

TINY TREASURE MONTESSORI

PARENT HANDBOOK

TABLE OF CONTENTS

(Revised July, 2018)

<u>Introduction: Mission Statement</u>	
<u>Ministry Program Statement: Montessori (Regulation 46)</u>	1
<u>Program Statement Implementation</u>	
<u>Program Information</u>	1
<u>Toddler</u>	1
<u>Casa</u>	2
<u>Lower Elementary</u>	2
<u>French</u>	3
<u>Virtues</u>	3
<u>Student Code of Conduct</u>	3
<u>STUDENT CODE OF CONDUCT</u>	4
<u>DISCIPLINARY STEPS</u>	4
<u>ANTI-BULLYING & VIRTUES</u>	4
<u>Code of Conduct</u>	4
<u>Expected Behaviour</u>	4
<u>Rationale</u>	4
<u>Consequence</u>	4
<u>Anti Bullying Policy</u>	5
<u>What is bullying?</u>	5
<u>If you are Being Bullied</u>	6
<u>If You Know Someone Is Being Bullied</u>	6
<u>Disciplinary Steps</u>	6
<u>When a child has bullied someone</u>	6
<u>Code of Good Sportmanship</u>	7
<u>Disciplinary Steps</u>	7
<u>BEHAVIOUR GUIDANCE POLICY</u>	7
<u>EXTENDED CARE PROGRAMS</u>	8
<u>Before School Program: 7:00 a.m. – 9:00 a.m. After School Program: 4:00 p.m. – 6:00 p.m</u>	8
<u>RECESS</u>	8
<u>LEARNING DIFFERENCES & SPECIAL NEEDS</u>	9
<u>SCHOOL UNIFORMS & OTHER CLOTHING</u>	9
<u>Girls</u>	10
<u>Boys</u>	10
<u>Outdoor clothing</u>	10
<u>Seasonal Items</u>	10

Toddler Items	11
SPECIAL CONSIDERATIONS	11
Jewellery	11
Cosmetics	11
Electronics	11
LOST AND FOUND	11
Stuffed Animals, Toys, Cards, Games	11
Chewing Gum	12
LUNCHES & SNACKS	12
Nutrition Policy	12
BIRTHDAYS	12
Party Invitations	12
MEDICAL POLICY	12
MEDICAL INFORMATION & ALLERGIES	13
Medical Information	13
Illness	13
Fever	13
Stomach Ache	13
Vomiting/Diarrhea	13
Communicable Diseases	13
<input type="checkbox"/> Pink Eye (Conjunctivitis) – After the first dose of antibiotic treatment, child must stay at home for at least 24 hours. The area should be clear of infection. The child may return to school with a doctor’s note	14
<input type="checkbox"/> Influenza – Contagious for 3 – 5 days from onset of symptoms, up to 7 days in young children. The child may return to school, provided symptoms are no longer present (e.g. fever)	14
<input type="checkbox"/> Head Lice (Pediculosis) – The child must be excluded from school until treated and all nits (live and dead) are removed from hair. Parents must inform the school immediately should their child get head lice. Due to the sensitive nature of this communicable disease, the school will keep information regarding the child with head lice discreet	14
Allergies	14
Epi-Pens	14
Medication	14
Natural Medications	14
Medical Appointments	15
Availability of Parents in Emergency Situations	15
PARENT INVOLVEMENT	15
PARENT WORKSHOPS & CURRICULUM EVENINGS	15
STUDENT PROGRESS REPORTS	15
& PARENT-TEACHER INTERVIEWS	15
PHOTO/VIDEO CONSENT	16
HOMEWORK	16
COMMUNICATION OF INFORMATION	16
Educational Entertainment	16

<u>SPECIAL EVENTS</u>	17
<u>Camps: Christmas, March Break, Summer</u>	17
<u>Concerts: Christmas, Year-end Concert</u>	17
<u>Classroom Parties: Virtues (Halloween), Christmas, Valentine’s Day, Montessori</u> <u>Week, St. Patrick’s Day, Easter, Mother’s Day</u>	17
<u>SCHOOL CLOSURES</u>	17
<u>EVACUATION</u>	18
<u>ENTRY TO THE SCHOOL & VISITORS TO THE SCHOOL</u>	18
<u>Electronic Key Pad System</u>	18
<u>Visitors</u>	18
<u>Access To Children’s Records</u>	18
<u>CHANGE OF INFORMATION</u>	18
<u>TUITION FEES</u>	19
<u>TUITION FEE SCHEDULE</u>	19
<u>ADMISSION/WITHDRAWAL POLICY</u>	19
<u>PARKING</u>	19
<u>DAILY SCHEDULE</u>	20
<u>Before School Program</u> 7:00 – 9:00 a.m.....	20
<u>Morning Work Period</u> 9:00 a.m. – 11:30 a.m.....	20
<u>Lunch and Mid-Day Recess</u> 11:30 a.m./12:00 p.m. – 1:00 p.m	20
<u>Afternoon Work Period</u> 1:00 – 4:00 p.m	20
<u>Dismissal</u> 4:00 p.m	20
<u>After School Program</u> 4:00 – 6:00 p.m.....	20
<u>GENERAL INFORMATION</u>	20
<u>Arrival and Dismissal</u>	20
<u>Arrivals</u>	20
<u>Dismissal</u>	21
<u>Special Dismissal Requests</u>	21
<u>Attendance: Punctuality and Absences</u>	21
<u>Waiting List</u>	21
 <u>Addendum:</u>	
<u>Emergency Management Policy and Procedures</u>	22
<u>Supervision of Volunteers and Placements Students</u>	23
<u>Parents Issues and Concerns Policy</u>	24
<u>Children with Medical Needs Policy</u>	25
<u>Sexual Health Education Policy</u>	26
<u>Tobacco policy</u>	27
<u>Serious Occurrence Policy and Procedures</u>	28

Ministry Websites:

Learn more from the following websites:

How Does Learning Happen?

www.edu.gov.on.ca/childcare/How_Learning_Happens.pdf

Early Learning for Every Child Today (ELECT) (full document)

www.edu.gov.on.ca/childcare/oelf/continuum/continuum.pdf

Excerpts from “*ELECT*”

www.edu.gov.on.ca/childcare/excerpts.html

Early Learning Framework website

www.edu.gov.on.ca/childcare/oelf

Think, Feel, Act: Lessons from Research about Young Children

www.edu.gov.on.ca/childcare/research.html.

Ministry of Education Website:

www.edu.gov.on.ca/childcare/index.html.

Program Statement Policy

Tiny Treasure Montessori is committed to providing an opportunity for each child to grow to his or her fullest potential in a warm and nurturing Montessori environment. Our children's house program is designed to provide the highest standards in Montessori Education. Our programs are well rounded and help foster each child's development in leadership, responsibility, cooperation and initiative.

Mission Statement

Tiny Treasure Montessori provides high quality child care for children ages 18 months to 12 years of age. This is achieved through positive guidance and respect by staff members, providing an environment of learning and development, and an integration of family members in decisions regarding children's development and well-being.

Ministry Program Statement: Montessori (Regulation 46)

Tiny Treasure Montessori's interpretation of Montessori pedagogy and programming is consistent with the Minister of Education's Policy Statement as set out in "How Does Learning Happen (HDLH)?" It is important to note that Montessori pedagogy often describes children's activities as 'work' where HDLH describes children's activity as 'play' but the activities, as experienced by a child, are one in the same.

Our teachers are Montessori trained and Registered Early Childhood Educators (R.E.C.E.), who continue to engage in Professional Activities to upgrade their training and education. All employees, students and volunteers undergo a Police Clearance Check and Vulnerable Sector Scan prior to interacting with children in our care.

This Ministry program statement will be reviewed with school staff, students and volunteers and sign off prior to interacting with the children and annually thereafter or whenever an amendment is made.

We work to foster a positive relationship with the parents to build a bridge between home and school. Through phone calls, notes e-mails, documentations, report cards and Parent-Teacher Meetings, teachers will inform the parents of their child's activities and development.

This Ministry statement describes our goals for children at Tiny Treasure Montessori and the approaches that we implement to meet those goals. They are consistent with the Ministry of Education pedagogy that reflects the view of children as competent, capable, curious and rich in potential. We agree and practice in our program the following four foundations:

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

Tiny Treasure promotes the health, safety, nutrition and well-being of the children in our care by diligently meeting all the requirements of ONTARIO REGULATION 137/15.

We support positive and responsive interactions among the children, parents, and staff by communicating, promoting and adhering to our ‘Virtues’ and our ‘Code of Conduct.’ These are communicated in our staff policies and in the parent handbook and calendar. They are applied to all members of the Tiny Treasure Montessori community – staff, students, parents, volunteers, observers and visitors.

We encourage the children to interact and communicate in a positive way and we support their ability to self-regulate by having mixed-age Montessori communities where children remain with the same adults for three years. This provides many opportunities for interactions with children older and younger than themselves, and with adults. We also have a Statement of Beliefs and Values that is applied consistently throughout the school but according to the maturity of the children involved.

We foster the children’s exploration, play and inquiry by having fully equipped Montessori play/learn environments in which activities are present for the full range of groups in each room. There are activities that assist children to become independent or able to assist others in care of the self, care of the environment and care of others; activities to explore and refine all the senses as well as discover sequencing and order; activities to increase vocabulary, encourage discussion, explore sounds, and begin to develop the process of writing and reading, literacy and numeracy skills. In addition there are activities for cutting, coloring, painting, exploring color, shape and texture, pasting, etc. Children understand where everything is kept and they are able to choose and return things independently and with their friends.

We provide child-initiated and adult-supported experiences. All Montessori materials are introduced to a child by an adult or by another child, and while the Montessori adults are always observing children to see what support each child might need, children are encouraged to take initiative in their own learning as this most often results in children being deeply engaged and peaceful in what they are doing. Through their training and keen observation skills, adults select the appropriate time to introduce a child to something new so that they are always being gently challenged.

We plan for and create positive learning environments and experiences in which each child’s learning and development is supported by using the international Montessori curriculum and materials that have been proven through research to be effective with children from all socio- economic and cultural groups.

We incorporate indoor and outdoor play, as well as active play, rest and quiet time, into the day, and give consideration to the individual needs of the children by directing the children to manage a great deal of their day. Children can choose to move about the class carrying things or building things, or sit quietly at a table moving intricate pieces.

Children can choose to have snack or a drink when they are hungry or thirsty; they do not have to wait for the whole group. Twice daily, children play in a large, well equipped, outdoor playground.

We foster the engagement of and ongoing communication with parents about the program and their children through monthly newsletters and annual curriculum evenings. If requested, parents may schedule a time to observe their children. Parents can also communicate with their child's teacher by leaving a voicemail or note at the classroom mailbox.

We support our staff with continuous professional learning:

- Financial support \$200.00 for Montessori staff in personal and professional development that any person can access depending on their particular needs.
- Support RECE with the Continuous Professional Learning program two-year portfolio cycle required by the college of ECE.
- Annual review of our Staff Handbook every August when staff review and complete all necessary documentation required by ONTARIO REGULATION 137/17.

Involve local community partners and allow these partners to support the children, their families and staff:

- Contact different groups or organizations to offer encounters and materials that reflect different children cultures.
- Affiliation to professional resource libraries to enrich the materials and resources offered in the classroom.
- Partnership with the local College to offer opportunities for student placements and enrich the learning experience of the student as well as the children by being exposed to a different style of teaching approach.
- After due assessment, a child might be eligible to additional support (Resource Teacher/Support Facilitator).
- Invite special visitors in the program, such as police officers, local firefighters, dental hygienist, etc.
- Encourage parents and children's participation in Food Drive for local Food Bank and Terry Fox Run Fundraising.

Document and review the impact strategies set out in this statement on their children and their families

- We will use documentation, self-reflection, discussion and ongoing collaboration among staff in order to re-adjust practices and procedures.
 - Evaluate the physical environment and provide changes when necessary to facilitate the natural flow between the different areas in the classroom
 - We regularly observe, document and review the impact of the above strategies on our children and will be shared with their families.
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Staff, students and volunteers will read this program statement and sign off prior to interacting with the children, when the statement is updated and on an annual basis. The Director and Supervisor will review with the staff, volunteers and students yearly.

Prohibited Practices;

The following prohibited practices are not permitted in the program:

- Corporal punishment of the child;
- Physical restraint of a child, such as confining the child to a high chair, car seat, stroller or other device for the purpose of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, or herself or someone else, and it is used only as a last resort and only until the risk of injury is no longer imminent;
- Locking the exits of the school for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of Tiny Treasure's emergency management policies and procedures;
- Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self respect, dignity or self worth;
- Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding; or
- Inflicting any bodily harm on children including making children eat or drink against their will.

Staff, students and volunteers verbally confirm that these practices are not allowed and do not occur in the program.

Measure for Dealing with Contravention

Any reports involving breach of the above prohibited practices are taken seriously and will be dealt with by Tiny Treasure Management. Individuals who violate the prohibited practices and this procedure are subject to disciplinary or corrective action up to and including termination of employment, volunteer or student assignment in accordance to Tiny Treasure Personnel Policy.

All Montessori staff and Early Childhood Educators, Volunteers and Students hold themselves accountable and will use the Code of Ethics, the Standard of Practice and the

CCEYA to guide their decisions and practice.

With ongoing monitoring of classrooms, the supervisor will ensure that all staff, students and volunteers are following approaches that support positive interactions with children, families, staff and the community.

Tiny Treasure understands and complies with all established guidelines for reporting to the Ministry of Education, child protection agencies, and professional colleagues.

Procedure for Monitoring Compliance and Contravention:

1. Monitoring of compliance and contraventions will be conducted daily, weekly, monthly by the Supervisor.
2. The Supervisor will conduct monitoring visits in the program regularly with staff volunteers and students to ensure compliance and contraventions are being met.
3. Recorded observations will be logged in separate logbook and will be discussed with the staff individually when required or as a group during monthly staff meeting.
4. Written documentation will include any contraventions and actions taken by the Supervisor or any individual with observation logbooks.

Tiny Treasure will ensure that written records of compliance and contraventions are kept in a secure file or in a general contravention file for at least 3 years.

Guidelines with Respect for Contraventions include:

1. The Supervisor is responsible for ensuring there is an investigation for the alleged contravention.
 2. Discuss the implications with respect to the child, staff and school;
 3. Discuss protocol with respect to the legislated policies, procedures and individualized plans;
 4. Discuss positive techniques to improve skills;
 5. Document discussion and have all parties sign off;
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6. Keep copies of all signed documents in individual's file;
7. To improve the individual's skills, there must be a trial period set under the observation of the supervisor;
8. Discussions will continue and results will be documented and signed by all parties;
9. If no improvement has been demonstrated over the set period of time, the individual will be terminated.

The Supervisor will hold Annual Staff Evaluations using the Monitoring Checklist to discuss the implementation of the Program Statement and provide feedback.

Statement of Beliefs and Values**

We are committed to providing high quality child care services at Tiny Treasure Montessori.

We value the ethno-cultural and individual diversity of children and staff members. We believe that child care supports and services must be offered in a culturally sensitive manner.

We believe children have a right to a caring and intellectually stimulating environment, which enhances their quality of life.

We encourage informed participation of family members in making decisions regarding their children's well-being.

We believe that the caring, experience and competence of our day care providers is our most valuable resource.

We promote and are committed to a continuous learning environment of our staff and children alike.

We believe that children have the right to live and be cared for in an environment of positive behaviour guidance.

We believe that children must be provided with a caring and stimulating environment focused on growth and development.

Ethics

Tiny Treasure strives to offer the most professional service possible. All staff is expected

to behave in a professional manner at all times. Gossiping will not be tolerated. Speak positively when talking about the school. Issues with other staff members should be addressed privately and out of the program. Everyone, including children, parents, and staff is to be treated with respect and dignity.

Good staff relations includes working cooperatively, remaining non-judgemental of staff, exerting trust, maximizing communication, celebrating through holiday events, program support, and

school-wide projects. Malicious comments, gossip and other harmful behaviours should be ignored and suppressed.

Respect for the child includes a positive, optimistic attitude about children, a cooperative spirit, nurturing of independence, a recognition of unique individuality, trust in the child's work, finding the right activity and listening to and observing in order to follow the child. One should avoid pride and anger, touching the child unless invited, speaking ill of the child, sarcasm, teasing, over-reacting to misbehavior, and implied reward and punishment. When making presentations, the child's interest level should be considered so that the teacher stops before the child tires. Phrasing of instructions should be direct and to the point. When communicating with the child, come down to child's height.

Following the Montessori philosophy of "Grace and Courtesy" is expected for all Staff. Staff will communicate with everyone in a calm and quiet tone. Raised voices are not acceptable.

Professional conduct includes keeping private affairs outside of the workplace, maintaining agreements at all levels regarding performance of duties, and meeting the needs of individual students and staff.

All materials donated by parents, assistants, libraries, schools, etc. are the property of the school. Materials are often times donated to the teacher as a gift of the school. If the teacher uses his or her position with the school to solicit grants, donations, discarded books, rock specimens, etc., then these are also the property of the school.

All communication goes through the school office before any concerns of an academic or behavioral nature are addressed with the parents. Be on the lookout for doorway interviews. Parents may tend to draw a teacher into a conversation about their child at inappropriate times. Tactful and diplomatic redirection may be required on these occasions.

To protect the professional parent/teacher relationship, all teachers and staff should refrain from accepting casual social invitations from parents. This will protect the teacher from conflict of interest when professional viewpoints are required, i.e. student discipline, report cards, parent interviews. Ethical responsibilities to parents mean that teachers should strive to develop relations of mutual trust with families they serve and/or are in contact with at the school. We shall maintain confidentiality and shall respect the family's rights to privacy, refraining from disclosure of confidential information and intrusion into family life.

If you encounter something in the School that does not follow the policies of the School, then you are expected to report it to the Supervisor to ensure that it will be corrected.

Tiny Treasure Montessori Parent Mission Statement

Parents who value what their child accomplishes can provide support by continuously enabling their child's independence. Each parent demonstrates Tiny Treasure Montessori philosophy by modeling respect for self, others and the environment by embracing cultural diversity. Each parent demonstrates confidence in each teacher's child-centered focus and commitment.

Parents support Tiny Treasure Montessori's driving force: Quality education within the Montessori philosophy, by observing in classrooms, at all levels, and participating in parent education programs; by contributing to the enrichment of the learning community by sharing their expertise and life passions; and by demonstrating a commitment to Tiny Treasure's complete educational program. Parents act as an ambassador for Tiny Treasure Montessori to the greater community.

Program Information

Toddler -18 months – 2.5 years

Our Toddler Programs at Tiny Treasure Montessori give children ages 15 months to 3 years of age a loving, nurturing and secure environment. In order for a toddler to feel comfortable enough to explore and learn, a trusting relationship must exist between the child and their teacher. Before a child is able to form this relationship with his/her teacher, he/she must first be able to trust himself/herself. The process of developing self-esteem begins very early in life.

Our teachers demonstrate to our toddlers that they are trustworthy individuals. Children in our care are comforted, provided with unconditional love and are assured they will be protected and kept safe.

Our environment allows space for freedom of movement, and provides materials that enhance and foster development in all areas of the senses. All of our materials and furniture are child size, and are carefully chosen to meet the developmental needs of the children at this age. The classroom is a beautiful, friendly, inviting and very nurturing environment. Our daily schedule that is preplanned and carefully thought-out, provides the children with a variety of stimulating and hands-on activities which foster the children's social, emotional, cognitive and physical development. Each child is welcomed, treated with respect and is recognized as his/her own individual person.

We encourage open communication between parents and teachers, and daily records are kept on each child informing parents of their child's accomplishments. The Toddler Program also provides our children with outdoor activities that promote and enhance gross motor development.

Casa – 2.5 – 6 years

How is a Casa Montessori different from other Pre-schools? In most pre-schools the children are taught educational concepts in a group by a teacher. In a Montessori pre-school, the children learn concepts spontaneously as they work independently with many materials in the environment. The Casa program is for children aged 3 to 6 years. The program is divided into 5 main areas:

The Practical Life exercises are inviting, purposeful activities which are very close to real life work. They not only give the child self-confidence but also satisfy his/her sense of accomplishment. The cycle of activity is simple, clear and short. The result of the work is quickly seen. These exercises enable the children to develop independence, concentration, and eye-hand coordination.

The Sensorial material provides the child opportunities to refine all the five senses. Including small details and train his/her eyes to discriminate between size, height, width, and breadth dimensions, as well as colors and geometric shapes.

The total development of Language takes place by introducing children to correct spoken and written language. The children learn to read and write by using different Montessori materials. The program is designed to make this academic program fun, and help children develop an interest in reading and writing.

Challenging, manipulative exercises help the child grasp the abstract concept of Arithmetic with ease using a hands-on approach. The children will learn numeration, place value, addition, subtraction, multiplication, division and the decimal system.

In the Culture area of the curriculum, children are very interested in learning about the world around them. This fully caters to their needs and curiosity by encompassing botany, science experiments, zoology, geography, history and the arts.

French

The students begin the studying of the French language at the Casa level. Our goals for the children at this age are:

- To foster a positive attitude and enjoyment in the process of acquiring a new language.
 - To impart a clear idea of the importance and relevance of learning a foreign language.
 - To teach French as a living, spoken language through speaking and listening.
 - To reach pupils to be able to read French.
 - To equip pupils with a thoroughly learned vocabulary.
 - To instill a readily accessible knowledge and understanding of everyday sayings, idioms and phrases.
 - To impart a knowledge of the basic rules of French grammar.
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Elementary Montessori 6-9 yrs

- The Elementary Montessori Program is for children from 6-9yrs of age.
- The Elementary curriculum is carefully planned. It guides the child to research concepts in each chosen field of study. The areas which are represented are: practical life, language, math, geometry, botany, zoology, geography, and history with materials that lead the child to discover and learn the fundamental concepts in each area.

Virtues

The Virtues program is integrated into our curriculum and its purpose is to support the moral and spiritual development of children of all cultures, by helping them to remember who they really are and to live by their highest values. Virtues also seek to provide empowering strategies that inspire the practice of virtues in everyday life through programs of excellence and simplicity, which support children of all ages to cultivate their virtues – the gifts of character.

Student Code of Conduct

In keeping with our school philosophy to nurture each student and to maximize their potential, Tiny Treasure Montessori also strives to provide a learning environment for our students, which promotes positive relationships between teachers, students and parents. It is our goal to meet these high expectations through compliance to our Code of Conduct.

The Code of Conduct outlines the School's expectations of student behaviour. Every member of our school has the right to work, learn and play free from disruption from others. The school promotes responsibly, respect, civility and academic excellence in a safe learning and teaching environment. All members of our school community are expected to be courteous and considerate, to use appropriate language and behaviours and to show respect for the rights and property of others. The School and home must encourage proper behaviors and discuss rules with students.

STUDENT CODE OF CONDUCT DISCIPLINARY STEPS

ANTI-BULLYING & VIRTUES

Code of Conduct

Tiny Treasure Montessori believes that the responsibility of creating a supportive and caring environment resides with each student. Grace and Courtesy are important components of our school environment and integrity should always be reflected in each student's behaviour. In keeping with the Montessori philosophy, the following behaviours and responsibilities are expected of students at all times:

<u>Expected Behavior</u>	<u>Rationale</u>	<u>Consequence</u>
<p><u>Respect for Self & School</u></p> <p>Students are expected to be polite, courteous and considerate, to use appropriate language and behaviour, and to show respect for the rights and property of others. The School and home must encourage this behaviour and discuss rules with students.</p>	<p>The school is a place to learn, grow, and enjoy friendships. Students should always respect differences in people, their ideas and opinions. They must treat others fairly. Persons in authority, teachers, and visitors should be shown respect. A spirit of cooperation and mutual respect provide the best environment for learning.</p>	<p>Inappropriate behaviours will result in a Parent-Teacher telephone call and /or conference where a plan of action will be completed and implemented. Appropriate follow-up will occur with the student, parents, and school.</p>
<p><u>Punctuality</u></p> <p>Students must be on time for all classes and events.</p>	<p>Unless there is a valid excuse, being late is an impediment to learning as well as a cause for disruptions to work periods. It shows a lack of consideration to others.</p>	<p>All lates will be recorded. Parents will be contacted if persistent lateness is an issue.</p>
<p><u>Attendance</u></p> <p>Students must be in attendance at all times except for the following reasons: illness, medical appointments, family emergencies. Parents are expected to notify the school of expected absences in writing and unexpected absences by telephone call.</p>	<p>Poor attendance can delay academic progress and development of social skills, including friendships. Absenteeism adversely affects a student's progress and participation.</p>	<p>Attendance is recorded daily and excessive absenteeism will result in a telephone call or Parent-Teacher meeting.</p>
<p><u>Come to School Prepared to Work</u></p> <p>Students are expected to come to school ready and eager to start their day.</p>	<p>Students should be proud of their accomplishments and efforts. Good organization and time management skills facilitate the learning process.</p>	<p>A telephone call or Parent-Teacher meeting will result to discuss and implement a plan of action.</p>

<p><u>Appropriate Conduct</u></p> <p>Students are expected to be courteous and considerate in their dealings with their peers, parents, visitors, and school staff. Proper care and regard for school property and the property of others and the environment is expected.</p>	<p>Intimidation (physical, verbal, written) and/or any form of bullying do not reflect the Virtues. Every child has a right to learn in a clean, safe and caring environment, free from worry.</p>	<p>Inappropriate behaviours will result in a Parent-Teacher telephone call and /or conference where a plan of action will be completed and implemented. Appropriate follow-up will occur with the student, parents, and school.</p>
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Anti Bullying Policy

Tiny Treasure Montessori School believes that each student has the right to learn in a safe environment, without the fear of being bullied. Bullying is wrong and will not be tolerated.

What is bullying?

Bullying is when the actions of one person or a group of people make someone else uncomfortable or upset. Bullying includes:

- Teasing
- Humiliating
- Excluding
- Ignoring
- Physically assaulting
- Stealing from
- Spreading rumors about

If you are Being Bullied:

Remember that silence is the bully's greatest weapon. Children must tell someone that they are being bullied, whether it is a teacher or a parent.

- That he/she does not deserve to be bullied. It is wrong.
 - To think assertive, self-affirming thoughts; to be assertive. Shout "NO" and walk confidently away.
 - To teach your child to use "anti-victim" body language. To maintain eye contact, keep shoulders back and head up.
 - To avoid fighting back. It could make things worse.
 - To stay with a group of friends.
 - To talk to an adult as quickly as possible. Teachers will take you seriously and will take steps to end the bullying without making matters worse for you.
-

If You Know Someone Is Being Bullied

Take action immediately! Watching and doing makes the bully believe that you are on his/her side.

- Show your support for the victim by shouting at the bully to stop.
- If you feel you cannot get involved, tell your teacher as quickly as possible.
- Your teacher will have a way of dealing with the bully without getting you in trouble.
- Do not feel that you have to be, or even pretend to be friends with the bully.

Disciplinary Steps

At Tiny Treasure Montessori, we believe that bullying is a very serious offense. We will discipline and try to help the bully by providing consequences and responsibilities that are immediate and consistent. We will help the bully by making him/her be aware of his/her actions and the effect it can have on the other children. We will also inform the parents in order that they may talk to the child.

When a child has bullied someone:

- He/she will be warned by the teacher to stop bullying.
- Parents will be informed about his/her unacceptable behavior.
- He/she may be excluded from socializing with his/her peers for a short period of time.
- If the behavior persists, he/she will be suspended or expelled from school.

Code of Good Sportmanship

- Remember to practice your Virtues
- Always play by the rules
- Control your temper
- Play fairly at all times

Disciplinary Steps

At its discretion, the School will take disciplinary action against students who contravene the Code of Conduct and other School rules. Disciplinary action may include a parent meeting with a reasonable and attainable plan of action for the student, follow-up to this plan of action, withdrawal or limitation of School privileges and/or other reasonable sanctions. In deciding whether and what disciplinary action is warranted, the School will consider the particular circumstances surrounding each case.

A student may be immediately suspended from the School for the following:

- Theft
- Uttering threats to inflict serious bodily harm
- Acts of vandalism causing damage to School property
- Swearing at a teacher or other person in authority
- Causing bodily harm to another student, self, School staff, or class pet

In these instances, conditions to return will be discussed with the parents and student.

Tiny Treasure Montessori reserves the right to dismiss a student where the continued attendance of that student would not be in the best interests of that student or the school. Tiny Treasure Montessori reserves the right to dismiss a student when his/her behaviour seriously jeopardizes the ability of the school to guarantee the dignity and safety of its students, or interferes with learning. In these circumstances, the Tiny Treasure will make all reasonable efforts to assist families in finding suitable alternative education arrangements.

BEHAVIOUR GUIDANCE POLICY

Staff that interact with children at Tiny Treasure Montessori will support behavior management by not utilizing the following:

- No form of corporal punishment will be allowed at any time, including hitting, spanking, pushing, shaking, pinching, biting, grabbing, or slapping
- Physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent
- Locking the exits of the school for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the school's emergency management policies and procedures
- Deliberately harsh or degrading language or measures or use of derogatory language directed at or used in the presence of a child that would humiliate shame or frighten the child or undermine his/her self-respect, dignity or self-worth
- Deprivation of a child's basic needs, including food, drink, shelter, sleep, toilet use clothing or bedding or
- Inflicting any bodily harm on children including making children eat or drink against their will.

Students and Volunteers are being supervised by an employee at all times and not permitted to be alone with any child.

EXTENDED CARE PROGRAMS

Before School Program: 7:00 a.m. – 9:00 a.m.

After School Program: 4:00 p.m. – 6:00 p.m.

Those parents who require care before or after school are asked to register their child with the school office. Spaces are limited in both programs and all students must be registered. Fees will not change regardless of time of drop-off or pick up.

Students who must stay in the after school program but are not registered will pay a flat rate of \$20.00, regardless of the time picked up. If the child is picked up late more than three times in any given month, parents will be asked to register in the after school program.

All children must be picked up by 4:00 pm. or 6:00 p.m. if enrolled in after school. If parents are unable to pick up their child by 6:00 p.m., they must inform the school beforehand and identify an alternate person to pick up their child. Please ensure that the alternate person provides picture identification. For children who are picked up after 6:00 p.m. there is a late charge of \$1.00 for every 1 minute and is to be paid directly to the staff member on duty. If the fee is not paid immediately, parents will be invoiced for the amount due.

RECESS

Recess is an important part of the school day and all students are expected to participate in outdoor activity. Students must have appropriate footwear and outerwear for the day's weather conditions. As a general rule, any child who is too ill to go outside should be considered too ill to attend school. The children in the After-School program will go outdoors for a minimum of 2 hours, weather permitting.

Parents should note that in the winter months, students will remain indoors if the temperature is -15°C or colder, with or without the wind chill factor. Children will be kept outside for a reduced amount of time if the temperature is below -15degree Celcius with or without the wind chill factor. Students will not go outside if the playground is deemed unsafe (e.g. icy conditions).

LEARNING DIFFERENCES & SPECIAL NEEDS

Children who attend Tiny Treasure Montessori with learning differences or special needs are provided with a learning environment based on Montessori principles with appropriate modifications, which will guide and help the development of the child with these particular needs.

If a classroom teacher feels that a student is manifesting characteristics of being “at risk” for learning differences, then documentation will take place of all such observations. Meetings will take place between the school Supervisor/Teacher/Parents to further discuss needs and concerns. If necessary, a third party (e.g. special resource workers) will be brought in to observe and identify potential “at risk” students. A plan will then be put in place to monitor progress and to assist and facilitate the student’s development in the areas of need. Continued follow-up of progress will continue throughout the school year. Parents are asked to fully participate in assisting the school to help in the child’s progress and success in the program. Modifications in the home environment may also be required.

SCHOOL UNIFORMS & OTHER CLOTHING

Students are encouraged to take pride in wearing their school uniform, and uniform items are expected to be clean and in good repair at all times.

Students are expected to travel to and from school in their uniform. Summer uniforms may only be worn in the months of September, May, and June. Running shoes are not acceptable with the Summer Uniform. If a student’s uniform is incomplete, a notice will be sent home outlining the items that require correction. It is recommended that students have an extra set of clothing (if possible, an extra uniform, or clothes in similar uniform colours and styles), at school in case of washroom accidents or if clothing gets soiled during recess time.

All students at Tiny Treasure Montessori (with the exception of Toddlers) are required to wear the complete school uniform. Students are to wear clothing purchased from AL TOGS.

Website: www.altogs.com

The school uniform consists of the following:

Girls

- Navy tunic or skirt
 - Long or short sleeved shirt with Peter Pan collar
 - Navy school cardigan or pullover
 - Navy blue pants
 - Navy blue or white tights or knee socks
 - Black indoor dress shoes (Velcro or loafer)
 - Outdoor running shoes (Velcro)
 - Summer uniform navy skirt
-

Boys

- Navy blue pants
- White golf shirt (long or short sleeved)
- White embroidered oxford shirt (long or short sleeved)
- Navy or black dress socks
- Navy school cardigan or pullover
- Black indoor dress shoes (Velcro or loafer)
- Outdoor running shoes (Velcro)
- Summer uniform navy walking shorts

Please ensure that all uniforms, clothing and personal belongings are clearly labeled. We do our best to ensure that the children's belongings do not get misplaced; however, this poses a challenge for the staff if articles are not labeled.

Outdoor clothing

(Jackets, coats, snow pants) should be free of strings or long pieces that may get caught in the play structure or fence. If a teacher feels that strings or other things may be a safety hazard, they will remove the item considered dangerous.

Seasonal Items

Summer items – sun hat, baseball cap

Winter items – snow suit or snow pants, two pairs of mittens, extra socks, neck warmer, boots.

Toddler Items

Please send your child to school in suitable clothing (e.g. jogging suit) and slip-on Velcro rubber-soled shoes. Please note that your child should not wear belts, buckles, bows, suspenders, or overalls to school. We also suggest that you consider not sending your child in the long snap undershirt.

Each Toddler student has his/her own clothing bin in the classroom. Please ensure that these bins are fully stocked with necessary items such as diapers, training pants, extra clothing including socks and shoes. Please ensure all items are clearly labeled.

SPECIAL CONSIDERATIONS

Jewellery

The wearing of jewelry is discouraged; however, one small pair of earrings is permitted for female students only. Male students are not permitted to wear earrings and no body

piercing of any kind will be accepted. Necklaces may be worn under the uniform if they are worn at all. Students should not wear rings.

Cosmetics

Colored lipstick, lip gloss, nail polish, eye shadow, excessive, radical hair dyeing or radical hairstyles are **not** permitted.

Electronics

Students are not permitted to bring cell phones, cameras, pagers, MP3 players, or electronic games to the school. These items will be taken from the student and kept in the office until the end of the school day.

LOST AND FOUND

There is a lost and found box located near our school office. Parents are encouraged to check regularly for lost items. Unnamed or unclaimed items will be given to charity.

Stuffed Animals, Toys, Cards, Games

Students are not permitted to bring toys, cards, and games to school. The school will not be responsible for any lost or stolen articles. To prevent such a loss, we highly recommend that students refrain from bringing any personal valuables to school.

Exception: Toddlers may bring a small, stuffed toy for nap time, should they require it.

Chewing Gum

Students are not permitted to chew gum at any time.

LUNCHESES & SNACKS

The school provides nutritious meals, including breakfast, lunch and a snack. Our meals are posted in all classrooms and inside and outside of the kitchen... If changes take place in the meals being served, these changes will be indicated specifically in the menu.

The school endeavors to reduce the risk of exposure to anaphylaxis causative agents. (e.g. peanuts, shellfish, peanut oil, etc.). Due to the severity of some allergies, we ask that parents not bring in snacks or meals for their child as the school will provide these. Parents must inform the school in writing of all allergies and food restrictions. Please ensure your child brushes his teeth and washes his face and hands thoroughly if he has eaten any anaphylaxis causing agents (e.g. peanut butter), before coming to school; this will help ensure the safety of all children attending.

Nutrition Policy

It is the policy of Tiny Treasure Montessori to provide nutritious meals and snacks while employing safe food handling practices and fostering an environment that encourages healthy eating.

Roles and Responsibilities

Tiny Treasure Montessori follows procedures as described in the Child Care and Early Years Act.

Supervisor

- Sends menus to Dietician/Nutritionist on a yearly basis for approval
- Meets with parents regarding allergies and/or special requests
- Coordinates communication among Tiny Treasure staff regarding allergies and special diets
- Ensures all food service staff have, or are in the process of obtaining, current Food Handler Certification recognized by Toronto Public Health

Staff

Cook

- Develops menus
- Orders and prepares food
- Carries out special dietary arrangements for individual children

Other Staff

- Post children's food allergies in the kitchen and in all rooms where food is served
- Create opportunities for children to learn about and build skills around healthy eating
- Children are to bring their own cups to take home at the end of the day
- Encourage children to drink water throughout the day to keep hydrated

Students/Volunteer

- Support staff members in planning and executing healthy eating activities
 - Children are to bring their own cups to take home at the end of the day
 - Encourage children to drink water throughout the day to keep hydrated
 - Comply with relevant policies and procedures, which include, but are not limited to those listed under the "Cross Reference" section of this policy
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Amount of Food to be provided

The daily intake of food servings for children needs to be considered in meal planning. A main meal consists of two servings of vegetables/fruit, one serving of meat/alternative, one serving of grain products and one serving of milk/alternative products. Children who are in attendance for 6 hours per day at the center are required to receive:

Type of Food	Amount of Food (any of the following)
Grain Products	<ul style="list-style-type: none">● 1 ½ to 2 ½ slices● 175 ml to 450 ml● ¾ to 1 ⅔ cups
Vegetables and Fruit	<ul style="list-style-type: none">● 2 to 2 ½ whole vegetables/fruit● 250 ml to 300 ml● 1 to 1 ¼ cups
Milk and Alternatives	<ul style="list-style-type: none">● 250 ml to 375 ml● 1 to 1 ¾ cups
Meat and Alternatives	<ul style="list-style-type: none">● 60 to 90 grams● 2 to 3 oz

Serving Sizes

Food Group	Range of serving size for children 1-6 years of age (any of the following)	Range of serving size for children 6 years and older (any of the following)
Grain Products	<ul style="list-style-type: none">● ½ to 1 slice● 50 ml to 125 ml● ¼ cup to ½ cup	<ul style="list-style-type: none">● 1 slice● 125 ml to 175 ml● ½ cup to ¾ cup
Vegetables and Fruit	<ul style="list-style-type: none">● ¼ to 1 whole vegetable/fruit● 125 ml● ⅓ to ½ cup	<ul style="list-style-type: none">● 1 whole vegetable/fruit● 175 ml● ¾ cup to 1 cup
Milk and Alternatives	<ul style="list-style-type: none">● 125 ml to 175 ml● ½ cup to ¾ cup	<ul style="list-style-type: none">● 175 ml to 250 ml● ¾ cup to 1 cup
Meat and Alternatives	<ul style="list-style-type: none">● 30 to 60 g● 1 to 2 oz	<ul style="list-style-type: none">● 60 to 90 g● 2 to 3 oz

Administration and Forms

1. Parents/caregivers identify allergies and/or special diet requests by speaking with the Supervisor and completing the relevant form(s).
 2. Details regarding a child's allergies and/or special diet requirements are posted in the kitchen and in each room of the school.
 3. Forms are kept in child's file and are updated at parents'/caregivers' request and/or when the child graduates to the next room.
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Food Preparation and Food Service

4. All food and beverages are received, prepared and served using safe food handling practices in accordance with the Ontario Health Protection and Promotion Act Reg. 562 Food Premises.
5. The school participates in waste diversion programs where appropriate (blue bin recycling and green bin organics).
6. Menus are posted and copies are made available for parents.

Eating Environment

Furniture and eating utensils are age appropriate and developmentally suitable.

Extra dishes and utensils are available at the table if any are dropped or soiled.

Staff sits at the table with the children.

Meal and snack times are unhurried and conversation is encouraged.

Children are encouraged, but not forced, to eat.

Opportunities are made available for children to do simple food-related tasks such as setting the table or pouring milk and serving themselves if age appropriate.

Healthy Eating Activities in the Rooms

Staff provide consistent healthy eating messages in activities that are incorporated in programming for creative arts, language and literacy, group time, music and movement, and science.

The school endeavors to reduce the risk of exposure to anaphylaxis causative agents. (e.g. peanuts, shellfish, peanut oil, etc.). Due to the severity of some allergies, we ask that parents not bring in snacks or meals for their child as the school will provide these. Parents must inform the school in writing of all allergies and food restrictions. Please ensure your child brushes his teeth and washes his face and hands thoroughly if he has eaten any anaphylaxis causing agents (e.g. peanut butter), before coming to school; this will help ensure the safety of all children attending.

BIRTHDAYS

Birthdays are a special time in a child's life. During circle, our teachers talk about the child's time line from birth up to their current age. We make the child aware of how small they were as a baby and their accomplishments up to date. We have eliminated Birthday Cakes due to the possible allergic reactions some children may have.

There will be no outside snacks or treats allowed into the school. There are children with severe allergies, and we are a NUT FREE environment. It is hard to control or know what is in certain snacks or candies, cakes, chocolates, etc. To celebrate your child's birthday, we will provide either cookies or fruits for the children.

Party Invitations

Parents wishing to invite students to parties outside the class are welcome to do so; however, we ask parents to discreetly place clearly labeled invitations in children's cubbies to ensure that uninvited children are not disappointed or left feeling slighted. Teachers will not distribute invitations nor be responsible for RSVPing or communicating information to other parents.

Medication Policy

Tiny Treasure staffs are responsible for administering medication in accordance with this policy and ensuring all medication (with the exception of emergency medication such as Epi-Pens and asthma inhalers) are not accessible to children.

Parents will complete all required forms and personally provide medication to Tiny Treasure staff to ensure it is not accessible to children.

Roles and Responsibilities

- The Supervisor is responsible for ensuring this policy is followed:
- It is the responsibility of all staff, students and volunteers to read, review and ensure compliance of all required policies, procedures, processes and individual plans.
- Keep records of medication administration in secured filing cabinet for at least 3 years from the date they are made.

Procedure

- The Supervisor is responsible for ensuring this policy is followed:
 - The supervisor trains all staff, students and volunteers about the policy and how to safely store medication in the school.
 - The supervisor ensures RECEs/Montessori staff administers the medication properly.
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- The supervisor ensures that the parents complete the forms properly and that no medication is administered to the child without proper written authorization from the parent or guardian.
- When not being administered, medication is to be kept in a locked cupboard in the room of the child who requires medication or in a locked box in the refrigerator.

One employee in each program room is responsible for ensuring that the child receives the proper medication:

- The most senior RECE or Montessori teacher in each room is designated to administer medication. If this person is absent, the second most senior RECE/Montessori administers the medication. As much as possible this should be the same staff each day to prevent errors.
 - The staff review the Medication Authorization Form to ensure it is completed by the parent
 - The staff carefully reads the dosage and time medicine should be given
 - The staff carefully reads the medication bottle to ensure
 - Medicine is in the original container supplied by the pharmacist or the original package
 - Container is labeled with the child's name, name of the medication
 - Dosage of medication is on the container
 - Date of purchase and/or expiration date are current
 - Instructions for storage are followed
 - Specify what means "**as needed**" in the case of your child's medication
 - Note: Over the Counter medications and drugs may be administered under the following conditions:
 - The drug/medication has a clear Drug Identification Number (DIN) on the container or original package. The DIN indicates it has been approved to be marketed in Canada.
 - The drug/medication has been prescribed by a doctor and the prescription accompanies the drug
 - The Child's name is on the container
 - The dosage is on the container
 - Storage of the medication and expiry date is on the container.
 - The staff records date and time medication was administered on the form
 - The staff stores the medication safely as required
 - The staff is responsible for returning medication containers to the parents when the cycle of medication is completed and/or when the medication has expired.
 - Once the medication cycle has been completed or the form is full, the Medicine Authorization Form is placed in the child's file. When medication is finished, staff writes the word "Finished" and date it was finished on the form.
 - Medication is to be kept in a locked cupboard or in a locked box in the refrigerator in the room of the child who requires the medication (except when the child is allowed to carry his/her own emergency asthma inhalers or Epi-Pen).
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When out of the program room, these medications are kept in the emergency pouch, carried by the staff for easy access in case of emergency.

- The Medicine Authorization Form is followed
- Any accidental administration of any medication (e.g., medication administered to the wrong child or an error made in dosage) should be recorded and reported to the Supervisor immediately, who will then notify a parent of the child. If adverse symptoms are evident upon accidental administration or medication, staff should call 911.

Special Instructions

Blanket Authorization Form

Due to the frequency and their long-term daily usage, sunscreen, diaper creams, lip balms, petroleum jelly and hand sanitizers are not considered medications and therefore will be administered as needed, as long as they are non-prescription and/or are not for acute (symptomatic) treatment, whether they have a DIN or not. There is a blanket authorization form available in the office.

Administering Emergency Medication

- Staff must check that the parent's written instructions match any instructions printed on the original container and that the medication has not expired.
- If medication is to be administered on an "as needed" basis, the written instructions must clearly indicate the situations under which the medication should be given. This could include the physical symptoms that must be present (wheezing, hives, etc.); the behavior the child must be exhibiting or the child's temperature.
- For each child receiving medication, an entry must be made on a medication administration form AND noted in the daily written record. Staff giving the medication should list each dose and the time. If a dose is omitted or late, reasons must also be listed.

Permitting a Child to carry their own Emergency Medication

- Children may be allowed to carry their own Emergency medications (such as asthma inhalers, Epi-Pens, insulin) if Parents AND the Supervisor agree that this is in the best interest of the child and other children in the centre. Both custodial parents/guardians (if applicable) and the Supervisor must sign the Medication Authorization Form and clearly indicate the child will carry their own emergency medication.
 - While in the care of Tiny Treasure, the staff will administer the medication for the child, following the policies outlined above.
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- Under no circumstances will a child be allowed to administer his/her own medications.

Responsibilities of Parents/Guardians

- **MEDICAL INFORMATION & ALLERGIES** The Parent Handbook outlines responsibilities of parents and guardians.
- As much as possible, parents/guardians should administer medication at home. If this is impossible, the school will assist families in ensuring children receive their medication safely and on-time.
- Parents/guardians are responsible for completing all forms and information accurately and ensuring all medication is current (prescribed, not expired, etc.). Some forms must be updated annually and it is the responsibility of the parents/guardians to ensure all required forms are updated on time. All forms and emergency medication must be provided by parents/guardians before a child can attend school. Tiny Treasure reserves the right to withdraw services if parents/guardians do not provide the necessary authorization forms and/or emergency medication.

Medical Information

It is important for your child's safety that each year you provide the school with complete and current medical information prior to the first day back at school.

Illness

Please advise the school if your child is unable to attend class due to an illness.

In all circumstances of absence for medical reasons, please seek the advice of your child's doctor to determine an appropriate time for your child to return to school.

If a child is ill in the morning, the parents must make alternate arrangements for child care during the day. Staffs are required to check that each child is well when they arrive in the morning. If we believe that a child is ill and should not attend school we cannot allow them to stay.

Fever

If a child appears to have a fever (100.2°F or 38°C and higher), diarrhea, vomiting, or any other contagious illness (e.g. pinkeye, strep throat, lice) the parents will be called immediately to pick up their child. Please see section on Communicable Diseases.

If a child's temperature is 100.0°F, we will call the parent and inform them, but they will not be required to go home until it is 100.2°F.

Vomiting/Diarrhea

Your child may return to school when he/she has not vomited or had diarrhea for 24 hours.

Communicable Diseases

To keep as much control as possible over the spread of communicable diseases, please follow these important rules: If your child contracts a communicable disease (e.g. measles, head lice, etc.), your child should be kept at home and immediately report this to the school office. This will enable staff to watch for symptoms in other children and to inform parents.

The school has guidelines from the City of Toronto Public Health as to when a student may return. These are guidelines that we will follow. A copy of these is posted in the school. You may also contact the City of Toronto, Public Health Department at 416-338-7600.

The following is a list of some of the most common communicable diseases:

- Pink Eye (Conjunctivitis) – After the first dose of antibiotic treatment, child must stay at home for at least 24 hours. The area should be clear of infection. The child may return to school with a doctor's note.
- Influenza – Contagious for 3 – 5 days from onset of symptoms, up to 7 days in young children. The child may return to school, provided symptoms are no longer present (e.g. fever).
- Head Lice (Pediculosis) – The child must be excluded from school until treated and all nits (live and dead) are removed from hair. Parents must inform the school immediately should their child get head lice. Due to the sensitive nature of this communicable disease, the school will keep information regarding the child with head lice discreet.

Allergies

Please list all allergies on your child's medical form. It is critical that the school be informed of all allergies.

Epi-Pens

Each child who has an anaphylactic allergy must provide the school with Epi-Pen, clearly labeled with the child's name, at the start of the academic year. Please note that Ministry regulations state that the anaphylactic certified professionals must train school staff on proper use of the Epi-Pen, as well as symptoms of anaphylactic shock specific to the child.

Medication

If a child is required to take medication, it must be brought to the school in the original containers and given to a teacher to be recorded and stored (including refrigerated items). All medication must be prescribed and/or accompanied by a doctor's note. The parent is required to complete the necessary forms stating clearly the times and amounts of medication to be administered. The school will not administer any medication without the appropriate documentation.

Natural Medications

Tiny Treasure does not allow natural medications to be administered to our children.

Medical Appointments

Whenever possible, please make all medical appointments outside school hours in order that your child will not miss valuable lesson time. If your child must leave the school prior to dismissal time, send a note to the teacher, or leave a voicemail on the school phone.

Availability of Parents in Emergency Situations

Tiny Treasure Montessori must always have current and up-to-date information regarding the children attending the school. This will ensure that the parent or guardian can be reached in case of emergency. If you are unavailable on a particular day, please provide information to the teacher as to who can be reached in case of emergency.

PARENT INVOLVEMENT

Parent involvement plays an important role at Tiny Treasure Montessori, and it is an integral component of a successful year. There will be several opportunities for parents to volunteer their time and assist with special events. Support of the school's policies, bringing your child to school on time, and expressing your concerns to our school office immediately are some ways to be actively involved.

PARENT WORKSHOPS & CURRICULUM EVENINGS

Parent workshops are offered at the beginning of the school year. Parents are encouraged to attend these workshops so that they may better understand the Montessori curriculum and how the Montessori materials are used in the classroom.

STUDENT PROGRESS REPORTS & PARENT-TEACHER INTERVIEWS

- Toddler, Casa, Elementary progress reports are distributed twice a year (November and June).
- Parent-Teacher Interviews are held only in November (first term) once progress reports are issued to students.

- Each family is allotted 15 minutes per student with their child's teacher(s) to discuss his/her progress.
- If there are other times during which you wish to speak to your child's teacher(s), we encourage you to set up an interview time by telephone, or written note.
- Our teachers are always willing and pleased to meet with parents. However, we suggest that you avoid discussions at arrival times when the children require the full attention of the teacher.

PHOTO/VIDEO CONSENT

Many times throughout the year, photos/video are taken of our students during special events and classroom activities. We would like your permission to utilize any such photos/video in school displays or promotional material. Please sign the photo/video consent form to notify us if you give your consent or not, and return it to our school office.

HOMEWORK

Casa students who are starting to read will be assigned readers for homework. We ask that parents read at home with their child, as this is an important extension of our reading program. These readers will be sent home in a book bag on Fridays and returned to the classroom teacher the following Monday.

COMMUNICATION OF INFORMATION

Our monthly newsletters will provide you with information about happenings at Tiny Treasure Montessori and the achievements and accomplishments of our students. Notes home outlining specific events e.g. Curriculum Evening, Christmas Concert, may also be sent home separately or in addition to the newsletter.

To avoid classroom disruptions, parents who wish to inform their child's teacher of something (e.g. leaving early for the dentist) may inform the Supervisor by phone or the assistant teacher during drop off time.

Educational Entertainment

We have cancelled our educational field trips due to parent's concerns about their children's travel safety. Therefore we do not have field trips off campus. We invite various entertainers (for example Mystic Drums – musical entertainers) to come to the centre who must obtain a Criminal Reference Check, prior to coming to Tiny Treasure. The show will be educational and related to the program. Parents are required to sign a permission form to allow their child to take part in the show and pay the necessary fees in advance.

SPECIAL EVENTS

Camps: Christmas, March Break, Summer

Camps are available to parents who wish to keep their child in attendance at Tiny Treasure Montessori during these times. Forms will be made available during the school year. Costs for these camps are in addition to regular tuition fees. Uniforms are not worn during camp. Meals and snacks are provided by the school.

Concerts: Christmas, Graduation

These concerts are held in December and June. Parents will receive an invitation to attend. Family and friends are also welcome to attend. There is no admission cost to these events.

Classroom Parties: Halloween, Christmas, Valentine's Day, Montessori Week, St. Patrick's Day, Easter, Mother's Day

The students will celebrate the above occasions in their classrooms with their teachers. As Montessori includes the study of many diverse cultures, we enjoy and find great value in being introduced to all of our students' experiences. Religious events and celebrations are dealt with from a historical and cultural perspective (e.g. Chinese New Year, Kwanzaa, and Diwali).

SCHOOL CLOSURES/HOLIDAYS

Notification of school closure due to severe weather conditions will be made available to parents through our school voicemail by 6:00 a.m. and on television on CP24 (City TV), or go to their Website. Please check our school voicemail prior to making your journey to school on days where the weather conditions are severe to check if the school is open.

Tuition fees for days closed due to weather conditions/holidays, will not be refunded.

The school is closed on:

Thanksgiving Day	Good Friday	Family Day
Christmas Break	Easter Monday	Labor Day
March Break	Victoria Day	Canada Day
Civic Holiday	New Year's Day	

Please note, the school is closed for two weeks during Christmas and two weeks during March Break. Exact dates will be announced. If you require care for your child during these camp periods, arrangements can be made with us. The cost for care during these times is extra and will be posted. Summer programs are available upon request.

Note: Toddler class is open all year round except on Statutory Holidays.

EVACUATION

In the event that we need to evacuate the building, we have arranged to use the Nativity of our Lord School at 35 Saffron Cr. Etobicoke. The parents will be notified of an evacuation by the staff as soon as possible and will be asked to pick their child up from this location.

ENTRY TO THE SCHOOL & VISITORS TO THE SCHOOL

Electronic Key Pad System

For the security to the school there is an electronic key pad system. In order to enter the building you can punch in the last four digit of your home or cell phone number and press *.

Visitors

All visitors will be granted entry only by our school supervisor or school staff. All visitors are logged with the time, date, and purpose of visit.

Access to Children's Records

If Ministry or Resource Consultants gain access to children's records, it will be documented in their file and parents will be notified.

CHANGE OF INFORMATION

Please notify the Staff supervisor in writing of any changes including address, place of employment, food restrictions, or pick-up arrangements.

TUITION FEES/Fee Schedule:

The Montessori Program is a full academic year commitment from September to June and children cannot withdraw during the school year. The Toddler program is a full year program from September to August commitment.

All Montessori fees are non-refundable (regardless of absence, transfer or withdrawal) and non-transferable.

If a student must withdraw, the initial fee and the fees paid up to the date of withdrawal (excluding post-dated cheques) will not be returned by Tiny Treasure Montessori.

There are no tuition refunds for the following:

- School closures due to weather conditions
- School closures due to statutory holidays
- Illness or appointments during the school day
- March Break, Christmas Break
- Extended holidays taken during the school year

If a child transfers to the next class in the middle of the school year, tuition fees will remain the same.

Tax receipts will be issued for fees paid during the previous calendar year, and are issued by our school office in February of the following year.

Tuition Fee Schedule:

Montessori Tuition Fee & Schedule 2018 - 2019

Registration/Administration Fee \$250.00 Non-refundable

*Tuition includes full Montessori Curriculum, enhanced by French, Music, Arts & Physical Education. Lunch is included in tuition fees.

TODDLER - 18-30 Months 9AM – 4PM (Based on a 12 month program)

Full Day	Before School	After School	B/A School
\$14920	\$100/month	\$120/month	\$200.00/month

CASA 1 & 2 KINDERGARTEN - 2.5 yrs- 6yrs 9AM-4PM (Based on a 10 month program - September – June)

Full Day	Before School	After School	B/A School
\$11850	\$110/month	\$160/month	\$250/month

ELEMENTARY – 6yrs – 9yrs 9AM – 4PM (Based on a 10 month program – September – June)

Full Day	Before School	After School	B/A School
\$12050	\$110/month	\$160/month	\$250/month

Payment Options (For Montessori based on 10 month program, not extended care)

1. Advanced Payment Option: Total tuition paid in full by Feb. 2nd 2018 is entitled to a 5% deduction in tuition.
2. Single Payment Option: Total tuition paid in full by September 1st 2018 is entitled to a 2% deduction in tuition.
3. Additional siblings enrolled in school are granted a 5% sibling discount (this only applies to the 2nd student, not both).
4. There is no refund or reduction in tuition fees in case of withdrawal, dismissal, cancellation or non-attendance.

Additional Costs & Information

Registration for new students: \$50.00

*Christmas Break Camp - \$275.00 per week

*March Break Camp - \$275.00 per week

*Summer Break Camp - \$275 per week

Please note – for the camps there is no sibling discount.

Please provide 10 or 12 postdated cheques dated for the first of each month.

ADMISSION/WITHDRAWAL POLICY

Prior to enrollment, the parents of a child who has been admitted to Tiny Treasure will be provided with an enrolment package, which will include the following:

- A copy of Tiny Treasure Montessori Parent Handbook outlining the general policies and practices of the school.
- A registration package which parents/guardians must complete as a condition of enrollment.

In addition, parents of all children admitted to Tiny Treasure are required to provide an up-to-date immunization record obtained from the child's family doctor.

Where Tiny Treasure cannot admit a child because the school cannot accommodate the child's needs or family circumstances, the school will:

A) Document meetings with the parents/caregivers and the use of any support services with regard to the child.

In some cases, further steps could include:

B) Notifying the Ministry of Education

C) Referring the parents/caregivers and child to other services, where possible.

FEES:

Fees are due and payable on the first of each month. 10 months (Preschool/SK/Elem) or 12 months (Toddlers) worth of postdated cheques payable to Tiny Treasure Montessori, dated for the first day of the month are required. Fees remain at the rate charged for each of the programs until children are moved up to the next program. Every effort will be made to move children at the required time; however space needs to be available in the next program to facilitate movement.

Note: For more info, please see the Enrolment Agreement/Contract available in the registration package.

Withdrawal Policy (at the request of the parents)

All withdrawal policies (set out below) are shared with parents at admission. Please also see our Withdrawal or Denial of Admission policy.

Withdrawal Policy (at the request of Tiny Treasure)/Denial of Admission

Tiny Treasure Montessori will work with families when situations arise whereby a child may need help with a behavior or other concerns, or where communication with parents has begun to break down. Generally, the staff in the room will discuss the behavior/concerns with the child and their parents. Tiny Treasure Supervisor will be involved depending upon

the circumstances. Occasionally assistance from an outside agency, such as the Resource Consultant or Program Advisor from The Ministry of Education is recommended and might be used. In most cases, the behaviour or communication improves or the concerns are addressed. However, from time to time, the school might request a child to withdraw for reasons that may include, but are not limited to:

1. The child no longer derives any benefit from the care at Tiny Treasure
2. Communication between parents and the school is not conducive to the development of the child or is detrimental to the well-being of the School
3. The child is putting other children or themselves at risk. In these cases, Tiny Treasure will:
 - (1) document its meetings with the parents and the use of any support services with regard to the child,
 - (2) notify the Ministry of Education
 - (3) refer the parents and child to other services, where possible, and
 - (4) meet with the family for an exit interview.

Whenever possible, the child and family will be given four weeks' notice in writing of the date for withdrawal from the school. The procedure set out above is followed for all families with children who are asked to leave. A notice period of less than four weeks may be necessary if the child's behavior puts staff or other children at risk. The notice period is at the discretion of the Owner/Director.

Where Tiny Treasure cannot admit a child because the school cannot accommodate the child's needs or family circumstances, the school will:

- (1) document its meetings with the parents and the use of any support services with regard to the child,
- (2) notify the Ministry of Education
- (3) refer the parents and child to other services, where possible.

The procedure set out above is followed for all families with children who have been given the notice of withdrawal.

Waiting List

Tiny Treasure Montessori does not have a “wait list”, it is on a first come first serve basis. It is up to the parent(s) and or guardian(s) to call in periodically to check if there is a space for their child. If there is space available, it is up to the parent(s) and or guardian(s) to come in and fill out the registration form for their child.

Roles and Responsibilities

Supervisor:

- maintains the admission and withdrawals according to policies and procedures described herein

Staff, Students and Volunteers:

- n/a

ADVANCING CHILDREN WITHIN THE CENTRE

Process:

When space becomes available in one of the casa rooms the director will express an interest in moving a student. The following process will proceed:

1. Parents are notified of the possible advancement
2. Dates for student classroom visits are established
3. After visits, if appropriate, a date for permanent placement is made

When assessing a student, director will consider the student's:

- social skills (behavioral challenges)
- self-help skills (toileting, dressing)
- special needs

If a student advances to the next class in the middle of the school year, tuition fees will remain the same.

Withdrawal Policy (No space availability)

A student may be required to be withdrawn from Tiny Treasure Montessori School if the child is ready to move into the next classroom but there is no space available (due to age restrictions by the Ministry of Education). Parents will be advised in writing if such a change should occur.

PARKING

- All children must be accompanied by an adult when in the parking lot.
- Vehicles must not be left unattended with children inside them.
- Drive with extra caution and do not compromise the safety of your child or others in our community.
- Please turn off your car's ignition when parked for a duration longer than 3 minutes.

- When walking to the school from the parking lot, please walk on paved areas only and encourage your child to respect our grassy areas and to refrain from treading on flower beds.

Please note that the above is a general overview of the daily schedules for Tiny Treasure Montessori. For a more specific timetable of your child's class, please contact your school office or see your child's teacher.

GENERAL INFORMATION

Arrival and Dismissal

The children will arrive at school at their scheduled time and will be greeted by their teacher, teaching assistant and/or school supervisor. The students are required to wear their uniform and come prepared with their indoor/outdoor shoes and extra clothing (for Toddlers, blanket and diapers, if required).

Arrivals

All students are welcome to be dropped off at school by 9:00 a.m. or earlier if enrolled in Before School. All students are expected to be in class and ready to start their day of learning promptly at 9:00 a.m. On arrival each morning parents are asked to:

- Place child's outdoor clothing in assigned cupboard
 - Take child to staff who will complete an informal health check
 - Escort child directly to the care of classroom teacher and/or teaching assistant; child must never be left unattended
-

□ If child is taking medication record date, time given, and initial on medication form

Parents who wish to leave a message with the teacher (e.g. early pick up for a medical appointment); can do so via our message system or speak with the Supervisor. Parents are discouraged from entering the classroom to speak with teaching staff, as doing so disrupts the work period and lessons for students.

Parents are strongly encouraged to quickly establish a “goodbye routine” for themselves and their child/children – especially for those beginning school for the first time. We strive to develop independence and self-confidence in your child at an early age and having them avoid separation anxiety, especially during the first few days of school.

ATTENDANCE AND LATENESS

Please contact the office before 9:00 if your child will be absent or will be arriving late to school. Montessori classes start at 9:00 a.m. If we don't hear from you (Parents/Guardians) by 9:30 a.m., the supervisor/principal will be calling. Montessori students arriving after 9:00 a.m. are to report to the office before being admitted to the classroom.

Dismissal

Dismissal begins promptly at 4:00 p.m. and all parents are expected to pick up their children at this time. Your prompt arrival is appreciated. Only students who are registered in our After School Program may stay after 4:00 p.m. to 6:00 p.m. Parents are expected to notify staff when they are leaving with their child so staff can record student departure time on attendance.

Late Pick-Up

If you are late in picking up your child, you will be charged a flat fee of \$1.00 per minute each time, regardless of how late you arrive. If a student is consistently picked up late, parents will be asked to enroll their child in the After School Program.

Special Dismissal Requests

Please remember to inform our school office if there is going to be a change in the normal drop off and pick up routine for your child. This is very important as we will not release children to any unauthorized individual, even if the child knows the person. Please ensure that you provide the office with the name of the person collecting your child and their relationship to the child (e.g. aunt, next-door-neighbour, etc.).

Please inform the person picking up the child that they will have to show photo-identification.

Attendance: Punctuality and Absences

Punctuality is important in order for students to make a positive start to their day of learning. The teachers will reinforce punctuality and the need to arrive on time and fully prepared for school. If a student is consistently late, then a meeting will be set up between the parents and the school supervisor to further discuss ways to support the student and school's needs. Parents are asked to call the school's office before 90:00am to report their child's absence and the reason for the absence and/or lateness.

Emergency Management Policy and Procedures

Purpose

The purpose of this policy is to provide clear direction for staff and licensees to follow to deal with emergency situations. The procedures set out steps for staff to follow to support the safety and well-being of everyone involved.

Policy

Staff will ensure that the children are kept safe, are accounted for and are supervised at all times during an emergency situation.

Clear policies and procedures will support all individuals to manage responses and responsibilities during an emergency, resulting in the safest outcomes possible.

Staff will follow the emergency response procedures outlined in this document by following these three phases:

1. Immediate Emergency Response;
 2. Next Steps during an Emergency; and
 3. Recovery.
- For any emergency situations involving a child with an individualized plan in place, the procedures in the child's individualized plan will be followed.
 - If any emergency situations happen that are not described in this document, the Supervisor will provide direction to staff for the immediate response and next steps. Staff will follow the direction given.
 - If any emergency situations result in a serious occurrence, the serious occurrence policy and procedures will also be followed.
 - All emergency situations will be documented in detail by the Supervisor in the daily written record.
-

Fire Drill is conducted once a month for training/practice. Emergency bag is located in the staff room and Supervisor is responsible for carrying the first aid kit and emergency bag.

For situations that require evacuation of the child care centre, the meeting place to gather immediately will be located at: Outdoor Playground or Back Parking Lot.

If it is deemed 'unsafe to return' to the child care center, the evacuation site to proceed to is located at: Nativity of our Lord Church at 35 Saffron Crescent, Etobicoke.

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.

Supervision of Volunteers and Placement Students

Tiny Treasure Montessori strives to ensure that the children in our care are in a safe environment in which to grow and learn. The policy for supervision of volunteers and placement students will help support the safety and well-being of students here at Tiny Treasure.

All student teachers and volunteers are required to submit a current Criminal Reference Check before contact with children. Direct unsupervised access is not permitted for persons who are not employees of Tiny Treasure.

Volunteers and placement students will not be counted in the staffing ratios of Tiny Treasure.

The centre Supervisor is responsible for ensuring that all placement students and volunteers are properly trained and supervised. A volunteer or placement student must always have an appropriate Tiny Treasure employee present when they are with children.

Prior to a volunteer or placement student beginning to work with children, the centre Supervisor will conduct an interview to assess skills, strengths and program requirements where applicable. There will be an orientation about the operation of Tiny Treasure Montessori School. Expectations will be discussed with the student/volunteer. All policies and procedures will be reviewed with the student/volunteer and have them signed.

Supervision of Volunteers and Students

Staff supervisor/mentor

The qualified RECE who is supervising/mentoring a volunteer/placement student shall:

- Provide the volunteer/ placement student with direction and guidance.
- Ensure that the volunteer/placement student is not alone with any child at any time.
- Ensure that the volunteer/placement student seeks direction from center staff before starting a routine or program activity with a child.
- Provide the volunteer/placement student with current information about the children and staff with severe allergies, and the procedures to avoid anaphylactic reaction.
- Monitor the behavior management practices of the volunteer/ placement student as outlined in the Behavior Guidance policy. Review and evaluate the expectations for placement students required by a teaching college and by Tiny Treasure Policies and Procedures, and complete any required written college evaluations.
- Meet at least monthly with the the placement college instructor with documentation on the volunteer/placement student's progress.

All Employees will ensure that no volunteer or program placement student is alone at any time with any child. The center Supervisor must be informed of any action of a volunteer/placement student that could pose a risk to a child in our care.

Parent Issues and Concerns Policy and Procedures

Purpose

The purpose of this policy is to provide a transparent process for parents/guardians, childcare licensee and staff to use when parents/guardians bring forward issues/concerns.

Definitions

Licensee: The individual or agency licensed by the Ministry of Education responsible for the operation and management of each home child care agency it operates (i.e. the operator).

Staff: Individual employed by the licensee (e.g. home visitor).

Policy

General

Parents/guardians are encouraged to take an active role in our child care and regularly discuss what their children are experiencing with our staff and child care providers. As supported by our program statement, we support positive and responsive interactions among the children, parents/ guardians, child care providers and staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Our staff is 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 our supervisor 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 5 business day(s). 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, child care providers, other persons in the child care premises, 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 school 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, child care provider and/or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor:

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.

For more information, visit

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

Children with Medical Needs Policy

The following policy will apply within Tiny Treasure Montessori where there is a requirement of staff to provide primary care and/or guardianship to registered participants.

This policy requires that an individualized plan be developed for each child with medical needs and ensure his/her inclusion in the program.

The review of each individualized plan (by employees, students and volunteers) supports the children's ability to participate in the child care program, and provides staff with all necessary information to deal with any medical situation pertaining to the child.

Special instructions

A child with medical needs is defined as a child who has one or more chronic or acute medical conditions and he/she requires additional supports or accommodations. For example, a child with diabetes may require that a staff check the child's blood sugar levels with a glucose monitor several times a day. Additional examples include but are not limited to:

- Sun sensitivity which may mean limiting a child's outdoor time and exposure to sun or ensuring the use (wearing) protective clothing
- Choking hazards may involve the pureeing of food to minimize choking
- Adaptive feeding chair
- Asthma and possible use of inhalers
- Diabetes and the need to use blood glucose reader: prep, storage and sanitation of device as well as insulin injections: use of needles, storage of insulin, disposal of needles
- Feeding tube: prep, storage and sanitation of device
- Seizures and the need for medications

An individualized medical plan must be developed in consultation with the parent of the child.

This plan will address where applicable steps to reduce the risk of causing or worsening the medical condition(s), a list of medical devices and how to use them, the location of medicine and/or medical devices, supports available to the child as well as symptoms and emergency procedures and any other additional information.

Employees are required to maintain the confidentiality of a child's medical history including diagnosis. Sensitive or confidential medical information and detailed reports from medical professionals should not be included in the plan unless consent, in writing has been given by a parent.

The individualized plans must be reviewed with and signed by staff, volunteers and students prior to employment, and then at least annually and at any other time when substantive changes are made to policy, procedure, protocol or any individualized Plan for a Child with Medical Needs.

Risk Management

An individualized Medical Plan must be completed with and signed by the parent upon enrolment or as the need arises. All staff, volunteers and students will review and sign the communication plan prior to their first schedule shift. Plans must be examined frequently to ensure accuracy and updated immediately with any changes as per parent communication.

Parents' Responsibilities

It is the responsibility of parents/guardians to inform program staff that their child has a Medical Need(s) that may require additional supports, accommodation or assistance.

- The parent provides a training orientation for the centre; the staff must sign off confirming that the training has been completed.
- 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.
- For more information, visit:

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

Supporting Documents

- Individualized Plan for a Child with Medical Needs
 - Staff Medical Needs Training form
-

Sexual Health Education Policy

Sexuality is an important part of the personality of every human being; it includes the physical, physiological, psychological, social, emotional, cultural and ethical dimensions of sex and gender. Sexuality is a basic need and aspect of being human which cannot be separated from other aspects of life. It influences our thoughts, feelings, actions and interactions. The Tiny Treasure Montessori is committed to raising sexually healthy children by teaching them the facts, values, responsibility and self-esteem.

It is the responsibility of the Supervisor to ensure that Staff is trained in child development, including the sexual development of children and to ensure that Staff, parents and children abide by the Childcare Code of Conduct and the Ministry regulations for reporting Child Abuse. Staff acts as positive role models for children and families.

Staff teaches appropriate sexuality language using dictionary or polite terms for body parts. Children have the right to learn and grow in a bias-free, sexually healthy environment. They also have the right to privacy and to be treated with respect. Staff responds to children's questions and comments about sexuality with honesty and openness. They regularly provide opportunities that enable children to learn through their own observations. Books and other written materials, pictorials, anatomically correct dolls, puppets and toys depicting a variety of healthy relationships and workshops are provided to encourage positive learning about sexuality for Staff, parents and children. Children are clearly and directly told what age appropriate behavior is without making them feel guilty. Children are encouraged to tell each other how they feel and to speak up for themselves. We encourage families to maintain an open dialogue with their children and the Childcare Staff so that we can work together to foster healthy sexual development in the children.

Some information and particular topics around sexuality are better addressed by families in their own way at home. Information is shared with the children based on their chronological age and social emotional developmental age. Parents are notified when issues or questions are raised by their children so they can facilitate discussions at home. Gentle, non-obtrusive touches that support positive feelings of self and others are encouraged between Staff and children. Staff provides equal opportunities for boys and girls to feel valuable and capable; gender role stereotypes and use of sexist language are discouraged. Children are provided with the appropriate language and reminded of the negative impact of using sexist language.

Incidents will be addressed on a case-by-case basis and parents will be notified immediately if their child has been involved in an incident. If children persist in using sexist language, they may be asked to leave the Childcare as per the Childcare's Code of Conduct. Staff remind children in a gentle manner that self-pleasuring is a private matter that needs to take place at home in the privacy of their bedroom or bathroom. Children are taught that their bodies are private and not to be touched by anyone without their permission.

While "toilet talk" and "street language" are used by many children, they will be discouraged at Tiny Treasure Montessori. We strive to create an inclusive climate where everyone feels welcomed, appreciated and accepted. As such, children will be encouraged to experiment with toys, dress-up clothes, and make choices about the toys and peers that they play with. Staff attempt to purchase toys that are non-biased and not gender specific. Ample opportunities are provided for children to play with toys and take part in play situations that are traditionally associated with the other gender.

Staff is trained in child development; as such, they are aware of typical behaviors for children's body exploration and play. Sexual behavioral norms and behaviors that may be of concern will be posted in the program rooms to remind Staff, children and families of developmental norms. Contact information for Toronto Public Health will also be posted for families to seek additional information or resources.

Tobacco Policy based on Smoke-Free Ontario Act. 2017

Purpose

This policy has been implemented to protect employees from exposure to second-hand smoke in the workplace and to ensure a safe, healthy, comfortable and productive working environment for all employees. Tiny Treasure Montessori has a legal responsibility to comply with the Smoke-Free Ontario Act and to ensure all employees are compliant.

Smoking tobacco and medical cannabis and the use of electronic cigarettes in our center is strictly prohibited.

This policy applies to all persons employed by Tiny Treasure Montessori. As well, visitors, contractors, clients, customers, volunteers, students or other members of the public must comply. Employees must comply with the Smoke-Free Ontario Act while working at off-site locations. The ban on smoking in an enclosed workplace is in effect at all times, even after hours, when people are not working or when clients are not present.

Policy

As required under the Smoke-Free Ontario Act, smoking is prohibited in all portions of Tiny Treasure Montessori that fall under the definition of "enclosed workplace" including inside buildings and work vehicles. No person shall smoke in any enclosed public place or enclosed workplace. Ashtrays, or any equipment serving as an ashtray (e.g. coffee cup, tin can, bucket etc.), are prohibited inside all enclosed workplaces. 'No Smoking' signs will be posted at all entrances, exits, washrooms and other appropriate locations. Under the Smoke-Free Ontario Act these signs must be posted and they are not to be removed. Under the Smoke-Free Ontario Act the following all the areas in and around the Tiny Treasure Montessori center must be smoke-free at all times.

Enforcement

Employees who obey and/or seek compliance with the Smoke-Free Ontario Act may not be dismissed, threatened to be dismissed, disciplined, suspended, penalized, intimidated or coerced. If an employee experiences any of these actions, the employee may direct complaints to the Ontario Labor Relations Board.

Employees who do not comply with the Smoke-Free Ontario Act (list internal policy information such as discipline to be instituted - see enclosed disciplinary policy example). Employees may also be reported to the Health Unit, whose Tobacco Enforcement Officers can lay charges for Smoke-Free Ontario Act violations.

Areas where smoking is prohibited:

- The inside portions of Tiny Treasure Montessori including offices, washrooms, lobbies, stairwells, kitchens/break rooms, staff room and hallways.
- All vehicles used by employees to conduct work (i.e. delivery/shipping vehicles) regardless of who is in the vehicle.
- Any entrances or loading docks covered by a roof or overhang.

Serious Occurrence Policy and Procedures

Purpose

The purpose of this policy and the procedures within is to provide clear instructions for staff, students and volunteers to follow for how to identify, respond to and report a serious occurrence. It ensures that there is a plan to deal with any serious incidents that may affect the health, safety and well-being of children and those working directly with children, and that these serious incidents are reported, tracked and followed up on.

This policy requires that an annual review be conducted of serious occurrences that took place over the last calendar year for an opportunity to reflect on the incidents that took place and consider approaches that will be implemented to minimize the chance that the incidents will occur again in the future.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures with respect to serious occurrences for child care centres.

Policy

Identifying a Serious Occurrence

Under the *Child Care and Early Years Act, 2014*, serious occurrences are defined as:

the death of a child who received child care at a child care centre,

1. abuse, neglect or an allegation of abuse or neglect of a child while receiving child care at a child care centre,
2. a life-threatening injury to or a life-threatening illness of a child who receives child care at a child care centre,
3. an incident where a child who is receiving child care at a child care centre goes missing or is temporarily unsupervised, or
4. an unplanned disruption of the normal operations of a child care centre that poses a risk to the health, safety or well-being of children receiving child care at the child care centre.

Reporting a Serious Occurrence

Staff will notify Tiny Treasure, supervisor or designate of a serious occurrence as soon as they become aware of the incident.

All serious occurrences will be reported to the Ministry of Education in the Child Care Licensing System (CCLS) within 24 hours of the licensee, supervisor becoming aware of the occurrence.

Identifying information such as children or staff names will not be included in the serious occurrence reports.

If CCLS cannot be accessed (e.g. where CCLS or an internet connection is unavailable), Tiny Treasure, supervisor or designate will notify the program advisor (PA) assigned to the licence by email or by telephone within 24 hours of becoming aware of the occurrence. A serious occurrence report will be submitted in CCLS as soon as the system can be accessed.

Where a Ministry of Education PA cannot be reached by telephone, a voicemail message will be left to notify the PA of the incident.

All updates to serious occurrences will be reported in CCLS through update reports until the serious occurrence has been closed by the Ministry of Education.

Where the Ministry of Education requests updates to a serious occurrence in CCLS, these will be provided as soon as possible through update reports.

Serious occurrences reported to the Ministry of Education will be documented in the daily written record.

Posting a Serious Occurrence Summary (Notification Form)

Within 24 hours of becoming aware of a serious occurrence, Supervisor will complete a Serious Occurrence Notification Form in either CCLS or using the appropriate form.

The form will provide a summary of the serious occurrence and of any action taken by the child care centre.

The summary will not include identifying information (e.g. names and ages of children, staff, or program rooms) and will contain gender-neutral language.

The summary will be posted at the child care centre in a place that is visible and accessible to parents for a minimum of 10 business days, regardless of the serious occurrence type and the status of any related investigation.

All updates to the serious occurrence will be added to the posted summary, and the summary will remain posted for an additional 10 business days each time any updates are added.

All serious occurrence summaries will be retained for 3 years from the date they are created or last updated (whichever date is most recent).

Annual Analysis of Serious Occurrences

An annual analysis of all serious occurrences that occurred in the previous calendar year will be completed by Supervisor.

The annual analysis will be used to identify issues, trends and actions taken.

The analysis and record of actions in response to the analysis will be kept on file for Ministry of Education review and retained for 3 years from the date the analysis and record of actions were created.

Concerns about the Suspected Abuse or Neglect of a Child

If any person, including a person who performs professional duties with respect to children, has reasonable grounds to suspect that a child has suffered, or is at risk to suffer, physical or emotional harm or sexual exploitation or molestation inflicted by the person having charge of the child, the person will report the suspicion directly to a children's aid society (CAS).

Suspected abuse or neglect that will be reported will include physical, emotional and sexual abuse and/or neglect.

Where a parent expresses concerns that a child is being abused or neglected, the parent will be advised to contact their local CAS directly. The person who becomes aware of these concerns is also required to report the concerns to the local CAS.

Procedures to Respond to a Serious Occurrence

Steps to Follow for All Serious Occurrences

Steps for Staff, Students and Volunteers to Follow:	Steps for the Licensee/Supervisor/Designate to Follow:
<p>Immediately:</p> <p>Ask for assistance from other staff, students, or volunteers.</p> <p>Provide immediate medical assistance, if applicable, according to Standard First Aid and CPR training, where applicable.</p> <p>Call emergency services and follow direction from emergency services personnel, where applicable,</p> <p>Ensure that other children are removed from the scene and do not have access to the area, where applicable.</p> <p>Address any risks to the health or safety of the child and/or other children present to prevent the risk of further harm.</p> <p>Notify the supervisor/designate.</p> <p>Ongoing and after the incident:</p> <p>Follow any direction provided by third-party authorities (e.g. police, CAS, public health, etc.)</p> <p>Ensure that children are supervised at all times.</p> <p>Within 24 hours:</p> <p>Document the incident in:</p> <p>the daily written record;</p> <p>the child's record of symptoms of illness, if applicable; and/or</p> <p>in an accident report, if applicable.</p> <p>Where an accident report is created, provide a signed copy to a parent of the child.</p>	<p>1. Immediately:</p> <p>Provide assistance to children, staff, students, volunteers and families.</p> <p>Provide immediate medical assistance, if applicable, according to Standard First Aid and CPR training.</p> <p>Call emergency services and follow direction from emergency services personnel, where applicable.</p> <p>Within 24 hours of becoming aware of the incident:</p> <p>Collect all pertinent information to report the incident to the Ministry of Education as a serious occurrence, including:</p> <ul style="list-style-type: none"> A description of the incident; The date, time, place where it occurred, actions taken and outcome; The current status of the incident and child/parties involved; and All other parties notified (e.g., emergency services, CAS, parents). <p>Report the serious occurrence in CCLS, or notify the Ministry of Education program advisor by telephone or email where CCLS is not available. Note: Where CCLS is not available, a serious occurrence report will be submitted in CCLS as soon as it becomes available.</p> <p>Post a summary of the serious occurrence and of any action taken by the child care centre in a place that is visible and accessible to parents.</p> <p>Ongoing and after the incident:</p> <p>Follow any direction provided by third-party authorities (e.g. police, CAS, public health, etc.)</p>

Steps for Staff, Students and Volunteers to Follow:	Steps for the Licensee/Supervisor/Designate to Follow:
	<p>Maintain confidentiality at all times.</p> <p>Update the serious occurrence report in CCLS, as required.</p> <p>Conduct an internal review of the serious occurrence with staff, students and volunteers to establish next steps and reduce probability of repeat occurrences.</p> <p>Provide children, parents, staff, students and/or volunteers with supports, if needed.</p> <p>Review with staff, students and volunteers the child care centre's program statement policies and procedures that set out prohibited practices and expectations of promoting the health, safety, nutrition and well-being of all children.</p>

Steps to Follow According to Specific Serious Occurrence Categories

Serious Occurrence Category	Steps for Staff, Students and Volunteers to Follow:	Steps for the Licensee/Supervisor/Designate to Follow:
<p>Death of a Child</p>	<p>Death occurs while a child is receiving child care:</p> <p>See 'Steps to Follow for All Serious Occurrences' for staff, students and volunteers.</p>	<p>See 'Steps to Follow for All Serious Occurrences' for the Licensee/Supervisor/Designate, and</p> <p>Death occurs while a child is receiving child care:</p> <p>1. Immediately, upon becoming aware of the incident:</p> <p>Contact a parent of the child, or where a parent cannot be reached; contact the child's emergency contact.</p> <p>Death occurs while a child is not receiving child care:</p> <p>Within 24 hours of becoming aware of the incident:</p>

Serious Occurrence Category	Steps for Staff, Students and Volunteers to Follow:	Steps for the Licensee/Supervisor/Designate to Follow:
		<p>Contact local Children’s Aid Society (CAS) or police services to find out if there is an investigation. If an investigation is ongoing, conduct an internal investigation after CAS or police services have completed their investigation, if applicable.</p>
<p>Allegation of Abuse and/or Neglect</p>	<p>‘Steps to Follow for All Serious Occurrences’ for staff, students and volunteers, and</p> <p>Where there is a concern about the abuse or neglect of a child by any person:</p> <p>1. Immediately:</p> <p>Report concerns to the local Children’s Aid Society (CAS) as per the duty to report obligations under the <i>Child and Family Services Act</i> (CFSA).</p> <p>Document the conversation with CAS and follow their recommendations.</p> <p>Notify the supervisor/designate of the incident and the report made to CAS, where appropriate.</p> <p>Refrain from discussing the allegation with others.</p> <p>Maintain confidentiality at all times.</p>	<p>See ‘Steps to Follow for All Serious Occurrences’ for the Supervisor, and</p> <p>Where there is a concern about the abuse or neglect of a child by a staff, student or volunteer, or where a person has otherwise reported alleged abuse/neglect concerns to the supervisor/designate:</p> <p>1. Immediately:</p> <p>Notify the person who reported concerns about their duty to report obligations under the <i>Child and Family Services Act</i> (CFSA).</p> <p>Report the concerns to the local Children’s Aid Society (CAS) as per the duty to report obligations under the CFSA, unless it is confirmed that a report has already been made to CAS.</p> <p>Document the concerns.</p> <p>Contact and notify a parent of the child, where appropriate.</p> <p>Based on the nature of the allegation and/or the direction of CAS and/or internal policies, determine next steps such as disciplinary measures and additional actions, such as an internal investigation to protect children in care.</p> <p>Determine whether the individual</p>

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		<p>alleged to have abused/neglected a child is registered with a professional regulatory body (e.g. College of Early Childhood Educators, Ontario College of Teachers, etc.). If so:</p> <p>Report the allegation of abuse to the appropriate regulatory body;</p> <p>Report to the College of Early Childhood Educators when the employment of a registered early childhood educator (RECE) is suspended or terminated or if the RECE resigns.</p> <p>Refrain from discussing the allegation with others.</p> <p>Maintain confidentiality at all times.</p> <p>Once all external investigations are complete (e.g. by police and/or CAS), if applicable:</p> <p>Update the serious occurrence report in CCLS, as required.</p> <p>Update all other authorities to whom the allegation was reported (e.g. College of Early Childhood Educators, Ontario College of Teachers, CAS, etc.).</p>
Life-threatening Injury or Illness a. Injury Illness	See 'Steps to Follow for All Serious Occurrences' for staff, students and volunteers.	See 'Steps to Follow for All Serious Occurrences' for the Supervisor.
Missing or Unsupervised Child(ren) a. Child was found Child is still missing	'Steps to Follow for All Serious Occurrences' for staff, students and volunteers, and 1. Immediately, upon becoming aware that a child or children are missing:	See 'Steps to Follow for All Serious Occurrences' for the Supervisor, and 1. Immediately, upon becoming aware that a child is missing: Assist with searching for the missing

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	<p>Alert the supervisor and all staff, students and volunteers;</p> <p>Search the child care premises, including outdoor areas (e.g. hallways, washrooms, playground, outdoor classrooms, etc.);</p> <p>Ensure that remaining children are supervised at all times.</p> <p>a) Where the child or children are <u>not found</u> after being deemed missing.</p> <p>Continue to search the premises.</p> <p>Update the supervisor.</p> <p>Where the child or children are <u>found</u> after being deemed missing.</p> <p>Update the supervisor.</p> <p>After the child or children have been found, after being deemed missing:</p> <p>Document the incident in the daily written record.</p>	<p>child(ren).</p> <p>a) Where the child or children are <u>not found</u> after being deemed missing:</p> <p>Call emergency services and follow direction from emergency services personnel.</p> <p>Contact the child(ren)'s parent(s), or where a parent cannot be reached, contact the child's emergency contact.</p> <p>Where the child or children are <u>found</u> after being deemed missing:</p> <p>Update the child(ren)'s parent(s), or where a parent cannot be reached the child(ren)'s emergency contact(s).</p>
<p>Unplanned Disruption of Normal Operations</p> <p>a. Fire</p> <p>Flood</p> <p>Gas Leak</p> <p>Detection of Carbon Monoxide</p> <p>Outbreak</p> <p>Lockdown</p> <p>Other Emergency Relocation or Temporary</p>	<p>'Steps to Follow for All Serious Occurrences' for staff, students and volunteers, and</p> <p>a) Where the incident is suspected to be an <u>outbreak</u>:</p> <p>1. Immediately:</p> <p>Notify the supervisor/designate on site of concerns.</p> <p>Separate children who are showing symptoms of illness from other children.</p> <p>Follow the child care centre's sanitary practices policy and procedures.</p>	<p>See 'Steps to Follow for All Serious Occurrences' for the Supervisor and</p> <p>a) Where the incident is suspected to be an <u>outbreak</u>:</p> <p>1. Immediately:</p> <p>Contact the local public health department.</p> <p>Where the incident is deemed an outbreak by public health:</p> <p>1. Immediately:</p> <p>Follow instructions from the local public health department.</p>

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<p>Closure</p>	<p>Within 24 hours:</p> <p>Record symptoms of ill health in the affected child(ren)'s records,</p> <p>Document the incident in the daily written record.</p> <p>a) Where the incident is not an outbreak (<u>all other disruptions of normal operations</u>):</p> <p>1. Immediately:</p> <p>Follow the child care centre's fire safety and evacuation plan and/or the emergency management policies and procedures, as applicable.</p> <p>Within 24 hours:</p> <p>Document the incident in the daily written record.</p>	<p>Contact the parent(s) of the affected child(ren) and ensure the affected child(ren) are picked up by their parent(s) and/or taken to hospital.</p> <p>Obtain an outbreak posting from the local Medical Officer of Health and post in an area easily accessible for parents.</p> <p>Note: Outbreaks must be reported as a serious occurrence only if deemed an outbreak by public health.</p> <p>Within 24 hours:</p> <p>Notify all parents of children enrolled at the child care centre of the outbreak.</p> <p>a) Where the incident is <u>not deemed an outbreak</u>, follow sanitary practices policy.</p> <p>Where the incident is not an outbreak (<u>all other disruptions of normal operations</u>):</p> <p>1. Immediately:</p> <p>Follow the Tiny Treasure's fire safety and evacuation plan and/or the emergency management policies and procedures, as applicable.</p> <p>Note: a hold and secure (an external threat in the area) is not a reportable serious occurrence.</p>

Glossary

Children's Aid Society (CAS): A local agency with the exclusive mandate, under the *Child and Family Services Act*, to investigate allegations of child abuse or neglect and to deliver child protection services.

Emergency: An urgent or pressing situation in which immediate action is required to ensure the safety of children and adults in the child care centre.

Interact: To be or become involved in communication, social activity or work with somebody else or one another (Source: Encarta Dictionary). Examples of interactions with children include conversing, playing, directing, intervening, supervising or assisting in fulfilling their needs (e.g. food/drink consumption, toilet use).

Licensee: The individual or agency licensed by the Ministry of Education responsible for the operation and management of each child care centre it operates (i.e. the operator).

Lockdown: A threat inside the building that will restrict movement within the child care centre.

Parent: A person having lawful custody of a child or a person who has demonstrated a settled intention to treat a child as a child of his or her family (all references to parent include legal guardians, but will only be referred to as “parent” in this policy).

Serious Occurrence: An incident that must be reported to the ministry of education within 24 hours.

Staff: Individual employed by the licensee (e.g. program room staff).
