



Cambridge Leaf Montessori School
PARENT HANDBOOK – 2021-2022



Cambridge Leaf Montessori School
Parents Handbook
School Year: 2021-2022



Cambridge Leaf Montessori School

PARENT HANDBOOK – 2021-2022

Welcome/Program Philosophy

Welcome to Cambridge Leaf Montessori Daycare. This handbook has been created so that there are no misunderstandings, and so that everyone is aware of the requirements of Cambridge Leaf Daycare, as well as the requirements of you, the parents/guardians. This handbook covers our childcare philosophies, business policies and expectations. Please read this handbook carefully, and feel free to discuss with myself or a staff member any questions that you may have.

Cambridge Leaf Montessori Daycare is committed to creating a safe, warm, loving environment for children where they can learn and grow physically, emotionally, creatively, intellectually, and socially at their own pace. We want to help your child increase their confidence, and self-esteem by treating them as unique individuals, and allowing them to express themselves in a variety of facets. We strive to make your child's time at daycare the best experience it can be for them as well as you, the parents.

We are committed to supporting families by maintaining open communication and encourage parental involvement in our programming and care activities. Our objective is to care for your child the same way you would. In programming activities for the children, we follow the How Does Learning Happened and ELECT document, which follows a play-based learning philosophy. We develop activities centered on stories, songs, math, fine and gross motor skills, circle time, science, music, theatre and arts/crafts. We strive to prepare your children for their early school years by exposing them regularly to letters, numbers, colours, shapes, name recognition, and new vocabulary. Please see any staff member if you'd like more information at our website www.cambridgeleaf.ca

Hours of Operation

Hours of operation are: 7:00 am – 6:00 Monday – Friday.

We will be closed on January 1st, Good Friday, Victoria Day, July 1st, Civic Holiday, Labor Day, Thanksgiving, Remembrance Day and from December 25th and 26th .

Late pick-up policy: If you are late picking up (after closing time) your child you will be charged a late fee of \$10 per 15 min late or any part thereof, except in emergency situations. This late fee must be paid in cash to the staff on duty upon pick-up of your child.

If you think you might be late:



Cambridge Leaf Montessori School

PARENT HANDBOOK – 2021-2022

- Call the centre right away. This allows the teachers to tell your child what is going on.
- Have a back-up plan. Find someone else who can pick up your child. • Call the staff to tell them who will be picking up your child.
- Call back later to be sure your child was picked up.
- Staff will make note of the late pick up on your record.
- Late pick-ups are unacceptable and may result in losing a space at the centre.

If your child is not picked up by 7:00 p.m., and we have not been able to contact you or one of your emergency contacts, we are required, by law, to call the Children's Aid Society.

Enrolment Requirements

Before your child can be officially enrolled in Cambridge Leaf Montessori Daycare you must complete and provide the following documents:

- Signed Parent Contract and Rate Agreement
- Completed Child Profile & Copy of Immunization Record (or Signed Waiver)
- Signed Consent Forms (those that are applicable)
- Registration Fee must be paid (\$200)

*spaceswillnotbeheld by verbalcontract; registration feeanddepositmustbepaid in orderfora spot to be held for you and your child.

We do require that theparent/guardian andtheirchild(ren) visit ourcentrepriorto enrolment. This process allows your child(ren) to become more familiar with our daycare and staff. If you feel it necessary, we canarrangeforyourchild(ren) to beleftinourcarefor 2 hoursfreeof charge as atrial basis, before leaving them for a full day.

Payment Procedures

Forms of payment currently accepted are cash, post dated cheques, email money transfer. Please let me know if you plan on doing your payments electronically, a reminder email can be sent to you if you'd like.

All fees must be paid by Monday (or the first day of care) at drop off time for the current week of services. Ifpayment is notreceived by Mondayatpick-up timealatepaymentfeewillbe



Cambridge Leaf Montessori School

PARENT HANDBOOK – 2021-2022

applied to your account at the rate of \$5 per day. In order to ensure accurate supplies to keep the daycare running, fees need to be on time. After 3 days of late fees added to your account your care will be suspended until fees are paid. After 3 late payments, or 2 NSF cheques, fees may be required 2 weeks in advance, or service may be suspended. Each situation is dealt with on an individual basis. An NSF or returned cheque is subject to a \$30 administration fee.

Registration Fee

An annual registration fee of \$25/child is required upon enrolment and will be collected by January 31st of subsequent years. This registration fee goes towards supplies for children's artwork, as well as other supplies that we use to teach your child, as well as document that learning.

Before your child Starts

Before your child starts at our day care

- Return completed forms to the Centre Supervisor.
- Be sure contact information for you and any authorized pick-up person is up-to-date.
- Put the Centre Supervisor's business card in your wallet.
- Add the centre phone number to your cell phone Contact List.

Pack the following to take to the centre:

- Blanket for nap time, labelled with your child's name.
- Soft cuddle toy, labelled with your child's name.
- Complete change of clothing for your child.
- Extra socks and underwear.
- Picture of your family for your child's cubby.
- Diapers, wipes, diaper cream and training pants (as needed).

Toddler Programs

Parents toddlers will provide:

- 6 (or more) diapers per day for toddlers who are not toilet trained.
- Diapering cream and baby wipes.
- Change of clothing.
- Training pants during toilet training
- Formula in bottles, bottles for milk and jars of baby food.

Please mark all clothing with your child's name.

Toddlers are explorers. At this young age, we group the children with the same one or two teachers every day. This approach helps infants and toddlers to feel safe and supported. The primary teacher pays close attention to each child's actions, facial expressions, sounds and words to learn about their skills, likes and dislikes. They cuddle, hold, play, and talk with children in a warm, unhurried, give-and-take manner. They take cues from children rather than impose their own ideas. These strong relationships give children the confidence to explore and experiment. Infant and toddler caregivers can never take the place of a parent, but they are consistent, responsive, dependable, trusted adults for the child when the parent is away. Please feel free to ask us more about this model.

The Daily Routine is posted in the classroom each day. Check it daily to learn more about your child's day. Knowing what your infant and toddler's day was like is very important for parents. Each day, staff will give you a written record about your child's day.

Arrival and Departure: Parents and staff work together to make arrival and departure times pleasant and reassuring for the child.

Group Times: Children explore materials provided by staff, based on staff's observations of children's interests. Children are free to make choices about the materials and how to use them.

Choice Time: Children play and explore their environment at their own pace with physical and emotional support from staff.

Outdoor Time

- Infants go outside two times every day, except in bad weather.
- Toddlers explore the outdoor world in their own playground every day, weather permitting. They may go for short walks in the immediate neighbourhood.
- The CCEYA Standards requires that children go outside for 2 hours every day, weather permitting.

Lunch and Snacks

- Each infant follows his or her own feeding schedule.
- Toddlers have lunch and snacks in a small group with the same staff.

Rest Time

- Each infant follows his or her own sleep schedule.
- Toddlers have a rest time after lunch.



Cambridge Leaf Montessori School

PARENT HANDBOOK – 2021-2022

Toileting Routines: Toilet training is not done at a specific age because each child develops differently. Talk to your teacher when you feel your child may be ready to begin toilet training.

Preschool Classrooms

the Daily Routine is posted in the classroom each day. You can check it to learn more about your child's day. Each child is part of a small group of children, led by the same staff. This group is together for Small Group Time and lunch.

Greeting Time: Staff welcome the children and share messages about upcoming special events, visitors and new materials. Messages are "written" on the message board using pictures and words, so children of all literacy levels can "read" them.

Small Group Time: Activities are planned by staff and are based on math and literacy experiences.

Large Group Time: Children participate in various activities, such as music and movement, storytelling or a discussion about something important to the children in the classroom or playground.

Outdoor Time: Outdoor play is an important part of your child's learning. Activities like running, jumping, throwing, swinging, digging and riding all promote social and physical development. The CCEYA Standards requires that children go outside for 2 hours every day, weather permitting. Children will play outside for at least two hours every day, weather permitting. Children and staff may go for walks in the neighbourhood to interesting places such as the library and stores. These walks are based on the children's interests and are wonderful learning opportunities.

Lunch and Snacks: Children and staff eat together in a very social environment. Children serve themselves and are encouraged to make choices.

Rest Time: Children are provided with comfortable spaces to take a rest or nap. Children who don't need to nap are encouraged to rest for a short period and then are given a quiet activity to do.

Absences

If your child is not going to be at the centre for the day, please phone the centre staff by 9:00 a.m. You may leave a message on the centre's voice mail. If your child will be away on vacation, please advise the Supervisor, in writing, of the dates that your child will be absent.

In order to maintain your child's space in the program, your fees continue to be charged whenever your child is absent due to illness or vacation.

Drop-off and Pick-up

Your child's safety is very important to us. Staff are not permitted to accept children before the centre opens. You must take your child to the classroom and be sure that the teacher has greeted your child and marked attendance. All children must be picked up and signed out on the attendance sheet before the centre closes at 6:00 p.m. For your child's safety:

- We will only allow your child to leave the centre with you or someone who is listed on the consent form as an authorized pick-up person.
- When someone other than you or someone listed on the consent form is going to be picking up your child please tell the staff. They will ask that person to show photo identification

Exclusion from Daycare

Cambridge Leaf Montessori health policies are based on guidelines from the local Public Health Department. If your child becomes ill while at the centre, staff will contact you immediately and ask you to pick up your child. Children should not come to the centre when:

- They are too ill to take an active part in the daily program, including going outside.
- They need more individual care than the staff are able to provide without compromising the needs of the other children.
- There is a risk of infecting other children or staff, as outlined in the guidelines below.

Keep your child at home if he or she has any of the following symptoms:

- Fever (temperature above 38°C)
- Diarrhea
- Undiagnosed rash/skin condition
- Vomiting
- Communicable disease
- Persistent pain
- Thick, coloured discharge from eyes
- Head lice
- Persistent cough

If a child shows signs of ill health, you may be asked to provide the centre with a doctor's note

to explain the child's health. Children with diagnosed communicable diseases are not permitted to attend the program.

Behaviour Management Policy

Cambridge Leaf Montessori promotes respectful interactions between children and their peers and children and adults. All staff receive on-going training to help them support and guide children's behaviour in positive ways. Some of the strategies we use to guide children's behaviour include:

- Redirection
- Logical and natural consequences
- Setting limits
- Modelling
- Providing choices
- Anticipating trouble

We do not allow staff, family members or children to use the following actions:

- Physical punishment such as hitting, shaking, kicking, pushing, grabbing or pinching.
- Harsh or humiliating treatment that would harm a child's self-respect.
- Abusive or humiliating language, yelling or screaming

Resolving Conflict Among Children All children feel angry and frustrated sometimes. When conflict arises, teachers support the children by using the following methods:

1. Approach calmly, stopping any hurtful actions
2. Acknowledge children's feelings
3. Gather information
4. Restate the problem
5. Ask for ideas for solutions and choose one together
6. Step back and give follow-up support as needed

Child Abuse/Neglect

In Ontario any adult who suspects that child may need protection from harm or abuse must report their concerns to a local Children's Aid Society. People who work closely with children, including all Cambridge Leaf staff, must report suspected abuse or risk being fined for not



Cambridge Leaf Montessori School

PARENT HANDBOOK – 2021-2022

doing their duty. If our staff members are worried that a child might be in need of protection, they must contact a Children’s Aid Society to ask them to investigate. Staff are required to report concerns about:

- Neglect—basic needs for food, clothing, shelter and safety are not met.
- Physical abuse—signs of physical harm or injury.
- Sexual abuse—inappropriate touching or involvement in a sexual activity or exploitation.
- Emotional abuse—humiliation, insults, threats and other behaviour that harms a child’s emotional state.
- Exposure to family violence.

The Children’s Aid Society will investigate to find out whether the concerns are serious and if the child needs protection from the police or support from community organizations.

Anti-Racism Policy

Cambridge Leaf Montessori provides quality child care and family support without bias or judgment. We treat every individual with dignity and respect. Cambridge Leaf Montessori’s Anti-Racism Policy applies to all board, staff, caregivers, families, volunteers and visitors. The four basic elements of the policy are:

- Employment: we promote equal opportunities for all.
- Recruitment: we strive to reflect the communities we serve.
- Community Relations: we strive to promote accessibility and equity to help meet the diverse needs of the communities we serve.
- Programs and Services: we support diversity and inclusivity in all areas of our organization and actively work towards creating an environment of acceptance of all.

Parent Involvement

Our doors are always open to parents who would like to be involved in their child’s care and education. We welcome any comments or suggestions from parents about programming or the care of their children. If any parents wish to volunteer at the center, or on outings please contact any staff member so we can make necessary arrangements.

Photographs/Video Cameras

We like to take lots of pictures at the daycare to share with the children, and the parents how much



Cambridge Leaf Montessori School

PARENT HANDBOOK – 2021-2022

fun we have at daycare. We do have a few daycare photo albums that we place these pictures into (that do not leave the daycare centre), and we also have a private Facebook photo sharing group just for parents and staff. If you wish to be added to the group, please email us at info@cambridgeleaf.ca with your email address that you would prefer we send the invitation to join to.

As soon as parents leave the daycare they are removed from the group. Please feel free to save the pictures of your child from this website, however, keep in mind you cannot share any pictures of children in a public forum unless you have written consent of that child's parents. So, if you do save pictures or wish to share them with friends on Facebook please ensure there are no other children's faces in the pictures.

Confidentiality and Sharing Information

As part of our licensing regulations, we are required by law to keep up-to-date records about each child, including name, contact information, attendance and health information. We must share this information with the provincial licensing inspector and the municipality for inspection and quality compliance reasons only. Cambridge Leaf Montessori will not share personal information about you or your child with anyone outside the agency unless we have your permission or unless we are required to share information by law. All staff sign a Confidentiality Policy.

Conflict of Interest Policy

We acknowledge and appreciate the desire of parents and children to recognize the quality of service our staff provide. However, because our staff are expected to make impartial and objective decisions during day-to-day operations, staff who work directly with children may only receive small tokens of appreciation on special occasions.

Reporting Serious Occurrences

If there is a serious occurrence in the centre, Cambridge Leaf Montessori must report it to the Ministry of Education and to the parents in the centre. A serious occurrence might be an injury to a child, a fire or a complaint about the standard of care. We will write a report about what happened and what we did to respond to the occurrence on a Serious Occurrence Notification Form. The form will be posted on a notice board and it must stay up for 10 days. The report will respect the privacy of the people involved in the incident. We work hard to keep your children safe, but sometimes accidents happen. We use these reports to keep you informed and to let you know what we are doing to keep your children safe in a way that is clear to everyone.



Cambridge Leaf Montessori School

PARENT HANDBOOK – 2021-2022

Smoke-Free Policy

All Cambridge Leaf Montessori locations are smoke-free according to the Smoke Free Ontario Act. Please respect the smoking regulations and bylaws of the buildings where our centres are located.

Violence and Harassment in the Workplace Statement

According to a new law, Cambridge Leaf Montessori must make sure that the work environment for our staff is free of violence and harassment. Bill 168 – Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace), 2009 defines workplace violence as the use of physical force or threats of physical force against a worker. Workplace harassment may include bullying, intimidating, offensive jokes or offensive or intimidating phone calls. We are required to have policies and procedures in place to protect our staff from violence and harassment, whether it comes from children, staff, parents or other community members. Please see the complete statement posted on the Centre bulletin board.

Medications

If your child needs to take medication during the program, please complete and sign the Medication Form. Prescription medication must be in the original container and clearly labelled with your child's name, date, name of drug and instructions for storage and administration of the drug. We must have a doctor's note to give your child non-prescription medicine (for example Tylenol, cough medicine). All medication is stored in a locked container. If your child is prone to febrile convulsions, a doctor's note can be kept on file giving permission, whenever necessary, to give the fever-reducing medication that you supply.

If your child starts to run a fever while in the centre, we will contact you immediately. We will give your child the fever reducing medication once only. We expect you to pick up your child immediately in this situation.

Sunblock

Please put sunblock on your child before you leave home each morning. Staff will reapply sunblock as necessary during the day. We will ask you to fill out a Sunblock Permission Form each year.

Allergies

All allergies (and dietary concerns) will be clearly posted in each room, on the refrigerator and written on the child's emergency info/consent cards. Please note that we are a PEANUT FREE facility. If you send any food with your child or donate any food to any functions held at the daycare please ensure that these foods are PEANUT FREE. If they do not have the appropriate symbols or ingredients list then they will not be served to anyone for safety reasons, and will have to be returned home, or discarded.

Withdrawal of Services Policy

If you plan to withdraw your child from the centre, you must tell us in writing, FOUR weeks before the child's last day. If you do not give us FOUR weeks' (prior to 30 days) notice, we will charge you the fees for a month of care. We do our best to include all children in our programs but some children have needs that we cannot meet and some have challenges that affect the safety and needs of the whole group. When we have concerns about a child the Centre Supervisor will work in partnership with families to explore options, make appropriate recommendations and, if necessary, make referrals to other programs. We will:

- Treat your family in a fair and equitable manner.
- Invite you to meet to discuss ways to adapt the program to accommodate your child.
- Introduce program adaptations, additional resources or community agency support to address your child's needs.
- Provide consistent notice of meetings and clear documentation of discussions. If Cambridge Leaf Montessori is unable to accommodate your child's needs or family's circumstances, and your child is asked to leave or denied admission we will:
 - **Provide 30 days prior written notice of withdrawal.**
 - Provide referrals to other services, including the Children's Services Consultant (where appropriate).
 - Document the use of support services and meetings with parents.
 - Notify Cambridge Leaf Montessori's Director, Development and Programs.

In the extreme event that the behaviours of the child pose a safety risk to staff or children, Cambridge Leaf Montessori reserves the right to give immediate notice to the family.

Parent's Grievances and Suggestions



Cambridge Leaf Montessori School

PARENT HANDBOOK – 2021-2022

We at Cambridge Leaf Montessori Daycare are committed to being very open and honest, and if any parent should have any grievances, or any suggestions, please don't hesitate to contact us. If you wish to contact our Early Childhood Education Co-ordinator, you may do so as well (her information is posted on the Parent Information Board, as well as below), however, we hope that you will come to us first so that we can work any problems out before it comes to that.

Phone : 647 352 5552 / 416 731 7075

Email at info@cambridgeleaf.ca

Our website: www.cambridgeleaf.ca