitted into the program:

- The parent will provide an Allergy Information sheet that is signed by the child's physician.
- The parent will complete the allergy form that has been prepared by the program. The parent will be able to meet and discuss this information with the program's staff.
- The parent will give written consent to advise other parents in the program about their child's allergies and to allow us to post the child's Allergy Alert form in the center.
- ☐ The parent will provide all necessary medications.
- ☐ The parent will demonstrate the administration of the medication/ treatment to the program staff.
- ☐ The program director and the parent will prepare a plan that outlines who will provide the food for the child (the program or the parent or a combination of the two).

- The parent and program director will review the plan and the child's needs on a regular basis.
- It is the parent's responsibility to notify the program coordinator, staff and cook of any changes to the child's allergy.
- Any changes to the child's allergies must be noted and signed by the child's physician.

16. Photography

A photo consent form will be provided to parents. Occasionally, the pictures may be used for educational or art and soul montessori website purposes. Names of the children are never used with their photos.

If you do not wish your child's picture to be used for any purposes as specified above, please notify on the photo consent form and we will then ensure that your child's picture is not taken.

17. Supervision

We strive to provide quality childcare where safety and learning are paramount. Therefore, we strictly abide by Alberta Childcare act and provide care for maximum of 6 full time children at each of our programs.

- Pre-school age group (2.5 to 5 years old)

18. Child Discipline Policy

It is recognized that children are at different stages in their development of appropriate group behavioral skills. At our programs, key rules will be established to maintain harmony and safety of all of the children. Staff will follow through in a calm, reasonable, and consistent manner when a child behaves inappropriately.

Methods that will be used when guiding and redirecting behavior:

- ☐ Directors will communicate to children using positive statements.
- ☐ Directors will communicate with children by getting down to their eye level and talking to them in a calm quiet manner about what behavior is expected.
- ☐ After the child is reminded of the appropriate behavior, he/she will be redirected through alternatives/ choices to another activity or area.
- ☐ Staff will promote and encourage appropriate behavior through knowledgeable program planning, modeling desirable behaviors, and socially acceptable language.
- ☐ The goal that we are striving for is for children to take responsibility for their own actions and

behaviors.

Any person, while on child care premises, shall not engage in any of the following actions toward children:

- Inflict corporal punishment in any manner upon a child's body.
- ☐ Hit, spank, beat, shake, pinch, or any other measure that produces physical discomfort.
- ☐ Cruel, harsh, unusual, humiliating, or frightening methods of discipline, including threatening the use of physical punishment.
- ☐ Placement in a locked or dark room.
- ☐ Public or private humiliation, yelling, or abusive or profane language.
- ☐ Staff shall not associate disciplinary action or rewards with rest, food, or toileting.

- ☐ Directors shall not use time out for any child.
- ☐ Directors shall not use time out for any purpose.

19. Communication to Parents

- ☐ Directors shall have ongoing communication between home and childcare program regarding all aspects of the care of the child. A monthly newsletter is issued 1st day of every month to keep parents informed about program themes and activities for the month.

20. Emergency Evacuation

At our programs, the safety and well-being of children and staff shall always take first priority over all other considerations. Our program directors are considered responsible for the safety of children and will coordinate actions with the community's public safety officials, landlords, and with families of the children during an emergency evacuation.

Winter Play:

We will not take the children outside on days colder than 15 Degrees Celsius, high wind chill days, and heavy snow fall days. It will be at the discretion of the staff and program director as to the length of time the children could remain outdoor.

Proper clothing for the seasons will be required all times: We understand that while providing care for more than one child, each child cannot endure the heat and cold in the same way, therefore we follow rules of safety that should keep all children's safety in mind.

We believe outdoor play activities are essential part of our curriculum. However, we will not put the health, welfare and safety of the children at risk. We will follow the recommended rules as guided by our program policies.

21. Minor or Major Accidents and incident reporting procedure

Our Program is committed to providing a safe and healthy environment for all children, staff, and any other persons participating in the program. In case of a minor accident, staff will provide first aid as required. Staff will record all details, including the treatment given, in the accident, injury and illness. Staff will notify the parent/guardian either immediately after the accident, or when they collect their child from the Program, depending on the severity of the accident and the emotional state of the child.

If the child shows any of the symptoms of the illnesses or infectious diseases, Parents/guardians will be requested by staff to collect their child. The child will be kept comfortable and under observation. The sick child may be isolated from the rest of the group, if the illness is deemed dangerous to health or to cause distress to the other children, until the parent/guardian or person authorized to collect the child arrives to collect the child. Information relating to the accident/symptoms shown by the child will be recorded by staff in the accident, injury and illness book.

22. Major Illness

In case of emergency medical situations or accidents staff will carry out all possible medical assistance for the child, prior to the parent or ambulance arriving. In accordance with regulation, staff can remove a child requiring medical, hospital or ambulance care from the premises without the parents/guardians consent. Where an ambulance is required and the parent/guardian is not present to accompany the child, the unqualified staff member may accompany the child in the ambulance.

23. Smoking

No smoking policy - Smoking is prohibited at our program facility at all times.

Parents, family members or relatives of children enrolled at the service will not be permitted to smoke on the premises and will adhere to our Smoke Free Environment Policy.

24. Emergency Procedures

Our program admin will ensure that emergency evacuation procedures are made known to all program directors and to children where developmentally appropriate.

25. Emergency Evacuation

In the event of an emergency situation our Emergency Plan will be activated.

- ☐ Causes for evacuation include but are not limited to: fire, bomb threat, explosion, flood, severe thunderstorm, severe winter storm, hurricane, tornado, toxic fumes, electrical, heat, water and structural failure.
- ☐ In an emergency, evacuation to a predetermined location will be called by the Program Director. The evacuation of the facility should proceed by the program director as rapidly and safely as possible.
- ☐ Evacuation routes posted in each area showing exits and directional will be followed.
- ☐ In the event of a major environmental hazard that necessitates a large evacuation such as several neighborhoods, a city/town or geographical area, due to a large non-confined hazard, the local government agency will determine the mass shelter location. All program directors are to accompany their assigned children to a designated shelter and remain with them while family/guardian/emergency contacts are notified and arrangements are made for their pick up.

26. Holidays

Our programs will be closed on regular statutory & civic holidays.

- ☐ New Years' Day
- ☐ Family Day - Alberta
- ☐ Good Friday
- ☐ Easter Monday
- ☐ Victoria Day
- ☐ Canada Day

- ☒ Heritage Day - Alberta
- ☒ Labour Day
- ☒ Thanksgiving
- ☒ Remembrance Day
- ☒ Christmas Day
- ☒ Boxing Day

Our programs also remain closed for Christmas holidays. In 2017, the programs will remain closed for Christmas holidays from Monday, Dec 25, 2017 to Monday, Jan 1, 2018.

Revised: January 1, 2017