



# Somewhere to "Grow"

Montessori Childcare Centre

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## Parent Handbook

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# Somewhere to “Grow” Montessori Childcare Centre Parent Handbook

## **Welcome / Philosophy**

Welcome to Somewhere to “Grow” Montessori Childcare Centre. This handbook has been created so that there are no misunderstandings, and so that everyone is aware of the requirements of Somewhere to “Grow” Montessori Childcare Centre 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.

Somewhere to “Grow” Montessori Childcare Centre 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. Our objective is to care for your child the same way you would.

In programming activities for the children my staff and I follow the Montessori philosophy of education. We develop activities centred on stories, songs, language arts, math, fine and gross motor skills, circle time, science, music, practical life, cultural studies 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.

## **The Montessori Philosophy**

Dr. Maria Montessori, the founder of the Montessori Method of education, spent many years studying and observing children and in 1907 she opened the first Casa dei Bambini or Children’s House in Rome. She believed that education begins at birth and that the first few years of life, being the most formative, are important both physically and mentally.

Dr. Montessori discovered that the child’s early years contain unique sensitive periods. These stages of learning are marked by intense fascination for learning. During a sensitive period the child is more eager to learn about a particular area than at any other time. For example, at the sensitive period for language the child discovers words, repeats them over and over, and masters their use and meaning. These steps – of discovery, repetition and mastery together with intense focused energy are the marks of a sensitive period. It has recently been discovered that during these sensitive periods, certain neurons in the brain are activated. If these neurons do not get activated during this time due to lack of stimulation, they never get activated fully.

The goals of a Montessori education are preparation for life and love of learning. Such an education focuses on encouraging the child’s natural desire for learning and finding order in his world. Dr. Montessori also discovered that in a properly prepared environment the child spontaneously explores

learning with the tools of inner discipline and outer freedom. The child prefers work, to play, shows long and sustained concentration, and develops a social life based on mutual helpfulness.

### **The Prepared Environment**

Education need not be imposed on the child; given a learning environment he will be free to act and develop himself along the lines of his own inner direction. Dr. Montessori truly believed that there must be freedom within the prepared environment to develop his physical, mental and spiritual growth. The Montessori classroom is functionally arranged for the child, enabling him to work, move, and develop freely. The room itself and all the furnishings in it are proportioned to the child's size and the materials are arranged on the shelves that are easily accessible.

### **The Montessori Materials**

The learning materials are designed to develop the senses and are all intended to help the child's mind focus on one particular quality. They give the child knowledge in a systematic way so that the order becomes apparent and the child is helped to know and understand what he sees. A control of error is apparent in all of the materials, enabling the child to readily see and correct his own mistakes.

The Montessori method develops the whole personality of the child. His inner activities are cultivated and protected, and freedom within the framework of organization is taught.

The Montessori materials can be divided into five areas: The Exercises of Practical Life, Sensorial Education, Mathematics, Language and Cultural Studies.

### **The Exercises of Practical Life**

These exercises are designed to teach the child to function in his own environment by teaching him how to cope with things around him. In this area the child will refine his fine motor skills, build concentration, gain valuable self esteem and improve hand eye coordination.

Exercises such as dressing frames, washing hands, dressing and undressing, polishing shoes, etc., all teach personal care. The use of a mop, table washing, cleaning up after spills, pouring, and spooning activities, etc., teach environmental care. Exercises in Grace and Courtesy include shaking hands, please and thank you, how to interrupt, etc.

### **The Sensorial Materials**

Sensorial exercises help the child to develop and refine the five senses, thereby sharpening the child's intellect and control. The child learns best by using both his hands and his mind and these materials were designed for just that. Some of the materials used in the classroom include:

The Pink Tower, Cylinder Blocks & Long Rods: These activities refine the sense of sight and perception.

The Sound Cylinders: This activity refines the child's hearing.

The Smelling Bottles: Matching various smells helps to heighten the child's awareness of different scents.

Touch Tablets & Tactile Boards: Refine the child's sense of touch.

Variety of Snacks & Cooking: Allows the child to taste new things.

## Language

Reading and writing go hand in hand and the early work with the Montessori Sensorial materials prepares the child for the introduction to both. Dr. Montessori observed that young children often have an “explosion into writing” and because of their early sensorial experiences, writing usually comes before reading.

Exercises which assist the mastering of the pencil are the use of the Geometric Insets. This activity perfects the eye-hand co-ordination and control. After he has achieved good pencil control, he is then able to begin writing actual letters and soon words.

Through the use of the sandpaper letters, the child learns to recognize the lower case letters by sight, and touch, as well as the phonetic sound that each letter makes. The Moveable Alphabet allows the child to see how the letters are put together to form words.

Once the child has learned all of the letter sounds he begins to read phonetic words and once he has mastered this we introduce him to the many different phonograms.

Language plays an important part in the Montessori environment and through a series of themes; a Montessori child is exposed to his world. Discussing current affairs, electricity and the solar system, etc., the child is continuously enriching his language and vocabulary.

If you wish to enhance your child’s language development by providing opportunities for learning at home, consistency in approach is vital. As most words are not written in all capitals (i.e. EXIT) the Montessori Method provides language materials which teach and use lower case letters first. This way, the child is able to see the most common, familiar letters and practice them outside of school and the child’s confidence and ability are given room to grow.

Children also learn the phonetic sounds of the letters first (i.e. Pronouncing the “c” in cat like a “k”) and not the names of the letters as sung in the ABC song. This gives them a firm foundation to begin reading by naturally sounding out words one letter at a time.

## Arithmetic Exercises

The mathematics materials in the classroom are designed for “hands on” exploration. When a child is able to manipulate simple objects such as rods, spindles, beads and number cards, the concept of quantity and number symbols are acquired with ease. The children play with beads, ten bars, hundred squares and thousand cubes and learn the basis for the decimal system. Through manipulation, the children experience combining, taking away and sharing the beads. In this way, the children are introduced to the four basic processes: addition, subtraction, multiplication and division. The children learn first in the concrete and then the activities become more abstract until eventually the child is computing the process in his head.

## Cultural Exercises

Science, art, music and prehistory are some of the subjects covered in the Cultural area of the classroom. The child will learn about his world, past and present. The children enjoy learning about children from different parts of the world and what life is like, for example, in the tropical rain forest or in the desert. The children will also learn about animals and habitats. These subjects as well as many others are explored at circle as well as in the cultural area of the classroom. Each month the children will learn about a famous artist and hear the music of a famous composer.

## The Program

The preschool program is a three year developmental program, including kindergarten. Children entering at two and a half years are expected to stay for the full three years to benefit fully from the program. At the end of the three years the children will be more than ready for grade one in the public school system.

In the Montessori classroom each child experiences the excitement of learning by his own choice. Over the years he perfects his natural abilities for learning. The child is encouraged by his success with the classroom activities and the teacher to learn.

The teacher in the Montessori classroom will allow and encourage your child to develop in his own way and at his own pace. The teacher will give help to your child when it is required and remain apart when the self learning process is progressing well. The best education is learning to learn by yourself, and as Dr. Montessori said, the job of a teacher is to “teach me to do it myself”.

## Parent Reading List

To learn more about the Montessori Method of education please look for these titles at your local library.

- “The Absorbent Mind” by Maria Montessori
- “The Secret of Childhood” by Maria Montessori
- “Maria Montessori, Her Life and Work” by E.M. Standing
- “Teaching Montessori in the Home” by Elizabeth G. Hainstock
- “Montessori: A Modern Approach” by Paula Polk Lillard
- “Montessori and Your Child” by Terry Malloy

## **Hours of Operation**

Hours of operation are:

8:00 am – 3:00 PM.....Monday – Friday

Late pick-up policy: If you are late picking up (after closing time) your child you will be charged a late fee of \$15 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.

## **Enrolment Requirements**

Before your child can be officially enrolled in Somewhere to “Grow” Montessori Childcare Centre you must complete and provide the following documents:

- Signed Application Form and Parent Contract
- Completed Registration Form & Copy of Immunization Record (or Signed Waiver)
- Signed Consent Forms (those that are applicable)
- Application Fee must be paid (\$50)\*
- Emergency Consent Card

- Post dated cheques

\*spaces will not be held by verbal contract, application fee must be paid in order for a spot to be held for you and your child, application fee is non-refundable

We do require that the parent/guardian and their child(ren) visit our centre prior to enrolment. This process allows your child(ren) to become more familiar with our daycare and staff

## **Staff**

Leanne Duffy is the owner, administrator and directress and brings many years experience working with children to the centre. She is licensed to practice as an Early Childhood Educator and is certified in both Montessori Instruction and Early Childhood Education. Leanne is responsible for the overall program development and operations. Leanne's love of children and dedication to the field of early childhood education contribute to the learning environment at Somewhere to "Grow" Montessori School.

Sukhi Toor has been with Somewhere to Grow for over 10 years. She is ECE and Montessori trained. Sukhi is the manager of our program. Sukhi's positive attitude and love for children is an asset in the classroom.

Nasra Alibhai is both Montessori and ECE trained. She has been with Somewhere to Grow since 2002. Nasra enjoys educating children and is very kind and nurturing.

Jess Sangha brings 15 years experience in the field to our center. She is extremely patient and fun.

Emily Duffy brings many years' experience working with children to the classroom. She has been with Somewhere to Grow since 2017. She has her ECE Assistant. Emily's enthusiasm, energy and love for children are an asset to our center.

All staff members are certified in first aid.

## **Registration, Orientation & Administration**

### **Fee Structure and Payment**

A non-refundable \$50.00 application fee is due upon submission of the application form. 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. In order to ensure that we can provide the quality service and programming that your child is entitled to, it is essential that the financial status of the school be stable. As the school's overhead expenses cannot be reduced because of "absentee losses" in income, the payment of monthly fees financially supports the enrolment space reserved for your child. Therefore, before your child begins attending, you will need to bring 10 post dated cheques dated for the first of each month (from September 1<sup>st</sup> to June 1<sup>st</sup>) upon return of your completed Registration Forms.

30 day notice on the first of the month is required if you are leaving the program

If a cheque is returned NSF, a charge of \$25 will be applied and a repayment in the form of cash or money order must be received within 5 days.

## **Signing in and out/Attendance Records Policy**

Children in the daycare are signed in and out by staff members upon their arrival and departure. We ask that if your child is not going to attend care as per usual that you inform the centre by 10am. This will help us plan activities for the day. When your child does not attend daycare you must call to let us know the reason – if it is a communicable illness we are required to record this in case of other cases breaking out. If no one answers the phone please leave a brief message.

If someone else will be picking up your child please let staff know upon arrival. Photo ID will be required by the person picking up your child as well if the staff member is not familiar with that person. Please let any individuals other than parents who may pick up the children that they will be asked for picture ID in order to ensure the safety of all children.

Children will not be released to unauthorized individuals. If someone shows up to pick up your child and staff was not made aware of it, we will have to track you down to confirm that this is in fact permitted, as well as see a picture ID of that individual to confirm their identity.

### **Absences/Exclusion**

If a child is too sick to attend school, please keep him/her home. There is no “sick room” at the center and the best place for a child to be recuperating from an illness is at home. There are also many symptoms that a child may have that may prevent them from being able to partake in everyday activities. If your child experiences any of the following please keep them home until they are gone, or are well enough to participate in normal everyday activities:

Fever greater than or equal to 100.5 degrees F.

Excessive drainage (clear or discoloured) from the mouth, nose, eyes, or ears.

Red discoloration to the whites of the eye(s).

Skin rashes as they are difficult to diagnose unless seen by a physician.

Severe abdominal pain, vomiting or diarrhoea.

A deep, hacking cough

Difficulty breathing or untreated wheezing

Yellow discharge from the eyes

An unusual yellow coloring of the skin or eyes

Cuts or openings on the skin that are pus-filled or oozing

Lice or nits

If your child(ren) are sent to daycare with any of the above listed symptoms, or develop during the day they will be sent home. Children should NEVER be medicated and then sent to center (i.e. given Tylenol to break fever). You should arrange for back-up care when your child is sick, and unfortunately there are no refunds or discounts for days that your child does not attend daycare. There are still costs associated with each childcare spot each day that unfortunately cannot be avoided if your child is not in attendance.

If your child will not be attending daycare due to illness or any other reason, please let someone at the centre know as soon as possible, as well as the reason they will not be attending. This will prevent activities from being delayed and it also helps us know how many children we need to prepare meals for, etc.

## **Orientation Day**

In June, you and your child will have the opportunity to spend some time familiarizing yourselves with the staff and the returning children in the classroom. You will come for a story and a few songs and have a chance to show your child where they will be spending time in the fall.

## **Gradual Entry**

To allow the children to settle into the classroom more easily, we will be having a gradual entry program for new children. Your child will attend on alternate days for the first week and a half and the length of the stay will also gradually increase. Parents are welcome on the first visit then we ask that the next visit be the child on their own. If your child shows any sign of distress when it is time to say goodbye, we ask that you make your goodbye short as they usually settle in very quickly. Please stay near the phone for the first week or so as we will call you if your child is upset for too long.

## **What to Bring**

On the first day of care your child will need a pair of slippers or inside shoes that can stay at the center. Please label them with a sharpie.

Packed Lunch if part of the lunch program.

Nap Bedding – We provide the crib sheet/blanket that they sleep on, but you must provide a blanket for them to cover up with, as well as any comfort items that they may need to sleep (blanket, teddy, etc.)

Daily Fruit or Vegetable for snack and a water bottle.

Spare Clothing – including underwear and socks, at least 3 complete sets for those potty training age

Sunscreen/Sun Block, and a wide-brimmed hat

Emergency Kit – see page 10 for detailed list

Weather appropriate clothing - jacket/splash/snow pants/hats/mitts, boots etc. –lack of weather appropriate clothing will prevent your child from enjoying our outdoor play time, please ensure you dress your child for outdoor play everyday.

Please ensure that children come dressed in “play” clothes. Although we are careful while doing art and playing outside; there are instances where clothes could become dirty and stained. We appreciate your understanding and so do the children. Extra supplies can be left at the daycare and replenished when necessary space permitting. Please dress your child in simple clothing that is free of complicated fastenings. Proper footwear is essential, please no shoe laces if your child is unable to tie their own shoes. Velcro or slip-ons allow your child to get ready independently and in turn increases their self-esteem.

## **Arrival and Pick Up Times**

When you arrive please remember that you are responsible for your child until a teacher has greeted him or her. If you would like to share some information with the staff at this time, please remember that we are responsible for the children whose parents have just left, so communicating your message with a brief note at this time is helpful.



Please be aware of pick up times. Your promptness is appreciated as there is a lot for the staff to do in between classes. A late charge will apply if you are consistently tardy. Please contact us if you will be late to pick up your child so that we can explain to them that you are on the way. This makes them feel much more relaxed while they are waiting.

### **Snack**

Each child brings one piece of fruit or vegetable every other day, as needed, to share with the class. Cupcakes, cookies or other treats may be shared with the class on birthdays or other special occasions.

### **Special Events**

There are several field trips planned during the school year. Two local events planned are the Christmas Concert & Social and the end of year school picnic. Suggestions and parent participation is encouraged and welcomed.

### **Special Activities**

On your child's birthday you may send along a treat for each child, for example cupcakes or rice crispy squares, and we will have a short birthday celebration at the end of day circle. Parents are welcome to come for the celebration.

### **Parent/Teacher Communication**

Ongoing communication between staff and parents regarding the child's background, special needs, learning style, health status and overall adjustment to school life is essential to the child's development as an active explorer of his/her environment.

For example, from time to time it may be necessary to tell you about something that happened during your child's day and staff will either communicate this to you at pick up time or arrange a time to get in contact with you.

If you wish to share some information with us often a note is the best form of communication since the staff are busy greeting and supervising the children as they arrive.

### **Parent Interviews and Observations**

Although we have an open door policy, in January parents may sign up to observe their children during class time. As we are busy working during and after class, we will be unable to discuss your observations at that time. However, if you have any questions or concerns please call and we will be happy to talk at a more convenient time.

### **Screen Time Policy**

There are no tablets or electronic devices allowed. Television will be watched 3 times per year on pajama day and limited to 30 minutes on this occasion.

### **Parent Meetings**

Occasionally, we will have a parent meeting in the evening. Various topics and areas of the Montessori Classroom will be discussed.

## **Safety Guidelines**

Your child's safety will always be the top priority guiding the planning of activities/events, staff decision making and policy development.

All children will be supervised at all times. Aggressive, careless or inappropriate behaviour, which in any way may be a direct or indirect threat to the well being of your child or others, will not be tolerated. Children will be shown various safety procedures and will be encouraged to promote safety consciousness amongst them. Children will always be monitored on outings. Strangers will not be permitted access to the preschool. Only those persons authorized by the parent(s) will be allowed to pick up a child from the preschool. Both staff will have their first aid and CPR and first aid materials and emergency consent cards will be taken on all outings.

## **Guidance and Discipline Policy**

The purpose of all guidance and discipline at Somewhere to "Grow" Montessori is to provide a safe learning environment where each child can feel secure, develop positive relationships and enhance their social skills. Our rules are limited to those which, for the safety and/or respect of others and the well being of the child are necessary.

Therefore, our role as teachers is to provide the maximum amount of support and encouragement required to build each child's self esteem, self confidence and overall self discipline; to intervene when the need exists; and to model at all times appropriate speech and behaviour.

To this end, parents can be assured the following guidelines will be adhered to:

- \* Clear, simple, consistent limits will be set.
- \* Limits will be stated in positive ways.
- \* Children will always be dealt with in a fair and understanding manner.
- \* Children will always be encouraged to understand the benefits inherent in behaving appropriately and will be encouraged and guided in the development of effective problem solving skills.
- \* Staff will focus on the behaviour rather than the child. We will allow time for children to respond to our expectations.
- \* Choices and consequences will be offered to the child.
- \* Persistent refusal to abide by the rules may result in a time-out, the child will be in eyesight of the staff members at all times for a maximum of one minute per year of age.
- \* Parents will be informed of any unusual occurrences and encouraged to work with us to amend the behaviour.
- \* No child will be subjected to any form of corporal punishment, shoving, hitting, spanking, belittling treatment or any form of mental or physical abuse.
- \* On occasion, materials may be taken away from a child

## **Evacuation Procedures**

Fire drills and earthquake drills will be practiced on a monthly basis. Earthquake supplies are kept on hand at the school in case of an emergency. Emergency evacuation procedures are practiced by annually. In case of emergency (fire/flood/earthquake, otherwise), children and staff will be evacuated to the North Ridge Elementary School Field, located up the street at 135<sup>th</sup> Street and 62 Avenue, just a short walk from the center. New West meeting place is Lord Tweedsmuir Elementary School. Emergency contact information will be transported along with us, so you will be contacted to pick up your child at the alternate location. The location can also be contacted directly by calling 604-506-2419

or 604-910-0480. You will need to provide your child with a comfort and snack kit which will be kept with our emergency supplies and will be updated annually.

### **Emergency Kit**

Please put all items in a Ziploc bag – clearly LABELED with your child’s name. Our limited storage space means we can accept only ONE gallon-sized zip-loc bag per child.

- 1 Mylar emergency blanket (sold at dollar stores)
- 1 black plastic leaf/lawn trash bag
- family photo and letter of comfort from parents
- out of state contact number
- 1 small comfort toy or possession
- 1 plastic spoon
- 1 bag jerky and/or canned meat product w/flip-top lid
- 1 individual size cheese and crackers
- 1 individual size cereal product/granola bar
- 1 fruit snack (raisins, applesauce, etc.)
- 1 bottled water

### **Transportation/Outings**

For any field trips or outings that require transportation, parents will be required to drive their own children, stay for the outing, and then return their children back home with them, or back to the center, whichever case may apply.

### **Abuse and Neglect Policy and Procedures**

Ensuring the safety and well being of children requires the staff to:

- \* Put the children’s needs first.
- \* Work together.
- \* Be accountable for their actions.

To respond to the needs of the children attending the school the staff will ensure:

- \* The safety and well-being of all children.
- \* Protection from abuse, neglect, harm and threat of harm.
- \* That intervention to ensure a child’s safety should be those that are most effective in keeping the child safe and are the least disruptive to the child.
- \* That they are especially vigilant in detecting, preventing and intervening in cases of neglect and abuse of  
all children attending the school.
- \* That the children’s need for privacy and confidentiality will be respected.
- \* That all cases of abuse and neglect by either a parent, caregiver or teacher be reported.
- \* That appropriate follow up done.
- \* That the children have their views considered and are involved when decisions relating to them are made.
- \* That children are provided with prevention information and skills that will help them resist or avoid abuse when possible, and to report abuse or neglect to someone that they can trust.
- \* The above policy and procedures were developed from information in the BC Government Handbook for Action on Child Abuse and Neglect.

## **Child Release Policy**

Somewhere to “Grow” Preschool will ensure that all staff have read and understand this policy and shall release a child in accordance with this policy.

The staff will ensure that the child is only released to the parent of the child or a person authorized, in writing, by the parent or guardian (picture ID must be presented if the staff member does not know the person picking up your child).

The staff will not release the child if the person picking up the child does not appear capable of providing safe care or if a staff member has not been told that someone, other than an authorized person, is picking up the child.

If either of these situations arises, the staff will contact the parent or emergency contact to obtain permission to release that child or to arrange an alternate person to pick up the child.

If a parent does not arrive to pick up the child and contact is not made within 30 minutes, the staff will contact the Ministry for Children & Families.

If a parent insists that a child be released to a person whom the staff deem is incapable of providing safe care of the child then the Ministry for Children & Families will be contacted and the police if deemed necessary.

## **Daily Routine**

8:30 am Centre Opens - Free Play (Table toys, puzzles, colouring, etc.)

\*\*\*Breakfast will NOT be served by the daycare, but if you would like to send breakfast with your child(ren), they may eat it upon arrival.

8:45 am Clean-up and Circle Time/Other Educational Activity (our learning time)

9:00 am Educational Activities and Programming, examples include - Art, Science, Math, Language, Cultural Study and practical life free play or outside play.

10:45 am Circle Time activities, music and movement

11:00 am Outside Play - activities include playing in the outdoor play area, or chalk in the back

11:20 Lunch – Parents provided lunch that is nut free and healthy

11:45 pm Clean-up from lunch

11:45 pm Circle time

12:15-2:00 Free Play in classroom, children may have a snack when they are hungry, Educational Activities and Programming, examples include – Art, Science, Music, or Literacy Activities that relate to current theme

2:00 pm Outside Play in playground

2:30 pm until\* Centre Closes –Free play in all areas of the classroom or more outside play if needed.

This schedule is very flexible and is adjusted according to the children's needs and interests (i.e. if a child is engaged in art or another activity when snack is served they may finish their activity and will then be served their snack. Or, if we are engaged during scheduled "learning/circle time" the learning/circle time will just be pushed back to a later time so that we may fully engage in the current activity unit it is completed. The number one goal is learning.

### **Nap Policy**

As not all children aged 3-5 still nap it will be at the discretion of the parents and staff as to whether a child is given the opportunity to rest during the day based on the basic needs of the individual child. If your child needs a rest they will be provided with a mat and sheet upon which they can rest. You will send a small blanket and pillow which will be kept at the center in case needed. Parent/ teacher communication with regards to a late night or change in child's sleeping schedules can be discussed daily to ensure that we are doing what is best for the child. All bedding will be laundered on a weekly basis unless it is soiled before hand.

### **Snack and Meal Time Policy**

All snacks and meals will be prepared by parents and sent in the morning. Items in need of refrigeration will be placed in the fridge upon arrival. In my attempt to be as environmentally friendly as possible I would like to encourage parents/guardians, who send food, to pack their children's lunches in reusable containers, and use reusable drink containers. Throughout the day water drinks are available for the children as needed. At all times during drinking and eating, children are required to be seated and not engaged in any play activity. This is to ensure safety (to avoid choking) and to promote healthy eating/drinking habits. Under no circumstances will young children be allowed to walk around or play with bottles in their mouths. Under no circumstances will children be allowed to go to sleep with bottles in bed. This is also to ensure safety (prevent choking) and to prevent dental problems. Please provide your child with a healthy and well balanced lunch.

Meal and snack time routines will always include washing hands before eating. Children will be shown how to wash their hands properly, especially after using the washroom, after playing outside and before eating.

Parents should pack hot food in a thermos. We will preheat the thermos with boiling water for 5 minutes. A thermos will keep foods hot, above 60°C (140°F) for about 3 hours, so parents should pack these foods just before leaving the house. Cold foods should be kept cool by using cold packs, or stored in the fridge until it is time to eat. The fridge will be kept at 39 degrees or less at all times.

### **Medication Policy**

All medications are stored in a closet that is inaccessible to children. Children are not given any medication without the parents' written consent. Written consent may only be on a "Permission to Administer Medications" form and all medications must be in their original bottles with original labels. Staff must also indicate on the administering form the date, time and dosage of medicine given at each administration, and then initial this information.

For prescription medication, only the directions on the bottle will be accepted for administering the medication. And in all instances staff need to know when the child received his/her last dosage of the medication, to ensure medication is given at appropriate times consistently.

With any prescription antibiotics children may not return to care until they've had a full 24 hours of dosage, are no longer contagious and ready to participate in the full child care day, to ensure they are

well on the road to recovery.

## **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 NUT 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 NUT 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.

## **Developing Illness Policy**

In the event a child becomes ill during the course of the day, to the point where they are not capable of participating in regular activities, the parents/guardians will be contacted immediately and be required to come pick the child up. If the parents/guardians can't be reached the alternate emergency contact person will be called to come pick up the child. Allergy related and common cold symptoms as well as non-communicable diseases/illnesses do not require that the child be excluded from care.

If any of the following conditions are present, it is required that children be excluded from care: Children may return to care when they are free of symptoms or are approved to return by the facility operator or in some extreme cases, by a medical doctor.

- Pain - any unexplained or undiagnosed pain
- Difficulty in breathing - wheezing or persistent cough
- Fever (100.5\* F/ 38.3\*C or higher) – child must be free from fever (without being medicated) for 24 hours before returning to care at the facility
- Sore Throat or trouble swallowing
- Infected skin or eyes (mucus/pus draining) or an undiagnosed rash
- Severe body or scalp itching
- Children with a known or suspected communicable disease/illness
- Vomiting - 2 or more times in 24 hours - may return to care after 24 hours without vomiting
- Diarrhoea (as defined by an increase in frequency and loosening of stool) - 2 or more times in 24 hours - may return to care after 24 hours without loose stool/diarrhoea
- Just not feeling good - a child must be well enough to participate in the entire child care day to be at daycare

\*\*\*Parents are required to inform staff of any serious illness or communicable /contagious disease (with their child or within their family) within 24 hours to allow other families within the child care centre to be alerted.

## **Active Play Policy**

At Somewhere to "Grow" we value the importance of active play as an important part of development. It includes outdoor playground play, music and movement, jumping and hopping, dance and balancing games. The preschool program will incorporate 30 minutes of this type of play daily. The 4 hour program will incorporate 45-60 minutes of activities and the full day program will incorporate 60 minutes of heart rate raising vigorous play.

## **Why is ACTIVE PLAY Important?**

Active play helps to promote healthy growth and development and supports body control and movement. Active play can help build strong bones and muscles, improve balance, coordination and

assists with the development of gross motor and fine motor skills. Active play also helps to promote children's confidence, improves concentration and thinking and learning skills and provides opportunities to develop social skills and make friends.