



LITTLE SCHOLARS MONTESSORI & CHILDREN'S VILLAGE

Learning, Playing, Growing...Together

1555 McLean Street, Trail, BC V1R 1Z1

250-368-6789 / lsmcv@shaw.ca

www.trailchildcare.com

Copyright Statement

All material in this parent handbook is, unless otherwise stated, the property of Little Scholars Montessori & Children's Village. Copyright and other intellectual property laws protect these materials. Reproduction or retransmission of the materials, in whole or in part, in any manner, without the prior written consent of the copyright holder, is a violation of copyright law.

A single copy of the materials available through this course may be made, solely for personal, non-commercial use. Individuals must preserve any copyright or other notices contained in or associated with them. Users may not distribute such copies to others, whether or not in electronic form, whether or not for a charge or other consideration, without prior written consent of the copyright holder of the materials. Contact information for requests for permission to reproduce or distribute materials available through this course is listed below:

Little Scholars Montessori & Children's Village
1555 McLean Street
Trail, BC V1R 1Z1

Trademark

"LSMCV", the LSMCV logo, colour scheme, LSMCV slogan "Learning, Playing, growing... Together" and classroom names / intellectual property are trademarks of Little Scholars Montessori & Children's Village

Hello and Welcome

Our goal is to provide the Greater Trail residence with a choice about how their children are cared for during the early years of life. The philosophy of educating our children through a developmentally appropriate curriculum allows the children to explore their environment and gain educational insight through carefully selected equipment. Our well-planned curriculum and qualified teachers aid the transition from being at home to one of excitement and wonder. Here at Little Scholar's we facilitate the Golden Rule, respect for others and common courtesies, many of these attributes have been lost in the traditional educational formats. We pride ourselves on ensuring that no child is left behind and that each child receives the best nurturing and learning environment all in one great place.... Little Scholars Montessori & Children's Village.

Within the "Village" our role as the care giver is to ensure the safety and development of our students. We believe in professionalism, clean and appropriate appearance. We will be consistent and treat each new day with a proactive approach to learning. Our behaviour will be polite, positive and encouraging. We promise to challenge and teach each child to think outside of the box and exceed their self-expectations. We will illustrate to the children that hard work and perseverance leads to self-awareness and greater self-esteem.

Products & Services

Program Outline – All Services

Little Scholars Montessori & Children's Village is an expansion of Little Scholar's Montessori Pre-School. The values and morals will continue to follow the Montessori philosophy while providing a comprehensive early year's education that nurtures the joy of discovery, and the love of community.

At Little Scholar's the aim is to provide a carefully planned, stimulating environment which will help children to develop within themselves the attitudes, habits, skills and ideas essential for a lifetime of independent, creative thinking and learning.

Children will be encouraged to embrace the opportunity to learn through guided developmentally appropriate practices and social interactions. LSMCV vigilantly combines the best early childhood education practices and an introduction to age-appropriate academics to create a unique and meaningful early years program.

Little Scholars involvement within the community expands the knowledge of our children. It is important to ensure that our children have set an example of well rounded children. To ensure quality LSMCV will ensure that there are small ratios of children to adults. This will make sure that every child will have individual attention, and also allow LSMCV to be an inclusive centre by creating the extra space needed for children with disabilities or learning challenges.

Within the Village our professional staff can identify children that may benefit from outside resources such as: occupational therapists, speech therapists and community support workers. By offering this service, LSMCV makes sure that no child is left behind.

Early Learning Program also known as group childcare 30 months to school age & daycare

There are a variety of reasons why your child should attend Little Scholar's Early Learning Program. First and foremost, professionalism and quality are of the upmost importance. Education is taken seriously and as such children refer to their teachers by Miss, or Mr. (and first name) as well as ensuring exceptional care of your child(ren). In addition, our teachers have an abundance of energy and they are willing to think outside the box to give each child in the school access to learning in all areas such as: fine arts, physical activity (swimming lessons, regular walks), field trips, outdoor education curriculum and monthly themes to foster the children's learning initiatives.

We have now combined the early learning program with our daycare. This merge of programs helps your child gain both the Montessori education and have the play base education they still need as a 3 – 5-year-old. Although most daycare services offer a play-based curriculum, our daycare offers an emergent curriculum. The daycare offers an open routine with some teacher directed learning such as circle time and group activities. Some of the full services that will be offered within this program would include free play, neighbourhood walks and regular craft opportunities. The daycare includes a well-rounded atmosphere.

Enrollment Incentive Program & Childcare reduction program

When your family recommends another family to Little Scholar's Pre-School Programs, and they enroll their child between August and November for the current school year. A \$100.00 bonus will be applied to your families account in June of the current school year

Every family at little scholars in qualified for the Childcare reduction program. What this means is that children that are enrolled in our programs receive a discount in fees from the government which directly applied to your monthly invoice.

Children enrolled in GCC 0 months to 3 years of age (Full time Mon- Fri, greater than 4 hours a day) receive \$350.00 off their monthly invoice

Children enrolled in GCC 0 months to 3 years of age (Part time, less than 5 days a week and less than 4 hours per day) will receive a calculated amount each month of their monthly invoice

Children enrolled in GCC 30 months to school age (Full time Mon – Fir, greater than 4 hours a day) received \$100.00 off their monthly invoices

Children enrolled in GCC 30 months to school age (Part time, less than 5 days a week and less than 4 hours per day) will receive a calculated amount each month of their monthly invoice

Credits and Missed days There will be no credits on accounts for missed days. If your child is going to be missing a schedule day, we need 30 days written notice prior to the 20th of the upcoming month. If child is scheduled for a day and doesn't attend, you will still be billed for the space.

Payment Methods: Interact, Visa, MasterCard, Cheque or Cash. Are all accepted payment methods

Parent / Child / Village Expectations

Parents may expect:

- ▣ That children are cared for in a safe, respectful and nurturing environment
- ▣ To be informed regularly about program activities
- ▣ To visit with the Manager or Assistant Manager regarding any questions or concerns, either about their child(ren) or the program
- ▣ To be informed about their child(ren)'s behaviour, both positive and negative

The program expects that parents:

- ▣ Pay fees on time or a late fee will result (1st of every month)
- ▣ Will pick up children on time before centre closure at the end of the day
- ▣ Read all communication from the program including newsletters, invoices, and special notices
- ▣ Comply with the policies in this handbook
- ▣ Sign their children in and out of school
- ▣ Encourage the children to be independent at home
- ▣ Allow your child time to get ready on their own
- ▣ Follow Sick Policy

Children of the program may expect:

- ▣ To be a part of safe and caring community
- ▣ To be cared for by the staff of the facility
- ▣ To have fair use of equipment and materials
- ▣ To receive fair and just discipline that maintains the respect and dignity of the child

The program expects that the child(ren) will:

- ▣ Take responsibility for their actions
- ▣ Respect staff, other children in the program, the toys and equipment
- ▣ Respect and follow the rules of the program both indoors and out, which includes wearing footwear at all times
- ▣ Remain with the group at all times
- ▣ Take care of materials and equipment, which includes cleaning up and putting toys away

Things to Know:

Please be advised that the children will be taught to call their teachers and any volunteers within the school by referring to them in the Ms. or Mr. form.

Attendance

If you have registered for particular days, then your healthy child will be expected. Parent/guardians are asked to notify the Village when a child will be absent, by leaving a message at 368-6789, or by using the Sandbox app.

If your child is not scheduled to attend on a certain day but you need care. Please ensure you get a response back from staff before dropping child off as we need to ensure ratios are met.

Staffing

Little Scholars staffing

Manger/Owner – Brandon

Infant/ Toddler program

This program is staffed by 3 educators.

The credentials of the full-time staff that work in programs as follows

- 1- ECE – With I/T
- 2- ECE
- 3- ECE assistant

Group Childcare and Montessori Program

This program is staffed by 3 educators. 3 Educators may not always be present as staff work based on educator to child ratio. In this program between the hours of 7:30 – 4:30 the ratio is 1:8

The credentials of the full-time staff that work in this program are as follows

- 1- ECE with Montessori Diploma
- 2- ECE with Montessori Diploma and/or Montessori Training
- 3- ECE Assistant

Group Childcare and Multi Age Program

This program is staffed with 1 educator

The credentials of the full-time staff that work in programs as follows

1- ECE

During the hours of 7:00am– 7:30am & 4:30pm – 5:00pm Little Scholars can merge programs. Since we merge our two programs together and this merge will take place in the Multi Age room or IT room. The ratio here is 1:8 with 3 under 36 months. At this time, Little Scholars will have 1 or 2 staff members present (depending on ratios). An ECE Assistant will be the staff that is present. (as per BC licensing regulations) The staff at Little Scholars are always busy helping and guiding your children to reach their goals. While your children are outside staff may take the time to sit and watch your children as a lot happens day to day within the program.

Staff are required to follow the 10-day policy about being sick. If a staff member is out sick, there is a potential a program may be closed due to the staff member being out. We will do our best to find a replacement staff or move children to age appropriate programs to accommodate children. If we are unable to move children, we will be asking parents to keep their child/ren home. ****This may happen with little to no notice****
Again we will do our best to accommodate as many families as possible.

Parent Code of Conduct

We strive to create a supportive family atmosphere in which the program is an extension of both home and community. We believe we must all work together in order to meet the needs of our children.

Any deliberate, harsh or degrading measures directed towards staff or other parents will not be tolerated. We ask that you direct any concerns you may have directly to the Manager or Assistant Manager, in person or in writing.

If we are unable to meet your needs, or our standards do not meet your requirements, we respect your right to choose alternative facilities. Parents who choose to ignore, or not respect, our values will have their children's care privileges revoked.

Parent Drop Off

Please be advised that the time you provide for drop off and pick up times, must be honored at all time. We ask for these times in order to ensure we have the correct amount of staff in the building when children arrive. If parents drop off early and we don't have the correct staff on floor, this can cause us to be placed in over ratio (as per

B.C. licensing) if this happens the staff member has the right to ask the parent to stay with their child and wait till the next staff is on the floor, if this puts the staff over numbers. Please ensure drop off times are met.

The first month of your child's attendance longer drop offs are permitted. We trying to encourage drop off to be no more than 5 – 10 mins. If during the first month, if longer drop off occurs, this is okay. We know that having your child in care can be difficult for the first time.

After your first month if you are still requiring longer drop off, we do ask the parent to submit a criminal record check. This is to ensure the safety of the children are met in the program.

Parent Pick Up

Please be advised that it is the staff's responsibility, not to release a child to a person who is unable to care for that child. If the authorized pick up person appears to be under the influence of drug/alcohol, ect and is presumed to be unable to ensure the safety and well being of the child, staff will insist that an alternate arrangement need to be made to get home. If the person leaving insists on leaving, and is driving a vehicle, staff will immediately contact the police. The incident will be noted in the child's file and if this should happen again; a meeting will be called between the staff and parents of the child.

End of the Day Pick Up

It is important that promptness is practised when picking up your child. The parent/ guardian acknowledges that if the child is not picked up on time at the end of the scheduled day, the parent / guardian shall pay a late charge of \$5.00 plus \$2.00 for each minute following. If there is an emergency, please contact the school to make arrangements.

Please be aware that no child will be released to a person not approved in writing by the parent/ guardian. Identification will be requested (must be 18years of age or older). This is to ensure the child's safety and family's confidence in the centre's safety consciousness.

Support Children

If your child is required to have a support worker while in attendance at little scholars your child must only attend while the support worker is on site. If the support worker is unable to make a shift, staff will do their best to contact you prior to drop off to inform you that your child is unable to attend as their support worker is not in. Support workers

attend training once a year in September, this day no support will be offered. This will be on the centers calendar.

Dress

As children are active, they do need to be comfortable. Parent/guardians are encouraged to dress their child in appropriate, clean, comfortable clothing, where they can move around freely, sit on carpets, play outdoors, etc. Spills, paint, glue, dirt and other minor accidents are a natural part of a child's life.

Dress in warm clothing in the colder months – we will go outside.

On the first day of school, please send along the following items with your child:

- A pair of rubber soled slippers to leave at school, marked with the child's name. Please try to find those that are easy to put on and take off, as the school encourages independence in this area. Please do not send distracting slippers. (ie. Lights or sounds).
- A complete change of clothes, all marked with the child's name. This clothing will be stored in the classroom.

As we understand that these children are young and some new to the idea of toilet independence, the clothes will be primarily used to avoid potential embarrassment in case of an accident.

We encourage independence at Little Scholar's, and we request that self help skills are practised at home. This includes dressing themselves, having shoes that your child can put on themselves. This will help set your child up for success.

Swimming Suits

For the protection of our children, all girls are required to be in a modest one-piece bathing suit.

Non-Trail Residence Program (TRP)

Please be advised that if your child lives outside the TRP zone additional fees may be incurred when the school is participating in activities offered through the Trail Parks and Recreation Program. Little Scholar's will pay half the TRP fee, but any additional cost will be the parents responsibility, any additional fee will be added to your monthly invoice.

Phase-In Period

For many of the children, full time care is the first experience away from their parents/guardians. We want to introduce this concept as gently as possible to provide a positive experience. The sooner we can redirect your child into the setting the sooner their attention will be diverted. Yes, leaving your child alone in someone else's care can be challenging, however this is a great learning opportunity for the parents and children. We ask that parent stay no longer than 5 minutes into drop off time.

The first few weeks of acceptance into the child care setting is directed towards setting a positive atmosphere. Considerable time is spent introducing the children to their classroom and to one another. We want to ensure that each child begins the year positively; therefore, procedures and guidelines are explained during these first few weeks of arrival.

The first month of your child's attendance longer drop off are permitted. We trying to encourage drop off to be no more than 5 – 10 mins. If during the first month, if longer drop off occurs, this is okay. We know that having your child in care can be difficult for the first time.

After your first month if you are still requiring longer drop off, we do ask the parent to submit a criminal record check. This is to ensure the safety of the children are met in the program.

Active Play

Active play will occur in all programs at Little Scholars. Active play consists of the following for each Program

A common question that is often asked is;

What is Active play?

Active play is physical activity with regular bursts of a moderate to vigorous pace, such as crawling, jumping, or running. **Active play** should raise children's heart rate and make them 'huff and puff'. **Active play** can occur: • Indoors or outdoors. • Alone or with friends.

GCC 30m- School age- A minimum of 120 minutes of active play will occur daily. This includes a minimum of 60 minutes of outside time. During this time active play will consist of facilitated and unfacilitated play.

Facilitated play is activities that is directed by the educators at the center. This can consist of actives such as obstacle courses or games such as go go stop, Simon says. Educators will include this in their daily planning

Unfacilitated play is when the activities are which are led by the children with in the program. Educators will include this in their daily planning under free play activities or something similar.

All activities must always ensure the children's safety.

Screen time for this program is not greater that 30 mins per day. Screen time consists of using leapfrog system, watching movies/ educational lessons.

GCC 0 – 36 Months - With in this program children engage in active play through out the day. This program also has a requirement of 120 minutes. 60 minutes of this time will be included in outdoor play (weather permitting)

Active play for children within this program obtains active play by interacting with in the main play area of the infant/toddler room.

Children with in this program will also have facilitated play and unfacilitated play. These activities are based on children's age and ensuring they are developmentally appropriate for the age group.

For this program screen time is at 0 mins per day. The only time screen time is allowed in this program is if children in the program are greater than the age of 2.

All activities must always ensure the children's safety with in the play areas.

Multi Age room- A minimum of 120 minutes of active play will occur daily. This includes a minimum of 60 minutes of outside time. During this time active play will consist of facilitated and unfacilitated play.

Facilitated play is activities that is directed by the educators at the center. This can consist of actives such as obstacle courses or games such as go go stop, Simon says. Educators will include this in their daily planning

Unfacilitated play is when the activities are which are led by the children with in the program. Educators will include this in their daily planning under free play activities or something similar.

All activities must always ensure the children's safety. Each activity is directed towards each age group that will be involved with the children's age in the program and ensure it is developmentally appropriate.

Screen time for this program is not greater than 30 mins per day. Screen time consists of using leapfrog system, watching movies/ educational lessons. Screen time can only happen if all children in the program are greater than the age of 3.

Curriculum

School Calendar

The school will be closed on all statutory holidays. Please check school Calendar for other center closures.

The centre will also part take in professional development days. Once these days have been confirmed notice will be sent out in as much advance as we can give.

Village Hours: Monday through Friday 6:30am – 5.00pm

Office Hours: Monday through Thursday 1:00pm – 3:00 pm

Special Events

Parents are permitted to bring in baking items or treats to help celebrate our special occasions. Halloween, Christmas, Valentine's Day, Easter, and Birthday's are all events that we will welcome home baking or treats.

Please be advised that there may be children with allergies within the program please ask the program staff BEFORE bringing in baking or treats.

Financials – All Programs

- All Program fees are due on the 1st of every month.
- \$100.00 non-refundable Registration fee is required to secure your space for the program you are enrolling in

- ❑ Accounts over 30 days will be subject to a 2% late fee and dismissal. Delinquent accounts will be sent to an outside agency for collection of payment.
- ❑ Returned cheques are charged a \$45.00 NSF fee. NSF fees will be strictly enforced.
- ❑ If you need to withdraw from program, we require 30 days' written notice.
- ❑ We reserve the right to dismiss a child from program with minimal notice if we consider the child a safety risk to other children. If there is no risk to other children and we will still need to dismiss a child, parents will be given 2 weeks notice by e-mail.
- ❑ **There is no reduction in fees for any missed days, including missed days due to child illness**
- ❑ **A late fee of \$25.00 will be added to all late payments, \$25.00 will be added each week your payment is late. Failure to remit the late fee will result in your child's extracurricular activities or care privileges being revoked.**
- ❑ **Late payments will have a two-strike policy. After your late on payments two times you will be asked to provide post dated cheques or a preauthorized credit card form. If failure to provide this after the two late payments dismissal from program can occur.**

Refund Policy

If for some reason a child will no longer be able to attend Little Scholar's refunds will be issued on a case by case basis with one month's written notice.

Refunds will not be issued for circumstances beyond our control.

Sick Days

There will be no reduction in fees for absent or sick days. However, this does not entitle the child to be brought to school sick. Refer to Medical / Illness Policy.

Holiday Schedules

Vacation/Holiday schedules must be submitted in writing one month in advance to avoid daily charges of submitted child schedule or care routine. These notices need to be given no later than the 20th of the month. IE. If planning holidays for April. Holiday schedule must be submitted no later than March 20th or you will be billed for schedule dates.

Affordable Child Care Benefit Program

If your family requires ACCBP, please inform management upon registration. Once approval is received, you will receive invoices for the school year indicating your monthly tuition. Postdated cheques would be helpful in ensuring that your account is current. ACCBP families are also required to keep their parent portion up to date.

During the time it takes for ACCBP application to be processed and the centre starts receiving payment from the child care program, it is the parent's responsibility to keep their account balance up to date. If failure to do so will result in suspension of program or dismissal from Little Scholars.

Social Etiquette

Hygiene

In order to ensure that our centre is a healthy one, your child will be taught the importance of hand washing, brushing their teeth, blowing their nose, cleanliness of their work area.

Classroom Rules

It is important that we set manageable goals and objectives for each year. With this in mind during the first month of school the children will be guided through a set of clear expectation on acceptable behaviour and the rules of the classroom. Little Scholars approach is to ensure that each child has reached "normalized" social behaviour. Children that have reached mastery in this area exhibit the ability to: share, empathize, communicate effectively, problem solve, courtesy, and to maintain a neat and clean working environment.

Pro Social Behaviour

This type of behaviour improves the welfare of others and has a generally positive effect on people with whom a child comes in contact with. We support this development by:

The caregiver is an honest, emotionally, well-balanced person who is both assertive and caring

Do unto others as you would have them do unto you

Affirmation, affection and acceptance shows the child they are wanted and respected

We will recognize and encourage positive attributes and give guidance to children that are showing difficulties in promoting pro-social behaviour

The Golden Rule

Children will be taught the importance of respect for one another, their teachers, their parents and their environment. This will be encouraged and guided at the earliest age and throughout the child's time at the Village. As such it is just as important for this structure to be taught at home.

Professional Days

Throughout the year, we will schedule professional development days, where the staff may attend workshops, lectures or conferences pertinent to Early Childhood Development and the Montessori Method. There will be no school on those days. You will be notified in advance of an upcoming professional day.

Social Media

We understand that in today's world, social media is an everyday occurrence. It is of the utmost importance for Little Scholars staff to remain professional and impartial. We ask that parents respect the teacher's privacy and do not contact them outside working hours via social media.

Guidance Policy

Discipline

Guidance is the practise of patience and hard work. Developing this fine balance can be a challenging one. Here at the Little Scholars Montessori & Children's Village we take the proactive guidance approach. This approach of guidance encourages the child to become self-aware of their actions. We as teachers will set forth the expectations of good behaviour by; being a good role model, an observer, a record keeper and a parent/guardian ally. At Little Scholars Montessori & Children's Village our belief is that guidance is gentle reminders, consistency in our approach, and respect for the child as an individual. Be a good leader and the children will follow.

It takes time, commitment and patience to guide children toward learning to make good choices for themselves. When required we will redirect children by allowing them to choose another way of behaving. This practise aids us in the purpose of our guidance policy. It demonstrates to the child that there are appropriate and inappropriate ways of challenging our environment. At Little Scholars Montessori & Children's Village we encourage communication and development of the sense of oneself. As we want to ensure success for each child, we will lead by example.

As part of our guidance policy we use the following methods for direct guidance:

- Encourage the child to use "I" messages – " John I feel angry when you take my toys"
- We encourage the child to own the problem rather passing the blame
- Recognize and respect each other's feelings
- We listen to each other's words and communicate honestly
- We use kind words and discuss one topic at a time

We understand that some needs are more demanding than others. We will acknowledge children's negative feelings but we will not dwell on them. This encourages the child to make their own decisions and realize that we are part of a bigger picture. When we need to give direct guidance to children we ensure that we: give the child our undivided attention, make eye contact, get down to the child's level, and use the child's name. We hope that by developing this step by step guide that parent/guardian and children are able to feel comfortable and embrace our learning philosophy.

Challenging Behaviour

Here at Little Scholars Montessori & Children's Village we understand that transitions into new classroom settings can be a challenge. Children that demonstrate aggressive behaviour towards others and themselves will be monitored closely to help the child become aware of their actions. If behaviour persists after three weeks the following plan will be put into effect

- 1) A parent/teacher meeting will be required – During this meeting behaviours and current disciplinary actions will be reviewed. Back up documentation will be provided
- 2) Where required and as deemed necessary by Little Scholar's Children's Village employees, additional external support will be utilized to further support your child
- 3) When external support is unavailable: A detailed parent/teacher plan will be developed. Within this plan the expectations of both family and the Village will be outlined. The child will receive caring and nurturing support to correct

the challenges. A communication book will also be established to ensure that home and Village needs are being met and communicated

Conflict Resolution

Concerns or issue regarding your childcare needs that need to be addressed follow the following steps.

1. Notify staff member of program. Try to resolve the concern/issue with the staff member directly
2. Report concern/issue to Management (if unresolved with staff member). Please provide concern verbally or in e-mail. If concern/issue is provided verbally management may ask an e-mail of the concern/issue be provided.

Once concern/issue has been brought to the attention of the facility the following steps will occur.

1. Staff and management will discuss the concerns/issues and from a plan on how to address them and move forward in a manner that these concerns/issues didn't occur again.
2. Parents will be notified to have a meeting with Management regarding the concerns/issues and what the facility is able to do to help ensure these will not occur again.
3. If a meeting is not able to be set up. This information will be provided to parents via e-mail.
4. Once agreement is set upon to move forward in a professional manner that address the concerns, management, staff and parents will sign a conflict resolution form.

Concerns/ issues need to be brought to the attention of staff and management within 48 hours of occurring, so that the concern/issues can be dealt with accordingly.

If concern/issues are not brought forward. LSMCV daycare is unable to address the concern and deal with the concern/issue accordingly.

If concerns/issues are brought forward at the time of letter of withdrawal. These concerns will be addressed with staff only as LSMCV is unable to address the concerns and correct them as the child would no longer be in care.

Medication & Illness Policy

Medication

Medications will be administered as per the Child Care Regulations as legislated by the Province of British Columbia; Section 53 (1)

53 (1) If a licensee has agreed with a parent to give a child any medication prescribed by a medical practitioner or provided by the parent, the licensee and his or her employees must ensure that the medication is

(a) Administered to the child in the amount and at the times specified by the child's parent or in the child's record or care plan

Parent/guardians are required to fill in a Medical Information Form; this form identifies information for medical purposes such as:

- Physician contact info
- Health care information
- Allergies
- Medications
- Emergency contact
- When the medication needs to be administered

Please see form at the back of this book.

- Medication must be given directly to child care staff
- Medication should also arrive in the original container with pharmacist's label including:
 - Date
 - Name of child
 - Name of Physician
 - Dosage, amount schedule, how to be administered
 - Storage directions
- Parent/guardian will be notified of any signs of adverse reactions
- All parent/guardian are required to fill in a Consent to Administer Medication. This allows qualified staff to administer Over The Counter (OTC) and prescription medication
- All medication will be kept in a locked box in the refrigerator
- Staff will maintain a written record of medication administered, stating:

- time and dosage given; and
- signature of the staff member involved

Illness

- In the best interest of the children and caregiver, both the caregiver and parent/guardian agree to not knowingly expose the children to illness or communicable diseases. The centre policy is strict on ensuring the best health of everybody involved.
- If the child is showing signs of:
 - Fever
 - Vomiting
 - Diarrhea
 - Persistent cough
 - Contagious diseases: chicken pox, mumps, measles, etc.
 - Discoloured discharge from the nose, copious amounts of discharge
 - Rash that you cannot identify
 - Symptoms of communicable disease

The parent/guardian will be contacted to pick the child up.

- Children must stay home for a minimum of 10 days if a child is showing any symptoms of Cold/Flu/Influenza.
- If the *center will be closed due to illness* of the facilitator, every attempt will be made to notify the parent/guardian as soon as possible
- If your child becomes ill or excessively upset during the school program, we will telephone you or the emergency contact person to come and pick up the child. The staff will make the decision to call, based on the best interest of your child and the other children in the class.
- If your child is not well enough to take part in full activities at the center due to being ill, they must also stay home. IE. Going outside(Children have outdoor time everyday), participate in daily planned activities, etc....
- If a parent calls in for a child not feeling well, 10 days applies.

Medicine

- If your child is ill and given medication to mask symptoms prior to drop off, you will be asked to pick up your child.
- All children must be healthy at their time of drop off.

Allergies

- There is a sign posted in each room and is visible to all staff which identifies children and their food allergies.

- All allergy medication must be filled out on the Medical Information Form. This includes any prescribed medications.
- If your child has allergies to food related items: A medical note is required to confirm allergies.

Asthma

- If Anakit or inhaler are required, the parent/guardian must ensure that the child's medication is at the pre-school with the pharmacist original label.
- If in the case of a sever emergency 911 will be called, then the parent/guardian
- All parent/guardian are required to fill in a Consent to Administer Medication.

Siblings

- If a child is sent out of care and has a sibling attending, parents will be asked to pick up both children.
- Siblings is classified as any child/ren living in the same household
- Both siblings will be asked to stay out for the recommended 10 days.
- If a parent calls in for a child not feeling well, 10 days applies. If the child has a sibling attending the center this sibling will also be required to stay home.

Pandemic Policy

Social Distancing Policy/ COVID -19 Policy/ Future Pandemic Policy

Infant/Toddler

- Children will be participating in groups of 4 with 1 educator
- when children going outside one staff will be in front of the Group and one staff will be beside the group in order to prevent a child from running into the other group that is playing on the three to five play space. Staff will also communicate to other staff members that they are approaching outside/inside time so that they are able to distance programs
- Crafts will be done outside more often they will also do more activities outside such as sensory, fine motor development activities and gross motor activities etc.
- inside children will be playing in their groups of four with one educator
- Activities will be staggered between two groups or three groups depending on ratios
- During snack and lunch time children will rotate eating times based off their groups of four

- during nap time playpens and cots will be placed approximately 6 feet apart from each other, children will be placed in playpens in cots as it heads to toe pattern
- staff will assist children washing their hands after diaper changing, entering the program, before and after meals and after sensory and art activities

Multi Age

- All activities will be separated Throughout the program children have a chance to rotate through each activity that is being offered on that day. staff will have multiple crafts, fine motor, gross motor and sensory activities in different sections of the program.
- children also enjoy outside time throughout the day this will be shared with the three to five programs. staff are also able to use utilize the field across the street and taking the children for a neighborhood walk. (Please see outside practices section)
- during mealtimes children would be eating in separate groups of no more than four at a time. snack and lunches will be staggered, for example, snack will start at 10:00 o'clock first snack will run from 10:00 o'clock to 10:15 2nd snack will run from 10:15 to 10:30.
- Children also partake in circle time; children will be sitting on individual carpets that will be staggered apart.
- from time to time children will also have screen time, children would be sitting on individual mats that will be separated on the floor. Educational screen time will be limited to 30 minutes per day, If no children under the age of three are present
- Children will be asked to wash their hands once arriving at the centre, before and after eating, before and after outside play and in between activities

GCC 30m to School age

- There will be 3 tables set up with three to four chairs at each table. this is where children were partaking in their daily activities that are table activities such as gross motor, fine motor, art, sensory and another day to day activities.
- Children also partake in circle time; children will be sitting on individual carpets that will be staggered apart.
- This program will have access to the play yard, the field across the street and partaking in neighborhood walks.
- this program does not have to worry about staggering mealtimes as there's enough space in the group childcare 30 months to school age program to have all children safely eating at the same time with enough space between children

- from time to time children will also have screen time, children would be sitting on individual mats that will be separated on the floor. Educational screen time will be limited to 30 minutes per day, if no children under age of three are present
- Children will be asked to wash their hands once arriving at the centre, before and after eating, before and after outside play and in between activities
- If outside play area is in use the program will use the fire exit on the side of the building to either go to the field across the street or on a neighborhood walk

Outside Practices

- When children are outside there will be a limit of four children at the picnic table or any table, children will rotate sitting at the picnic table in groups of four or different numbers less than 4 depending on ratios
- when more than one staff are outside staff will be sitting apart from each other at 6 feet and/or moving around the yard at 6 feet distance from other staff
- a staff member will oversee the water bottles and will hand out water bottles to the child as they request to have them. When children are eating at snack or lunch outside a staff member will place their water bottle at their seating area. This will eliminate children from gathering all in one area for water bottles.
- Water bottles will be stored in the carport on a separate table
- The outside play area will only be used by one program at a time for example if the multiage program is in the play yard The 30 month to school age program will be able to utilize the field across the street or go for a neighborhood walk. if there are more than eight kids registered in the 30 months to school age program outside time will be split into two groups based on ratios with educators.
- Schedule times for outside play time are posted in each program
- children will participate in different activities laid out by the educator during yard play, children will play in gross motor activities, Fine motor activities, arts and crafts and or sensory table. Children will be in groups of two to four at each activity, depending on current day ratios
- Yard play will also consist of open exploration time/free play

General Center Practices

- Upon entry to the facility children will be looked over by an educator to ensure there is no signs of flu like symptoms. This will include head to toe check, a temperature check, hand sanitizer for parents and children of ages of four and up.
- only one family member will be able to drop off children and pick up children

- Parents are to drop children off at the gate. Staff will bring children to their child/ren scheduled program. If a staff member is not present, please line up outside the gate 6ft apart. A staff member will meet you at the gate.
- only one family can be in a program at a time (during gradual entry)
- Staff are requested to communicate with parents via phone or sandbox. If a parent needs to talk to a staff member please call into the center and speak the staff member.
- At pick up please stand at the gate and a staff member will meet you there. If a staff member is not present for longer than 5 minutes, please call into the center.
- Exceptions to this are new parents who are following a gradual entry protocol. Families returning from Vacation/Pandemic withdraw (are allowed 1 day drop off in program)

Illness

- If a child is asked to stay out for the recommended 10-day period, there will be no reduction in fees.
- If you have your child tested for COVID-19 or current pandemic and they test positive. You will receive a 50% discount on days missed after a positive test. A note must be provided to the center if a test is positive.
- Staff are required to follow the 10-day policy about being sick. If a staff member is out sick, there is a potential a program may be closed due to the staff member being out. We will do our best to find a replacement staff or move children to age appropriate programs to accommodate children. If we are unable to move children, we will be asking parents to keep their child/ren home.
- ****This may happen with little to no notice****
- **Again, we will do our best to accommodate as many families as possible.**

Cleaning

- The following is in place for cleaning in all programs
 - o Food preparation surfaces are cleaned before and after each use they are cleaned and sanitized at the end of each day
 - o eating utensils and dishes are cleaned and sanitized after each use
 - o tables and highchairs are cleaned and sanitized before and after each use
 - o countertops are cleaned after each use and cleaned and sanitized at the end of each day
 - o food preparation appliances are cleaned after each use and cleaned and sanitized at the end of each day
 - o mixed use tables are clean and sanitized before and after each use

- refrigerators are clean and sanitized once per month
- toys that can be put in a child's mouth are cleaned after each use and are clean and sanitized at the end of each day
- soothers are cleaned after each use and cleaned and sanitized at the end of each day
- doors and cabinet handles are clean and disinfected after the end of each day
- Floors are cleaned at the end of each day
- machine washable cloth toys are cleaned once month
- play activity centres are cleaned once a month
- water bottles are clean and disinfected at the end of each day
- tablets computers keyboards and phones are cleaned and sanitized after each use
- change tables are clean and disinfected after each use
- potty seats and potty chairs are clean and disinfected after each use
- hand washing sinks and faucets are clean and disinfected at the end of each day
- bathroom countertops are clean and disinfected each day
- toilets are clean and disinfected each day
- bathroom floors are clean and disinfected each day
- garbage cans are empty demanded at each night and garbage cans are clean and disinfected each day
- bed sheets and pillowcases are cleaned weekly, search up is using if a different child is using new blankets and pillowcases will be placed old ones will be washed
- cribs cots and mats are cleaned weekly
- blankets are clean once a month
- the picnic table is clean and sanitized before and after each use
- the carport area is clean at the end of every day
- the outside toys are hosed down every day
- play structures are hosed down everyday
- all rooms that have carpet are vacuumed at the end of each day or throughout the day
- washing machine is clean and sanitized once a month

We are requesting no toys and blankets be brought to the center from home.

We need to limit food sharing currently. This means we cannot have food brought in to share with all the children.

At the end of each day when numbers are permitting all programs can merge into the multiage program with no more than eight children three of which under the age of three. This merge can occur in the multiage room or in yard.

Programs will also be merged in the early hours of operation in the multiage program, if weather permitting drop off for programs can occur in the yard, as a multiage program. Again, having no more than eight children three of which are under the age of three

Fire Safety & Emergencies

Fire Safety

- Fire drills are practised diligently once a month within the regular business hours
- Fire escape plans can be found next at each exit door
- If evacuation is necessary, the children will cross the street in the field and parent/guardian will be notified immediately, if the parent/ guardian cannot be contacted the emergency contact will be contacted

Emergencies

- If the child should require medical attention for any medical concern the parent/guardians will be called immediately, if deemed necessary by staff
- If the child should require medical attention it is at the discretion of the child care facility to call 911 for ambulance service. Whenever possible a staff member may accompany the child to the hospital, after every attempt will be made to contact the parent/guardian. If the parent/guardian cannot be reached, the emergency contact will be notified
- Incident reports will be filled out in case of injury occurring at the Little Scholars Children's Village, copies will be distributed as follows:
 - Childs file
 - Parent /guardian
 - Licensing Officer

Infant /Toddler Program

Financials

Monthly Fee

A \$100 non-refundable registration fee will be needed to secure your spot within this program

The registration fee will be forfeited if the family should choose not to attend Little Scholars Montessori & Children's Village.

Accounts over 30 days will be subject to a 2% late fee and dismissal. Delinquent accounts will be sent to an outside agency for collection of payment.

Returned cheques are charged a \$45.00 NSF fee. NSF fees will be strictly enforced.

A minimum enrollment of three full days per week is required to maintain a spot at Little Scholars Montessori & Children's Village.

Invoices will be charged based on your enrollment on a minimum of three full days

Childcare schedules are required by the 15th of each month – Unless your child is registered for a set permanent schedule

There is no reduction in fees for any missed days(including sick days – See illness policy)

A late fee of \$25.00 will be added to all late payments, \$25.00 will be added each week payment is late. Failure to remit the late fee will result in your child's care privileges being revoked.

Late payments will have a two-strike policy. After your late on payments two times you will be asked to provide post dated cheques or a pre authorized credit card form. If failure to provide this after the two late payments dismissal from program can occur.

Monthly Invoices

Families will be invoiced for the upcoming month on or before the 28th of each month. Invoices will be issued via email.

Payments are due on the 1st of each month.

Late payments will be charged \$25.00 per week for payments not received on the 1st of each month.

Class	Cost / Day
Infant / Toddler Full Day (0 months to 36 months)	\$ 55.00

Holiday Schedules

Vacation/Holiday schedules must be submitted in writing one month in advance to avoid daily charges of submitted child schedule or care routine. These notices need to be given no later than the 15th of month. IE. If planning holidays for April. Holiday schedule must be submitted no later than March 15th or you will be billed for schedule dates.

Schedule

Typical Infant/Toddler Daily Schedule

- 7:00 – 9:30 Arrival / Breakfast / Floor Time / Diaper Changing
- 9:30 – 11:30 Snack & Teacher-Directed Activity (Circle Time, Sensory, Art, Table Toys etc.)
- Outside time
- 11:30 – 12:30 Diaper Changing / Lunch / Nap Time
- 11:20 – 12:30 Prepare for Lunch/ Nap Time
- 12:30 – 2:30 Nap Time
- 3:00 – 3.30 Snack / Diaper Changing
- 3.30 – 5:00 Child-Directed Activity (Floor Time)/Departure

Health & Nutrition

Nutrition

Please provide all meals for your child that will be required for their day in the Village. We are happy to accommodate families that have early drop off times and assist with a breakfast routine. Snack will be twice daily once at 10:00am and again 3:00pm.

Lunch will be served at 12:00pm.

Please provide your child with a water bottle that can be left at the center. Water bottles are cleaned daily and sterilized weekly. We ask parents provide water bottle to ensure each child has access to water at all times.

If you child is staying less that four hours and has perishable foods, please let a staff know so we can place your child's lunch in the fridge. For children staying greater than 4 hours your lunches will be placed in the fridge at drop off.

Manners

Here at Little Scholar's Children's Centre we consider manners very important. Your child will be taught common courtesies such as; please and thank you, excuse me, raising their hand, tucking in their chair, how to open and close a door, hanging up their coat, ect... We request your help in practicing these skills at home.

Hygiene

In order to ensure that our centre is a healthy one, your child will be taught the importance of hand washing, and proper toileting procedures. The snack tables will be washed with bleach before and after each meal.

Toys / Snuggle Items

We understand that this age group can be very fond of their cuddle comforts. If your child requires any snuggle items for rest of comfort, please ensure there is one at the Village or it is brought daily.

Bottles/ Sippy Cups

It will be encouraged that your child drinks water in their cups. It will also be encouraged that they sit at the table and will not be permitted to run around the room with their sippy cups. Bottles will be given at nap time if required. LABEL your child's items.

Miscellaneous

Bathroom Policy: Infant/Toddler

Disposable diapers must be provided for your child. Supplies will be labeled and placed separately from other children's supplies. Parents will be notified when their child's supplies are running low. Once your child reaches the age of toilet training, a daily routine of toileting will be enforced. Positive reinforcement will be provided to help encourage your child to gain confidence and independence in this area. Little Scholars accepts Cloth Diapers. Please provide all supplies in relation to cloth diapers.

Equipment Cleanliness

For the health and safety of all the children, equipment is sanitized each week. Toys that have been in direct contact with "fluids" is immediately removed from the working area and disinfected each day.

Multi Age Program

Financials

Monthly Fee

- ❑ A \$100 non-refundable registration fee will be needed to secure your spot with in this program
- ❑ The registration fee will be forfeited if the family should choose not to attend Little Scholars Montessori & Children's Village.
- ❑ Accounts over 30 days will be subject to a 2% late fee and dismissal. Delinquent accounts will be sent to an outside agency for collection of payment.
- ❑ Returned cheques are charged a \$45.00 NSF fee. NSF fees will be strictly enforced.
- ❑ **A minimum enrollment of three full days per week is required to maintain a spot at Little Scholars Montessori & Children's Village.**
- ❑ **Invoices will be charged based on your enrollment on a minimum of three full days**
- ❑ **Childcare schedules are required by the 15th of each month – Unless your child is registered for a set permanent schedule**
- ❑ **There is no reduction in fees for any missed days(including sick days – See illness policy)**
- ❑ **A late fee of \$25.00 will be added to all late payments. Failure to remit the late fee will result in your child's care privileges being revoked.**
- ❑ **A late fee of \$25.00 will be added to all late payments, \$25.00 will be added each week payment is late. Failure to remit the late fee will result in your child's care privileges being revoked.**
- ❑ **Late payments will have a two-strike policy. After your late on payments two times you will be asked to provide post dated cheques or a pre authorized credit**

card form. If failure to provide this after the two late payments dismissal from program can occur.

Monthly Invoices

Families will be invoiced for the upcoming month on or before the 28th of each month. Invoices will be issued via email.

Payments are due on the 1st of each month.

Late payments will be charged \$25.00 per week for payments not received on the 1st of each month.

Fee Schedule

Class	Cost / Day
Infant / Toddler Full Day (0 months to 36 months)	\$ 55.00
36 months to 6 years of age	\$45.00
6 years of age to 12 years of age	\$38.50

Holiday Schedules

Vacation/Holiday schedules must be submitted in writing one month in advance to avoid daily charges of submitted child schedule or care routine. These notices need to be given no later than the 15th of month. IE. If planning holidays for April. Holiday schedule must be submitted no later than March 15th or you will be billed for schedule dates.

Schedule

Typical Multi Age room Schedule

7:00 – 9:30 Arrival / Breakfast / Floor Time/ Infant change time

9:30 – 11:30 Teacher-Directed Activity (Circle Time, Sensory, Art, Table Toys etc.) Outside time

11:30 – 12:30 Infant change time / Lunch / Nap Time

11:20 – 12:30 Prepare for Lunch/ Nap Time

12:30 – 2:30 Nap Time

3:00 – 3.30 Snack / Infant change time

3.30 – 5:00 Child-Directed Activity (Floor Time)/Departure

Health & Nutrition

Nutrition

Please provide all meals for your child that will be required for their day in the Village. We are happy to accommodate families that have early drop off times and assist with a breakfast routine. Snack will be twice daily once at 9:00am and again 3:00pm. Lunch will be served at 12:00pm. Little Scholars offers a Milk Program which is \$3.00 a month, please speak to your Child's educator to sign up.

Please provide your child with a water bottle that can be left at the center. Water bottles are cleaned daily and sterilized weekly. We ask parents provide water bottle to ensure each child has access to water at all times.

If you child is staying less that four hours and has perishable foods, please let a staff know so we can place your child's lunch in the fridge. For children staying greater than 4 hours your lunches will be placed in the fridge at drop off.

Manners

Here at Little Scholar's Children's Centre we consider manners very important. Your child will be taught common courtesies such as; please and thank you, excuse me, raising their hand, tucking in their chair, how to open and close a door, hanging up their coat, ect... We request your help in practicing these skills at home.

Hygiene

In order to ensure that our centre is a healthy one, your child will be taught the importance of hand washing, and proper toileting procedures. The snack tables will be washed with bleach before and after each meal.

Toys / Snuggle Items

We understand that this age group can be very fond of their cuddle comforts. If your child requires any snuggle items for rest or comfort, please ensure there is one at the Village or it is brought daily.

Bottles/ Sippy Cups

It will be encouraged that your child drinks water in their cups. It will also be encouraged that they sit at the table and will not be permitted to run around the room with their sippy cups. Bottles will be given at nap time if required. LABEL your child's items.

Miscellaneous

Bathroom Policy: Infants

Disposable diapers must be provided for your child. Supplies will be labeled and placed separately from other children's supplies. Parents will be notified when their child's supplies are running low. Once your child reaches the age of toilet training, a daily routine of toileting will be enforced. Positive reinforcement will be provided to help encourage your child to gain confidence and independence in this area.

- ▣ Little Scholars accepts Cloth Diapers. Please provide all supplies in relation to cloth diapers.

Equipment Cleanliness

For the health and safety of all the children, equipment is sanitized each week. Toys that have been in direct contact with "fluids" is immediately removed from the working area and disinfected each day.

Montessori Programs (Montessori 3-year old's & Junior Kindergarten)

Financials

Monthly Fee

- ❑ Please be advised that the yearly tuition is \$4000.00 per year for Jr. Kindergarten and \$3000.00 per for Pre-School. Monthly instalments are available; however, we request ten posted cheques for the school year, or preauthorized payment form. If you wish to pay monthly the full month's tuition is due on or before the first of each month.
- ❑ Post dated cheques or preauthorized credit card charges are preferred to ensure your account does not accumulate late charges.
- ❑ \$25.00 late fee will be applied to accounts after the first of the month. Failure to remit the late fee will result in loss of extracurricular activities for your child.
- ❑ Returned cheques are charged a \$45.00 NSF fee. NSF fees will be strictly enforced.
- ❑ As financial situations do occur please discuss any financial issues you may have with the facilitator before the end of the month, failure to do so will result in dismissal from the class.
- ❑ Accounts over 60 days will be subject to a 2% late fee and possible dismissal.
- ❑ **A late fee of \$25.00 will be added to all late payments. Failure to remit the late fee will result in your child's extracurricular activities or care privileges being revoked.**
- ❑ **A late fee of \$25.00 will be added to all late payments, \$25.00 will be added each week payment is late. Failure to remit the late fee will result in your child's care privileges being revoked.**
- ❑ **Late payments will have a two-strike policy. After your late on payments two times you will be asked to provide post dated cheques or a pre authorized credit card form. If failure to provide this after the two late payments dismissal from program can occur.**

Fee Schedule

Class	Cost / Year	Cost / Month
Pre-School (age 3)	\$3000.00	\$ 300.00
Jr. Kindergarten (age 4)	\$ 4000.00	\$ 400.00

Refund Policy

Refunds will not be issued on non-refundable registration fees.

Refunds will not be issued for school closures that are beyond our control.

Absences / Short Months / Holidays

There will be no refund for short months or missed days.

Support Children

If your child is required to have a support worker while in attendance at Little Scholars, your child must only attend while the support worker is on site. If the support worker is unable to make a shift, staff will do their best to contact you prior to drop off to inform you that your child is unable to attend as their support worker is not in. Support workers attend training once a year in September, this day no support will be offered. This will be on the center's calendar.

Registration fee

A \$100.00 non-refundable registration fee per child is required at the time of registration in Little Scholars Montessori & Children's Village.

The registration fee will be forfeited if the child is withdrawing from the Little Scholars Early Learning Program.

Schedule

Montessori Daily Schedule Curriculum

JK

8:30 - Arrival
8:30 - Centres
9:30 - Circle
10:00 - Hand washing / Snack
10:30 - Outside / Craft Time / Teacher Directed Activity
11:30 - Clean up / Closing Circle
Subject to change

3Year old Program

1:00 - Arrival
1:00 – Centers
2:00 – Circle
2:30 – Hand Washing/ Snack
3:00 – Craft/ teacher directed Activity
4:00 – Clean up/ Closing Circle

Curriculum

School Hours

The school will be closed on all statutory holidays. The school will also be closed for one week for Christmas break and one week for spring break.

 Jr. Kindergarten	8.30 - 12.00	Monday – Thursday
 Montessori	1:00pm - 4:00 pm	Monday – Thursday

Field Trips

During the school year, the children will have opportunities to enjoy a variety of field trips. We may bring in instructors or organizations that specialize in unique activities to encourage children to learn many things in a fun and exciting environment. If we do plan on leaving the premise, notices will be handed out in advance to inform you of the date, time, destination, and transportation arrangements.

- Please note that if your child is not permitted to come on the field trip there will be no instruction for your child that day.

Swimming Lessons

When registering the children for swimming lessons we do our best to ensure the children are registered for the correct level. It is imperative that if your child has completed swimming lessons prior to the start of lessons offered through Little Scholar's;

that their report card from their previous level is handed into the school. This will ensure that children are registered for the right level.

- For the protection of our children, all girls are required to be in a modest one piece bathing suit.

Outdoor Education

The Jr. Kindergarten Program will participate in an outdoor education program each 2nd and 4th Thursday of the month from September to November and March – May. We will explore the great outdoors at two local hiking locations. Respect for nature and developing the complete child will be our focus of the outdoor education program.

Children will be accompanied by 2 educators during the outdoor education activities. These areas are reachable in walking distance from Little Scholars. We will be walking to Miral heights and sunningdale(Gyro park).

Health & Nutrition

Snack

Please provide all meals for your child that will be required for their day in the Village. We are happy to accommodate families that have early drop off times and assist with a breakfast routine.

Little Scholars will provide a water bottle on the first day of school. If you lose the water bottle a new one can be purchased from the facility or you can bring your own. Water bottles are cleaned daily and sterilized weekly.

If your child is staying less than four hours and has perishable foods, please let a staff member know so we can place your child's lunch in the fridge. For children staying greater than 4 hours your lunches will be placed in the fridge at drop off.

Manners

Here at Little Scholar's Children's Centre we consider manners very important. Your child will be taught common courtesies such as; please and thank you, excuse me, raising their hand, tucking in their chair, how to open and close a door, hanging up their coat, ect... We request your help in practicing these skills at home.

Extra-Curricular Events

Silver City Days

For the past few years Little Scholars Montessori Pre-School has participated in the Silver City Days Parade. This event takes a lot of time and preparation. As a Village we look forward to showcasing the children's artwork and publicizing the school.

Special Holidays

Parents are permitted to bring in baking or treat to help celebrate our special occasions. Halloween, Christmas, Valentine's Day, Easter, Birthday's and Graduation are all events that we will welcome home baking or treats.

Please discuss with school staff if there are food allergies in your child's class BEFORE bringing in the baking.

Miscellaneous

Bathroom Policy

All children enrolled in Little Scholar's Early Learning Program should be toilet trained, and able to manage all aspects of toileting independently. Diapers are not acceptable at school. Naturally, as mishaps and accidents do occur, the staff will handle these situations with sensitivity and understanding.

Toys

Personal toys and treasures are better kept at home. Please encourage your child to leave personal possessions at home or in the car where they can access them after school. These articles may become lost or damaged if they are brought to the school, and they may serve as a distraction to other students.

Lost Montessori Apparatus

Occasionally, the children become very attached to pieces of Montessori apparatus and may subsequently take them home. Many pieces are very small, but are critical to an exercise or activity. Please return the item to the school if you find one. The teacher will thank the child who returned the item and praise his/her responsibility.

Birthdays

At Little Scholar's each child is honoured at school on his/her birthday. Please advise the teacher beforehand, if you wish to send in a special treat to celebrate your child's special day. We will gather all the children at circle time to enjoy the treats.

If you are planning a party, please hand out invitations outside the classroom (before or after the class)

Play Dates

Please arrange all play dates outside of class time. A phone number contact list will be made available for your child's class in the fall. Your permission will be requested before being added to the list. If another parent is taking your child home for a play date please ensure that the teacher is aware of the pick up as your signature is required.

Parent / Guardian Volunteers

Throughout the year, the teachers may need some assistance with a special activity. Part of ensuring the safety of the children we request a Criminal Record Check from any parent wishing to volunteer with swimming lessons or working within the classroom.

Equipment Cleanliness

For the health and safety of all the children, equipment is sanitized daily. Toys that have been in direct contact with "fluids" are immediately removed from the working area and disinfected each day.

Drop off and Pick Up

Drop off for JK occurs from 8:20 – 8:30. Drop off must occur at the time stated. 8:30 doors will be locked to ensure program disruption doesn't occur. If you are going to be late please call into the center to notify staff.

Pick up for JK occurs at 12:00 – 12: 10 Please make sure you are on time. If you require a later pick up, please request if space is available from staff before hand.

Drop off for Montessori occurs from 12:50 – 1:00. Drop of must occur at the time stated. 1:00pm doors will be locked to ensure program disruption doesn't occur. If you are going to be late please call into the center to notify staff.

Pick up for Montessori occurs at 4:00- 4:10. Please make sure you are on time. If you require a later pick up, please request if space available from staff before hand.

After/Before JK and Montessori Care

If your child is enrolled in full day care, and taking part in the Montessori programs, they will also be enrolled in the Multi Age program.

Children that are enrolled in the JK program that require care before 8:20 will be dropped off in the M/A program and taken to the JK program at 8:20 am. After JK the children will eat lunch at 12:15 in the upstairs. At 12:45 children that took part in the JK program will transition to the Multi Age program.

Children that are enrolled in the Montessori program that require care before 1:00 pm will be dropped off in the M/A program and taken to the Montessori program at 12:45. The morning will be spent in the M/A program.

Fees for this are as follow. On top of JK and Montessori tuition

Type	Daycare	JK	Montessori
Full day Care	\$45.00		
Daycare After Montessori		\$28.00	\$28.00

Daycare

Financials

Monthly Fee

- ❑ A \$100.00 non-refundable registration fee per child is required at the time of registration in Little Scholars Montessori & Children's Village.
- ❑ The registration fee will be forfeited if the family should choose not to attend Little Scholars Children's Village.
- ❑ Accounts over 30 days will be subject to a 2% late fee and dismissal. Delinquent accounts will be sent to an outside agency for collection of payment.
- ❑ Returned cheques are charged a \$45.00 NSF fee. NSF fees will be strictly enforced.
- ❑ Full day care for GCC 30 months to School age will occur between the months of End of June to End of August only.
- ❑ **A minimum enrollment of three full days per week is required to maintain a spot at Little Scholars Montessori & Children's Village.**
- ❑ **Invoices will be charged based on your enrollment on a minimum of three half full days**
- ❑ **There is no reduction in fees for any missed days (including sick days – See illness policy)**
- ❑ **A late fee of \$25.00 will be added to all late payments. Failure to remit the late fee will result in your child's care privileges being revoked.**
- ❑ **A late fee of \$25.00 will be added to all late payments, \$25.00 will be added each week payment is late. Failure to remit the late fee will result in your child's care privileges being revoked.**
- ❑ **Late payments will have a two-strike policy. After your late on payments two times you will be asked to provide post dated cheques or a pre authorized credit card form. If failure to provide this after the two late payments dismissal from program can occur.**

Monthly Invoices

Families will be invoiced for the upcoming month on or before the 28th of each month. Invoices will be issued via email.

Payments are due on the 1st of each month.

Late payments will be charged \$25.00 per week for payments not received on the 1st of each month.

Fee Schedule

Type	Daycare
Full day Care	\$45.00

Full time Daycare.

If you require full time daycare which doesn't include our Montessori programs. Your child will fall under our Multi Age programs. Please see Multi Age programs.

Holiday Schedules

Vacation/Holiday schedules must be submitted in writing one month in advance to avoid daily charges of submitted child schedule or care routine. These notices need to be given no later than the 15th of month. IE. If planning holidays for April. Holiday schedule must be submitted no later than March 15th or you will be billed for schedule dates.

Deposit

A \$100.00 non-refundable registration fee per child is required at the time of registration in Little Scholars Children's Village.

Schedule

Daily Routine:

7:00 – 9:30 Arrival / Breakfast / Floor Time/ Infant change time

9:30 – 11:30 Teacher-Directed Activity (Circle Time, Sensory, Art, Table Toys etc.) Outside time

11:30 – 12:30 / Lunch / Nap Time

11:20 – 12:30 Prepare for Lunch/ Nap Time

12:30 – 2:30 Nap Time

3:00 – 3.30 Snack

3.30 – 5:00 Child-Directed Activity (Floor Time)/Departure

Health & Nutrition

Snack

Please provide all meals for your child that will be required for their day in the Village. We are happy to accommodate families that have early drop off times and assist with a breakfast routine. Snack will be twice daily once at 9:30am and again 3:00pm. Lunch will be served at 12:00pm.

Please provide your child with a water bottle that can be left at the center. Water bottles are cleaned daily and sterilized weekly. We ask parents provide water bottle to ensure each child has access to water always.

If your child is staying less than four hours and has perishable foods, please let a staff know so we can place your child's lunch in the fridge. For children staying greater than 4 hours lunches will be placed in the fridge at drop off.

Curriculum

Craft / Sensory Items

We strive to offer a comprehensive curriculum. Each week the children will engage in craft activities, sensory activities. Each day the children will get outdoor time. Time to time we may request special recycled items to aid in our discovery of learning.

Parent / Guardian Volunteers

Throughout the year, the teachers may need some assistance with a special activity. Part of ensuring the safety of the children we request a Criminal Record Check from any parent wishing to volunteer with swimming or working within the classroom.

Miscellaneous

Bathroom Policy: 3 years to 5 years

All children enrolled at Little Scholar's Children's Village 3 to 5-year program are encouraged to manage all aspects of toileting independently. Assistance will be provided when required. Diapers are not acceptable at school. Naturally, as mishaps and accidents do occur, the staff will handle these situations with sensitivity and understanding.

Equipment Cleanliness

For the health and safety of all the children, equipment is sanitized daily. Toys that have been in direct contact with "fluids" is immediately removed from the working area and disinfected each day.

Toys

Personal toys and treasures are better kept at home. Please encourage your child to leave personal possessions at home or in the car where they can access them after school. These articles may become lost or damaged if they are brought to the school, and they may serve as a distraction to other students.