



PARENT HANDBOOK

www.cherubscove.ca

Philosophy:

Early Childhood is a precious part of life and period of incredible growth, change and joy for both families and children. Childhood should be a time, where children have the opportunity to investigate, discover, learn and explore with wonder the amazing world around them. Children should be encouraged and have the opportunity to build stable relationships, the freedom to socialize and develop independence and the opportunity to grow and formulate ideas about the world as a whole.

As Early Childhood professionals and as advocates for quality, play and Montessori based early learning programs, we believe that children can learn and achieve best in a supportive, warm, challenging environment that allows for the full and healthy development of the individual. We believe that this can only be achieved through creating a warm, homelike environment, by employing qualified early childhood professionals, through close collaboration with the families and the wider community and by valuing the unique contribution that each individual can make to the fabric of our centre.

Our centre acknowledges that each person who enters our setting has something different and special to contribute; values and traditions, ethnicity, culture, religion, gender and experience. We respect and value these ideals and believe that incorporating these into our centre helps to encourage family and community unity.

Our educational philosophy is based on the idea; children are markedly different from adults. Founder of Montessori education, Dr. Maria Montessori advocated children's rights and believed that if children were treated with more respect, they would help shape a world as adults that would be a better place to live for everyone. As a Centre, we also support the idea that play, and Montessori encourages children to develop essential skills that they will use for the rest of their lives and also help to instill a life-long love of learning. It is therefore with strong conviction and great passion that we emphasize our belief that by nurturing and encouraging unique individuals to grow and develop, we will impart skills and confidence that will allow children to become healthy, well-adjusted human beings with a desire to continue to learn. The staff at Cherubs Cove Montessori Child Care Centre looks forward to sharing the special moments and memories that we will share with your family, as you become a part of our family!

Aims, Objectives and Goals:

Cherubs Cove Montessori Child Care Centre aims to provide high quality early childhood education, which values and supports the principles of our philosophy and creates a rich learning environment.

Our Centre has made a commitment to a number of objectives:

- Effective communication between staff and families
- Acceptance of all families and welcoming all families regardless of family structure, ethnicity, beliefs or culture.
- Creating a safe, comfortable, home like environment
- Nurturing children's desires to learn and explore
- Valuing the contribution that each person can make to the fabric of our centre. We are also guided at our centre by a set of common goals and guiding principles based on our philosophy.
- Families are the primary caregivers of children and should be supported in their role through a wide range of accessible information and services.
- Parental involvement is encouraged and respected. Quality partnerships are built and sustained through open lines of communication. We encourage families to attend parent nights, family events, and to volunteer. We believe in continuity of experience; "the principle of continuity of experience means that every experience both takes up something for those which have gone before and modified in some way the quality of those that come after." John Dewey (1963)
- All children in our centre have the right to gain access to quality play and Montessori based experiences that will best support and scaffold their individual needs.
- That behaviour management should be consistent and promoted and role modelled on a daily basis. We believe that each child has the right to feel safe and secure and that children should have opportunities to make mistakes and learn from these.
- That all children should be able to grow and learn in an environment that is safe, stimulating and age appropriate. Children should be given the opportunity to plan make choices and develop a sense of independence and confidence in their own abilities.

Cherubs Cove Montessori Childcare Centre helps to provide, safe, high quality childcare in a developmentally appropriate environment, which creates a sense of *BELONGINGNESS* between children, adults and the world around them. Our focus is to provide a stimulating early care, which nurtures the child's *WELLBEING* in supporting his/her sense of self. Along with the help of some Montessori resources *ENGAGE* each child to promote social, emotional, physical and cognitive development where he/she is able to *EXPRESS* himself/herself freely in a friendly, caring and loving environment. Our goal is to support children's desire to be life-long learners through exploration, play and inquiry.

Program Statement of Cherubs Cove Montessori Childcare Centre Inc.

Cherubs Cove Montessori Childcare Inc. adheres to "How Does Learning Happen? Ontario's Pedagogy for the Early Years (2014)" as the guiding document under the Child Care and Early Years Act, 2014. Along with other Ministry documents like Ontario Early Years Framework, Think Feel Act: Lessons from Research about Young Children and ELECT (Early Learning for Every Child Today). Cherubs Cove Montessori Childcare Centre helps to provide, safe, high quality childcare in a developmentally appropriate environment, which creates a sense of *BELONGINGNESS* between children, adults and the world around them. Our focus is to provide stimulating early care, which nurtures the child's *WELLBEING* in supporting his/her sense of self. Along with the help of some Montessori resources *ENGAGE* each child to promote social, emotional, physical and cognitive development where he/she is able to *EXPRESS* himself/herself freely in a friendly, caring and loving environment. Our goal is to support children's desire to be life-long learners through exploration, play and inquiry.

Children are Competent, Capable, Curious and Rich in Potential

Cherubs Cove Montessori recognizes each child is a unique individual who brings his or her own abilities to the program and deserves the encouragement and space to try new things, explore new ideas and develop their own unique creativity. We provide an environment that fosters curiosity, one that allows children to explore. We believe that every child deserves a safe and caring environment (a place where children want to be and where they feel "at home"), in which to grow and develop to its maximum potential.

We understand the importance of taking children's stages of development into consideration. For each child, their stage of development is an individualized and complex interplay between developmental factors and their unique family, community and life experiences.

Independence and Self-Reliance:

Our physical set-up meets a child's need to become independent and self-reliant by allowing free choice of play materials, and with the exception of routines, free use of these materials within limits. Materials consist of objects that can encourage representation and allow children to gain awareness of the world around them. Cubbies, tables, toy shelves, Montessori materials, toilets, etc. are all at the child's level. Children are encouraged to be self-reliant in routines such as dressing, toileting, washing, eating, and tidying up their playthings. At lunch, children have the opportunity to learn eating independently with proper table manners. Lunch happens in a family setting where children and adults can have conversations and children have the ability to explore independence. An adult is available for assistance when needed, but the child is made to feel responsible for the job at hand.

The Initiative, Imagination, and Courage to Face the Situation:

Our program is creatively planned to meet a child's need to develop initiative, imagination and the courage to face situations. No set patterns are laid to follow by a child when working with creative materials like, paint, paper, play dough, markers etc. These creative materials are readily available to children to explore and use the way they wish, freely at different times of the day.

At Cherubs Cove Montessori, we offer a variety of dramatic toys (doll centre, kitchen centre, blocks, puppets, etc.) that stimulate the child's imagination. Using these toys, the child enjoys role-playing, building houses, roads, etc. No one tells him/her what must be constructed.

Children are encouraged to take on other roles and use the materials to represent what they see in the world. Children are given materials that can spark interest and encourage ideas to be extended and enriched. In our dramatic centre we have clothing, pots, pans, utensils, bags, and other household materials to encourage children to represent their play and continue to take on other roles. These materials change based on the children's interests and developmental needs. While playing with blocks, children are not just learning about building towers, we encourage children to explore properties of measurement, numeration and probability. With our integrated play-based and Montessori philosophy, children are learning concepts that reflect on high order thinking and problem-solving strategies. With scaffolding and adult support children can explore properties that can extend and enrich their individual interests. (measuring their bodies with nonstandard materials and comparing to standard forms of measurement). With the aid of Montessori materials such as the Sandpaper Letters and Numbers help children learn to recognize the letters and numbers, as well as the correct formation also. The Practical Life materials help

them to become more independent and enhances in building their self-esteem and confidence such as pouring, spooning and buttoning etc. Materials such as the brown stairs and thermic tablets help in enhancing their sensory and tactile senses.

We provide a separate and safe outdoor play area for children to explore their surroundings and foster curiosity, ensuring a caring and healthy environment. We endeavour in ensuring the feeling of belongingness in children by making friends and interact with teachers. We design activities based on diversity and encourage cultural exploration. We do this through storytelling, music, hands on planned activities and special field trips or visitors. We understand that each child's development differs and that factors such as family, community and life experiences influence it.

“Children succeed in programs that focus on active learning through exploration, play and enquiry. Children thrive in programs where they and their families are valued as active participants and contributors” – How Does Learning Happen? Ontario’s Pedagogy for the Early Years (2014)

To promote learning and support children’s interests, Cherubs Cove Montessori offers a variety of daily activities such as language, physical education, numeracy, music, outdoor play, science, nature, rest time, blocks (fine motor and gross motor) and creative arts.

Our programs are intended to:

- encourage children to interact and communicate in a positive way and
- support their ability to self-regulate
- foster the children’s exploration, play and inquiry
- provide child-initiated and adult-supported experiences
- offer opportunities to create relationships with others in the program

Health, Safety, Nutrition and Well-Being of Children:

“Early brain development sets the foundation for lifelong learning, behaviour and health.” – (Mustard, 2006) – (Excerpts from “ELECT”, 2014)

We acknowledge that the early years set the foundation for children’s health and well-being.

- The brain's architecture is shaped by a child's interactions and relationships with parents and other significant people in their lives.
- Early brain development is stimulated through experiences and interactions with responsive adults. We understand that the first step in establishing and nurturing health, safety and wellbeing for children in our programs is through the connections they make with the program staff, volunteers and students on placements. Here are some other exclusive ways we promote well-being in our programs.

Health and Safety:

Health and safety of children and adults is of utmost importance to us. Cherubs Cove Montessori Childcare Centre Inc. meets and ensures to exceed all health and safety requirements of the Ministry of Education and local government bylaws. We do this through health and safety checks of the indoor and outdoor play spaces. Children can rest in the afternoon or are allowed quiet time if they choose not to nap. All children have designated cots. Visual checks are done on all the children, throughout the rest period and documented accordingly. This information is also posted outside our program rooms on our “Parent Communication” boards and others (for example the Anaphylaxis Policy) are provided in the Parent Handbook. You can also speak to our program staff/supervisor/centre director at any time to view our complete health and safety policies and protocols.

Nutrition:

Cherubs Cove Montessori collaborates with a registered dietician to develop standard menus for all of our programs that are both nutritious and appealing for children. Our menus follow Canada’s Food Guide and are culturally sensitive. You can view the menu on the Parent Communication board. We accommodate dietary or religious food requirements for children in our programs.

Relationships among Children, Families, Staff and Community Partners:

One of Cherubs Cove’s core values is to foster collaborative and co-operative relationships among all of our partners.

We endeavour to promote a sense of belonging for children and their families in our programs by creating positive interactions and collaboration of families. We understand that relationships of trusts are the basis for learning and co-operation.

Every child is entitled to be given the opportunity to develop personal responsibility and social skills, to learn, to problem-solve and to learn about diversity and inclusion. We do this by modelling positive communication and joint partnership with families. We use weekly communication logbooks and daily feedback. Staff model appropriate ways to resolve conflicts, encourage problem-solving strategies and develop responsibility while expanding social skills. In time children will develop these skills and be better equipped to deal with daily conflicts independently and allow children to be self-reliant and capable. Cherubs Cove Montessori Childcare Centre Inc. is

committed to working collaboratively with all of our community partners to meet the best interest of the children and their families.

Positive Self-Expression, Communication and Self-Regulation:

Cherubs Cove Montessori's inclusive programming leads to children's sense of belonging. Progressive learning environments and practices, focused on play and Montessori-based learning, encourage children's self-expression, communication, self-regulation and their ability to deal with stress. As they learn how to remain and return to a state of calm in stressful situations, they are best able to control their emotions, pay attention, ignore distractions and understand the consequences of their actions. Staff model best practices and foster an awareness of their own ability to self-regulate their emotions.

Respect for diversity, equity and inclusion is vital for optimal development and learning. Here are some of the ways in which we create an inclusive environment in our programs:

- Recognize each child as having equal rights to participate in program activities, trips and events.
- Recognize and respect the unique qualities of each child and family, including ancestry, culture, ethnicity, race, language, gender, gender identity, sexual orientation, religion, socio-economic status, family environment, and developmental abilities and needs.
- Create strategies that value the culture and first language of all children.
- Establish programming strategies to foster an inclusive learning environment in which every child can participate.
- View the diversity of children and families as an asset, and plan programs to reflect differences and enrich the environment.

Our programs focus on active play and Montessori based learning as the way that children naturally learn best. It is their natural response to the environment around them. When children are manipulating objects, acting out roles, or experimenting with different materials, they are engaged in learning. Play and Montessori materials allows them to actively construct, challenge, and expand their own understandings through making connections to prior experiences, thereby opening the door to new learning. Intentional play and Montessori based learning enables children to investigate, ask questions, solve problems, and engage in critical thinking. Play is responsive to each child's unique learning style and capitalizes on his or her innate curiosity and creativity.

Trust in the World and People:

Our staff meets the child's need to develop and build continued trust as they build relationships with peers and adults. Our staff is cheerful and happy to see the children and families each day, they are consistent and reliable. Each staff follows the same principles and supports the daily drop off that is so valuable and important for the children's emotional and social sense of belonging. The day is conducted in a familiar pattern. Everything is planned to follow the child's lead and interest. If this is the child's first experience away from home, he/she will find it to be an extension of their home.

Self-Worth Encouraging Children to Reach their Maximum Potential:

At Cherubs Cove Montessori each child is an individual and treated as such. The group is small enough so that no child is overlooked. The child is not rushed into an activity for which he/she may be unprepared. Routines are conducted by guiding small numbers of children from one activity to another; the child accomplishes each task at his/her own rate. At the end of each day the child leaves with a feeling of satisfaction.

Growing in Language and Cognitive Skills:

The program focuses on play and Montessori based learning where learning happens when children manipulate, explore and experiment. Purposeful play and Montessori based learning enables children to investigate, ask questions, solve problems, and engage in critical thinking. Play along with Montessori is responsive to each child's unique learning style and capitalizes on his or her instinctive curiosity and vision. Our plans are developed over a period of a week or two and planned to coincide with the interests of the children. Puzzles used for spatial concepts, matching, sorting, seriation, sandpaper numbers, spindle boxes and counting games are provided. Books are available. Stories, poems, songs, games, sandpaper letters and finger plays are used daily for language development. Children articulate their ideas and use different languages to express them. Cherubs Cove Montessori respects, fosters, responds, supports and includes different cultures and languages. In our inclusive learning environments, we welcome children of all abilities. Inclusive learning environment in our programs is implemented by

- acknowledging diversity and valuing the culture and first language of all children
- environment that is accessible to each child
- recognize each child as unique and working with the families around their developmental needs

Outdoor Activities:

Each day, weather permitting, each child enjoys two hours of outdoor activity unless a physician advises otherwise in writing. Learning to run, jump, climb, and take turns is a healthy way to participate in-group activities while developing coordination and strength. Planned activities are available as an extension of the indoor play space. Indoor materials are brought outside to enrich and extend learning.

Parent Engagement and Communication:

Cherubs Cove Montessori advocates and encourages outreach, engagement and communication with families about our program and their children's learning experiences. We believe that families are experts on their children. Sharing knowledge is integral to the success of your child. Cherubs Cove Montessori aims to ensure that families have the support of available, affordable, safe, reliable, high quality licensed childcare for their children, which ensures parents peace of mind while their children are at the childcare. Respect, care, empathy, trust and integrity are core values in all our interactions with families. We know that our partnerships with our families help our program to best meet the needs of the children:

- Families form the foundation for a child's early development. Families know their children best and are the first and most powerful influence on learning and development.
- The needs of each child are considered in the context of their family composition, values, culture, and language. This approach enriches relationships between early childhood settings, families, and their communities.
- We involve parents and other important adults in various events and activities at our programs. This connects them to their children's early development and enhances the child's learning. In addition to the daily interaction with program staff, we offer many opportunities for parent feedback and involvement—such as surveys and focus groups, open houses, bi-weekly parent communication board, and parent interviews. We use parent input to improve our programs and services.

Community Partners:

Cherubs Cove Montessori Childcare centre Inc. is committed to involving and engaging local community partners in supporting children, families and staff. We provide learning opportunities and practical work experience, in the areas of programming and administration, to members of

the community through the recruitment, placement, training and recognition of volunteers and students on placement. Volunteers and students on placement augment the high-quality care and individual attention given to the children in the programs.

Supporting Staff in Continuous Professional Learning:

We at Cherubs Cove are committed to hiring, training and fairly compensating staff. We hire staff that has a positive and sensitive attitude towards children. Our non-discriminatory hiring practices provide individuals of all backgrounds the opportunity for employment. We believe that everyone has worth and value and all staff are entitled to be respected, supported and treated fairly. All full-time staff working with children has completed early childhood education and are registered with the College of Early Childhood Educators. All program staff attend mandatory professional meetings and are committed to continuous professional learning. In our program, positive adult-child interactions are ongoing. Staff works closely with the children to extend their learning by encouraging them to build upon their existing awareness.

Teachers do observations on each of the children and record it on a daily basis. The observation serves to capture the children's interests, inquiries and discoveries. Based on these observations the teachers determine the children's interest. Program planning follows; teachers provide materials and provocations to deepen the children's thinking and learning. Teachers will create pedagogical documentation that demonstrates children's thinking and learning. Documentation may take many forms, such as photos with learning stories, video clips, art projects, etc. Documentation will be displayed in the classrooms and shared with parents.

Documenting and Reviewing the Impact of Our Program Statement:

Cherubs Cove Montessori Childcare centre Inc. acknowledges that pedagogical documentation is a way for our program staff to learn about how children think and learn. Our staff makes daily observations of children in the program and use this information to enlighten their future planning. The purpose of our documentation is also:

- To value children's experiences and help them to reflect back on those experiences in their learning environment
- To learn together with the children involving the meaningful adults in their life
- To reflect and monitor appropriate development as the children grow
- Program staff to co-plan with children about learning

- To keep an open and ongoing dialogue with families about children's experience
- A self-reflection opportunity for program staff, as they participate in continuous professional learning
- Promoting responsive relationships Program Statement is reviewed by students and volunteers as they start their placement.

The Board of Directors, staff and the parents, to ensure that it is aligned with the Ministry's policy statement, review Cherubs Cove Montessori Childcare Inc.'s Program Statement annually.

Curriculum:

Cherubs Cove Montessori Childcare delivers a Montessori and play based curriculum tailored to the Early Years Learning Framework. We provide our students with a holistic learning experience that covers six key areas of development, including: practical life, sensorial, language, mathematics, art and culture and physical development. Cherubs Cove Montessori Childcare's educational program is a unique mix of self-teaching as well as teacher directed learning materials that are designed to guide children towards understanding and independent learning. Children are encouraged to progress at their own pace and make learning fun.

Practical Life

Practical Life exercises are designed to teach children control of movement, left to right orientation, development of fine motor skills and care of self. The purpose of these exercises is to help children to gain independence and adapt to the needs of their society. Key activities include lacing, buttoning, cleaning, grace and courtesy, care of self and care of the environment.

Sensorial

Children learn to express and classify sensory experiences of sight, sound, taste, touch and smell through sensorial materials. The purpose of sensorial activities is to aid in the development of the intellectual senses of the child. Key activities include: the brown stairs, knobbed cylinders, scales, and activities that involve classification of shape, sound, texture, colour and temperature.

Language

Through activities involving phonetics, letters and sequencing children learn conversation, reading and writing skills. The development of verbal and written language skills enables children to communicate their feelings, thoughts and ideas through conventional sounds and signs. Key activities include sandpaper letters, reading, singing, and identification and classification exercises.

Mathematics

Mathematical activities are designed to teach children to count, compute and use numerical relationships using abstract mathematical concepts. The purpose of these exercises is to help children to grasp the complexity of our number system. Key activities include number rods, sandpaper numbers, spindle box, cards and counters.

Art & Culture

Children develop an awareness of the world around them by exploring cultural materials such as maps, music, food and art. Through lessons and activities about geography, botany and history we encourage our students to develop an appreciation of beauty and the world around us. Through visual arts, children learn to express their imagination and creativity, with the aid of artistic materials such as crayons, paints, play dough and coloured pencils

Physical Development

Physical development is an integral part of a child's personality and overall growth. At Cherubs Cove Montessori, children are given a great deal of freedom to participate in many music and movement activities such as dancing, stretching, hopping, running and playing games along with spending time outdoors in the play area where they have organized and free play time, which helps in developing their gross motor skills

Hours of Operation:

Our hours of operation are 7:00am to 6:00pm SHARP, Monday to Friday.

The centre will be closed on the following statutory holidays:

New Year's Day

Family Day

Good Friday

Easter Monday

Victoria Day

Canada Day

Civic Holiday

Labour Day

Thanksgiving Day

Christmas Day

Boxing Day

The Centre will close for end of year break on following days:

Thursday, December 24, 2020

Monday, December 28, 2020

Tuesday, December 29, 2020

Wednesday, December 30, 2020

Thursday, December 31, 2020

Friday, January 01, 2021

Advanced notice will be given for any other exceptions. Due to inclement weather conditions closure (snowstorms etc.), parents will be informed according to the Halton School Board notification. Fee remains same regardless of end of year break, absence due to statutory holidays, holidays or illness.

Arrival and Pickup:

Only authorized persons (as indicated on the registration form) will be allowed to collect children from the centre. Please notify the Director either verbally or with a written note of any changes regarding the adult who is collecting your child. An adult other than one known to the centre requires identification (photo ID required). Parents with custody orders must provide a copy to the Director. In the case of non-custodial parent arriving to collect the child, the Director will contact the police and provide the copy of the order for the police to enforce. On no account will a child be allowed to go home with a parent/guardian in contravention of a custody/court order held at the centre. Such custody/court orders should be brought to the Director's attention on registration. However, in the event of a non-custodial parent gaining access to a child, the Centre cannot be held liable.

Children should arrive at the centre no later than 8:55 am as the teachers have to settle the kids and prepare them to start morning circle by 9:00 am sharp, if any child arrives after 8:55 am parents kindly bring your child directly to the school office first to sign them in.

If your child will be absent from the centre, you must notify the staff by 8:00 am as we need to keep the strict student-teacher ratio. Please ensure that you sign the arrival and departure timesheet and that your child is acknowledged by a staff member on arriving and leaving the centre.

Children who are ill during the school day cannot be accepted in to the centre.

NOTE: Strollers/Car Seat – Cherubs Cove neither provides or has facility for storage of Car Seats and Strollers.

After Hours Penalty:

Parents kindly make sure to pick up your child no later than 5:55pm. If a child remains at the centre past the closing time of 6:00pm SHARP, there will be a flat penalty fee of \$15.00 between 6:01pm to 6:05pm and \$5.00 every minute starting 6:06pm. The staff on duty will fill out a late pick-up form, which will be duly signed by both the staff and the parent or person picking up the child. The staff on duty for that evening will receive the monies collected, as a late penalty by the centre.

Parents and guardians are asked to respect the closing times of the centre and be mindful that the staff is on personal time after 6:00pm. Time will be calculated using clocks at the centre. Consistent and repetitive late pick up of a child by the family will result in the withdrawal of the child from the centre. In the event that a parent, family member/guardian or emergency contact has not contacted/communicated or has not arrived to pick up a child by 7:00 pm, the Halton Region Children's Aid Society may be contacted, and the child will be reported as abandoned.

Visiting Families:

To ensure parents and children total security and satisfaction of leaving their child at the centre, after registration, parents along with their child can come and visit the centre, prior to starting. This time ensures that the parents have a clear understanding of the program and the child and parent are secure when the parent leaves. This is only a suggestion and parents knowing their child may suggest different schedule acceptable to the centre.

Fees

Upon registration, the Parent agrees to pay non-refundable \$100 registration fees and \$50 registration fee per EACH additional child that is non-refundable, first and last month's fees to ensure your child's placement at the centre. Cherubs Cove requires 26 postdated bi-weekly cheques; payments are due on beginning of each bi-weekly schedule, NOT at the end. Failure to provide payment prior to start date does not guarantee your spot. You will be charged bi-weekly once enrolment commences at the rate of the program in which your child begins the cycle in. Mid-week transitions will not be prorated for fee credits. Any outstanding balances will be rectified by debiting your account on Cherubs Cove biweekly payment schedule. Fee remains same regardless of absence due to statutory holidays, holidays or illness. Any late fee payments will incur a penalty of \$100.00.

Dishonored transactions (a fee of \$50 will be charged for all dishonored transactions) will, at the absolute discretion of the centre, be deemed to be a breach of this agreement by the parent, giving rise to the termination of services and withdrawal of the child from the centre.

****Notification of any upcoming rate increases will be communicated to the parents, 1 month in advance**.** Fees are subject to annual increases every February.

Each registration fee includes one key fob allowing you access to the center. If families would like an additional key, the cost is \$50.00 per additional key which is non-refundable. There is a \$50.00 replacement fee should lose your key and require a replacement. These keys must also be returned if you decide to leave or withdraw from Cherubs Cove or you will be charged the replacement fee. Families with more than one child (**Siblings Only**) will receive a 10% discount on the lower tuition fee for each additional child. All children are required to be enrolled in a full-time program to receive the 10% family discount.

Fee 2020	26 Bi-Weekly Payments	
Program	Fulltime	Daily Rate-P/T
Toddlers (up to 30 months)	\$775 bi-weekly	\$87.50
Preschool (2.5 years to 4 years)	\$725 bi-weekly	\$82.50
Kindergarten (4 years to 6 years)	\$675 bi-weekly	\$77.50

Daily Reports:

Daily report on your child's activities & routines will be provided. Parents are encouraged to read these reports and duly sign it every day to be aware of your child's activities during the day. This ongoing communication will ensure that your child receives the best care possible. We have provided two clipboards with blank sheets for papers one for the toddlers upstairs and one for the pre-schooler's downstairs. We encourage the parents to communicate with the teacher regarding their child's morning, which gives your child's teacher a better understanding of the needs of your child before the day starts with us.

Staffing Information:

The staff at Cherubs Cove Montessori Childcare Center is a team of professional, caring and loving individuals. We mandate minimum staffing requirements as per Child Care and Early Years Act, 2016 (CCEYA)

Classrooms	Staff to Child Ratios
Toddlers	1 Staff for every 5 Children
Preschool	1 Staff for every 8 Children
Kindergarten	1 Staff for every 13 Children

Volunteer/Student Supervision Policy:

Supervision policy Students/volunteers are not permitted to be left alone with the children and are not to be counted in staffing ratios at any time. All students/volunteers will review all Cherubs Cove Policies and Policies including, but not limited to: Behaviour Management, Anaphylaxis Policy, Individual Anaphylaxis Plans, and Emergency Procedures, prior to their start date, whenever any amendments are made, and annually, with a sign-off confirmation. All staff/students/volunteers have an intensive orientation session with the Director/In-Charge staff prior to starting work/placement at Cherubs Cove. All students/volunteers are informed of all children with allergies/sensitivities and anaphylaxis reactions and receive EPIPEN training prior to entering the classroom. Students/volunteers sign-off on both the policy and the training. Criminal reference checks and immunization records must be carried or on file with all students/volunteers.

Withdrawal Policy:

One full calendar month advance written notice to the Director/Supervisor for the withdrawal of the child is required. The last month's deposit fee paid at the time of registration will be adjusted

towards the end of the program. If a child is absent from the program without notice for 15 days, he/she will be considered withdrawn from the program. Re-registration fee will be applicable if a child plans to return to the program depending on availability.

Confidentiality Policy:

It is the policy of Cherubs Cove Montessori Childcare that any information or record held regarding your family or child will be kept confidential. The only access to a child's record without parental consent will only be given to an authorized law official concerning legal matters.

Field Trips:

Children at Cherubs Cove Montessori Childcare may go for periodic walks in the local community. Such daily outdoor activities are considered part of the environmental development program and will not include motor transportation.

From time to time the centre may plan a field trip away from the program to offer a fun and educational experience for the children. Parents will be asked to sign a field trip permission form. In the event that permission is not obtained for the child to participate in the trip, parents are asked to make alternate arrangements for their child for that day. Children will be supervised by staff and parent volunteers and will be transported by a school bus company. Each Toddler will have to be accompanied by a parent/guardian volunteer. All activities/special events and field trips are contingent on enrollment, availability, weather and are subject to change with little notice. Cherubs Cove reserves the right to change schedules and programs as it deems necessary. During all trips and walks, the individual ratios of each program will be maintained.

Programming:

Daily schedules and weekly/monthly program plans and activities will be posted in each classroom/bulletin board with Themes of the week/month based on the interest of the children and the community.

The areas of program will include:

- Circle time (Calendar, Shapes, Colours, Songs, Stories etc.)
- Montessori Activities (Sensorial, Practical Life, Math, Language etc.)
- Creative (Art & Craft)
- Manipulative play
- Small group activities

- Dramatic play
- Block play
- Nap time
- Free play (Indoor & Outdoor)

Children's Clothing:

We recommend that your child be dressed in comfortable and seasonal appropriate clothing. For winter, we recommend snow pants, 2 pairs of mitts, neck warmer (if needed) and boots. Sunscreen and a hat for summer. An extra sweater or jacket for spring and fall etc. An extra pair of clothing clearly labeled with the child's name must be kept in the child's cubby and should be replaced if the clothes are dirty or soiled. If clothing is loaned to your child in order for him/her to go home dry and comfortable, we ask that you please wash them and return them to the center promptly. You will need to supply diapers, wipes and creams, (we will remind you when your child is low on diapers and wipes). All diapers, wipes, creams are labeled with your child's name. Jewelry - No chains, earrings and bracelets are allowed as they do pose a safety hazard. Cherubs Cove will not be held responsible for the loss of the above items

PLEASE NO OPEN TOED SHOES, FLIP FLOPS, SLIPPERS, SANDALS, CROCS, UMBRELLAS, SUNGLASSES OR SCARVES AS ALL OF THESE ITEMS POSE A SAFETY HAZARD.

Sun Safety:

All children go outside every day, weather permitting, and our staff promotes sun safety. All children should have hats to wear outdoors, as well as sunscreen in warmer weather. Parents must fill out a sunscreen application form in order for it to be applied. Absolutely **NO AVEENO sunscreen** is permitted at Cherubs Cove Childcare as it contains arachidyl alcohol which derives from peanuts. Parents are responsible for applying sunscreen in the morning prior to dropping off their child. Educators will re-apply sunscreen in the afternoon.

Inclement Weather:

Cherubs Cove implements Inclement Weather policy for ensuring safety measures during dangerous weather conditions. Cherubs Cove's utmost concern is to ensure the safety and security of its students, staff and families during such inclement weather conditions to avoid any kind of injury within Cherubs Cove's facility.

Outdoor Activity/Temperature:

In accordance with the CCEYA, children participate in outdoor activities for at least two hours daily, weather permitting. Parents are requested to provide appropriate clothing such as a hat, and gloves as well as a supply of extra clothing during summertime for water play at the center. Once in school, the child will be required to fully participate in both the indoor and outdoor activities of the program to maintain the student teacher ratio at all times.

Summer Temperature (Including Humidex)

During the hotter months, staff needs to ensure their children have water ready to go outside with them. However, Director/supervisor discretion will be used if the temperature readings are between +32Degree Celsius and +35 Degree Celsius

Winter Temperature (including Wind Chill)

If the temperature/wind chill factor is -10 Degree Celsius or colder the children will be kept indoors. Supervisor discretion will be used as required.

Parental Involvement:

At Cherubs Cove, parents are welcome to visit the centre at any time keeping in mind children's uninterrupted naptime as we operate with an open-door philosophy.

Parents are more than welcome to participate on field trips or any activity of the centre where creative suggestions are required.

The centre encourages open communication and constructive feedback from the parents regarding their child's overall development and progress.

Medication & Child Illness Policy

Medication Policy: Often times children require medication to be administered to them under the diligent supervision of the staff. Cherubs Cove will administer medication only if the daily dosages cannot be given at home.

All prescription medication accompanied by a specific Doctor's note Must be in the original container/packaging, labeled with the child's name (not the sibling or parent), date of purchase and date of expiry, name of medication and also clearly stating the time and administration of dosage.

Non-prescribed medication (if necessary) must be accompanied by a specific Doctor's note valid only for 48 hours clearly stating the name of medication, the time of administration and dosage. Medication should be in a sealed container/packaging, stating the date of purchase and the date of expiry.

Parents/Guardians are required to carefully read the instructions regarding the medication to be administered to the child and apprise the staff of any procedural consequences following the medication.

We do not use medication such as Bactine, Polysporin, Alcohol Wipes, and Vaseline for First Aid Treatment. We only use soap and water, new band-aids as needed, and ice packs.

Management of Medical Devices

For inventory purposes any medical device provided from home should have a medication form that specifies manufacturer instructions and expiry dates. Cleaning and disinfecting reusable medical devices will reduce the risk of transmitting infectious diseases. Devices that are reused must be cleaned and disinfected after every use following the steps below:

- Hands to be washed with soap and water before and after touching the medical device.
- Discard all single use accessories from the device immediately after use (EpiPens, and Thermometer Lens Filters).
- Clean and disinfect the device following manufacturer instructions.
- Store the device following instructions of the Medication Form.

Allergies:

It is the sole responsibility of the parents/guardians to notify the daycare of all known allergies at the time of registration.

Parents/Guardians are responsible for providing any emergency medication required by their child like puffers, Epi-pens and prescription creams to be kept at the daycare and ensure replacing them upon expiry. A doctor's note needs to be accompanied annually stating the length of period of the medication to be administered (for 3 months, 6 months etc.), reason for the medication and the time of the dosage. Parents/Guardians need to inform the staff about any symptoms the child might experience following the medication.

Teachers must ensure all medication is kept locked in assigned medication boxes (refrigerated or non-refrigerated) provided in every class.

Parents/Guardians are required to complete the Medication/Allergy Administration form at the time of registration and whenever required. All forms should be duly completed with specific details (no abbreviations).

Child Illness Policy:

Children are susceptible to illnesses, which are unavoidable. Therefore, a healthy immune system is essential to prevent the spreading of any infection or communicable disease in the centre. To ensure and provide a healthy environment, no ill children will be permitted to attend the centre. We exercise the right to refuse a sick child in to care and determine when a child is too ill to remain in care. Adequate and prompt treatment will enable the child to regain health and return to regular activities at the centre.

Kindly, notify the Centre via Email of symptoms when your child is ill and will be absent. Please do not just keep them home without Cherubs Cove know the reason. This helps us manage illness in the Centre and minimize the spread.

When a child is ill and absent from the Centre for three days or more. Kindly provide a doctor's note stating the illness and the date the child is fit to return to the Centre.

A child will not be permitted to the centre if he/she shows any of the following symptoms to ensure the well-being of other children/staff:

- An elevated temperature of over 100 °F/38°C or greater.
- Method Normal temperature range
 - Rectum 36.6°C to 38°C (97.9°F to 100.4°F)
 - Mouth 35.5°C to 37.5°C (95.9°F to 99.5°F)
 - Armpit 34.7°C to 37.3°C (94.5°F to 99.1°F)
 - Ear 35.8°C to 38°C (96.4°F to 100.4°F)
- Fever AND a combination of other symptoms (nausea, vomiting, body rash etc.)
- Fever (exclusion 24 hours)
- Diarrhea – two or more liquid stools or a change in the normal pattern of bowel movement within 48 hours (e.g. runny, watery, or bloody stools)
- Eye discharge – yellow or white
- Severe cough
- Yellowish skin or eyes, or “jaundice”
- Irritability, continuous crying or requires attention than can be provided
- Vomited within 48-hour period.
- Eyes/ears that have any kind of discharge.
- Visible rashes that have not been diagnosed by a physician.
- A runny nose and/or congestion.
- Any communicable disease including: Impetigo, Coxsackie Virus, Fifth Disease, German Measles, Hepatitis A or B, Meningitis, Measles, Mumps, Pertussis (Whooping Cough), Ringworm, Scabies, Scarlet Fever, Strep Throat, Tuberculosis, Bronchitis or Pneumonia.

At any given time during the day if your child develops a temperature of 100 °F or higher, the staff will contact you immediately. Your child must be symptom-free for 24 hours before returning to the Centre.

A Child Will Be Excluded with Any of The Following Conditions:

Condition:	Exclusion Period:
Diarrhea	Until 48 hours after last diarrhea bowel movement
E. coli	Until 4 consecutive negative stool specimens taken 48 hours apart
Giardia	Until diarrhea has stopped
Head lice	Head lice
Hepatitis A	Until 1 week after onset of jaundice
Impetigo	Until 48 hours of antibiotics
Influenza	Until 5 days after symptoms began
Measles	Until 4 days after rash appeared
Meningitis	Until child is recovered, decision to be made by a physician (bacterial or viral)
Mumps	Until 9 days after swelling began
Pertussis	Until 5 days after antibiotics are started, or until 3 weeks if not (whooping cough) treated with antibiotics
Pinkeye	Until 1 full day of antibiotic treatment (yellow/ white discharge)
Pinworms	Until 48 hours after treatment is started
Pneumonia	Until seen by a physician and permitted to return
Ringworm (body)	Until treatment has started; keep child from swimming/wading pools, and water play until treatment is complete
Rubella	Until 7 days after onset of rash (German Measles)
Scabies	Until 48 hours after treatment
Scarlet fever	Until 48 hours after starting treatment
Shigella	Until 4 consecutive negative stool specimens taken 48 hours apart

Strep Throat/Mid Ear Infection	Until 48 hours after antibiotics are started
Tuberculosis	active Call Public Health Services (905) 799-7700
Vomiting	Until 48 hours after the vomiting stops, or it is determined that the vomiting is caused by a non-infectious condition

We understand that there are a number of stresses for working parents. Therefore, we strongly encourage you to arrange for a reliable back-up person or a plan for situations when your child is not well. We would appreciate your co-operation in this matter, as our common goal is to have our children healthy and happy.

Head Lice:

If head lice found in the centre, we will notify parents/guardians. You will be asked to check your child at home on a daily basis for a week. We ask you to keep your child at home until no visible evidence of head lice and egg (nits) for 48 hours. Staff will check the child’s hair for 2 weeks after the first sighting.

If a child becomes ill at the centre, the child’s teacher will contact you immediately. In case you are unable to be reached, the emergency contact person on file designated by you will be contacted. The parents are expected to arrange for child pick up within an hour. The staff will complete the sickness exclusion form which will accompany your child, outlining the reason for the child being sent home and tentative date of return.

The decision of the centre Supervisor will be regarded as final approval despite the doctor’s note, in assessing the ability and wellness of your child to participate in the regular activities.

It is a licensed requirement that all children play outside, weather permitting. Your child should return to the centre well enough to participate in outdoor activities. Children are not permitted to stay inside, as staffing does not allow for this. Children require sunscreen from May to September. Parents must supply their own sunscreen in clearly labelled containers.

Behaviour Management Policy

The basis of the Cherubs Cove Child Care Centre's behaviour management policy is for all adults and children to follow the three "R"'s.

Respect ourselves

Respect each other

Respect our environment

SOLUTIONS FOR ALL CHILDREN

Attitude - Staff must have a positive attitude towards all children which includes enjoyment and respect for the children as individuals. Telling children what to do, rather than what not to do, reinforce for children what behaviour is acceptable and decreases the likelihood that they will respond defensively. Also reminding them every once in a while, reflects an attitude of understanding on the adult's part. Show the children the correct way for activities or rules, etc. in a positive way without demeaning them. Use positive verbal statements - "Don't do that" should have been "Here, let me show you another way to do that."

Focus on the Behaviour - In a discipline situation, focusing on the child's character tends to produce feelings of guilt and shame for the child and ultimately lowers self-esteem. On the other hand, focusing on the behaviour preserves the child's dignity as well as provides information for correcting the behaviour.

In the Toddler Program, the focus is on redirecting, feeling recognition, and encouraging the use of language, redirection, feelings labelled, use of language encouraged, simple explanations of why certain behaviours are unacceptable, to use positive reinforcement of desired behaviour, both verbal and non-verbal, etc...

In the Preschool Program, the focus is on allowing the children to problem-solve for themselves and using lots of verbalization: redirection, act as a mediator to help children solve their problems, explain why behaviour is inappropriate, make a choice for the child and/or offer other choice alternatives, ignore inappropriate behaviour (when possible), remove the child from the situation until he/she can interact appropriately, and to follow up to discussing the problem with the child before he/she returns to the activity, hold child's hand (i.e. on outings), etc...

Setting Limits - Staff should define limits in the classroom as well as out in the playground and gym. These limits should reflect age appropriateness, group dynamics, and seasonal conditions. Be consistent; make sure everyone is aware of the limits. In extreme situations, when all other

strategies have proven ineffective, it may be necessary to limit or remove materials or equipment, or to remove the child from a particular situation. If you are removing or limiting materials or equipment, make sure that it is after the child has been reminded and the consequences of removal were clearly identified. Note, it is NEVER acceptable to withhold food as a consequence of a child's behaviour. Remind the children during group times and classroom displays the three "R"s Respect ourselves, respect each other and Respect the environment.

Behaviour Code Policy:

Taking Responsibility for Behaviour - Children should try to make amends for inappropriate behaviour before going on to another activity. It is not acceptable to force a child to apologize, but rather have them seek out the child to make sure they are all right.

It is natural for a child to feel angry in response to restrictions or interference. The child needs to know that he/she can assert themselves safely in our environment.

The following are the behavioural expectations of the children in our Centre:

- To be responsible for their words and actions.
- To be polite and respectful towards others.
- To be good listeners.
- To be respectful of other feelings.
- To treat people the way they would like to be treated.
- To be truthful at all times despite the consequences.
- To learn to be a confident problem solver.
- To ask for help, when needed.
- To take good care of the Centre and other's belongings and property including toys, games and other supplies.

Child Abuse:

Child abuse is a serious occurrence by definition of the CCEYA and covers four areas:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Child neglect

Every person including centre staff, volunteers and students are legally bound to report any suspicious case of child abuse to Children's Aid Society of Halton. Failure to report may lead to legal action and penalty if convicted.

Anaphylactic Policy:

Anaphylaxis is a serious allergic reaction that can be fatal. The allergy maybe related to food, insect's stings, medicine, exercise, latex, etc. The purpose of the policy is to provide a process for dealing with Anaphylaxis in the centre and to implement preventative measures.

Preventative measures:

- All PEANUT AND ALL NUT products are banned from the centre. The food provider has been advised of this policy and is also a no nut facility.
- All labels will be read by staff members prior to serving and food labels with "May Contain" warnings for peanuts and nuts will **not** be served
- Staff purchasing food on behalf of the centre must read food ingredient labels every time they purchase a product
- All children and staff will wash hands before and after eating
- All surfaces will be cleaned with a cleaning solution prior to and after preparing/serving foods
- All cleaning supplies, medicines and any other products that maybe of danger and/or commonly produce allergic reactions will be stored away safely
- The menu will be reviewed periodically, and certain food and materials will be avoided on the menu depending on the life-threatening allergies of the children enrolled
- The food provider will be kept current and notified of all life-threatening allergies in the centre. List of all allergies will be revised as necessary
- Parents will be notified of all life-threatening allergies in the centre
- Parents are not permitted to bring in snacks from home which may contain nuts.
- Playground areas will be checked and monitored for insects such as wasps. If such insects have made a home/nest in the vicinity, building and property maintenance will be notified immediately, and children will be forbidden to play in this area

Communication Strategy:

- Parents of anaphylactic children are required to indicate this on the Medical and Emergency Information Form which they provide prior to their child starting at the childcare or when

their child is diagnosed ; and are also required to develop and sign an Individual Emergency Plan for their child

- All parents are informed of the known allergies in the centre upon enrolment of the child and are updated regularly by way of newsletter
- A list of anaphylactic children is posted in each playroom, kitchen and the office
- Staff, volunteers and students are informed of the known allergies in the centre, the policies, procedures and individual emergency plans which are in place for each child
- Individual Plans and Emergency Procedures:

Prior to the first day of attendance and/or upon diagnosis, parents of anaphylactic children will provide the centre with an **Epi-pen labeled with the child's name and expiry date**. This will remain in the centre at all times and upon expiration will be replaced by the parents. Parents will meet with the Supervisor to provide input for and/or create the child's individual emergency plan and emergency procedures. This plan will include the following but not limited to:

- Name of the child
- Description of the child's allergy
- Monitoring and avoidance strategy
- Signs and symptoms of an anaphylactic allergy
- Staff roles and responsibilities
- Parent/guardian consent for administering allergy medication
- Emergency contact information

Parents are requested to advise the Supervisor if their child develops an allergy and requires medication or if there is any change to the child's individual emergency plan or treatment. The individual emergency plans will be reviewed and revised if necessary, by the parent annually. Copies of individual emergency plans are in each child's file in the office, day trip binders and maybe posted in each playroom and the kitchen.

Training:

- All staff will be trained by a parent, physician and/or other qualified and certified health professional on procedures to be followed if a child has an anaphylactic reaction, including how to recognize the signs and symptoms of anaphylaxis and administer medication. This will be done prior to employment and on an annual basis

- Supervisor or parent will provide training to volunteers and students at the start of their involvement, however generally they are not permitted to administer medication unless under extreme circumstances (i.e. teacher is unconscious)
- The staff will be required to provide a certificate that they have received training, or sign off that they have received training

Serious Occurrence Policy:

What is a Serious Occurrence?

The purpose of this policy is to ensure that all staff are aware of the definition of serious occurrence and the plan and procedures to follow when such an occurrence happens, which may affect the health, safety or well-being of individuals, or of the premises.

The following situations are considered a 'serious occurrence' under CCEYA:

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

Inform:

The Centre Director and Supervisor shall be notified immediately of all injuries regarding children and staff members. If the Centre Director/Supervisor is away, the acting supervisor must be informed.

Act:

- Should the Centre Director/ Supervisor feel that immediate hospitalization is needed, she will call for emergency transportation by dialing 911, indicating the nature of the emergency. Emergency services will determine the appropriate services to send (police, ambulance, fire services). The Supervisor will then make all efforts to contact the child's parents or emergency contact outlined in the registration package in the school binder.

- A list of emergency numbers is kept by the phone and is available to all staff
- A staff member will remain with the child at all times, providing all possible first aid.
- If a child goes to the hospital by ambulance, a staff member must accompany the child, taking the child's information folder with them

Reporting Procedure:

- 1) The Centre Director/Supervisor or the acting supervisor will conduct a preliminary enquiry immediately.
All persons having knowledge of the occurrence will remain at the centre until they are excused by the Centre Director/Supervisor or the acting supervisor
- 2) Within **24 hours**, any serious occurrence must be:
 - Reported into program advisor at Child Care Licensing System (CCLS); and
 - Called into Children's Services- Halton Region: 1 866-607-5437 to report the serious occurrence and to confirm a report has been entered in to the CCLS.

The reported information will be entered into the Children's Services Information System (CSIS) this entry will be emailed to the Program Advisor and Ministry Compliance Manager.

If there are any updates to the serious occurrence report, these must be entered into the CCLS within 7 days

- 3) The child's parents must be informed immediately
Children's Aid Society ("CAS") and/or police maybe informed if deemed necessary

Serious Occurrence Notification Form Posting in the Centre:

A notification of a serious occurrence having taken place for parents will be generated by the Child Care Licensing System. This notification will be posted alongside the Centre's licensing information. The serious occurrence notification form will be posted within 24 hours of becoming aware of the occurrence for a minimum of 10 business days, **including any allegation of abuse or neglect**. The form will be updated as additional actions or investigations are completed. The form will be posted for a minimum of 10 business days, if the form is updated to include new information, the 10 business days is calculated from the date of the change. The form will be retained at least 2 years from the date of the occurrence at the centre.

Smoking Policy:

Cherubs Cove Montessori Childcare is strictly a non-smoking facility.

Alternate Place of Shelter:

In case of emergency requiring evacuation of the centre, the staff will assist the children to the Emergency assembly area identified in the evacuation plan.

Transportation:

Parents are responsible for the transportation of their children to and from Cherubs Cove.

Children not Attending Centre:

Parents are required to inform the centre by 8 am in case their child is running late or will be absent.

Personal Items and Toys:

Cherubs Cove offers a variety of age-appropriate toys and activities for your child to enjoy and learn throughout the day. We request that children keep their own toys at home. Designated Show and Share days allow your child to bring in a special toy from home on that day to talk about at group time. All personal brought from home on special days must be clearly labeled with the child's name. Cherubs Cove will not be held responsible for any lost or damaged articles brought from home.

Rest Time:

All children attending Cherubs Cove Childcare are required to have a rest period each day. Each child will be provided with his/her individual cot. It is not mandatory for your child to sleep; however, he/she will be encouraged to rest quietly on his/her cot during this time. A child-sized blanket and cot sheet from home, labeled with your child's name, is required. Children may also bring a soft comfort item from home for rest time only.

Nutrition Policy:

Cherubs Cove is a Peanut/Nut free facility which strictly adheres to this policy at all times and therefore parents are requested to not send food items from home. All our menus are planned to meet your child's nutritional needs based on Canada's food guide and the childcare and Early years act for healthy foods. The monthly menus are posted in the classroom noticeboards. Substitutions are supplied if your child has allergy or food restrictions. Vegetarian and special diets are respected and taken care of. Your child will be provided with:

1. Healthy morning snack
2. Healthy hot lunch

3. Afternoon snack after nap time

ALL FOOD ITEMS BROUGHT FROM HOME MUST BE EMPTIED BEFORE ENTERING THE CENTRE'S PREMISES. CHERUBS COVE CONDUCTS DAILY CHECKS OF ALL THE CHILDREN'S BAGS AND DISCARDS ALL FOOD ITEMS BROUGHT FROM OUTSIDE. IT HAS BEEN OBSERVED THAT SOME PARENTS ARE FEEDING THEIR CHILD RIGHT BEFORE MORNING DROP OFF AND BRINGING IN OUTSIDE FOOD ITEMS INSIDE THE SCHOOL FACILITY.

Immunization Policy:

Parents are required to provide updated immunization records at the time of registration and must update records within the required timeframe. All records must be from a registered medical practitioner. Failure to provide updated immunization records to Cherubs Cove may result in termination of care.

In case of parents objecting to immunize their child, they will be required to fill out the "Statement of Conscience or Religious Beliefs" duly signed and dated for the child's immunization records.

Birthdays:

Birthdays are special occasions. If parents wish to celebrate their child's birthday at the centre, they are required to contact the Director/Supervisor regarding the arrangement of bringing food and drinks from outside, due to many food allergies and restrictions.

Photographs:

Photographs are a beautiful way of capturing and storing childhood memories. We at Cherubs Cove would like to share your child's various activities and adventures through these photographs. By signing the photo authorization form, you are consenting for your child to be photographed and videotaped. These photographs will also be used for Cherubs Cove website, social media and marketing exclusively. However, if parents wish to share their child's picture with friends and family on social media, they need to make sure there are no other children's faces in the picture.

Special Events: At Cherubs Cove we often have special events at the centre:

1. Community Helpers: Police, Doctors, Firefighters, Nurses, etc.
2. Specialized Children's Programs: i.e. Reptilia, The Humane Society, Children's Entertainment, etc.

What your Child Requires at Cherubs Cove:

- Diapers/pull-ups
- Wipes
- Creams to be applied, if needed (diaper cream, lotion etc.)
- Indoor shoes
- Outdoor shoes
- Blanket
- Cot sheet
- Favourite sleep toy
- Soother/pacifier (if needed)
- Sippy cup/water bottle
- 2 change of clean clothes
- Appropriate outdoor clothing (hats, boots, coats, mittens etc.)
- Sunscreen (if needed)

Waitlist Policy:

Cherubs Cove Montessori recognizes that choosing the right quality childcare program for your child is an important decision. Cherubs Cove strives to accommodate all registration requests; however, there may be times when space is unavailable. To address this issue, we have created a waiting list procedure. Please note there is no fee to place your child on a waiting list. It is important for you to keep your contact information up to date with us.

A waitlist will be formed when the centre reaches full capacity of enrolment.

Children will be accepted into the program on a first come first served basis when spots become available in the required age group. Priority is established by the date of the tour/application, however siblings of children currently enrolled in our program, children requiring full time care (5 days per week), and children of Cherubs Cove employees will be given priority status.

In order to have your child added to our waiting list, parent and child must first have a tour of the centre to ensure the centre is a 'good fit' for the family. When a space becomes available, the family at the top of the waitlist, with a child of the required age, will be contacted and invited to accept a childcare spot. If the family accepts the offer, we move to the next step. If the family, for any reason, declines the spot then we will offer the spot to the next family on the list. Any family that declines a spot will remain on the list in the same sequence unless they request to be

removed from the waiting list. At times, we may call a number of families in one day to offer one spot. In this case, the spot will go to whoever accepts the offer first.

When a family accepts an offered spot, we will arrange a 'visit' for their child. This visit takes place shortly before the child's start date in order to have parents and child meet the teachers, ask questions, receive necessary forms, learn what supplies they need to bring the first day and to observe the classroom routines. There is no charge for this visit.

Parents are welcome to call the office for an update of their child's status on the waiting list at any time.

Parent Issues and Concerns Policy:

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

All issues and concerns raised by parents/guardians are taken seriously by Centre Director/Supervisor's and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

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

An initial response to an issue or concern will be provided to parents/guardians within 5 business day(s). The person who raised the issue/concern will be kept informed throughout the resolution process.

Investigations of issues and concerns will be fair, impartial and respectful to parties involved. Every issue and concern will be treated confidentially, and every effort will be made to protect the privacy of parents/guardians, children, staff, students and volunteers, except when information

must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

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

Concerns about the Suspected Abuse or Neglect of a Child

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

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

Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the *Child and Family Services Act*.

For more information, visit

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

PROCEDURES

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

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
Student- / Volunteer-Related	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the staff responsible for supervising the volunteer or student or - the supervisor and/or licensee. <p>All issues or concerns about the conduct of students and/or volunteers that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation</p>	

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

PARENT CODE OF CONDUCT:

We all have the right to be safe and feel safe in our school community. Cherubs Cove Code of Conduct sets clear standards of behaviour that apply to all individuals involved in our centre community including parents or guardians, volunteers, teachers, and/or board members.

These standards apply whether they are on Cherubs Cove property or at centre-sponsored events and activities.

All members of the Cherubs Cove community are to be treated with respect and dignity regardless of race, creed, sexual orientation, disability or any other ground protected by Ontario's Human Rights Code.

All adult members have the responsibility to act as models of good behaviour. Foul language (swearing, name calling, shouting, etc.) is not appropriate. Individuals engaging in such behaviour will be asked to leave the premises immediately.

Inappropriate behaviour or harassment of any kind towards a child, student, parent or teacher will result in immediate intervention up to and including the family's expulsion from the centre and/or police intervention. No refunds will be issued for such instances. This type of behaviour includes but is not limited to harassment or intimidation by written note, email, words, gestures and/or body language.

No weapons are allowed on centre property or at centre functions. Alcohol and illicit drugs are not allowed on centre property or at centre sponsored events. The consequences for failure to comply will include but is not limited to the family's expulsion from the centre.

The privacy and confidentiality of our parents, guardians, teachers, volunteers and students is important to us. All concerns and comments should be addressed with the teachers. Should this discussion not address your concerns, the next step is to review the situation with the Supervisor and/or Centre Director. Failing resolution with the Supervisor/Centre Director, the matter will be referred to the appropriate member of the Board of Directors.

Gossip and public criticism are unacceptable. There should be no discussion of concerns with other parents in the centre hallways, the parking lot or via electronic mediums such as Facebook, personal blog sites or other forms of electronic information sharing.

Any pictures taken at the centre or during centre events are for the private use of Cherubs Cove's families only. These pictures cannot be posted in on-line photo albums or social media (i.e. Facebook etc.)

School cubbies are to be used solely for the purpose of communicating between parents and centre staff. They are not to be used for business promotion.

The code of conduct must be signed by all adults that will be involved in your child's experience at Cherubs Cove Montessori Childcare Centre.

I ACKNOWLEDGE AND CONFIRM, THAT I HAVE READ, UNDERSTAND AND ACCEPT THE ABOVE POLICIES, GUIDELINES, TERMS AND CONDITIONS STATED IN THE PARENT HANDBOOK AND AGREE TO ABIDE BY THEM ALL.

Parent Name

Date

Parent Signature

Date

Parents please initial every page

Additional Notes:

