



# PARENT HANDBOOK

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## ALL ABOUT US

With over 20 years of experience, our staff guarantees quality education for your child. Building Blocks Montessori and Preschool offers a unique twist in learning by integrating Early Childhood Teachings with Montessori methods and equipment.

We believe that play is an important learning tool in the development of children in the early years. We run Play Based program where the children have the opportunity to explore their world through various small and large group activities, creative art, science, sensorial, dramatic, and play activities.

The Montessori philosophy seeks as its goal, an independent, self-directed child. Dr. Maria Montessori believed and taught that no human being can truly be educated by another person. She believed that he/she must do it for himself, or it will never be done. Someone who is truly educated continues learning long after the hours and years he/she spends in the classroom, for he/she is motivated from within by a natural curiosity and love for knowledge. For this reason Dr. Montessori felt, therefore, that the goal of the early childhood educator should not only offer facts from pre-selected course of studies, but also; *cultivate his/her own natural desire to learn.*

Our program offers an enriched environment from which he/she can literally absorb information.

Specially designed abstract Montessori materials are integrated with other developmentally appropriate activities to provide your child with progressive learning in the areas of Practical Life, Sensorial, Language, Mathematics, Cultural, Dramatic and Creative Activities. Six principles of the Montessori environment are also present in our school; **Freedom, Structure and Order** (In environment), **Beauty, Nature/Reality** and a **Social and Intellectual Environment**.

Building Blocks Montessori and Preschool offers a unique twist in learning by integrating Early Childhood Teachings with Montessori method and equipment. By pursuing his/her individual interests in the Early Childhood/Montessori classroom, he/she gains an early enthusiasm for learning which is the key to becoming a truly educated person. Our program integrates specially designed Montessori materials with other developmentally appropriate activities. Our program uses the How Does Learning Happen? Ontario's Pedagogy for the Early Years which is "a professional learning resource guide intended to support pedagogy and curriculum/program development an early years programs" (How Does Learning Happen? Page 5). In addition, Excerpts from ELECT as well as the Think, Feel, Act are referenced by our educators.

Building Blocks Montessori and Preschool is a Licensed Child Care Centre under the Ministry of Education and follows the rules and regulations as outlined under the Child Care and Early Years Act, 2014.

We currently provide care for children between the ages of 6 weeks and 12 years old on a full time and part time basis. Our daily capacity at the Fourth line location is 120 children and 83 children at the Bronte location. Our hours of operation are 7:00am – 6:00pm, Monday to Friday.

## **PROGRAM STATEMENT**

“...every child deserves to have someone’s eyes light up when they enter the room” (Clinton 2012)

Building Blocks Montessori recognizes that each child is unique and that each child brings forth diverse ideas, cultures and experiences. We understand that each child’s development differs. Varying factors such as life experiences, family, and the community bring forth enriched differences to share. We envelop these and nurture growth through the four foundational conditions that are considered to be essential to optimal learning and healthy development for children. These conditions are consistent with the “How Does Learning Happen? Ontario’s Pedagogy for the Early Years (2014)” (pp7, 8), which includes the following:

- \* Every child has a sense of ***belonging*** when he/she is connected to others and contributes to their world
- \* Every child is developing a sense of their self, ***well-being*** and health
- \* Every child is an active and ***engaged*** learner who explores the world with full body, mind and senses
- \* Every child is a capable communicator who ***expresses*** himself in many diverse ways

Montessori teachings seek as its goal an independent, self-directed child. It is believed that by pursuing his/her own individual interests, he/she gains an early enthusiasm for learning which is the key to becoming a truly educated person.

-Montessori education enables children to develop self-control and self-regulation. Children are encouraged to seek out their own activities for as long as they desire/need, and to manage their own daily routines and activities. Children individually pursue activities that spark their interests. This individualized approach enables children to control their own choices, movements and activities.

The materials themselves are inviting and intriguing to children. These materials are self-correcting. This design feature enables the materials to instruct the child’ therefore the children are drawn to activities. The teacher ensures that there are suitable activities that will inspire children’s natural interest.

We provide an environment that fosters curiosity, and that allows children to explore. We believe that every child deserves a safe and caring environment. Here they can grow and develop to their maximum potential.

We bring forth “home” into our classroom creating the most comfortable environment for a child.

### **Our Co-Planning Process and Documentation**

We determine what interests each child through play opportunities. The educator expands the child’s interests by asking questions, adding materials and providing new challenges and ideas as well as a gateway for conversation and communication with other peers for additional sparks of interest. Our

teachers grab these sparks of interest and create new learning experiences with active open minds, an equation for success. This emergent approach celebrates new ideas and supports the spontaneity of the developing child. Our teachers record these observations, reflect and then create new learning experiences.

We understand that pedagogical documentation is a way for our program staff to learn about how children think and learn, thereby giving us ideas to branch out teaching involving the child's curiosity and therefore the child is open, aware and soaks up information like a sponge. The purpose of our documentation is also a way to value each child's experiences and a way to reflect on developmental growth over time as well as reflection for teaching opportunities. Our program staff can co-plan with the children; and way to communicate. This gives an opportunity to make child's learning visible to themselves, to other children and to their families.

Daily play highlights of each individual child are documented in their Developmental Journal, in order to demonstrate to each parent how their child is developing and learning through their daily play.

Building Blocks meets the child's need to trust in the world and people. We provide staff who are cheerful and happy to see them every day, teachers who provide consistency in classroom conduct. Our days are conducted in a familiar pattern creating consistency and a sense of expectation. Everything is planned following the child's lead and interest. We foster a home like atmosphere. Respect, empathy, trust and honesty are all core values in all our interactions with our families.

“Children who thrive in primary school and whose pathways are set for later academic success are those who enter Grade 1 with strong oral communication skills, are confident, able to make friends, are persistent and creative in completing tasks and solving problems and excited to learn” (Shonkoff and Phillips, 2000; Bennett 2004; National Research Council 2001, Sylva et al 2004; Maggi et al 2005)

We foster the learning process, at Building Blocks Montessori and Preschool; we offer a variety of learning opportunities inclusive of: Phonics, Language, Mathematics and Literacy, Montessori, Science, Music and French incorporated into our Circle times, Creative Arts, Sensory, Fine and Gross motor (both indoors and outdoors) activities.

In addition to daily interactions and feedback from our program staff, we offer many parent feedback opportunities and involvement such as surveys, open house and parents -teacher interviews. This partnership with the families supports our program in many ways. Together we work to meet each child's needs as families know their child best, and are the first most powerful influence on learning and development. This helps us to build strong relationships by understanding all our families' values and structures. We also complete daily log sheets for our infant and toddler children which indicate how the children day has been. Progress reports are also completed twice a year (January and June).

### **Self-Expression, Communication and Self-Regulation**

Our program welcomes children of all abilities. We have respect for diversity, equity and inclusion. We believe this is vital for optimal development and learning. We encourage children's self-expression, their communication and self-regulation as well as their abilities to deal with stress. Children learn how to remain in a state of calm in stressful situations. As they learn they are able to control their emotions, focus attention, ignore distraction and understand consequence.

We recognize and respect the unique qualities of each child and family, including ancestry, culture, ethnicity, language, gender and developmental needs and abilities. We create strategies that value each child's individual make-up. We view and absorb the diversity of our children and families, empower and enrich our environment.

### **Partnerships with Children, Families and Communities**

“Increasing family's participation in their children's early learning and development reaps powerful benefits” (Mustard 2006, Greenspan and Shanker 2004)

Building Blocks Montessori and Preschool works as a team with our children, their families and the Community. The web of families and community is our anchor for the child's early learning and development. Our families are our primary teachers and the most powerful influence on a child's early learning and development.

Our knowledgeable teachers are reflective practitioners who use an emotionally warm and positive approach, this in turn leads to constructive behaviour in children. We integrate theoretical frameworks, research their findings and daily experienced sparks of interest to guide their interactions. Reflective practitioners observe how children think and create a link to learn and experience this world and its environments. With communication being the key, this information is then relayed to their families so they as well can share further input. Teachers add materials, initiate set-ups and participate in play opportunities as the third party (Child, Environment, and then Teacher) These play opportunities that relate to the child's natural sparks of interest and their experiences help them to move beyond their current levels of understanding and abilities where the sky's the limit.

We promote a sense of belonging for children and their families by creating positive communications and partnerships. We are committed to working collaboratively with all our community partners to meet the best interests of the children and their families.

“Relationships between Early Childhood settings and families and their communities benefit those children when those relationships are respectful of family structure, culture, values, language and knowledge” (Casper and Lopez, 2006)

### **Staff and Volunteers**

We support volunteers and students from the community by providing training and learning opportunities along with practical work experience. We support our staff through continuous professional learning meetings, opportunities and seminars. We thrive as a team, each member holding an important role.

### **Safety and Health**

Building Blocks Montessori meets and always strives to exceed all health and safety requirements of the Ministry of Education, Region of Halton as well as local government bylaws.

Information is always posted in all our classrooms, kitchen and/or in students files. Information is provided in our Parent Handbooks as well as posted outside of our offices. Please feel free to speak to our program staff at any time should you wish to be more informed of our safety policies and protocols.

In closing, our overall goal is to ensure the health, safety and well-being of each child. We strive at all times to ensure a sense of belonging, an outlet for engagement and expression.

Building Blocks Program Statement is reviewed annually by our Board of Directors to ensure that it is aligned with the Ministry of Education’s practices outlined in the Child Care and Early Years Act, 2014.



The four foundations of How Does Learning Happen (How Does Learning Happen pg. 8)

Building Blocks Montessori and Preschool will ensure that all new staff, students and volunteers review the program statement prior to interacting with children, on an annual basis, as well as at any time when the Program Statement is modified.

## How Does Learning Happen?

Ontario’s Pedagogy for the Early Years



Building Blocks Montessori and Preschool recognizes children are capable and curious and delivers programs and services that value and build on their strengths and abilities. Building Blocks Montessori and Preschool has embraced How Does Learning Happen? Ontario’s Pedagogy for the Early Years as a professional learning resource guide for Educators to support pedagogy and curriculum/program development in our early learning programs. This aligns with the Ministry of Education’s Policy Statement on programming and pedagogy. At Building Blocks Montessori and Preschool we view children and families as capable and competent community members with valuable ideas and perspectives.

Children are competent, capable, curious and rich in potential. Building Blocks Montessori and Preschool recognizes each child is a unique individual who brings his or her own abilities to the program and deserves the encouragement and space to try new things, explore new ideas and develop their own unique creativity. We provide an environment that fosters curiosity; one that allows children to explore. We believe that every child deserves a safe and caring environment (a place where children want to be and where they feel “at home”), in which to grow and develop to their maximum potential. We understand the importance of taking children’s stages of development into consideration. For each child, their stage of development is an individualized and complex interplay between developmental factors and their unique family, community and life experiences. In each case, we aim to integrate all areas of the child’s development into our program in a holistic way.

To foster learning and support children’s interests, Building Blocks Montessori and Preschool offers a variety of daily activities surrounding language and literacy, numeracy, music, science, nature, fine motor and gross motor, creative arts, and physical activity both indoors and outdoors. Our goals for children, consistent with the Ministry of Education pedagogy The Four Foundations of How Does Learning Happen, include the following:

- Every child has a sense of belonging when he or she is connected to others and contributes to their world.
- Every child is developing a sense of self, health, and well-being.
- Every child is an active and engaged learner who explores the world with body, mind, and senses.
- Every child is a capable communicator who expresses himself or herself in many ways

A focus on these foundations throughout all aspects of our programs ensures optimal learning and healthy development.



MINISTRY OF EDUCATION

<http://www.edu.gov.on.ca/>

Building Blocks Montessori and Preschool is a licensed childcare under the Ministry of Education. As such we follow the rules and regulations as outlined under the Child Care and Early Years Act, 2014.



<http://www.halton.ca/>

Building Blocks Montessori and Preschool is inspected by a licensed Health Inspector and follows the rules and regulations set out by the Region of Halton Health Department in regards to the following:

- Immunization and Health Awareness
- Illness
- Appropriate temperatures and weather conditions for outdoor play

- Sanitary Practices



The College of Early Childhood Educators regulates Ontario’s profession of early childhood education in the public interest.

The College is not an educational institution or a professional association that advocates for early childhood educators. It is an organization that helps to protect children and families by setting registration requirements and ethical and professional standards for ECEs, and governing member conduct through a complaints and discipline process. By governing the profession of early childhood education in the public interest, the College helps to assure parents that Ontario’s children are cared for by professionals who are trained, qualified and accountable. RECEs are members of the College of Early Childhood Educators. Only members of the College can use the protected titles and designations “early childhood educator” (ECE) and “registered early childhood educator” (RECE). Only individuals who have met the registration requirements of the College and hold a Certificate of Registration in good standing may practise the profession of early childhood education. You can search the College’s online public register of over 50,000 RECEs. Parents can look up an individual by name to confirm that she or he is registered with the College and verify whether there are any terms, conditions or limitations on their Certificate of Registration. To search for an RECE, please visit the College’s public register at [college-ece.ca](http://college-ece.ca).



Toronto Montessori Institute (TMI) and the Association Montessori International (AMI) are education institutes that deliver internationally recognized educational experiences designed to inspire and challenge adult students to realize the Montessori philosophy and methodology in the classroom and in their world.

## **QUALITY FIRST**



Building Blocks Montessori and Preschool participates in Quality First.

Quality First is a quality early learning initiative providing all licensed childcare programs in Halton region with the opportunity to participate in a developmental model for quality improvement.

Participation in **Quality First** indicates the program's commitment to work towards high quality environments and interactions for children in their programs. Quality First Believes in;

- Developing the professionalism of individuals involved in the care and education of young children
- Improving the level of quality indicators in children's programs
- Collaborating with local colleges to promote the professionalism readiness of early childhood educators.

## **HOURS OF OPERATION**

Our hours of operation are 7:00 a.m. to 6:00 p.m., Monday to Friday, excluding all public holidays.

## **HOLIDAYS/SCHOOL CLOSURE DAYS**

Our centre is open Monday through Friday, 12 months a year, with the exception of the following days:

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Labour Day
- Civic Holidays
- Thanksgiving Day
- Christmas Eve closed
- Christmas Day
- Boxing Day
- New Year's Eve closed

*We will notify you of any other school closings. Our centre may also close due to severe weather condition. Our school follows the Halton School Boards and closes accordingly for snow days. So please check the news for school board closures the day of a bad snow storm. We will also change our answering machine and post a note on our website to notify you of any unscheduled closures.*

**Regular fees are charged for all closure days listed above.**

## **TEACHERS AND STAFF**

All staff employed at Building Blocks are required to meet the standards and regulations as outlined by the Ministry of Education.

All teachers must be registered respectively and be in good standing with their governing bodies prior to employment. Early Childhood Educators must be registered with the College of Early Childhood Educators and Montessori teachers must be recognised by their host council, ANI, TMI etc.

All staff are fully trained in Standard First Aid and Infant/Child CPR and are required to complete a Police Check including a Vulnerable Sector Screening prior to employment. An Offence Declaration is signed yearly and a new Police Check including a Vulnerable Sector Screening is completed every five (5) years.

Building Blocks provides ongoing professional development opportunities, both internally and externally, for all staff.

From time to time, as part of our involvement in the community, we host student teachers from community colleges and secondary schools. All participants in such joint educational opportunities must also meet regulation and government standards.

## **ABOUT OUR PROGRAMS**

The teaching staff in each of the classrooms consist of at least one Registered Early Childhood Educator (RECE) with a Montessori trained educator and/or Assistant teacher. Each program follows their individual daily routine.

### **INFANT PROGRAM (Bronte location only)**

We offer an enriched full time/full day program for our infants aged 6 weeks to 18 months. Our program is designed to meet the needs of each child individually rather than as a whole group. Personalized schedules ensure that each child's individual needs are focused on and met. Parents are required to fill out a "Get To Know You Sheet" which outlines your child's daily schedule (sleep and feedings times) as well as any instructions/requirements that your child may have. Each child's daily routine is documented for future reference. Parents are required to provide diapers, wipes, creams and powders for their child in addition to formula, baby food and baby crackers and cookies. Once your infant is ready to eat the foods off our menus, meals will be provided. We also provide Homo (3.5%) milk for the Infant program. The Infant classroom has a separated sleep room which has a crib for each child enrolled. Parents are asked to provide a blanket for your child. This program operates on a 3:1 child:teacher ratio and is only available at our Bronte location.

### **TODDLER PROGRAM**

Our Toddler program is designed to fit the needs of children 18-30 months. Self-help skills are the main focus of this age group, as skills are developing quite rapidly. Our program is individualized and our curriculum has been designed to develop the skills and concepts consistent with your child's needs and interests. A challenging Cognitive and Fine Motor Program ensures that skills are well developed. A Toddler's self-confidence is building so quickly, our program recognizes this and encourages Social/Emotional Play with much patience for Receptive and Expressive Language. Each child has a chart that allows for documenting of their daily events. In addition to the main meals provided, we serve 2 additional snacks served around 9:45am and 5:00pm. There is a 2 hour rest period after lunch for the toddlers. Cots are provided and we ask parents to bring in a blanket. Parents are also required to provide diapers, wipes, creams and powders. You can choose to attend on a full time (5 days per week) or a part time (2-4 days per week) basis. This program operates on a 5:1 child:teacher ratio.

### **PRESCHOOL PROGRAM**

Our Preschool program is designed to fit the needs of children 2 ½- 5. This age group uses both a self-directed approach to learning as well as teacher directed activities. Our program encourages experimentation as well as exploration while learning. Our challenging program provides individualized Academics, Phonics (including the Jolly Phonics Program), Basic Mathematics as well as French, Music, Botany and Culture. There is a 2 hour rest period after lunch for the preschoolers. Cots are provided and we ask parents to bring in a blanket. You can choose to attend on a full time (5 days per week) or a part time (2-4 days per week) basis. This program works on an 8:1 child:teacher ratio.

## **KINDERGARTEN PROGRAM (Fourth Line location only)**

Our Kindergarten program is designed to fit the needs of children 4 to 6 years of age. This group is ready for advanced reading, writing and math programs as well as French, and Music. The program follows the Jolly Phonics Cognitive program which focuses on upper and lower case letter recognition, phonetic sounds and printing skills. The focus is to prepare your child for grade 1. Your child will be conducting science experiments, examining their natural environment and incorporating this into their weekly program. They will be gaining confidence as they are encouraged by teachers to be independent in their daily tasks.

### **DAILY SCHEDULE/ROUTINE**

The following is an example of what a typical day **might** look like. Please note that times and details will vary depending on age group. Actual schedules/routines are posted outside individual classrooms.

7:00am – 9:00am Classrooms combine for open with children’s choice activities

9:00am – 11:30am The children may participate in a combination of the following:

- Circle Time
- Programmed activities (Cognitive/Academic learning, Montessori, creative art, sensory, fine and gross motor)
- Outdoor play (library visit, neighbourhood walks) or indoor gross motor

12:30pm – 2:30pm Rest/sleep time

1:30pm – 2:30pm Quiet activities (children who are awake – books, puzzles, colouring)

2:30pm – 5:00pm The children may participate in a combination of the following:

- Circle Time
- Programmed activities (Cognitive/Academic learning, Montessori, creative art, sensory, fine and gross motor)
- Outdoor play (library visit, neighbourhood walks) or indoor gross motor

5:00pm – 6:00pm Classrooms combine for close with children’s choice activities

Meal times occur between the hours of:

- 7:00am – 8:30am Morning snack is offered
- 9:30am – 10:00am Mid-morning snack is offered (infants and toddlers)
- 11:00am – 11:45am Lunch is offered
- 2:30pm – 3:30pm Afternoon snack is offered
- 4:30pm – 5:00pm Evening snack is offered (infants and toddlers)

## **PROGRAM HIGHLIGHTS**

At Building Block's, we have carefully selected programs to enrich and fill all your child's needs. Below are highlights of everyday activities at school:

### **HANDS ON MONTESSORI**

- Montessori Presentations, Educational Circles
- Working with Montessori equipment (Practical life, Sensorial, Mathematics, Language and Cultural Activities)

### **ACADEMIC LANGUAGE AND MATHEMATICS**

- Pre writing skills
- Pre math skills
- Printing numbers and letters
- Shapes
- Colors

### **SELF EXPRESSION / CREATIVE**

- Creative Art
- Educational circles
- Sensorial Activities
- Dramatic Play

### **FRENCH**

- Educational circles given by our French teachers once a week.

### **MUSIC**

- Singing
- Circles
- Self-expression

### **FIELD TRIPS AND IN CENTRE VISITORS**

Throughout our year, we will be planning fun, educational field trips as well as in centre visitors/shows for all to enjoy at an additional cost. A notice will be sent home well in advance along with a permission slip that must be signed and returned to school. If you wish that your child not participate on the field trip or be part of the in centre show, please notify the supervisor. Your child may attend the school and be a part of one of the other classrooms **as long as space is available**. Volunteers over the age of 18 years are welcome on field trips at an additional cost (see volunteer policy).

## OUTDOOR TIME

The Early years are an ideal time to lay the foundation for children to be physically active. This is a time when children learn basic motor skills such as running, jumping, and climbing. Young children have lots of energy and love to move. All our full day programs include outdoor time for a **minimum** of 2 hours per day weather permitting. It may be too cold, too wet, too hot, or too sunny for the children to be safely outside. The following are guidelines used to determine if conditions are not suitable for outdoor play and/or special precautions need to be taken. It is at the discretion of the Supervisor/designate on duty to determine if weather conditions are safe for outdoor play.

- It is too COLD when the weather calls for...
  - The temperature is -20 degrees Celsius with or without wind chill
  - A cold weather alert has been issued by environment Canada
  - Weather conditions such as light rain, rain, freezing rain, high winds, blizzard or ice storm
- It is too HOT when the weather calls for...
  - The temperature is 30 degrees Celsius with or without humidex
  - A heat advisory/alert has been issued by environment Canada
  - There is a smog alert, high heat alert, humidex advisory
  - Weather conditions such as high winds, rain down pours, thunder and/or lightning storms

Children are expected to follow the routine of the classroom if in attendance at the school. Due to ratios and capacity, children may not be able to remain inside during their classrooms outdoor time. Please make sure your child has weather appropriate clothing every day in the event that outdoor play is possible. **Please be sure that all clothing items are clearly labeled with the child's first and last name.**

Appropriate clothing may include but is not limited to the following:

- Cold weather clothing
  - Warm hat
  - Neck warmer
  - Warm waterproof gloves/mittens (no string allowed)
  - Warm winter boots
  - Warm snow pants
  - Warm winter coat/jacket
  - Warm sweater
- Hot weather clothing
  - Hat with visor
  - Closed toe shoes – preferably running shoes
  - Wind breaker jacket/coat
  - Sweater
  - Water proof splash pants

If the weather is not suitable for outdoor play, indoor gross motor activities such as obstacle courses, parachute games, physical large group activities are conducted in the classrooms.

## **REGISTRATION AND TUITION FEES:**

In order for your child/children to be registered at Building Blocks Montessori and Preschool, the following information must be submitted:

- Completed Registration Package
- Copy of Child's Immunization Schedule
- Registration fee – a onetime registration fee of \$75.00 is collected upon registration. A \$40.00 registration fee is collected for all siblings upon registration. Once paid, this fee is **non-refundable**.
- Your first 2-weeks fees per child enrolled is collected upon registration. Please note this fee is applied to your first 2 weeks of care and NOT held as a deposit for the end of care with Building Blocks Montessori and Preschool. Once paid, this fee is **non-refundable**.
- Banking information (a void cheque or bank letter) for direct withdrawal from your bank account for payments for child care costs. Your child care fees are due **every 2 weeks in advance of care**. Please contact the school for our program rates.

There is a \$30.00 service charge for all NSF payments.

Fees are charged in full, regardless of days absent due to illness, vacations, and statutory holidays or emergency closures to ensure your child's spot.

Annual tax receipts are issued by the end of February of the following year.

Parents/Guardians are strongly encouraged to visit the program prior to their child starting with Building Blocks. The Supervisor will also arrange for a transition period the week before your start date so that your child can visit for short period of time (no more than 2 hours per day) before the actual start date. This is at no cost to you, and available once the child is registered.

## **SUBSIDY**

Please call Halton Region at (905) 825-6000 to see if your family qualifies for financial assistance for child care costs.

## **WAIT LIST POLICY**

Under the authority of Ontario Regulation 137/15, licensed child care centres and home-based child care agencies will no longer be authorized to charge prospective parents a fee or deposit to be placed upon the wait list for future enrollment.

Building Blocks Montessori and Preschool will continue to charge a non-refundable registration fee of \$75.00; \$40.00 for each sibling thereafter, once a spot is to be secured.

All of our programs have enrollment limits based on our licensing capacity. We typically enroll our programs to their capacity and maintain a wait list through the year. A space will open up based on a child terminating from the program at which time, we will refer to the wait list. It is only required to be added to the wait list once and you will be contacted once a space becomes available. Should you decline a spot, you will be removed from our wait list.

In order to maintain an effective and accurate wait list, both locations (Fourth Line and Bronte Street), will manage their wait lists separately. Adding prospective parents and children to our wait lists will be done in order of inquiries received with siblings of currently enrolled children prioritized.

Once every 6 months, administration will review respective wait lists and move children to their appropriate list based on age. As an example, an infant who now qualifies for the toddler classroom will be added to our toddler wait list based on the date you were added to the infant wait list.

Open spots for the following school year are filled first with our currently enrolled students. Incoming siblings are prioritized next and any additional spots are filled from the wait list. We typically begin enrollment for the following school year in February and once our currently enrolled students have secured their places, we then review our wait lists for possible enrollment; this typically begins in March.

All information kept by Building Blocks Montessori to maintain your place on the waiting list will be kept confidential. No information will be disclosed. You may call or email and check your place on the waiting list at anytime.

### **TERMIANTION/CHANGE OF CURRENT PROGRAM OPTION**

A minimum of **four weeks (20 business days) written notice** submitted to the office is mandatory to withdraw a child from the program. Space cannot be guaranteed for a child to be withdrawn on a temporary basis.

Child services will be terminated if school policies are not followed, tuition fees are unpaid, or if we are unable to fit the needs of your child.

A minimum of **four weeks (20 business days) written notice** submitted to the office is required should you require a change to your current program.

### **ARRIVAL AND DEPARTURE SAFETY**

When dropping off or picking up your child, please ensure that a staff member is aware of your arrival and departure. Please make sure to drop your child off in the appropriate classroom. Children are NOT to be left unattended in any part of the school at any time.

If a parent or guardian is unable to pick up your child, please notify the school with name and relation of the adult picking up the child. At any time a person arrives to pick up a child, and the staff is unsure of the individual, the staff may request government issued picture identification be produced and cross reference the information in the child's file.

Please note that Building Blocks Montessori and Preschool staff will NOT release a child if they feel that it is NOT in the child's best interest to do so.

### **LATE PICK UP POLICY**

A late fee of **\$1 per minute per child** after our closing time will be charged directly to the parent and is payable immediately to the staff member on duty. The lateness will be recorded in a log book and repeated occurrences may be cause for your family to be withdrawn from program. Please respect the closing times of the program and remember staff are on their own time after 6:00 pm.

Should you anticipate that you may be late arriving to pick up your child, we ask that you try to make alternate arrangements to have your child picked up on time. Please call the school (or email if before 5:00 pm) to notify the teachers that you will be late and or who will be picking up your child. A reminder that any person arriving to pick your child up is required to have proper government issued photo identification.

## ILLNESS, HEALTH AND MEDICATION

In the Region of Halton, the Medical Officer of Health requires that all children attending daycare be immunized against certain communicable diseases. An up to date immunization record is required for all children upon registration. Copies of updated immunization records are required to be submitted as your child's immunizations are received. If you have opted to not get your child immunized for medical, conscience or religious reasons please let the supervisor know. An exception form must be completed. Please note this form must be signed by a Medical Professional.

Required Immunization Schedule

AGE	Vaccine
2 month	DPTP, Hib
4 months	DPTP, Hib
6 months	DPTP, Hib
After 1 <sup>st</sup> birthday	MMR
18 months	DPTP, Hib
4 – 6 years	DPTP, MMRV

Please note if your child is not fully immunized against any of the following, and there is an outbreak, they can be excluded and/or suspended by a Medical Officer of Health from the school.

- Measles
- Mumps
- Rubella
- Haemophilus influenza b
- Diphtheria
- Pertussis
- Tetanus
- Poliomyelitis

Upon admission to our centre, a medical form must be filled out, in order for us to be made aware of any health or food allergies and/or restrictions. A detailed description of signs and symptoms may be requested for certain allergies, and an Anaphylaxis Emergency Plan is required to be filled out for ALL anaphylactic allergies. Please see the Anaphylaxis policy.

If your child should become ill during the school day, you will be notified in order to arrange for pickup of the child. The child **MUST be picked up with 2 hours** of the initial phone call to the parent. If you are unable to arrive at the school within the 2 hours, please make arrangements for someone to pick your child up. Picture identification is mandatory for any one picking up that the teachers are not familiar with.

“Illness” may be classified as any one or more of the following: fever, vomiting, unexpected loose stools/diarrhea not related to dietary or medical causes previously disclosed, constant coughing, difficulty breathing, constant sneezing, constant flow of discolored mucus from nose and or eye, unknown rash/skin irritation, suspicion of ANY contagious and or communicable disease.

Any child that is sent home due to an illness or suspected illness/communicable disease, must stay away from the school for a **minimum of 1 full day** (more if required for the child to be able to participate). Certain diseases and infections require different exclusion periods (see below). Should a NON-CONTAGEOUS form be sent home, it **MUST** be filled out by a medical professional (at your expense) and returned to the school when the child has been cleared to return to school by said medical professional.

The following is a detailed outline of when you will be notified should the school require you to pick up your child due to an illness or a suspected illness

- Fever – 2 consecutive readings taken 15 min apart reading no lower than **101.0F (38.3C)** both times
- Diarrhea – 2 or more episodes of water like bowel movements that are not normal for the child that have occurred within 2 hours or less
- Vomiting – 2 or more episodes of vomiting that have occurred within 2 hours or less.
- Rash/marks on skin not previously explained/common to the child
- Continuous yellow/green discharge from child's eye

A teacher may call to notify and **recommend** that your child be picked up if the child looks or acts differently: unusually tired, pale, lacking appetite, confused, irritable, or difficult to awake. Any prolonged or communicable illness must be reported immediately to our office.

It is the parent's responsibility to inform the school if your child has been diagnosed with an infection/communicable disease. The supervisor will guide you as to the accurate exclusion periods if applicable. If a reportable communicable disease is known, the school must post a notice on the front door indicating the type of infection/disease, the number of cases and the classroom that the child is in. The school must also notify the Health Department immediately. The following information will be provided to the Health Department:

- Name of child
- Date of birth
- Address
- Telephone numbers of primary care giver(s)
- Diagnosis
- Physician name and phone number
- Name of hospital if admitted

The Health Department may deem an outbreak has occurred if the number of ill children and or staff becomes a concern – generally if 10% or more of the school population have similar symptoms/illness.

Children who show signs of, fever, vomiting, diarrhea and or excessive tiredness must remain home for the well-being of your child as well as their peers at school. While children are in our centre, they are expected to follow the daily schedule and routine.

Our center will administer current prescription medication when a parent provides daily written authorization – a medication form must be filled out prior to medication being administered. We will also administer non prescribed medication at the discretion of the administration team. The Ministry of Education requires that ALL medication arrive in the original container, is clearly labeled with child's first AND last name, and has clear original prescription sticker and or dosage instructions and current prescription date and or expiry date. Medications will not be accepted if the above are not clearly visible. Building Blocks Montessori and Preschool requires a pharmacy tag on all prescription

medication containers. Medication will only be administered as per the instruction on the label or with an accompanying current doctor's note. The supervisor/designate staff have the right to refuse administration of any medication if they feel that it is unsafe to do so.

The requirements for the administration of drugs and medication apply to more than prescription medications. All products containing Drug Identification Numbers require a schedule of administration and applicable record keeping. The requirements apply to a wide variety of items, including vitamins, medicated ointments, prescription medication and over-the-counter medication.

A Drug Identification Number (DIN) is an eight digit number assigned by Health Canada to a drug product prior to being marketed in Canada. It uniquely identifies all drug products sold in a dosage form in Canada and is located on the label of prescription and over-the-counter drug products that have been evaluated and authorized for sale in Canada.

Children's temperatures tend to spike at a very fast rate, especially in infants and toddler children. We recommend that you provide a bottle of fever medication (Tylenol, Advil etc.) to be kept on the premises should your child develop a temperature while at the school. A medication form must be completed when you drop off the medication. Should a temperature occur the teacher will call you to inform you that your child has a fever and ask for verbal permission to administer the medication at that time. Please note that you are still required to pick your child up from the school within 2 hours of the initial phone call.

Anyone with the following diseases should remain at home and away from others:

- Pinkeye: Until 1 full day of antibiotic treatment.
- Strep Throat: Until 24 hours after antibiotics are started.
- Head lice: Until child has been treated for head lice and cleared by a medical professional or a Lice Clinic. A note (at your expense) is required
- Ringworm: Until treatment has started; keep child from swimming/wading pools, and water play until treatment is complete.
- E.coli: Until 2 consecutive negative stool specimens taken 24 hours apart.
- Giardia: Until diarrhea has stopped.
- Hepatitis A: Until 1 week after onset of jaundice.
- Impetigo: Until 24 hours of antibiotics.
- Influenza: Until 5 days after symptoms began.
- Pertussis: Until 5 days after antibiotics are started, or until 3 weeks if not treated with antibiotics.
- Pinworms: Until 24 hours after treatment is started.
- Rubella: Until 7 days after onset of rash.
- Scabies: Until 24 hours after treatment.
- Scarlet Fever: Until 24 hours after treatment.
- Shigella: Until 2 consecutive negative stool specimens taken 24 hours apart.
- Tuberculosis: Active Call Public Health (905) 825-6000

The following illnesses do NOT require a person to be excluded, unless the child is not well enough to participate in regular activities and or advised by a medical professional:

- Chickenpox
- Ear Infection
- Hepatitis B
- Roseola
- Cold Sores

- Fifth Disease
- HIV
- Thrush or Diaper Rash
- Colds
- Hand, Foot, Mouth Disease
- Pinkeye (without discharge from eyes)
- Shingles
- Cytomegalovirus

Should an Emergency arise resulting from an accident or illness, and prompt medical attention is necessary, 911 will be called and the child will be taken to the nearest medical facility by means of emergency services and to proceed with any medical treatment that is immediately necessary. As part of the registration package, you are given the opportunity to indicate your preferred choice of hospital that you would like your child transported to should an emergency arise. This will be conveyed to the emergency response team by the staff, however it is understood that the medical facility that your child will be transported to will be the decision of the emergency response team. It is understood that any medical expenses involved are the responsibility of the parent. Parents will be notified as to the location of the medical facility as soon as the staff are able.

It is the parent's responsibility to notify the school if your child will be away from the school due to an illness. It is the parent's responsibility to inform the school if your child has been diagnosed with an infection/communicable disease.

### **PERSONAL HEALTH CARE**

Frequent hand hygiene is the best way to prevent the spread of germs and illness. Children practice a structured hygiene schedule. Washroom routines and regular washing of hands are part of our daily routine. Independence in the washroom is encouraged by the teachers, teaching proper sanitary procedures including proper usage of toilets, wiping after toilet use, proper hand washing and disposal of paper towel.

A spare change of all clothing items is requested for ALL children while in attendance. Please be sure that all **items are clearly labeled with the child's first and last name.**

### **DIAPERS, WIPES, CREAMS AND POWDERS**

Please provide diapers, wipes, diaper cream, powder for your child should they require it. We recommend providing a sleeve of diapers and 2 packages of wipes (one in a container) to start. As the supplies run low, the classroom teachers will notify to bring in more of what ever items(s) is needed.

With children in diapers, diaper rashes are a common occurrence. To help the children feel at ease, we ask that you please provide diaper cream and or powder to be applied to your child. A form will be available when you drop off the diaper cream and or powder that **MUST** be signed granting permission for the specific diaper cream to be applied to your child.

Please note all creams and powders must arrive to the school in their original container and the following **MUST** be clearly visible on the bottle/container or it will not be accepted:

Child's first and last name

Name of cream/powder  
Frequency of application  
Expiry Date  
Applications instructions

## **NUTRITION AND MEALS**

Nutrition is a vital part of every day. Food is provided for all children as part of the program. All food is prepared on site at each respective location. We provide nutritious, well-balanced meals, following the suggestions of Canada's Food Guide working on a four or five week rotational menu. We provide 3 meals per day. Morning snack: served between 7:00am – 8:30am, Lunch: served between 11:00am – 12:00 pm and afternoon snack: served between 2:45pm – 3:30pm. There are an additional 2 snacks offered to our infant and toddlers – a mid-morning snack and an evening snack. Please see individual class schedules for specific times. 2% milk is provided for our toddler, preschool and kindergarten children. 3.5% homo milk is provided for our infants and toddlers up to 18 months of age. Menus are posted outside the kitchen. The teachers at Building Blocks will encourage your child to try the foods that are offered to them at meal times. Please note that your child WILL NOT be forced to eat or drink at any time in the day.

Should you have any suggestions for food items that we can add to our menu, please speak to the supervisor.

INFANT PARENTS: please note you are required to provide formula, baby (pureed) food and baby crackers and cookies if your child is not ready to eat/drink the items listed on our menus. A "Get to Know You" sheet is provided during the transition week for you to fill out detailing feeding times and instructions. You are also required to provide bottles, sippy cups and a soother for your child to use.

We strive to be a PEANUT/NUT FREE centre. In order to reduce the risk of exposure to anaphylactic causative agents, our menu does not include high allergy foods. We ask that you please ensure that these products stay off our school premises. Ensure that all labels are checked carefully for these food contents.

PLEASE DO NOT BRING ANY OURSIDE FOOD INTO THE SCHOOL unless it has been preapproved by the SUPERVISOR. You will be asked to remove it from the premises immediately!!

Upon admission to our centre, a form must be filled out, in order for us to be made aware of any health or food allergies and/or restrictions. A detailed description of signs and symptoms may be requested for certain allergies, and an Anaphylaxis Emergency Plan is required to be filled out for ALL anaphylactic allergies. Please see the Anaphylaxis policy. For children with specific diet restrictions, foods MAY be substituted either by the school or the parent. Upon registration specific instructions as to foods allowed to be ingested is documented and meal plans are reviewed. We make every effort to work together with the family to accommodate dietary or religious food requirements.

Parents are requested to provide a reusable water bottle/sippy cup for your child. The teachers will ensure that they are filled with water and readily available to the children at all times of the day. The water bottles/sippy cups will be washed and sanitized daily at the school or sent home daily. Please ensure your child's name is clearly visible on all items provided from home; for cups and water bottles, please ensure your child's name is on both the cup/bottle and the lid. Please note that plates, cups and utensils will be provided by Building Blocks for use during meal times. All items are washed and sanitized as per Health Board requirements.

### **FEEDING AN INFANT POLICY**

During the transition week, a "Get To Know YOU" sheet is provided to each parent which provides the school written instructions in regards to feeding schedules as well as food/milk/formula types. The infant room follows the individual's child's schedule in regards to sleeping and feeding times.

Bottles should not be given to infants while they are lying down. Infants will be held up at least a 45 degree angle when feeding and a teacher will always hold the bottle until the infant is able to do so independently. Bottles should never be propped against something or left in a child's mouth when they are falling asleep or asleep. Educators' will be responsive to children's cues of hunger and fullness and intake of milk/formula and food WILL NOT be forced. If a child does not finish a bottle, the remainder of the milk/formula will be discarded and the bottle washed and sanitized before the next use. A food preparation area within the infant room is provided that includes (but is not limited to) a counter, a fridge and a microwave so that bottles and foods can be stored and heated as needed without requiring staff to leave the room. Should a parent provide alternate means to heat up bottles (i.e. a bottle warmer) written instruction of how to use the apparatus is required. This is to be indicated by the parent on the Get to Know You Sheet and is to be approved by the supervisor. Please ensure that it is clearly labelled with your child's name.

Introduction of solid food and new types of foods in a progressively coarser texture should be offered to correspond with an infant's development, consistent with instructions from parents. Parents will review the menu of food provided to older children will communicate to the staff any items that are safe for their child to consume (potentially with modifications such as cutting up into smaller pieces).

Where food or drink or both are supplied by a parent of a child the container for the food or drink must be labelled with the child's name. All food or drink is stored, prepared and served so as to retain maximum nutritive value and prevent contamination.

### **ANAPHYLAXIS POLICY**

**Anaphylaxis is a severe systemic allergic reaction, which can be fatal.** The allergy may be related to food, medicine, latex, insect bites etc. We have an Anaphylaxis policy designed to help support the needs of a child with a severe allergy and provide information on anaphylaxis and awareness to parents, staff, visitors and volunteers at the center.

For each child that has an anaphylactic allergy, the parents/guardians are to fill out the “Anaphylactic Emergency Plan” to ensure precaution. This will then be passed around to each staff to review and to sign. A copy of the form will then be kept with the classrooms emergency information for that child, as well as with any medication if applicable and posted in a visible area along with an updated photograph in every classroom, the office and kitchen. The form is to be renewed/updated annually (at minimum) or as soon as there are any changes to the plan. Please note that the instructions on this plan WILL be followed by all staff and volunteers.

### **BIRTHDAY AND OTHER CELEBRATIONS**

Throughout the year there are many celebrations that occur including but not limited to birthdays, Valentine’s Day and seasonal parties. We encourage the children to celebrate with their peers, and welcome treats and goodies from home. All cakes/cupcakes and other “celebratory” goodies are to be limited to **store bought foods** with no nuts and have a peanut free AND nut free indicator on the package, and are permitted with administration approval ONLY. Ideas of treats to bring in for birthdays/celebrations: cakes, cupcakes, cookies, granola bars, ice cream sandwiches, ice cream and cones, fruit platters, vegetable platters, lute bags. You may also bring in party decorations, plates, cups etc. We ask that you please refrain from bringing balloons into the school for safety reasons. We welcome parents to join in on your child’s birthday celebration. Please speak to your child’s teacher to arrange the details.

It is common for parents to show appreciation for their child’s teacher(s) by bringing in refreshments for them to enjoy. Please ensure that all items entering the school are PEANUT AND NUT FREE. Please note that HOT beverages (tea, coffee) are NOT permitted in the classrooms.

### **SLEEP ROOM SUPERVISION POLICY - INFANTS**

“Every licensee shall ensure that every child who receives child care at a child care centre...is supervised by an adult at all times...” which “...includes the time periods when children are sleeping in a separate infant sleep room/area.” Ontario Regulation 137/15 1.8 11

When three or more infants are in the sleep area (resting or asleep) a staff member must physically be present in the sleep area at all times. When less than three children are in the sleep area (resting or asleep) and more than 3 children are in the play room area, staff do not have to physically be in the sleep area but must conduct physical checks on each child as outlined in the “sleep check procedure” section of this policy. Physical checks are done to monitor breathing and body temperature of the child.

A sleep room log must be kept to indicate how many children are in the sleep room area and the names of the children. This log is in the form of a dry erase board that is located in the sleep area of the infant room. Each day the names of all children present are to be visible on the board, and the information completed as required on the board (sleep times).

Each child attending the infant program will be assigned a crib. Parents are asked to provide any specifics regarding a child’s sleep arrangements on the getting to know you sheet in the registration package. All children under 12 months of age will be placed on their backs for sleep as recommended in the Joint Statement of Safe Sleep (SS.33.1) Any significant changes to a child’s sleep patterns or behaviours will be communicated to parents verbally by their Teachers. If a change is observed it may require adjustments at that time to how the child will be supervised during sleep. A copy of any written

recommendation from a child's physician regarding the placement of a child for sleep will be kept in that child's file and followed by staff.

Parents will provide a blanket or sleep sack to be used for their child during sleep time. Building Blocks has blankets that can be used should a child not have one. NO heavy blankets are allowed to be used. Pillows and sleep toys are NOT permitted to be used in cribs. If a child requires a sleep toy to fall asleep with (as per WRITTEN instruction from the parent on the Get to Know You Sheet), once the child is asleep the toy MUST be removed from the crib.

If a child takes a pacifier it will be given at the beginning of sleep, however if expelled during sleep it will not be put back in unless the child wakes and is wanting it again.

Children under 12 months will be placed on their back for sleep. If a child is able to roll over on their own during sleep they will be left to do so as recommended by the Joint Statement of Safe Sleep document.

Blankets are not to cover an infant's head at any time.

Bottles are not to be given to a child in the crib. If a child requires a bottle to "fall asleep" with, that child must be held in the appropriate way (see feeding an infant policy).

Dim lighting in the sleep area will be used while the children are resting or asleep.

### **SLEEP ROOM SUPERVISION POLICY – TODDLERS AND PRESCHOOLERS**

The Toddlers and Preschool children sleep on cots that are placed around the classroom during the sleep time, and stored away in the classroom when not in use. Sheets are provided by Building Blocks; parents are asked to provide a small, light weighted blanket/sleep sack for your child to use during sleep times. The staff will ensure the children are properly covered, being careful NOT to cover the child's head. The lights will be dimmed/turned off during sleep times and soft soothing music and sounds will be played. The teachers will physically be present in the sleep area/room as outlined in the CCEYA and conduct periodical physical checks on each child. Physical checks are done to monitor breathing and body temperature of the child.

### **ACCIDENT REPORTS AND SERIOUS OCCURANCE**

Injuries of various kinds happen with all children. Accidents reports are completed any time a child injures themselves while in the care of Building Blocks. Accident Reports are completed by the teacher on duty at the time of the incident and reviewed and signed by the school supervisor. Should the injury be of serious nature, a phone call notifying the parent will be made at the time of the incident. The completed Accident Report is reviewed with the parent at the time of pick up by the teacher present and your signature is requested. A copy of the report will be provided to you. The original report will be placed in your child's file in the office. A First Aid Kit will be kept on site and is accessible to all staff. The educators in each program are required to have a valid standard first aid certification including infant and child cardiopulmonary resuscitation (CPR).

If the parent takes the child for medical treatment due to the injury, the parent must inform the staff before returning to the program as this may be deemed a Serious Occurrence and must be reported within 24 hours to the Ministry of Education. When this occurs, Building Blocks will post a "Serious Occurrence Notification Form" near the program license for 10 days.

A Serious Occurrence (under the Ontario Regulation 137/15) is defined as:

- the death of a child while receiving child care at a child care centre, whether it occurs on or off the premises,
- any serious injury to a child while receiving child care at a child care centre, whether it occurs on or off the premises,
- fire or other disaster occurring at a child care centre,
- a complaint concerning operational, physical or safety standards at a child care centre,
- abuse of a child within the meaning of the *Child and Family Services Act* by a staff member of a child care centre, or any other person while the child receives child care at a child care centre, whether it occurs on or off the premises.

If on the basis of the inquiry, there is a reason to suspect that a child has been abused (and/or in need of protection), the staff are required to contact the Children's Aid Society and Police as appropriate under the:

- Child and Family Services Act
- Duty To Report Act.

## **CLOTHING**

Please ensure that you send an extra set of clothes, **labeled** clearly with your child's first and last names, in the event that your child should require them. We suggest that you send your child to school in comfortable play clothes, as they will be busy all day at school and may become a little messy. We require that all children have an **indoor pair of shoes** to be worn while in the school. Please make sure they are clearly labeled with your child's name. Please ensure that your child has appropriate outdoor clothing every day as we do go outside for a minimum of 2 hours per day (see outdoor policy).

## **VACATIONS AND SICK DAYS**

Building Blocks understands the importance of family vacation time however, to ensure your child's spot during the school year, full fees are required. Please inform the office in writing in advance of when your child will be taking vacation.

**Tuition fees are charged in full**, regardless of days absent due to illness, holidays or emergency closures, in order to ensure your child's spot. **We do not substitute days** for closure day, holidays or sick days. We are at full capacity each day and cannot accommodate your child on a day that is not already reserved for him/her.

## **SUMMER CARE OPTION**

Building Blocks Montessori and Preschool understands that most families take vacation over the months of July and August (summer break). If your regular care is not required during these months, and you wish to hold your regular spot for September you may reduce enrolment to two days (Tuesday/Thursday) or three days (Monday/Wednesday/Friday) per week (child may attend school on

these days). It is assumed that your first day back to your original schedule will be the first day of school in September (Tuesday after the Labour Day Holiday). Please note that this option is NOT available for the INFANT AND TODDLER programs.

### **BEHAVIOURAL GUIDANCE**

Reasonable limits should be clearly set and enforced consistently through positive example, affection and empathy. You can shape and manage a child's behavior through positive teaching methods such as, example, explanation, encouragement and rewards. Children learn best when given reasonable limits and the freedom to make choices. By listening to children, respecting their rights, giving them choices and setting appropriate limits the teacher's foster positive self-esteem and a sense of well-being and belonging in the children. We believe that children learn respect by being given respect and as such, our behaviour guidance policies reflect these beliefs. Strategies that the teachers utilize include setting appropriate limits and expectations, promoting positive behaviour, natural and logical consequences, redirection and physical environment considerations.

### **PROHIBITED PRACTICES**

Building Blocks Montessori and preschool believes that the practices outlined below are inappropriate, negate children's rights, must not be utilized and will not be tolerated:

- Corporal punishment of a child;
- Physical restraint of a child for the purposes of discipline or in lieu of supervision;
- Locking the exits of the school for the purpose of confining a child, or using a locked or lockable room or structure to confine a child if he or she has been separated from the other children;
- Deliberate use of harsh or degrading measures on a child that would humiliate shame and or frighten the child or undermine his or her self-respect, dignity or self-worth;
- Depriving a child of basic needs including food, drink, shelter, toilet use, clothing or bedding;
- Inflicting any bodily harm on a child including making children eat or drink against their will;

### **CHILD PROTECTION RESPONSIBILITIES**

Building Blocks Montessori and Preschool staff are required by law to report a case where a child is in need of protection. Every person who believes, on reasonable grounds that a child is, or may be in need of protection must report promptly the belief and the information upon which it is based to the Children's Aid Society (905) 333-4441.

### **COLLECTION OF PERSONAL INFORMATION**

Please be assured that Building Blocks Montessori and Preschool only collects information required to provide care for your child. All children's files are kept in storage cabinets in the office. Children's individual files are retained for 3 years from the date the child is discharged. All files are shredded once the 3 year period is over.

### **SECURITY SYSTEM**

For the safety of all the children and staff we have a security "Fob Key Access" system on the doorways at the main entrances. The parent fob keys are operational between the hours of 7:00am – 6:00pm ONLY. Should your fob key not work BETWEEN these hours, please speak to the office. Please

DONOT request access to the building outside of these hours. If you arrive past 6:00pm, your key will not work. Please ring the door bell and a staff will grant you access. Staff will NOT grant access to the building prior to 7:00am. Please DO NOT attempt to access the school from any of the other external doors as these are FIRE/EMERGENCY EXITS. The teachers WILL NOT unlock/open these doors to grant access; rather they will direct you to the appropriate/closest entrance to the school. We ask that you please be conscious of who is around you when you are entering/exiting the school, and grant access to ONLY those that you are familiar with.

An initial fob key is provided and included in the registration fee. Please do not pass your key on to anyone unless they are regularly picking up your child. If you forget your key, please ring the doorbell and a teacher will open the door for you. If required, additional access keys may be **purchased** for a cost of \$20.00 per key. If you lose your key there is a replacement charge of \$30.00 per key. All moneys paid for keys are **non-refundable**. Keys grant access to the school during the hours of 7:00am – 6:00 pm only. Keys will be given to you on your child’s first day of school and are to be returned to the office on your child’s last day of school. All keys will be activated on your child’s first day of school and deactivated at the end of your child’s last day of school. All keys are the property of Building Blocks Montessori and Preschool, and **MUST** be returned to the school within 72 hours of your child’s last day of school or a \$30.00 fee per key will be charged to your account.

## **PARENT COMMUNICATIONS**

Opportunities for daily communication verbally, written and or through email are welcomed and encouraged. We guarantee parent satisfaction and strive to provide systems of communications.

Written daily logs are completed for each infant and shared with parents upon pick up. Details include diaper routines, how they ate/drank, what their overall mood was. This log is kept in their file. Written daily logs are handed out to all toddler parents at pick up time, summarizing your child’s day. Details include toileting habits, how they ate and slept and how their day was.

Building Blocks recognizes the change in technological communications, and understands that texting and emailing is more often an easier and more effective way of communicating. We encourage parents to contact the school either by phone or email at any time. We do our very best to return all messages received promptly. We ask that parents NOT ask staff for their personal cell phone numbers and text them during the day.

Our office door is always open; please feel free to voice opinions and suggestions at any time.

Please visit our website at [www.buildingblocksschool.com](http://www.buildingblocksschool.com) for up to date information and news about Building Blocks.

## **PARENT ISSUES AND CONCERNS**

### **General**

Parents/guardians are encouraged to take an active role in our child care centre and regularly discuss what their child(ren) are experiencing with our program. As reflected in our program statement, we support positive and responsive interactions among the children, parents/guardians, Building Blocks Montessori and Preschool staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Our staff are available to engage parents/guardians in conversations and support a positive experience during every interaction.

All issues and concerns raised by parents/guardians are taken seriously by Building Blocks Montessori and Preschool and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

An initial response to an issue or concern will be provided to parents/guardians within two (2) business days. The person who raised the issue/concern will be kept informed throughout the resolution process.

Investigations of issues and concerns will be fair, impartial and respectful to parties involved.

## **Confidentiality**

Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents/guardians, children, staff, students and volunteers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

## **Conduct**

Our centre maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.

If at any point a parent/guardian or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or owner/operator.

### Concerns about the Suspected Abuse or Neglect of a child

Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.

If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the local Children's Aid Society (CAS) directly.

Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the *Child and Family Services Act*, R.S.O. 1990, c. C.11.

For more information, visit

<http://www.children.gov.on.ca/htdocs/English/childrensaidd/reportingabuse/index.aspx>

<b>Nature of Issue or Concern</b>	<b>Steps for Parent and/or Guardian to Report Issue/Concern:</b>	<b>Steps for Staff and/or supervisor and/or owner/operator in responding to issue/concern:</b>
<p><b>Program Room-Related</b></p> <p>E.g: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the classroom staff directly</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- the supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>- Address the issue/concern at the time it is raised</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- arrange for a meeting with the parent/guardian within five (5) business days.</li> </ul> <p>Document the issues/concerns in detail. Documentation should include:</p> <ul style="list-style-type: none"> <li>- the date and time the issue/concern was received;</li> <li>- the name of the person who received the issue/concern;</li> <li>- the name of the person reporting the issue/concern;</li> <li>- the details of the issue/concern; and</li> <li>- any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.</li> </ul>
<p><b>General, Centre- or Operations-Related</b></p> <p>E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>- the name of the person who received the issue/concern;</li> <li>- the name of the person reporting the issue/concern;</li> <li>- the details of the issue/concern; and</li> <li>- any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.</li> </ul>
<p><b>Staff- Teacher, Supervisor, and/or owner/operator</b></p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the individual directly</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- the supervisor</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- the owner/operator</li> </ul> <p>All issues or concerns about the conduct of staff, duty parents, etc. that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	<p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p> <p>Ensure the investigation of the issue/concern is initiated by the appropriate party within two (2) business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.</p> <p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>
<p><b>Student- / Volunteer-Related</b></p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the staff responsible for supervising the volunteer or student</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- the supervisor.</li> </ul> <p>All issues or concerns about the conduct of students and/or volunteers that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	

I Need To	Who To Contact	Contact Information
<ul style="list-style-type: none"> <li>● Report an absence</li> <li>● Make alternate pick up arrangements</li> <li>● Provide information about my child</li> <li>● Leave a message for the supervisor</li> <li>● Leave a message for the owner/operator</li> </ul>	<p>Classroom teacher and/or Supervisor</p>	<p><b>BRONTE LOCATION</b>  Phone: 905-693-9620  Email: <a href="mailto:bbmp.bronte@gmail.com">bbmp.bronte@gmail.com</a></p> <p><b>FOURTH LINE LOCATION</b>  Phone: 905-636-9600  Email: <a href="mailto:buildingblockschool@gmail.com">buildingblockschool@gmail.com</a></p>
<ul style="list-style-type: none"> <li>● Make arrangements about my child's diet</li> </ul>	<p>Cook, classroom teacher and supervisor</p>	<p><b>BRONTE LOCATION</b>  Phone: 905-693-9620  Email: <a href="mailto:bbmp.bronte@gmail.com">bbmp.bronte@gmail.com</a></p> <p><b>FOURTH LINE LOCATION</b>  Phone: 905-636-9600  Email: <a href="mailto:buildingblockschool@gmail.com">buildingblockschool@gmail.com</a></p>
<ul style="list-style-type: none"> <li>● Get assistance for registration/program changes</li> <li>● Ask about billing or Building Blocks Montessori and Preschool programs available</li> <li>● Ask about available subsidies</li> </ul>	<p>Supervisor</p>	<p><b>BRONTE LOCATION</b>  Phone: 905-693-9620  Email: <a href="mailto:bbmp.bronte@gmail.com">bbmp.bronte@gmail.com</a></p> <p><b>FOURTH LINE LOCATION</b>  Phone: 905-636-9600  Email: <a href="mailto:buildingblockschool@gmail.com">buildingblockschool@gmail.com</a></p>
<ul style="list-style-type: none"> <li>● Make payment/payment arrangements</li> <li>● Make subsidy arrangements</li> </ul>	<p>Supervisor</p>	<p><b>BRONTE LOCATION</b>  Phone: 905-693-9620  Email: <a href="mailto:bbmp.bronte@gmail.com">bbmp.bronte@gmail.com</a></p> <p><b>FOURTH LINE LOCATION</b>  Phone: 905-636-9600  Email: <a href="mailto:buildingblockschool@gmail.com">buildingblockschool@gmail.com</a></p>
<ul style="list-style-type: none"> <li>● Ask about Building Blocks Montessori and Preschool policies and procedures</li> <li>● Ask about program operations</li> <li>● Ask about volunteering</li> </ul>	<p>Supervisor</p>	<p><b>BRONTE LOCATION</b>  Phone: 905-693-9620  Email: <a href="mailto:bbmp.bronte@gmail.com">bbmp.bronte@gmail.com</a></p> <p><b>FOURTH LINE LOCATION</b>  Phone: 905-636-9600  Email: <a href="mailto:buildingblockschool@gmail.com">buildingblockschool@gmail.com</a></p>

**Escalation of Issues or Concerns:** Where parents/guardians are not satisfied with the response or outcome of an issue or concern, they may escalate the issue or concern verbally or in writing to Owner/Operator.

Issues/concerns related to compliance with requirements set out in the *Child Care and Early Years Act, 2014* and Ontario Regulation 137/15 should be reported to the Ministry of Education's Child Care Quality Assurance and Licensing Branch.

Issues/concerns may also be reported to other relevant regulatory bodies (e.g. local public health department, police department, Ministry of Environment, Ministry of Labour, fire department, College of Early Childhood Educators, Ontario College of Teachers, College of Social Workers etc.) where appropriate.

## **SUNSCREEN**

We all want to protect our children's sensitive skin from the sun. This is why we ask that you apply sunscreen to your child before you come into school in the morning. Also please provide a sunscreen of your choice to be kept on the premises to us early spring (usually requested when temperatures begin to change) so that we can apply it before we go outside. At the beginning of the season when the weather starts to change after winter, the teachers will ask for a bottle of sunscreen to be brought in. A form will be available when you drop off the sunscreen that **MUST** be signed granting permission for the specific sunscreen to be applied to your child. All sunscreen bottles will be returned to you at the end of the season.

Please note the following **MUST** be clearly visible on the sunscreen bottle or it will not be accepted:

Child's first and last name  
Name of sunscreen  
SPF (30 or higher)  
Expiry Date  
Applications instructions

## **PARENT VOLUNTEERS, STUDENT TEACHERS AND VOLUNTEERS**

Building Blocks Montessori and Preschool welcomes the opportunity for Volunteers and or Student Teachers from various high schools, colleges and universities within the community to come in to the school to complete the field placement/co-op components of their program. The following guidelines have been established to help support the well-being and safety of all children at the school, and to provide direction to the Teaching staff regarding the supervision of volunteers and placement students in the school.

At Building Blocks Montessori and Preschool:

- No child is supervised by a person under 18 years of age
- Only employees will have direct unsupervised (i.e. when the adult is alone with a child) access to the children.
- Only employees will be counted in the staffing ratios.

The following **WILL NOT** be permitted:

- Direct unsupervised access (i.e. when the adult is alone with a child) is not permitted for persons who are not employees of the school.

- Placement and Co-op students may not be counted in the staffing ratios at any time.
- Volunteers may not be counted in staffing ratios at any time.

Every Student Teacher and Volunteer prior to starting will complete the following:

- A Police Check including the Vulnerable Sector must be completed. An Offence Declaration must be signed yearly and a new Police Check including a Vulnerable Sector Screening is completed every five (5) years. Please note it is mandatory that the original be provided and preferred that it be kept at the school on file, however a copy can be made by the Supervisor and will be “certified” by said supervisor with the date and time the copy has been made.
- Up to date immunization record as required by the local Medical Officer of Health and outlined in Section 62 of the CCEYA which will reflect the following:
  - Measles, Mumps and Rubella (MMR) immunization
  - Tetanus Diphtheria (TD) within the last 10 years
  - A 2-step Tuberculosis (TB) test within the last 3 months
- In addition, every student teacher and volunteer MUST read the following policies before the first day of work and annually thereafter if applicable:
  - Serious Occurrence Policy
  - Anaphylaxis Policy – review any Action Plans for children with anaphylaxis allergies

The school supervisor/designate is responsible for reviewing the above with all student teachers and volunteers prior to their first day of work in addition to completing the Student Teacher and Volunteer Orientation.

While in attendance at Building Blocks Montessori and Preschool all Student Teachers and Volunteers will report directly to the classroom teachers. The classroom teachers are responsible for reviewing the daily routine and expectations of the specific classroom in which you have been assigned to, as well as completing any evaluations needed.

Failure to comply with Building Blocks Montessori and Preschool Policies and Procedures may result in the termination of placement for students and volunteers.

## **INCLUSION POLICY**

As Early Learning Educators, Building Blocks Montessori and Preschool believes that every child is unique and that they possess different strengths. We strive to provide a safe environment that is warm, nurturing and loving for all children, their families and staff. We provide essential learning to encompass and develop different cultures, policies and practices so as to include all learners.

At Building Blocks Montessori and preschool we believe that learning, achievements, opinions and happiness of all our children, parents and staff matters. We make every effort to meet the needs of each individual child and provide support for their families by encouraging and promoting collaborations with community based programs. Building Blocks Montessori and Preschool believes that success will be achieved through a partnership between the parent, the child, the teachers and any other professionals in the child’s life.

Building Blocks Montessori and Preschool believes that all children have the right to quality care, and we strive to the best of our ability to provide that quality care and inclusive learning in order for them to meet their full potential. It is also up to the discretion of the Owner/Operator and Supervisor to decide upon registration if we are able to meet the needs of the child possibly enrolling in our program, by looking at the dynamics of the classroom, other needs in the room and the overall environment to ensure a safe and happy environment.

It is Building Blocks Montessori and Preschool's responsibility to provide an inclusive environment to our children, parents and staff. As individuals, children and adults alike all require some form of support.

Educational inclusion relates to all aspects of the learning environment for all individuals no matter their ability, age, gender, ethnic origin, religious belief, impairment, status, sexuality, or social or economic background.

The word "inclusion" includes but is not limited to the following groups:

- Girls and boys, men and women
- All ethnic and faith groups
- Learners with "special educational needs"
- "Gifted and talented" learners

### **PICTURES AND VIDEOS**

Building Blocks recognizes the importance of preserving memories and documenting milestones through pictures. The teachers may periodically take pictures/videos of the children participating in various routines and activities throughout the day and post them in the classroom or in the school. These are used as a way to show you what your child is doing while at school.

Building Blocks host several Picture Days. An outside photography company is contracted to come in to the school on a previously scheduled day and time (parents will be notified in advance) to take individual pictures as well as group class pictures. Should you wish your child not participate and have their picture taken individually and or as part of the group, please speak with the supervisor.

### **FIRE DRILLS AND EMERGENCY MANAGEMENT**

Fire drills are conducted on a monthly basis in all programs.

In the event of an actual emergency, the school will follow proper evacuation procedures. In the event we are instructed by emergency personnel to evacuate to our Emergency Shelters, parents will be notified as soon as possible to pick up their child.

Our emergency evacuation sites are as follows:

#### *FOR THE BRONTE STREET LOCATION:*

John Tonelli Sports Centre  
217 Laurier Ave.  
Milton, Ontario  
L9T 3R5  
905-878-2671  
905-208-8016

#### *FOR THE FOURTH LINE LOCATION:*

Hawthorne Village Public School  
850 Bennett Boulevard  
Milton, Ontario  
905-878-5478

Once at the Emergency Shelter, parents are to be notified by designate to pick up their children immediately.

**Note: all directions given by emergency services personnel will be followed under all circumstances, including directions to evacuate to locations different than those listed above.**



