



# Parent Handbook

Alive Montessori and Private School

2025-2026 School Year

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## Introduction

Dear Parents,

As we get ready for our 2025-2026 academic school year, we would like to welcome you to Alive Montessori & Private School. The teachers and administration at Alive Montessori & Private School (Alive) are committed to providing a quality education that is safe, educational, child-friendly, and most importantly, fun!

We ask all parents to take a few minutes to become familiar with the contents of this Parent Handbook, where we present our operating philosophy, programs and goals, various program descriptions, protocols, policies and procedures, as well as a number of items which we believe are important for you and your child to be aware of in order to get the most benefit from our school.

Our facility has been inspected and approved by the requisite regulatory bodies, including Toronto Public Health, Ministry of Education and Fire Department. We have mandated and up to date policies and procedures in place to ensure the health and safety of the children and our staff.

Alive is an environment that fosters fun and learning. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn.

Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this Parent Handbook. They are in place to ensure that Alive Montessori & Private School is a safe and enjoyable place for your family.

Julia Simon

*Executive Director, Owner*

## **Program Statement**

Our goal at Alive Montessori & Private School is to provide the best possible start for our children through proper education, thereby instilling a life-long love of learning in every child. We aim to create a safe, caring and fun environment where every child will learn and will become more and more confident as he or she gains in abilities.

Alive Montessori & Private School is consistent with the Ministry of Education's policy by operating a program that constitutes high quality childcare, early years programming and pedagogy that supports children's learning and development.

Our mission is to provide an environment rich in purpose and experience so as to inspire, motivate and empower children to reach their full learning potential through implementing the four foundations of early learning: belonging, well-being, engagement and expression.

## **Our Goals and Approaches to Learning**

**Goal:** To plan for and create a positive learning environment and experience in which each child's learning and development will be encouraged and supported.

**Approach:** The Montessori environment is designed to develop a foundation for creative learning and a sense of independence. The diversity of the Montessori materials, activities and experiences foster physical, intellectual, creative, social, and personal skills.

**Goal:** To support positive and responsive interactions among the children, parents, guardians, child care providers, educators and other staff members.

**Approach:** Child care providers and educators are aware of children's cues and respond appropriately and consistently. Comprehensive and respectful communication ensures positive relationships with all members of the school community.

**Goals:** To promote the health, safety and well-being of children.

**Approach:** Child care providers and educators implement the policies and procedures related to health, safety and well-being of children, meeting and/or exceeding the requirements of the Ministry of Education, Ministry of Environment, City of Toronto.

Goal: To encourage the children to interact and communicate in a positive way and support their ability to self-regulate.

Approach: The Montessori classroom environment and the playground encourages social interaction for cooperative learning, peer teaching and emotional development. Children become aware of their feelings and the feelings of others.

Goal: To incorporate the Montessori Work Cycle, indoor / outdoor play, as well as active play, rest and quiet time, into the day, and give consideration to the individual needs of the children receiving child care.

Approach: The Program Schedule is designed to allow a sufficient amount of time to meet the physiological and development needs of the children.

Goal: To involve local community partners and allow partners to support children, their families, childcare providers and educators.

Approach: Cooperatively work with community partners.

Goal: To support child care providers, educators and other staff who interact with the children at school in relation to professional learning.

Approach: Professional education is offered to improve skills and knowledge to directly benefit children and peers.

Goal: To foster the children's exploration, play and inquiry.

Approach: Learning takes place when children explore their social and physical environment and choose Montessori curriculum and activities that interest them. Freedom of choice entails some responsibility while allowing a child's natural aptitudes to be satisfied.

Goal: To foster the engagement of and ongoing communication with the parents about the program and their children.

Approach: Encourage members of the school community to speak freely, honestly and with respect regarding their needs and experiences to ensure they feel heard and valued.

Goal: To provide child-initiated and adult-supported experiences.

Approach: The Montessori environment gives children the opportunity to problem-solve, self-correct, see connections in knowledge and to create new ideas. The child care providers and educators are educated and trained in the Montessori philosophy and the methodology for the age level they are teaching and have the ability and dedication to put the key concepts into practice.

Goal: To document and review the impact of the strategies identified in this Program Statement.

Approach: Evaluate and address successes and areas of opportunity at least annually based on written documentation, collaboratively with parents, guardians, care child providers, educators and Owners / Operators.

The intention of this Program Statement is to strengthen the quality of Alive Montessori & Private School program and to provide experiences that lead to positive outcomes related to children's learning, development, health and well-being.

## Core Values

Alive Montessori and Private School offers:

- A diverse, yet cohesive community where each individual is respected and nurtured.
- A challenging and balanced program leading to academic and artistic excellence, physical health and love of learning.
- A dedicated and innovative faculty who collaborate in all aspects of the program.

Alive Montessori and Private School develops: socially and morally responsible individuals who look beyond themselves and contribute to the community at large.

## Philosophy

Alive Montessori and Private School's integrated program develops concepts and skills sequentially throughout the levels, so that all students are being prepared for the challenges of the future.

Although currently situated in a church, our curriculum is **non-religious** and we accept students of all faiths, creeds and backgrounds.

In striving for academic excellence, the school concentrates on the development of skills in literacy, numeracy, critical thinking, research, problem solving and communication. The integration of computer technology enhances the curriculum.

Academics are balanced and complemented by art, music, dance and physical athletics, all which promotes and cultivates artistic expression and physical health.

All children are given the means to progress at their own pace and to achieve to the best of their abilities. The dignity and self-esteem of the individual student is paramount.

Students of Alive Montessori and Private School have the opportunities to take risks, to voice their opinions and to become leaders. They learn to voice their opinions to affect changes within the school environment. They participate in activities which promote social and multicultural awareness, cooperation, leadership and that which will prepare them for the challenge of a more complex society.

### **The Montessori Method**

In the Montessori philosophy, it is understood that the child learns best within a social environment, which supports each individual's unique development.

Dr. Maria Montessori developed her Montessori Method, based on her own scientific observation of young children's natural development. She was the first woman in Italy to graduate from University with a medical degree, and after several years of practice, she turned towards education. Based on her several years of study and observation, she opened a house for children whose minds had not yet been challenged or educated before. Her ideal environment provided the children with developmentally appropriate material that allowed for experiences that contributed to their growth of self-motivation and independent learning.

The most important goal of a Montessori Program is to help each child reach full potential in all areas of life. Montessori activities promote the development of social skills, emotional growth, physical coordination as well as cognitive preparation. The curriculum, under the direction of a qualified Montessori teacher, allows the child to develop self esteem, and it provides learning experiences from which the children create their knowledge.

In order for self-directed learning to take place, the whole learning environment, the room, materials and social climate must be supportive to learning. The teacher gains the children's trust, which enables them to try new things and build the child's self-confidence.

Dr. Montessori's observations of the kinds of things which children enjoy and go back to repeatedly, led her to design a number of multi-sensory, sequential and self correcting materials which facilitate the learning skills and lead to the learning of abstract ideas by the construction of knowledge.

The teacher functions as a designer of the environment, resource person, role model, demonstrator, record keeper and observer of each child's behavior and growth. Children are free to work at their own pace with materials they have chosen, alone or with others. The teacher relies on his/her observations of the children to help them. The aim is to encourage learning with materials they have chosen, alone or with others. The teacher will determine which new activities and materials may be introduced to the children. The aim is to encourage active, self-directed learning and strike a balance of individual mastery with small collaboration within the whole community.

Alive Montessori and Private School is staffed with qualified teachers trained in Montessori and Early Childhood Education. Our staff have experience in and knowledge of proper guidance methods suited to Early Childhood Education. Professional development is provided for the staff throughout the year. Child CPR and First Aid training is reviewed annually. We also provide field placement settings for students enrolled in Early Childhood Education Training at Community Colleges in the Toronto area.

## **Security**

Your children's safety is our number one priority. The school has a security system, including security cameras in both classrooms and playground, and doors are locked from the outside to prevent entry.

Entry to the School is only permitted to:

- Students of the school
- School officials and persons expressly invited by them
- Persons authorized to attend school events and other approved activities

All visitors must report to the main office and be screened prior to entering. The main door is locked and entry can only be accessed via a buzzer system. All activities will also be monitored via security cameras to ensure safety.

## **CWELCC/ Scheduled Holidays / Closures, Absences**

Alive Montessori and Private School is a partner with CWELCC and is a full year service provider. We are closed on statutory holidays and two weeks at Christmas. Please see the School Calendar. You will be informed in advance of any early dismissals such as

concerts, etc. We reserve the right to close for alternate days or emergency situations should it be warranted. **No deduction will be made for absences, planned or unplanned, due to illness, vacations, statutory holidays, or emergency closure of the school.**

### **Issues/ Concerns Procedures**

All issues and concerns raised by parents/guardians are taken seriously by the Principal and staff. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible. We are using Application Lilio, formerly HiMama, and emails for daily communication. Telephone calls are also an option.

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 1-2 business day(s). The person who raised the issue/concern will be kept informed throughout the resolution process.

If parents/guardians have questions or complaints regarding Alive Montessori Preschool Inc., they can email [childcare\\_ontario@Ontario.ca](mailto:childcare_ontario@Ontario.ca) or call 1-877-510-5333.

### **Confidentiality**

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).

### **Code of Conduct and Anti Harassment Policy**

Our center maintains high standards for positive interaction, communication and role modeling for children. Harassment, discrimination and bullying will therefore not be tolerated from any party. If at any point a student, parent/guardian, provider, staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or licensee.



## **Provincial License and Other Inspections**

The CCEYA grants a daycare license to daycares in Ontario. The licensing specialist of the Ministry of Education will inspect the school for annual license renewal. The Public Health Inspectors also visit childcare centers spontaneously to ensure a safe and healthy environment for the children and staff.

## **Prohibited Practices**

In accordance with the Child Care and Early Years Act we shall not engage in nor shall we permit our staff, students, volunteers to engage in any of the following:

- 1) corporal punishment of the child
- 2) physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent
- 3) locking the exits of the child care center or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures
- 4) use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth
- 5) depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding
- 6) inflicting any bodily harm on children including making children eat or drink against their will

## **PARENT CODE OF CONDUCT AND REPORTING POLICIES**

We all have the right to a safe environment and to feel secure in our center community. Alive sets clear standards of behaviour that apply to all individuals involved in our community including parents or guardians, employees, students, volunteers, and board members. These standards apply whether they are on Alive property or at center-sponsored events and activities. All members of the Alive 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 adults have the responsibility to act as models of good behaviour. Foul language (i.e. swearing, name-calling, shouting, etc.) is not acceptable. Individuals engaging in such behaviour will be asked to leave the premises immediately.

Unacceptable conduct will result in immediate intervention up to and including the family's expulsion from the center and/or police intervention. Such conduct includes but is not limited to: behaviour that interferes with or is disruptive of the daily operations of the center, harassment, intimidation and behaviour of an abusive nature of any kind towards anyone on premises. Harassment or intimidation may take the form of a written note, email, words, gestures and/or body language. No weapons, alcohol or illicit drugs are allowed on center property or at center events. Gossip and public criticism are unacceptable. There should be no discussion of concerns with other parents in the center hallways, the parking lot or via electronic mediums such as emails, social media platforms, personal blog sites, etc. The privacy and confidentiality of our parents, guardians, employees, volunteers and students is important to us. All concerns and comments should be addressed with the educators. If not resolved, the next step is to review the situation with the Supervisor.

### **Concerns about the Suspected Abuse or Neglect of a Child**

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

If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the Children's Aid Society of Toronto 30 Isabella Street, Toronto, Ontario M4Y 1N1

Bus: 416-924-4640 | Fax: 416-324-2400 (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.

### **Reporting Child Abuse and Neglect**

Ontario's Child, Youth and Family Services Act provides for a broad range of services for families and children, including children who are or maybe victims of child abuse or neglect. Members of the public, including professionals who work with children, have an obligation to report promptly to a Children's Aid Society if they suspect that a child is or may be in need of protection.

In accordance with the Child Care and Early Years Act we shall not engage in nor shall we permit our staff, students, volunteers to engage in any of the following:

- 1) corporal punishment of the child
- 2) physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or

someone else, and is used only as a last resort and only until the risk of injury is no longer imminent

3) locking the exits of the child care center or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee’s emergency management policies and procedures

4) use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth

5) depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding

6) inflicting any bodily harm on children including making children eat or drink against their will.

**Procedures for Reporting Parent Concerns:**

<b>Nature of Issue or Concern</b>	<b>Steps for Parents and/or Guardians to Report Issue/Concern:</b>	<b>Steps for Staff and/or Licensee in responding to an issue/concern:</b>
<p>Program Room Related E.g: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.</p>	<p>Raise the issue or concern to the classroom staff directly or the supervisor or licensee.</p>	<p>Address the issue/concern at the time it is raised or arrange for a meeting with the parent/guardian within 7 business days. Document the issues/concerns in detail. Documentation should include: 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>

<p>General, Centre- or Operations Related</p> <p>E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc.</p>	<p>Raise the issue or concern to the supervisor or licensee.</p>	
<p>Staff-, Duty parent- , Supervisor-, and/or Licensee Related</p>	<p>Raise the issue or concern to the individual directly or the supervisor or licensee. 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>Provide contact information for the appropriate person if the person being notified is unable to address the matter. 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. Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>
<p>Student- / Volunteer-Related</p>	<p>Raise the issue or concern to the staff responsible for supervising the volunteer or student or the supervisor and/or licensee. All issues or concerns about the conduct of students and/or Volunteers that put 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>	

***N.B. Students and volunteers are always supervised by an employee and will never be permitted to be alone with any child or group of children who receive child care. Students and volunteers are not counted in staff to child ratios.***

## **STUDENT CODE OF CONDUCT AND DISMISSAL POLICY**

### **Code of Conduct**

In order to uphold our core values, particularly the goal of creating a cohesive community where people are respected and students develop a strong sense of social and moral responsibility; Alive Montessori and Private School sets high expectations for each student. These expectations relate to setting the standard for academic performance, their interpersonal relationships with staff and other students and the maintenance of a safe and secure community. The staff will actively guide students with respect to expectations set out below. Students are expected to:

- Be punctual.
- Be prepared for class.
- Attend all classes.
- Be respectful of the efforts of fellow students to learn without interference.
- Give their best effort in all classes.
- Display academic honesty and integrity.
- Treat everyone in the school with respect, generosity and kindness.
- Respect other people's need to be free from physical harm.
- Judge people by their actions and not their appearance.
- Respect and accept people who may have different ideas or beliefs.
- Respect the property of the school; and personal belongings of others - follow the directions and guidance given by people in authority.
- Present themselves to the school community in a manner that instills the trust and respect of others.
- Use appropriate language.
- Maintain the school uniform properly at all times.
- Behave in a respectable manner at all times, demonstrating politeness and kindness.
- Know, respect and follow the rules and regulations of the school.

### **School Safety**

Students are expected to act in a manner that ensures their own safety and that of other members of our school community. Students must not bring anything into the school that might endanger their own safety and the safety of others as well as offensive materials (i.e. weapons, magazines, scary masks, etc.).

### **Disciplinary Procedures and Consequences**

Alive Montessori and Private School is committed to helping every student with the expectations set out in the Code of Conduct. When necessary, the staff will take appropriate actions to ensure that students understand how they can best prepare to meet these expectations. Given the wide variety of expectations and broad age range of students, there are a variety of strategies used to respond to students who

do not meet school expectations. In all cases, the school seeks to balance the interest of the child's development and education with the needs of the other school community members. Furthermore, in setting rules, procedures and consequences, the school attempts to balance fairness to the individual and the school community.

## **Procedures**

### **Minor Infractions**

Staff members may give students reminders in order to preserve the order of the class and the dignity of the student. The teacher may ask the student to temporarily remove himself or herself from the class activity. Staff members may hold a student after school to discuss the incident. An incident report may be filed and shared with parents.

### **More Serious Infractions**

Students will have a meeting with the Principal and an incident report or meeting record will be filed. The incident report or meeting record shall include comments from both the student and staff member involved, and where necessary, the Principal will interview other persons having knowledge of the incident. The Principal will also notify parents. The teachers and the principal will discuss what consequences are appropriate for the student.

### **Infractions of a Criminal Nature**

The Principal will interview all persons involved, file an incident report and notify the parents. Principal may, at his/her discretion, notify the police. Where the Principal receives credible information that leads to a reasonable suspicion that the student may be in possession of a weapon or an illegal substance, the Principal may execute a search upon the student and his/her possessions. Any such search will be carried out in the presence of at least one other adult.

## **Consequences**

It is understood that parents are partners with the school in upholding and teaching the moral and social values outlined in the Code of Conduct. Where there are serious infractions or repeated minor infractions, the teachers and the Principal will be in close communications with the parents as to the consequences. The student will carry out appropriate actions, such as the completion of chores in the school environment, the writing of an apology, or undergoing counseling. The school principal has the right to terminate/withdraw a student from the school permanently if the student causes disruption to the classroom and/or breaks code of conduct and/or compromises the safety and the wellbeing of staff and fellow students. Please refer to termination policy of handbook.

## **Loss of Privileges**

Students who misuse privileges may have them taken away. Students who bring objects detrimental to the well-being of others, will have such articles confiscated temporarily or permanently.

## **Compensation**

Students who cause damage to school or others' property may be required to pay compensation

## **Suspension**

Students may be suspended for one or more days for a more serious infraction or a series of minor infractions. Re-admittance to school is conditional on the student having a good record of conduct for the previous academic year.

## **Expulsion**

Students may be expelled from the school for a series of repeated minor infractions, more serious infractions or an infraction of a criminal nature. The decision will be made mutually between teachers and principal. Parents will be informed of this decision.

## **Bullying Policy**

The students and staff at Alive Montessori and Private School have a right to teach and learn in a supportive, caring and safe environment without the fear of being bullied. The purpose of the anti-bullying policy is to identify bullying behavior and to help students develop strategies to solve problems in a non-violent manner.

Bullying is not fighting or quarreling. It is hurting for the purpose of seeing another person upset or in distress. People who bully have intent to harm. Bullying behavior involves using a greater power to control or dominate another. Bullying behavior of any type is unacceptable and will be dealt with firmly.

Bullying behavior may appear as Verbal Abuse: Name calling, making fun of someone who says something wrong or different, or bossing others around. It may be directed towards gender, ethnic origin, physical/social difference, or personality. Two commonly used forms of abuse are nicknames and physical threats. The latter can be used to extort or steal property from another person. Physical Abuse: Bullying behavior in this instance often incorporates pushing, shoving, kicking,

Exclusion: May include ignoring, gossiping or spreading rumors which result in the isolation of an individual from a group setting.

Bullying behavior may take place in the school, outside the school, to and from

school.

Usually the bullying behavior takes place where an authority figure is out of sight, including situations beyond the school facility.

### **Role of the School**

The school will, as part of its curriculum, create an awareness of bullying behaviors and tendencies and encourage appropriate ways to behave towards others.

### **Role of the Parents**

Be aware of changes in your child's behavior that may indicate difficulties at school. Do not encourage your child to fight back; it only makes the situation worse. Instead, encourage appropriate assertiveness and practical self-preservation.

Do not let the situation persist for an extended period of time without intervention. It is not a normal childhood behavior or "phase" and it will not go away by itself. Parents must not hesitate to inform the school about bullying activities. Encourage your child to talk. He/she may be ashamed, scared or think that it is their fault.

### **Academic Dishonesty Policy**

Alive Montessori and Private School is dedicated to enabling students to perform academically to the best of their abilities. Students can only learn where they approach their work with serious intent and integrity. It is essential therefore, that students should be aware of the temptations to act dishonestly and understand the consequences of such actions. Students are expected to acquire skills with respect to documentation of sources and studying, so as to avoid the temptation to plagiarize or cheat.

The School will not tolerate any acts of plagiarism, cheating, collusion or other act by which a student misrepresents his academic effort or achievement.

"Plagiarism occurs when a student knowingly represents as his or her own, any idea or work of another person in any academic assignment, test or examination.

"Cheating" occurs when a student obtains an unfair advantage over other students in the context of the preparation or performance of any academic assignment, test or examination.

"Collusion" occurs when a student knowingly allows his or her work to be submitted by another student.



## FINANCIAL INFORMATION/ REGISTRATION

### Admissions and Fees Policy

Alive Montessori & Private School offers year round registration based on space and availability. We do not prorate the fees per day attended, nor do we give discounts for the days “missed”. The registration fee, material fee, and deposit for the last month tuition are due upon enrollment and cannot be prorated or refunded, for any reason whatsoever, including rescinded registrations. The material fee is a recurring cost, and returning students pay the material fee annually.

There is no break in your child care fees at any time of the year. Failure to provide payment prior to start date may result in loss of spot or preferred start date. Every effort will be made to accommodate the preferred start date. Changes to the preferred start date need to be acknowledged in writing by parent/guardian and Supervisor; any changes may result in loss of care. Note that the preferred start date depends on internal center transitions. Once you have paid the registration fee, you are subject to the Withdrawal and Discharge Policy which requires that parents/guardians provide **60 days written notice of withdrawal date** during which period payment of fees is due. Alive reserves the right to decline any registration at its discretion, immediately and at any time. Alive may choose to not accept registrations made for a child who is scheduled to begin attending elementary school within twelve months. Participating in a tour/information session is required prior to registration. If a family registers without doing a tour (site unseen), they are deemed to accept the Withdrawal and Discharge Policy. Participating in a tour/information session arranged by Alive is highly recommended, for all families, to ensure that we receive all required information in order to provide the best care for your child. Failing to participate in this session prior to your child's start date might result in loss of care. Families must contact the center a minimum of 30 days prior to your child's preferred start date to confirm all of your child's information and forms and ensure everything is up to date; failure to do so may result in loss of the preferred start date you've requested.

### Discounts/Deductions/Make Up Days/ Absences

**We do not offer discounts or deductions for absences, sick days, vacations, shutdowns, statutory holidays, snowstorms, Christmas Break. Tuition fees are the same each month and are due regardless. There are no make-up days for any absences for any reason.**

### Canada-wide Early Learning and Child Care (CWELCC)

As of January 2023 we have been officially approved to be a part of the program and

tuition fees have been adjusted accordingly. We will keep parents updated and informed of any developments regarding the next phases of the program. The purpose of the CWELCC program is to make childcare more affordable and to help reduce fees for parents. Please note that this applies only to the **licensed** childcare programs of our center. Our adjusted fees are set out in the Fee Schedule below.

## **Fees**

Alive Montessori and Private School relies on the fees paid by all parents to be a viable organization with sufficient resources to provide outstanding programs for children. A place in the school is reserved for each registered student for the entire academic year. Parents are expected to pay all fees **by the 1st of each month**. Late payments are subject to a \$50 penalty every month. Should fees remain outstanding five (5) days after the due date, i.e. the first day of the month, the School reserves the right to suspend or expel a student immediately and take whatever action it seems necessary to collect such overdue accounts.

## **Registration & Material Fees**

Upon initial registration, a registration fee, a material fee, and first and last month tuition are payable. Returning students pay **only** the material fee with first month tuition, which is due on **April 1st** before the next school year starts.

## **Monthly Tuition Fee / Payment options**

Tuition fees are payable monthly, by the 1st of each month. Payments may be made in advance, however, discounts are not applicable for advance payments. Preferred payment method is done via direct deposit on the Lilio/ HiMama app. Payment may also be made via e-transfer, cash or cheques. If paying by post dated cheques, monthly tuition fee is payable upon registration using cheques post-dated to the first of each month from September to August inclusive. The registration package with completed information and all post-dated cheques must be submitted to Alive Montessori and Private School prior to the date of admission. An administrative charge of \$50.00 will apply to NSF or returned cheques. Invoices will be issued before payment is due. Receipts will be issued after payments are received and processed.

## **Missed payments/ NSF/ Late Payments**

In the case of a missed payment, that payment and NSF fee (Non-Sufficient Funds) of \$50.00 will be due, amounting to a double payment with applicable NSF fee(s) included. If NSF fee is incurred in the following billing cycle, all outstanding fees must be paid via certified payment method within 3 business days of billing date. If a certified payment method is not submitted, immediate termination will follow and a

letter informing parents/guardians of the last day of care will be sent. In case of an outstanding balance, your tax receipt may be withheld until the account is paid to date. If payments are repeatedly missed, it is at Alive's discretion to determine whether or not to terminate service. Late payments are subject to a \$50 penalty every month. Should fees remain outstanding five (5) days after the due date, i.e. the first day of the month, the School reserves the right to suspend or expel a student immediately and take whatever action it seems necessary to collect such overdue accounts.

### **Illness related Absences**

If you wish to keep your child home due to illness concerns while the school remains open, please note that tuition is still due regardless. Please see Withdrawal Policy and Tuition Fees for full terms.

### **Late Pick up Fees**

Parents must pick up their children by 4:00 pm. If a child remains in the center after 4:00 pm, a late fee of \$1.00 per minute is strictly enforced. If your child is in the after school program, pick up is no later than 6:00pm. If a child remains in the center after 6:00 pm, a late fee of \$1.00 per minute is strictly enforced. In the event of a snowstorm, the parents will have a 15 minute grace period, during which no late charge will be applied, after which a late fee of \$1.00 per minute will be charged to each family.

The late charge is to be payable directly to the staff on duty within 24 hours. A parent's signature, initiated by a staff member, noting the time of pick-up is required on the attendance sheet.

### **Tax Receipts**

**A tax receipt will be available by the end of February of the following year by request only. You may use your usual monthly receipts provided as tax receipts.** Receipts will not be issued until all outstanding fees and penalties are paid.

### **Waiting List/ Waitlist Policy**

In the event of a class being at its full capacity, we will place your child on the waiting list for **up to six months**. We are sorry that we cannot always meet the needs of parents or guardians when requested, however you may call us and request a place on the list or submit an application to be placed on a waiting list through our website. You will be notified via telephone, in-person meeting, or e-mail by the Director/or Supervisor when an opening becomes available in the requested program. Parents will be provided a timeframe **of two business days** in which a response is required before the next child

on the waiting list will be offered the space. Where a parent has not responded within the given timeframe, the licensee or designate will contact the parent of the next child on the waiting list to offer them the space.

See waitlist policy attached here to this handbook.

### **Registration and Maintenance of Current Information**

As required by the Ministry, the Registration package, which includes personal and medical information, must be completed before your child can enter the program. The onus is on the parents to inform the School of any address changes at home or work. The School must immediately receive copies of any court orders, divorce decrees or separation agreements that affect the child. The School must receive immediate notification of any changes in the custodial care of the child (e.g. babysitting arrangements) in writing.

### **WITHDRAWAL AND DISCHARGE POLICY**

#### **Full year service**

As partners in the CWELCC program, we are a full year service provider, closed only during the Christmas holiday in December and Statutory Holidays. If you wish to withdraw for a period of time, such as for the summer, you will lose your enrollment. We will not hold spots for returning students. We have a long waitlist. You will have to reregister, subject to availability, and pay all applicable registration fees.

#### **Withdrawal**

In the event of withdrawal of a child from the School, the parents must give **60 days written notice to the school, during which time fees are payable**. Withdrawal includes but is not limited to Withdrawal from care for any reason, medical or otherwise, planned or unplanned, and Rescinding of registration before the start of care. Until written notice of withdrawal is provided, fees will continue to be charged.

#### **Termination**

Alive reserves the right to terminate its services at its discretion, immediately and at any time, without notice. Examples of reasons may include but are not limited to: if child continually shows challenging behaviours with no signs of improvement despite support provided which have a negative effect on classroom occupants (i.e. physical aggression, etc.), for recurring late payment of fees, for non-payment of fees, for

failure to comply with the Parent Code of Conduct, and/or if it is felt that the center is not meeting the needs of your child.

Alive also reserves the right to terminate the parent's contract should the program be unable to meet a child's developmental or behavioural needs. Alive is a Montessori school, which means we are a curriculum versus play based child care setting. We are committed to offering safe, quality care to all our students. In order to allow us to maintain this commitment to all our students, we need parents to be forthright about any developmental impediments that might affect our delivery of the curriculum. This includes developmental delays such as but not limited to speed delay and hearing impediments. If your child is receiving therapy or treatment for physical or development delay, we require a report from the treating practitioner regarding the type of treatment received. This disclosure is mandatory, and used exclusively for the purposes of determining the best way to deliver our programming in a safe and effective manner to your child.

In the event that it is deemed that the issues ascertained are such that the school cannot meet the needs of your child, the staff will adhere to the following procedure, as applicable:

A. Discussions with the parent(s)/guardian(s) and Principal to:

1. Identify the difficulty and reasons for it.
2. Discuss implications for the classroom.
3. Explain and discuss ways of involving Community Resources; (i.e. Early Childhood Education Consultant, Speech Therapists).
4. Record the consensus of the discussions.
5. Principal reports the situation and provides recommendations to staff.
6. Establish trial periods for the suggested actions if applicable.
7. Follow through with the action items of discussions.

B. Follow up meeting with parent(s)/guardian(s) and School staff to take place at the end of the trial period. Results are again committed in writing. Further recommendations and action plans to be revised or decision made to terminate the contract.

C. If the School's staff determines that the child cannot be accommodated in the program, the parent contract will be terminated and parent(s)/guardian(s) will be notified to withdraw the child immediately. The Principal reserves the right to terminate the contract should he/she feel that child cannot be accommodated at Alive and/or that the child breaks the **Code of Conduct**. Tuition will not be refunded or prorated in these circumstances. Our school is committed to delivering quality education to your child. This commitment requires, among other things, financial planning for the whole

year. As such, payments will be immediately allocated to cover various expenses, and therefore, tuition will not be refunded upon **any** early withdrawal of your child. Please consider this before you commit to any advance payments.

Our school is committed to providing the best care possible for every single child. However, in order to enable us to do so, it is important to inform and educate our staff of any specific behavioural or developmental needs your child might have, so that our staff may understand and prepare accordingly. A Trial Day is sometimes suggested to provide observation and information to all parties to assess potential enrolment. If communication is not forthcoming from parents/guardians in this regard, this could impact the school's ability to provide sound care, and could result in difficulties that may necessitate termination of the parent contract. *In the event that termination of services is deemed necessary, either due to non disclosure of essential information by parents, or due to the inability of the school to provide proper services to the child, all fees paid to date and in advance are non refundable.*

## **GENERAL INFORMATION**

### **Change of Information**

It is essential that all information in your child's file is kept up to date at all times. It is the responsibility of the parent/guardian, in accordance with custody agreements, to inform the Supervisor/designate in writing (via Alive app or email) of any updates to the information in the registration package and child's file on an ongoing basis. This includes but is not limited to: contact information (parents/guardians, emergency contacts and authorized pick-ups), allergies, food restrictions and feeding practices, medical conditions, support needs, family court orders and relevant information (i.e. custody orders, restraining orders, etc.). Changes to information will only be authorized by the Supervisor/designate when made according to the above method.

### **Hours and Age groups:**

#### **Drop Off Period**

Staggered between 8:30 am- 9:00 am

#### **Pick Up Period**

4:00 pm

\*Please arrive 10-15 minutes earlier to allow finding parking and avoid a line-up

#### **School Hours**

8:00 am- 6:00 pm

### **Before school program Hours**

8:00 am - 8:30 am

### **After School program Hours**

4:00 pm - 6:00 pm

### **Age category by Classrooms**

1. Preschool Casa: 2.6 to 3.8 years
2. Kindergarten Casa: Junior and Senior, 3.8 to 5 years
3. Elementary: Grade 1-6

### **Toilet Training**

Children age: 2.6 to 3.8 years should be toilet trained.

Children may bring pull-ups, but no diapers please. Parents are expected to provide wet-wipes and pull-ups.

### **Arrival and Departure/ Safe Arrival and Dismissal Policy**

Alive Montessori Preschool & Academy have important policies concerning the arrival and departure of its students. These policies are integral to our program operations. Please ensure that you read and understand the following policies:

- A. Parents are encouraged to drop off their children on time as outlined above.
- B. Alive Montessori is required to release children to either parent unless a court order is provided to indicate only one parent has custody of the child.
- C. Besides the parents, students will not be released to any person other than those authorized on the registration form and approved pick-up list. It is the parent's responsibility to contact the school regarding authorization changes.
- D. If your child is registered for after school care, parents must pick up their children no later than 6:00pm. In the extreme case that the child is not picked up by 6:45 pm and the staff is unable to reach the parents or another authorized person, the Children's Aid Society and the police department will be notified. Cases of constant late pick up may be cause for termination of the Parent's Contract.
- E. See complete Safe Arrival and Dismissal Policy attached hereto this handbook.

### **Adjustment Period**

Especially with younger children, adjusting to a new environment without their parents and/or siblings can be upsetting. We will work with parents to make this adjustment period as easy as possible for the child. Our experience tells us that this period is usually very short as the child finds so many interesting things to do. Please refer to "First Day Jitters" tips for parents during the adjustment period.

## **Late Arrival**

If a student from any level is to be late the parent/guardian must communicate to the school before 8:30 am. Being late may affect your child's ability to develop a love of learning from missing lessons, forge relationships with peers and other members of the school community, work independently and settle into daily routines.

## **Absences**

If a student from any level is to be absent, parent/guardian must communicate this to the school before 8:30am. In the event of unexplained absence, parents will be contacted after attendance is taken. Teachers are unable to make special provisions (i.e. homework packages) for students who are absent for reasons other than illness, family emergency or religious holidays.

## **School Closures**

In the event of inclement weather (i.e. snow storms) please tune in to the radio for information on school closings or contact the school after 7:00 am. Should it be necessary to close the school early on any day because of the weather, parents will be contacted to make arrangements for early pick up.

## **Potty/ toilet training**

Due to class teacher - child ratio in our Kindergarten classroom, we do not have staff designated to change diapers. If your child is not independently toilet trained, they are not eligible for the Kindergarten Program. We reserve the right to refuse enrollment if your Kindergarten aged child is not independently toilet trained.

The Preschool class teacher - child ratio also does not accommodate a designated staff for diapering, and we do not have a diapering station in the Preschool classroom. We understand that Preschoolers might take longer to become toilet trained, and we will work with parents to help in this adjustment, but we will only accept children who are in the process of toilet training, and we expect full parent cooperation towards complete toilet training as soon as possible.

Our Preschool teachers work diligently to help the toilet training process at school for children who are not yet fully toilet trained, but we need parent commitment to toilet train at home, in order to make the process a success. Most importantly, toilet training is an important step in establishing independence, and instilling confidence in your children. It is also important to realize that every time your child leaves the classroom for a diaper change, they are missing out on crucial classroom learning time. Also, in the wintertime, the children will be wearing more clothes and more layers, making



diapering more difficult for our staff. If you have any questions or need help, we have resources available to assist you. Please be advised that in the event that parent cooperation is not deemed adequate towards toilet training a child, and the child does not transition to being fully toilet trained within a reasonable time period, we reserve the right to refuse care, or terminate care, until the child is satisfactorily enroute towards full toilet training or is fully toilet trained. If your child is not yet fully toilet trained, please send wet wipes and pull ups (training pants) with velcro on the side. Please do not send diapers as we do not have a diaper changing station. We encourage children to be independent and self-sufficient, which means that we ask them to wipe/clean themselves first and if they need assistance, we gladly help them after they have tried to do it by themselves.

## **CLOTHING/ UNIFORM**

### **Spring/Summer Attire**

Students will keep a pair of COMFORTABLE indoor and outdoor shoes at school. Wide brimmed hats and sunscreen are recommended during the summer months. Rubber boots are recommended for spring and fall. Speak to your homeroom teacher for additional clothing requirements.

### **Fall/Winter Attire**

Keep a pair of indoor (black) shoes and outdoor boots/shoes at school. Hats, gloves and snow pants are recommended during the winter months. See your homeroom teacher for additional clothing requirements.

### **Uniforms**

School uniforms create cohesion and a sense of belonging. Uniforms will be implemented for the school year. Please see the *Dress Code Policy* for further instructions.

### **Personal Belonging, Items to bring to School**

We recommend that your child brings the following on a **DAILY BASIS**:

1. Backpack
2. Two extra sets of clothes (pants, socks, underwear and shirt) in case of accidents (preschool and kindergarten children)
3. Inside clean black shoes (to be brought in every Monday and kept inside for the children to use inside the center)
4. A personal folder to take home work/ arts/ crafts

5. Wet wipes
6. Sunscreen (min. SPF 30+)
7. Sunhat
8. Bedding: pillow, blanket & sheet (optional) to be brought every Monday. Sent home at the end of the week to be laundered. Sheets are laundered by the school.
9. Reusable water bottle
10. Extra pull-ups/ training pants (if applicable), no diapers please
11. Water activities gear / bathing suit, crocs and towel during the Summer Camp
12. A smile ☺
13. PLEASE LABEL EVERY SINGLE ITEM

### Labels/Lost and Found

The above listed belongings **MUST** be inside a backpack/ bag or container. **ALL ITEMS** must be **LABELED** with your child's name. If an item is not labeled by a parent, teachers reserve the right to label the child's belongings as required by the Ministry of Education, using a permanent marker.

Lost items will be placed in the lost and found box on the Lower Level. Lost and found items will be donated to charity if they are not picked up after 6 months.

### Lunch Program

We are currently offering a hot lunch program in our school from a company called Real Food For Real Kids. The menu rotates on a seasonal basis, and is provided to parents upon request. The food program is mandatory. Students who leave at 4:00 pm usually have two snacks and one lunch. We do not allow outside food due to severe life threatening allergies in the school.

## ACADEMIC INFORMATION

### Curriculum (Night)

Alive Montessori and Private School's curriculum from Preschool to Grade 6 has been developed to reflect a particular vision and philosophy. The aim is to help students develop their potential in all disciplines as well as addressing social, physical, emotional and cultural needs. Although there are a variety of teaching strategies used in delivering the curriculum, the underlying philosophy and the sharing of common goals enables teachers and students to build and develop knowledge and

skills from year to year. There will be one day dedicated to discussing the curriculum during the beginning of the school year.

### **Parent/Teacher Conferences**

Parent-Teacher conferences are scheduled twice a year to coincide with Progress Reports. Arrangements to speak with your child's teacher at any time during the year can be scheduled by contacting the homeroom teacher directly or through the office. Parents/guardians are encouraged to take an active role in our child care center 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, child care providers and staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children.

## **HEALTH AND ILLNESS RELATED POLICY AND PROCEDURE**

### **Health Related Matters, Policy on Illness**

This section describes the general health related policies and procedures followed by Alive Montessori and Private School. We ask parents to review and understand the following section, respecting the items mentioned, as good health is an important condition for children in the programs to fully enjoy their time at the school. For everyone's benefit, sick children will not be admitted to the school. The parent will not knowingly bring the child to the School if the child has any communicable disease (chicken pox, measles etc.) or any signs of fever, diarrhea or vomiting or any other symptoms. If a child becomes ill or injured while at the school, the parent shall be notified immediately. If there is no response from the parent or emergency contact within a reasonable period of time, the school will take appropriate action to ensure the health of the child. In the event of an accident or other medical emergency the parent acknowledges having signed the medical release form authorizing the school to obtain immediate medical assistance for the child. The school must be provided with the following information: Child's immunization records, any health concerns, any history of communicable diseases and data about any allergies your child may have.

### **Immunization**

The Department of Health and the Ministry of Education require all children to be immunized and records of this be provided to the school. Parents who do not want their children immunized or who wish to delay immunization for religious or conscientious reasons must provide a release form to the school. Parents should be

aware that there may therefore be children in the school who are not immunized. Parents/guardians must provide updated immunization records before starting with Alive and once enrolled, records must be updated within a reasonable timeframe. All records must be from a medical officer of health. If parents/guardians object to immunize their child, they must fill out the applicable form, either the “Statement of Conscience or Religious Belief” form or the “Statement of Medical Exemption”, and provide it to the School. Refusal to provide up-to-date immunization records or the required form (upon objection to immunizations) may result in termination of care.

### **Infection Control Policy**

The Infection Control Policy is to provide staff members with up to date information on how the caregiver can provide a safe, clean environment to promote good health and minimize the spread of infection.

#### **Procedure:**

1. All parents should provide their children’s immunization record and health conditions prior to enrolling their children in the school.
2. Staff will perform a daily health check of children upon arrival and throughout the day for symptoms of illness. Staff will also identify and record symptoms of illness and report to parents.
3. The signs and symptoms staff watch for are the following:
  - Unusual behavior
  - Runny nose, cough, croup, wheezing, difficulty breathing, vomiting
  - Diarrhea
  - Dehydration
  - Any change in skin color
  - Rash
  - Fever
4. When a child becomes ill during the day at school the staff will call parents to pick up their child immediately. If parents are not available, the emergency contact person will be called. The child will be isolated with supervision while he/she is waiting to be picked up.

### **Reporting Illness**

To report a communicable disease, please call the Toronto Public Health, Communicable Disease Section Surveillance Unit at (416) 392-7411. To report an outbreak, please call the Toronto Public Health, North Regional Office at (416) 338-8400.

## **MEDICATION ADMINISTRATION**

### **Administering Medicine to Children on Behalf of Parents**

According to Ministry of Education guidelines we are allowed to administer drugs that have been prescribed by a licensed medical practitioner. Medicine will not be administered until we receive a medicine form from the doctor.

1. Prescribed medicines will be administered by the staff. This means a pharmacist's label must be attached on all drugs.
2. All prescribed medicines must be in the original container with the child's name, the name of the drug, the dosage and the date of purchase.
3. Non - prescription medication can only be administered to a child when accompanied by a doctor's note with instructions.
4. A medicine form must be filled out and signed by the parent.

### **ANAPHYLACTIC POLICY AND OUTSIDE FOOD POLICY**

Our anaphylaxis policy is intended to help support the needs of a child with severe allergies and provide information on anaphylaxis and increase awareness of parents, staff, students and visitors to our center. General information on life-threatening allergies including anaphylactic allergies will be provided to staff, parents, students, and volunteers. Parents are responsible to ensure that their child has an up-to-date auto injector, labeled with the child's name, at the center when the child is in attendance. The child will not be permitted to attend without the proper medication on site. Parents must sign our Consent to Administer Medication form that authorizes staff to administer the adrenaline auto-injector. Parents are responsible to inform staff of any changes to their child's treatment procedures. An EpiPen poster will be posted in each program room throughout the center.

Our allergy list will be revised as necessary based on the children in our care and the information provided to us in writing by the parents/guardian.

Each program room and food preparation area will post in a visible area a list of known life threatening allergies of all children enrolled in the center.

An "Administration of the Epi-Pen Procedures and Medical Emergency Procedures", will be posted in each program room.

### **Food Allergies, Emergency Allergy Alert, Anaphylactic Policy, Epi-Pen**

Parents must provide up-to-date information about their child's allergies.

Please complete the Emergency Allergy Alert form and/or Anaphylactic Emergency Plan, if applicable, and complete the consent form for administration of the Epi-pen. Provide three Epi-pens, one to be carried by the student at all times, one to be kept in the student classroom, and one to be kept in the office for field trips and as an

emergency back up. The allergic student must: take as much responsibility as possible for avoiding the allergen by checking labels and not sharing food. The school will: identify the allergic students, using the Alert and Consent forms provided by the parents and make every effort to ensure that appropriate protocols are followed. We ask parents to refrain from bringing outside food into the center. We will ensure all school personnel are trained to recognize the symptoms of an allergic reaction, know how to administer the Epi-pen and are able to carry out the appropriate emergency procedures.

### **Snack Foods/Birthday Treats**

Outside snacks and treats are not allowed in the school due to severe life threatening allergies in the Centre. Please bring alternative, non food treats if you wish to share with other children.

## **EMERGENCY MANAGEMENT POLICIES AND PROCEDURES**

An emergency is any unforeseen and urgent situation in which an immediate response and action is required to ensure the safety of all individuals in the child care center. Alive will take steps needed to ensure the safety of all children, employees and any other person present during an emergency by following the Emergency Management Policy as well as procedures outlined in other relevant documents (i.e. Fire Safety Plan). For any emergency situations involving a child with an individualized plan in place, the procedures in the child's individualized plan will be followed. If any emergency situations happen that are not described in the policies and procedures, the Principal or Designate will provide direction to staff for the immediate response and next steps. If any emergency situations result in a serious occurrence, the serious occurrence policy and procedures will also be followed. All emergency situations will be documented in detail by the Principal or Designate in the daily written record.

In an emergency situation staff must make every effort to ensure that all children are accounted for and supervised at all times. Alive has a telephone service as a means of obtaining emergency assistance. These telephones are used to communicate with each classroom, the office, parents and in case of an emergency, emergency services. In the case of an emergency, staff are permitted to have their cell phones on them to aid in communication with parents and ensure that all parents of children onsite have been contacted. An up-to-date emergency contact list is available with the numbers to all emergency authorities including police, fire and ambulance.

**Communication Process** Supervisor/designate will advise local authorities. As soon as reasonably possible during an emergency the Supervisor or designate will

communicate with all families informing them of the situation, any applicable instructions, and the known next steps. In the event the center has been evacuated to the off-site location (**Emergency Evacuation Site**), staff will also contact families by phone or HiMama, to alert them of the need to pick-up their child(ren) and provide the address of the evacuation site. If normal operations do not resume on the same day an emergency situation has taken place, the supervisor or designate must send all families a communication by phone, HiMama or email with details on when and how normal operations will resume as soon as this is determined. If the problem is not corrected by the start of the next school day, families will be contacted and will need to make other arrangements for their children for the day. Alive will remain closed until the facility is safe to resume normal operations. On an ongoing basis, families will be encouraged to ensure contact information is kept up to date so they can be reached easily by staff in the event of an emergency.

For emergencies that require evacuation of the child care center such as fire, detection of carbon monoxide, gas leak, public safety instances (as recommended by police, fire, or EMS), etc., staff and children will proceed to the designated safe meeting place outside of the building as performed during regular fire drills (the **back Playground**). If emergency personnel/health authority/Supervisor determine it is unsafe to return to the center and resume normal operations, all staff and children will proceed to the designated Emergency Evacuation Site.

For situations that require evacuation of the child care center, the Emergency Evacuation Site to gather immediately will be located at: **TD Canada Trust Branch at 846 Eglinton Avenue West.**

### **Fire Drill**

Alive conducts a fire drill on a regular basis (i.e. once a month) following the Fire Safety Plan. Alive has a designated meeting point outside of the facility for drills (the back Playground). Supervisor or Designate begins the drill by activating the alarm. Classes follow their designated exit route and gather at the designated meeting point. Drills are conducted impromptu to test preparedness. Supervisor or Designate observes how procedures are followed and provide feedback and guidance to staff. Once complete, the drill procedure is logged.

## **STUDENT ACTIVITIES**

## **Concerts**

As part of our program, all students participate in our Holiday Concert (first term), and End of Year concert (second term). Dates will be announced.

## **Summer Programming (July & August)**

We are a full year service provider. Our Summer Program runs July and August. The Summer Program is an enhanced version of our regular programming supplemented by a wide variety of fun, extracurricular activities, such as outdoor waterplay, field trips, bouncy castle, etc. You do not need to register separately for the summer program. However, if you wish to withdraw during the summer, 60 days notice is required, and you will lose your enrollment spot. We do not hold spots for returning students. Please be advised, that our waiting list is long, and you will need to reregister subject to availability, and pay all applicable registration fees.

## **Toys**

Please encourage your child to leave all other possessions (toys, books, games and sports equipment, etc.) at home. It can be distracting to other students and does not complement the Montessori philosophy. Please refrain from bringing toys except on Show & Tell days. The school will not be responsible for lost, broken or stolen items brought to the school from home.

## **Pets**

Alive Montessori and Private School is pet/animal friendly. The school has a number of small animals in each classroom, such as fish, birds, rabbit. We teach the children how to properly handle and take care of our pets as part of learning to care for and love our environment. All animals are checked by a veterinarian and have annual immunizations if required.

## **Activities Off Premises**

Any activities off premises will require the parents permission to leave the school.

At Alive we often have special events at the center, including picture day, fundraising events, Community Helpers: Visits from police, doctors, firefighters, nurses, etc. All other persons, as defined in CCEYA, visiting the center(s) must sign an Offence Declaration and have identity verified via government issued identification or provide a third party attestation from their employer. Other persons include but are not limited to: entertainers, sport/activity instructors, community helper presenters (including parents), resource teachers, etc. Other persons do not include: Ministry of Education program advisors, fire/health inspectors, CAS investigators, quality assurance analysts, or other



inspectors.

From time to time with parent consent children may leave the premises of Alive to participate in excursions to places of interest, planned as part of the children's program. This includes walks through the surrounding neighbourhood and community playground(s). Parents will be notified of field trips in advance (i.e. zoo, farm, etc.). It is understood that supervision will be provided by members of the staff of the child care center and every precaution will be taken for the safety of the children. In the event of an accident or injury, Alive and all staff members are hereby released from any liability.

### **Birthdays**

Every child's birthday is special and is celebrated at the center. Due to food allergies and restrictions, we do not permit outside food to be brought into the center. Due to safety concerns and potential hazards, if you would like to provide loot bags, we ask that you confirm with the Supervisor in advance to receive approval. It is up to every family to decide whether to accept any items from other families.

### **Outdoor Play Regulations**

Licensing requirements mandate time spent outdoors for at least two hours each day, weather permitting, unless a physician or parent of the child advises otherwise in writing. Intent Outdoor play provides opportunities for discovery and learning and is also important for children's overall health and well-being. When programs encourage active play and exploration outdoors, children can strengthen physical skills, engage in creative problem solving and gain a stronger connection to the natural world. Rules are in place to make sure all children get the known benefits of playing and exploring outdoors by requiring that they spend a good part of their day outdoors. Weather permitting means the absence of severe weather conditions. Severe weather conditions include the following:

- Extreme heat/humidity alert
- Extreme cold – temperatures of -15° C or colder or a windchill of -20° C or colder
- Poor air quality – air quality advisory has been issued
- Thunderstorm warning
- Tornado warning
- Winter and ice storms (heavy snowfall, hail, ice pellets, etc.)

## Tuition Fee Schedule 2025/2026

<p><b>BASE FEES: Full- Time: Preschool, Kindergarten, Programs</b> Monday-Friday (9:00 AM- 4:00 PM)</p> <p>From January 1st, 2025, parents are paying the maximum amount of \$22 per day under the CWELCC program:</p> <p>Registration Fee: \$250 with CWELCC: <b>\$54.68</b> Material Fee: \$650 with CWELCC: <b>\$142.2</b> Monthly Tuition: \$1650 with CWELCC: <b>\$386.62</b></p> <p>Registration Package is: <b>\$583.50</b></p>	<p><b>BASE-FEES: Full- Time: Elementary</b> Monday-Friday (9:00 am- 4:00 pm)</p> <p>Registration Fee: \$250 / International: \$500 Material Fee: \$650 Tuition due (x 10) September 1- June 1: \$1650</p>						
<p><b>BASE FEES: Hot Lunch Program (RFRK) Mandatory</b> Preschool &amp; Kindergarten \$175.00/month From January 1st, 2025 all basic fees are <b>\$22 per day (CWELCC)</b></p> <p>Hot Lunch Program: <b>\$38.28</b></p>	<p><b>BASE FEES: Hot Lunch Program (RFRK) - Optional</b></p> <p>Elementary <b>\$200.00/month</b></p> <p>*Includes AM snack, lunch and PM snack</p>						
<p><b>Extended Care Program Fees</b></p> <p><b>Morning (8:00-8:30 am)</b> \$20.00/session; <b>\$150.00/month</b> With CWELCC: <b>\$32.81</b></p> <p><b>Afternoon (4:00-6:00 pm)</b> \$35.00/session; <b>\$200.00/month</b> With CWELCC: <b>\$43.75</b></p> <p><b>Both Morning &amp; Afternoon \$250.00/month</b> With CWELCC: <b>\$54.68</b></p> <p><b>Other programs/fees (NON-BASE FEES)</b></p> <table style="width: 100%;"> <tr> <td><b>Piano classes</b></td> <td style="text-align: right;"><b>\$30.00/half an hour</b></td> </tr> <tr> <td><b>Yearbook 2024-2025</b></td> <td style="text-align: right;"><b>\$50.00</b></td> </tr> <tr> <td><b>Robotics</b></td> <td style="text-align: right;"><b>\$120/month</b></td> </tr> </table>	<b>Piano classes</b>	<b>\$30.00/half an hour</b>	<b>Yearbook 2024-2025</b>	<b>\$50.00</b>	<b>Robotics</b>	<b>\$120/month</b>	<p><b>Methods of Payment</b></p> <ol style="list-style-type: none"> <li><b>Cheque to “Alive Montessori &amp; Private School”</b></li> <li><b>Electronic Transfer to:</b> <a href="mailto:alivemontessori@gmail.com">alivemontessori@gmail.com</a> or <a href="mailto:aliveprivateschool@gmail.com">aliveprivateschool@gmail.com</a> , <b>Elementary to:</b> <a href="mailto:alive.elementary@gmail.com">alive.elementary@gmail.com</a></li> <li><b>Cash</b> *no credit or debit cards are accepted at this time</li> </ol> <p><i>*Material Fee, Registration Fee &amp; First and Last Month Tuition are due upon enrollment. Returning students must pay material fees by April 1st, 2025.</i></p>
<b>Piano classes</b>	<b>\$30.00/half an hour</b>						
<b>Yearbook 2024-2025</b>	<b>\$50.00</b>						
<b>Robotics</b>	<b>\$120/month</b>						

## Terms and Conditions

**Registration Fee:** Each new student must pay a one-time non-refundable registration fee. This fee is not part of tuition fees, and is payable before enrollment starts. All new students must pay the Registration Fee upon enrollment to hold a space for the year in which the application is being submitted. The Registration Fee is due once placement has been offered by the school, and prior to our registration deadline each year. This fee is a portion of your child's overall fees and is irrevocably non-refundable.

**Material Fee:** This fee is for materials, specialized programming and specialized workshops. This fee does not include trips. The Material Fee is payable before enrollment starts. This fee is a portion of your child's overall fees and is irrevocably non-refundable.

**Last month deposit:** Each new student must pay the last month's tuition fee at time of enrollment. This fee is applicable to the last month of enrollment, provided that 60 days notice of withdrawal is given. This fee is non-refundable.

**Registration Deadline and Payments for Returning Students:** Returning students must confirm continued enrollment by February 1st, 2025. Material fee is payable by April 1st, 2025.

**Responsibility for Payment of Fees:** All parents/guardians are responsible to pay Alive Montessori & Private School and all the charges for the full academic year on time. Preferred payment method is direct deposit via Lilio/ HiMama. Payments can also be made by cheque, cash, or electronic transfer. In the event of default in the payment of any installment provided for in this contract, a student may not be allowed to continue classes and parents/guardians will be responsible for all penalty fees, legal fees and reasonable costs of collection for any outstanding amounts due under this contract. There is no transfer of fees from one student to another, nor from one academic year to another. Classroom placement for students is at the discretion of the Administration. Any student whose account has not been paid promptly or is in arrears may not:

- be permitted to attend school
- be permitted to receive records/transcripts
- be provided with tax receipts

Records will only be released to other schools or agencies upon signed request from a parent/guardian and only after all accounts due are paid in full.

**Withdrawal:** Any notice of withdrawal must be made in writing with at least 60 days notice (Tuition has to be paid for these 60 days). The Material Fee and Registration Fee are non-refundable, with no exceptions.

**Refunds:** Tuition fees are non-refundable for any reason, including but not limited to, illness, vacation, absences, shutdowns, holidays, Statutory Holidays.

**Late Payments and NSF Fees:** All late payments are subject to a \$50 penalty every month. There is a \$50.00 fee applied to any NSF pre-authorized debit payments or returned cheques.

**Tax Receipts:** Tax receipts are provided annually via email each February by request (Wave - Lillio Receipts for payment can be used as Tax Receipts).

**School Calendar:** The school is open Monday to Friday except for statutory holidays, and 2 weeks at the end of December.

**For reference regarding the CWELCC program, please read all the information available here: [Canada-Wide Early Learning and Child Care Information for Parents](#)**

## **ALIVE MONTESSORI AND PRIVATE SCHOOL**

### **Waiting List Policy and Procedures**

#### **Policy**

##### **General**

- Alive Montessori PreSchool Inc. will strive to accommodate all requests for the registration of a child at the child care center.
- Where the maximum capacity of a program has been reached and spaces are unavailable for new children to be enrolled, the waiting list procedures set out below will be followed.
- No fee will be charged to parents for placing a child on the waiting list.

##### **Additional Policy Statements**

- The licensee or designate will be responsible for managing the waiting list.

##### **Privacy and Confidentiality**

- The waiting list will be maintained in a manner that protects the privacy and confidentiality of the children and families on the list.
- Only the child's position on the waiting list will be provided to parents.

#### **Procedures**

##### **Receiving a Request to Place a Child on the Waiting List**

1. The licensee or designate will receive parental requests to place children on a waiting list via online application, email, telephone, in-person meeting, etc.

##### **Placing a child on the Waiting List**

1. The licensee or designate will place a child on the waiting list in chronological order, based on the date and time that the request was received.
2. Once a child has been placed on the waiting list, the licensee or designate will inform parents.

##### **Determining Placement Priority when a Space Becomes Available**

1. When space becomes available in the program, priority will be given to: children who are currently enrolled and need to move to the next age grouping, children of staff, siblings of children currently enrolled, two children from the same parent, children in summer camp- see below.
2. Children who attend summer camp, have priority for any available spots in the following September program, to allow for continuity in the child's schooling.
3. Once these children have been placed, other children on the waiting list will be prioritized, based on program availability and the chronology in which the child was placed on the waiting list

### **Offering an Available Space**

1. Parents of children on the waiting list will be notified via telephone, or e-mail that a space has become available in their requested program.
2. Parents will be provided a timeframe of two business days in which a response is required before the next child on the waiting list will be offered the space.
3. Where a parent has not responded within the given timeframe, the licensee or designate will contact the parent of the next child on the waiting list to offer them the space.

### **Responding to Parents who inquire about their Child's Placement on the Waiting List**

1. The principal (or supervisor) or designate will be the contact person for parents who wish to inquire about the status of their child's place on the waiting list.
2. The principal (or supervisor) or designate will respond to parent inquiries and provide the child's current position on the list and an estimated likelihood of the child being offered a space in the program.

### **Maintaining Privacy and Confidentiality**

1. The waiting list will be maintained in a manner that protects the privacy and confidentiality of the children and families on the list and therefore only the child's position on the waiting list will be provided to parents.
2. Names of other children or families and/or their placement on the waiting list will not be shared with other individuals.

## **ALIVE MONTESSORI AND PRIVATE SCHOOL** **Safe Arrival and Dismissal Policy and Procedures**

Date Policy and Procedures Established: January 1st, 2024

### **Purpose**

This policy and the procedures within help support the safe arrival and dismissal of children receiving care.

This policy will provide staff, students and volunteers with a clear understanding of their roles and responsibilities for ensuring the safe arrival and dismissal of children receiving care, including what steps are to be taken when a child does not arrive at the child care centre as expected, as well as steps to follow to ensure the safe dismissal of children.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding the safe arrival and dismissal of children in care.

Note: definitions for terms used throughout this policy are provided in a Glossary at the end of the document.

### **Policy**

#### **General**

- Alive Montessori will ensure that any child receiving child care at the child care centre is only released to the child's parent/guardian or an individual that the parent/guardian has provided written authorization the child care centre may release the child to.
- Alive Montessori will only dismiss children into the care of their parent/guardian or another authorized individual. The centre will not release any children from care without supervision.
- Where a child does not arrive in care as expected or is not picked up as expected, staff must follow the safe arrival and dismissal procedures set out below.

### **Procedures**

#### **Accepting a child into care**

1. When accepting a child into care at the time of drop-off, program staff in the room must:
  - greet the parent/guardian and child.

- o ask the parent/guardian how the child's evening/morning has been and if there are any changes to the child's pick-up procedure (i.e., someone other than the parent/guardian picking up). Where the parent/guardian has indicated that someone other than the child's parent/guardians will be picking up, the staff must confirm that the person is listed on pickup list or where the individual is not listed, ask the parent/guardian to provide authorization for pick-up in writing (e.g., note or email).
- o document the change in pick-up procedure in the daily written record.
- o sign the child in on the classroom attendance record.

### **Where a child has not arrived in care as expected**

1. Where a child does not arrive at the child care centre and the parent/guardian has not communicated a change in drop-off (e.g., left a voice message or advised the closing staff at pick-up), the staff in the classroom must:
  - o inform the Supervisor and they must commence contacting the child's parent/guardian by 8:30 am, and absolutely no later than 10:00 a.m. Staff shall email, to contact parent/guardian if no response is received (e.g., must contact at least once and leave a message, must make contact with an adult to confirm absence etc.).
2. Once the child's absence has been confirmed, program staff shall document the child's absence on the attendance record and any additional information about the child's absence in the daily written record.

### **Releasing a child from care**

1. The staff who is supervising the child at the time of pick-up shall only release the child to the child's parent/guardian or individual that the parent/guardian has provided written authorization that the child care may release the child to. Where the staff does not know the individual picking up the child (i.e., parent/guardian or authorized individual),
  - o confirm with another staff member that the individual picking up is the child's parent/guardian/authorized individual.
  - o where the above is not possible, ask the parent/guardian/authorized individual for photo identification and confirm the individual's information against the parent/guardian/authorized individual's name on the child's file or written authorization.

### **Where a child has not been picked up as expected (before centre closes)**

1. Where a parent/guardian has previously communicated with the staff a specific time or time frame that their child is to be picked up from care and the child has not been picked up 4 p.m (6 p.m in case of After Care), the Supervisor shall contact the parent/guardian phone call and advise that the child is still in care and has not been picked up.
  - o Where the staff is unable to reach the parent/guardian, staff must call again and leave a message for the parent/guardian. Where the individual picking up the child is an authorized individual and their contact information is available, the staff shall proceed with contacting the individual to confirm pick-up as per the parent/guardian's instructions or leave a voice message to contact the centre.
  - o Where the staff has not heard back from the parent/guardian or authorized individual who was to pick up the child the staff shall contact emergency contact, wait until program closes and then refer to procedures under "where a child has not been picked up and program is closed".

### **Where a child has not been picked up and the centre is closed**

1. Where a parent/guardian or authorized individual who was supposed to pick up a child from care and has not arrived by 4 p.m (6 p.m in case of After Care), staff shall ensure that the child is given a snack and activity, while they await their pick-up.
2. One staff shall stay with the child, while a second staff proceeds with calling the parent/guardian to advise that the child is still in care and inquire their pick-up time. In the case where the person picking up the child is an authorized individual, the staff shall contact the parent/guardian first and then proceed to contact the authorized individual responsible for pick-up if unable to reach the parent/guardian.
3. If the staff is unable to reach the parent/guardian or authorized individual who was responsible for picking up the child, the staff shall contact authorized individuals listed on the child's file.
4. Where the staff is unable to reach the parent/guardian or any other authorized individual listed on the child's file (e.g., the emergency contacts) by 6:45 p.m, the staff shall proceed with contacting the local Children's Aid Society (CAS) 416-924-4646. Staff shall follow the CAS's direction with respect to next steps.



**ALIVE MONTESSORI AND PRIVATE SCHOOL**  
**Supervision of Students and Volunteers Policy**

Date Policy and Procedures Updated: Jun 1, 2018

**Policy**

**General**

- Students and volunteers will always be supervised by an employee and will never be permitted to be alone with any child or group of children who receive child care.
- Students and volunteers will not be counted in staff to child ratios.

**Roles and Responsibilities of the Licensee and Supervising Employees**

**The licensee/designate must:**

- Ensure that all applicable policies, procedures and individual plans are reviewed with students and/or volunteers before they start their educational placement or begin volunteering, annually thereafter and when changes occur to the policies, procedures and individualized plans to support appropriate implementation.
- Ensure that all students and/or volunteers have been trained on each child's individualized plan.
- Ensure that a vulnerable sector check (VSC) and annual offence declarations are on file for all students and/or volunteers in accordance with the child care centre's criminal reference check policy and procedures and Ontario Regulation 137/15.
- Ensure that expectations are reviewed with students and/or volunteers including, but not limited to
  - how to report their absence;
  - how to report concerns about the program;
- Inform students and/or volunteers that they are never to be included in staff to child ratios or left alone with children.
- Appoint supervising staff to the students and/or volunteers, and inform them of their supervisory responsibilities.
- Inform students and/or volunteers of their duty to report suspected child abuse or neglect under the Child and Family Services Act.

**The supervising staff must:**

- Ensure that students/volunteers are never included in staff to child ratios.
- Ensure that students/volunteers are supervised at all times and never left alone with children.
- Introduce students and/or volunteers to parents/guardians.

- Provide an environment that facilitates and supports students' and/or volunteers' learning and professional development.
- Provide students and/or volunteers with clear expectations of the program in accordance with the established program statement and program statement implementation policy.
- Provide students and/or volunteers with feedback on their performance.
- Work collaboratively with the student's practicum supervising teacher.
- Monitor and notify the centre supervisor/director of any student and or volunteer misconduct or contraventions with the centre's policies, procedures, prohibited practices or individual plans (where applicable) in accordance with the child care centre's written process for monitoring compliance and contraventions.

### **Roles and Responsibilities of Volunteers and Students**

- Maintain professionalism and confidentiality at all times, unless otherwise required to implement a policy, procedure or individualized plan.
- Notify the supervisor or designate if they have been left alone with children or have any other concerns about the child care program (e.g. regarding staff conduct, program statement implementation, the safety and well-being of children, etc.).
- Submit all required information and documentation to the licensee, supervisor or designate prior to commencing placement or volunteering, such as a valid VSC.
- Review and implement all required policies, procedures and individualized plans, and sign and date a record of review, where required.
- Review allergy lists and dietary restrictions and ensure they are implemented.
- Respond and act on the feedback and recommendations of supervising staff, as appropriate.
- Report any allegations/concerns as per the "Duty to Report" under the *Child and Family Services Act*
- Complete offence declarations annually, no later than 15 days after the anniversary date of the last VSC or offence declaration (whichever is most recent) in accordance with the child care centre's criminal reference check policy.
- Provide an offence declaration to the supervisor/designate as soon as possible any time they have been convicted of a Criminal Code (Canada) offence.

**ALIVE MONTESSORI AND PRIVATE SCHOOL**  
**Drug and Medication Administration Policy and Procedures**

**Purpose**

The purpose of this policy and the procedures outlined within is to provide clear direction for staff, students and volunteers to follow for administering drugs or medication to children at the child care centre and for appropriate record-keeping.

Where the term drugs and/or medications is used in this policy, the term refers to any product with a drug identification number (DIN), with the exception of sunscreen, lotion, lip balm, bug spray, hand sanitizer and diaper cream that is not used for acute, symptomatic treatment. For the purpose of this policy, drugs and medications fall into the following two categories, unless otherwise specified:

- Prescription, intended for acute, symptomatic treatment; and
- Over-the-counter, intended for acute, symptomatic treatment.

The policy and procedures support children's health, safety and well-being by setting out measures to:

- ensure children receive only those drugs or medications deemed necessary and appropriate by their parents;
- reduce the potential for errors;
- ensure medications do not spoil due to improper storage;
- prevent accidental ingestion;
- administer emergency allergy and asthma drugs or medications quickly when needed; and
- safely administer drugs and medications according to established routines.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for the administration of drugs and medication in a child care centre.

Note: definitions for terms used throughout this policy are provided in a Glossary at the end of the document.

**Policy**

**Parental Authorization to Administer Medication:**

- Whenever possible, parents will be encouraged to administer drugs or medications to their children at home if this can be done without affecting the child's treatment schedule.

- Prescription and over-the-counter medications for acute, symptomatic treatment will only be administered to a child where a parent of the child has given written authorization to do so by completing the child care centre's Authorization for Medication Administration. The Authorization for Medication Administration form must be accompanied by a doctor's note for over-the-counter medications.
- The authorization must include a schedule that sets out the times the drug or medication is to be given and the amounts to be administered.
- Where a drug or medication is to be administered to a child on an "as needed" basis (i.e. there is no specific schedule or time of the day for administration), the drug or medication must be accompanied with a doctor's note outlining signs and symptoms for administering the drug or medication and the appropriate dosage. In addition, the Authorization for Medication Administration Form must clearly indicate the situations under which the medication is to be given as outlined in the doctor's note, including observable symptoms. Examples may include:
  - 'when the child has a fever of 39.5 degrees Celsius';
  - 'when the child has a persistent cough and/or difficulty breathing'; and
  - 'when red hives appear on the skin', etc.
- Prescription/over-the-counter skin products (with a DIN) that need to be administered for acute or symptomatic treatment will only be administered to a child where a parent of the child has given written authorization to do so by completing the child care centre's Authorization for Medication Administration.
- Authorization for Medical Administration Forms will be reviewed with parents every month to ensure the dosage continues to be accurate (e.g. based on the child's age or weight).
- Sunscreen, lotion, lip balm, bug spray, hand sanitizer and diaper cream are non-prescription and/or are not for acute (symptomatic) treatment, and due to their longer-term daily usage, these products:
  - must have a blanket authorization from a parent on the enrolment form;
  - can be administered without an Authorization for Medication Administration form; and
  - do not require record-keeping

### **Drug and Medication Requirements:**

All drugs and medications to be administered to children must meet the following requirements:

- All drugs and medications must be stored in their original containers as supplied by a pharmacist, or their original packages. Medications that have been removed from their original package or transferred into a different container will not be accepted or administered to children.
- All drug or medication containers must be clearly labelled with:
  - The child's full name;
  - The name of the drug or medication;
  - The dosage of the drug or medication;
  - Instructions for storage;
  - Instructions for administration;
  - The date of purchase of the medication for prescription medications; and
  - The expiry date of the medication, if applicable.
- The information provided on the written parental authorization must match with all the requirements listed above.
- Where information is missing on a drug or medication label and/or the written parental authorization does not match the label on the labelled container, the child care centre will not accept or administer the medication until the label and/or written parental authorization accurately contains all the required information.
- Over-the-counter epinephrine purchased for a specific child can be administered to a child with an individualized plan and emergency procedures for an anaphylactic allergy as long as it is accompanied by a doctor's note and is clearly labeled with the child's name, the name of the drug or medication, the dosage, the date of expiration and the instructions for storage and administration.
- Drugs or medications purchased by staff, students or volunteers for their own use will be kept inaccessible (e.g. stored in locker versus left in a purse in the classroom) to children and will not be administered to children at any time, except where written parental authorization to administer has been obtained (e.g. hand sanitizer).

### **Drug and Medication Handling and Storage:**

- All drugs or medications will be kept inaccessible to children at all times in a locked container or area (e.g. in a refrigerator, cabinet, cupboard or drawer). There are exceptions for emergency medications as outlined below:
  - Emergency medications will never be locked up and will be made easily accessible to all staff while being kept out of the reach of children, including during outdoor play periods and off-premises activities.

- Where a child has written permission to carry their emergency allergy or asthma medication, precautions will be taken to ensure that these medications are not accessible to other children (e.g., in cubbies or backpacks that are unattended).
- In case of an emergency, all staff, students and volunteers will be made aware of the location of children's emergency medications at all times.
- Emergency medications will be brought on all field trips, evacuations and off-site activities.
- Any topical products or drugs/medication in the first aid kit will not be used on children to clean or treat wounds. Children's cuts and wounds will be disinfected in accordance with local public health recommendations.
- All drugs and medications for children will be stored in accordance with the instructions for storage on the label. Medication requiring refrigeration will be stored in the refrigerator in a locked container.
- Where drugs or medications are past their expiry date, they will be returned to the parent of the child, where possible, and this will be documented on the Authorization for Medication Administration Form.
- Any drugs or medications remaining after the treatment period will be returned to a parent of the child, where possible, and this will be documented on the Authorization for Medication Administration Form.
- Where attempts have been made to return a drug or medication to a parent and the parent has not taken the medication home, the person in charge of drugs and medications will ensure that the efforts made to return the drug or medication have been documented in the appropriate staff communication book (e.g. daily written record), and the drug or medication will be returned to a pharmacist for proper disposal.

**Drug and Medication Administration:**

- Drugs or medications will be administered according to the instructions on the label and only with written parental authorization.
- Designated person(s) in charge of medications will deal with all drugs and medications to reduce the potential for errors, whether on or off the premises. Where the person(s) is absent, they will delegate this responsibility to another individual. The name of the individual who has been delegated and the duration of the delegation will be documented in the appropriate staff communication book (e.g. daily written record).
- A drug or medication will only be administered from its original container as supplied by a pharmacist or its original package, and where the container is clearly labelled as outlined under the Drug and Medication Requirements section of this policy.

- A drug or medication will only be administered using the appropriate dispenser (e.g. syringe, measuring spoon/cup, etc.).
- To support the prompt administration of emergency medication:
  - Emergency medications may be administered to a child by any person trained on the child's individualized plan at the child care centre; and
  - Children will be allowed to carry their own asthma or emergency medication in accordance with this policy, the drug and medication administration procedures, and the child's individualized plan, where applicable.
- Drugs or medications that are expired (including epinephrine) will not be administered at any time.

**Record-Keeping:**

- Records of medication administration will be completed using the Records of Medication Administration every time drugs or medications are administered. Completed records will be kept in the child's file.
- Where a child's medication administration form includes a schedule setting out specific times to administer the medication and the child is absent on a day medication would have been administered, the child's absence will be documented on the medication administration record to account for all days during the treatment period (excluding weekends, holidays and planned closures).
- If a dose is missed or given late, reasons will be documented on the record of medication administration and a parent will be notified as soon as possible as it may impact the treatment schedule or the child's health.
- Where a drug or medication is administered 'as needed' to treat specific symptoms outlined in a child's medication administration form or individualized plan and emergency procedures for an anaphylactic allergy (e.g. asthma, fever, allergic reaction), the administration and the reason for administering will be documented in the appropriate staff communication book (e.g. daily written record) and in the child's symptoms of illness record. A parent of the child will be notified.

**Confidentiality**

- Information about a child's medical needs will be treated confidentially and every effort will be made to protect the privacy of the child, except when information must be disclosed for the purpose of implementing the procedures in this policy and for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

**Drug and Medication Administration Procedures: A parent requests that a drug or medication (prescription or over-the-counter) be administered to their child and provides the drug or medication:**

**Roles and Responsibilities**

1. Staff must:
  - i. provide the parent with the appropriate form to complete to obtain written authorization to administer the medication from Appendix A as applicable;
  - ii. verify that drug or medication:
    - is accompanied by a doctor's note (for over-the-counter medications);
    - is in its original container as prescribed by the pharmacist or in the case of over-the counter medications is in its original package; and
    - is not expired.
  - iii. obtain the appropriate dispenser, where applicable;
  - iv. review the medication administration form and (and doctor's note, where applicable), and the label to verify that all sections are complete and accurate, and that the information in the authorization matches the medication label.
    - Where errors are found on the form or the label is incomplete, the form/medication must be returned to the parent to make and initial corrections;
  - v. sign the form once it is complete and accurate;
  - vi. take the drug or medication and dispenser and store it in the designated locked storage space in accordance with the instructions for storage on the label; and
  - vii. log the receipt of the authorization form and the drug or medication for the child in the appropriate staff communication book (e.g. daily written record).

**A child is authorized to carry their own emergency allergy medication:**

**Roles and Responsibilities:**

1. Staff must:
  - i. ensure that written parental authorization is obtained to allow the child to carry their own emergency medication;
  - ii. ensure that the medication remains on the child (e.g., fanny pack, holster) and is not kept or left unattended anywhere at the child care centre (e.g. in the child's cubby or backpack);
  - iii. ensure that appropriate supervision is maintained of the child while they are carrying their medication and children in their proximity so that other children do not have access to the medication; and
2. Where there are safety concerns relating to the child carrying his/her own medication (e.g. exposure to other children), notify the centre supervisor/designate and the child's parent of these concerns and discuss and implement mitigating strategies. Document



the concerns and resulting actions in the appropriate staff communication book (e.g. daily written record).

**A prescription or over the counter drug or medication must be administered to a child:**

**Roles and Responsibilities:**

1. **Where a non-emergency medication must be administered**, the person in charge must:
  - i. prepare the medication dosage in a well-lit area in the appropriate measuring device, where applicable (e.g. do not use a household spoon for liquid medications);
  - ii. where possible, remove the child from the activity area to a quiet area with the least possible interruption;
  - iii. administer the medication to the child in accordance with the instructions on the label and the written parental authorization;
  - iv. document the administration of the drug or medication and any comments/observations on the medication administration record after it has been administered (see Appendix B);
  - v. store the medication in the designated storage space in accordance with the instructions on the label and the parental authorization received on the medication administration form; and
  - vi. where applicable, document any symptoms of ill health in the child's records.
  - vii. Where a medication is administered on an "as needed" basis, notify a parent of the child.
  - viii. Where a child is absent, document the absence on the Record of Drug/Medication Administration (Appendix B).
  
2. **Where an emergency allergy medication must be administered due to a severe allergic reaction**, the staff who becomes aware of the emergency situation must immediately:
  - i. administer the emergency medication to the child in accordance with the emergency procedures on the child's individualized plan;
  - ii. administer first aid to the child, where appropriate;
  - iii. contact, or have another person contact emergency services, where appropriate; and
  - iv. contact, or have the supervisor/designate contact a parent of the child.

**After the emergency situation has ended:**

- i. document the administration of the drug or medication on the medication administration record (see Appendix B);
- ii. document the incident in the appropriate staff communication book (e.g. daily written record).; and
- iii. document any symptoms of ill health in the child's records, where applicable.

3. **Where a child is authorized to self-administer their own drug or medication**, the person in charge must:
- i. supervise and observe the child self-administer the drug or medication to ensure that the proper dosage and procedure for administration is being followed;
  - ii. where the child asks for help, assist the child in accordance with the parent's written authorization;
  - iii. document the administration of the drug or medication and any comments/observations on the medication administration record after it has been administered (see Appendix B);
  - iv. store the medication in the designated storage space in accordance with the instructions on the label and the parental authorization received on the medication administration form, unless the child is authorized to carry his/her own emergency allergy medication (in such cases, follow the steps outlined in Scenario C [a child is authorized to carry their own emergency allergy medication]);
  - v. where applicable, document any symptoms of ill health in the child's records; and
  - vi. where there are safety concerns relating to the child's self-administration of drugs or medications, notify the centre supervisor/designate and the child's parent of these concerns, and discuss and implement mitigating strategies. Document the concerns and resulting actions in the appropriate staff communication book (e.g. daily written record).

**A child has a reaction to an administered drug or medication:**

**Roles and Responsibilities:**

1. Where adverse symptoms appear upon medication administration, the person in charge must immediately:
  - i. administer first aid to the child, where appropriate;
  - ii. contact emergency services, where appropriate and send the drug/medication and administration information with the child if they are leaving the premises to seek medical attention;
  - iii. notify a parent of the child;
  - iv. notify the supervisor/designate;
  - v. document the incident in the appropriate staff communication book (e.g. daily written record); and
  - vi. document any symptoms of ill health in the child's records, where applicable.

**Where the reaction results in a life-threatening situation for the child, call emergency services and follow the serious occurrence policy and procedures.**

**A drug or medication is administered incorrectly (e.g. at the wrong time, wrong dosage given):**

**Roles and Responsibilities:**

1. The person in charge must immediately:
  - i. where applicable, follow the steps outlined in Scenario D (a child has a reaction to administered medication); and
  - ii. contact the parent of the child to report the error;
  - iii. report the error to the supervisor/designate;
  - iv. document the actual administration of the drug or medication on the medication administration record (see Appendix B); and
  - v. document the incident in the appropriate staff communication book (e.g. daily written record).

**Where any reaction to a drug or medication results in a life-threatening situation for the child, call emergency services and follow the serious occurrence policy and procedures.**

**A drug or medication is administered to the wrong child:****Roles and Responsibilities:**

1. The person in charge must immediately:
  - i. where applicable, follow the steps outlined in Scenario D (a child has a reaction to administered medication); and
  - ii. contact the parents of the children affected to report the error;
  - iii. report the error to the supervisor/designate;
  - iv. document the incident in the appropriate staff communication book (e.g. daily written record); and
  - v. administer the medication to the correct child per Scenario B (a drug or medication must be administered to a child).

**Where any reaction to a drug or medication results in a life-threatening situation for the child, call emergency services and follow the serious occurrence policy and procedures.**

**Surplus or expired medication is on site:****Roles and Responsibilities:**

1. Where possible, the surplus or expired medication must be returned to a parent of the child.
2. Where attempts have been made to return a drug or medication to a parent and the parent has not taken the medication home, the person in charge of drugs and medications will attempt to return unused drugs or medications to a local pharmacist for proper disposal.

**Do not flush any drugs or medications down the toilet or sink or throw them in the garbage.**

## **General**

Parents/guardians are encouraged to take an active role in our child care 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, child care 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 the Principal and staff 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 1 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.

If parents/guardians have questions or complaints regarding Alive Montessori Preschool Inc., they can email [childcare\\_ontario@Ontario.ca](mailto:childcare_ontario@Ontario.ca) or call **1-877-510-5333**.

## **Confidentiality**

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).

## **Conduct**

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.

If at any point a parent/guardian, provider or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the supervisor and/or licensee.

## **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 **Children's Aid Society of Toronto**

30 Isabella Street, Toronto, Ontario M4Y 1N1

Bus: **416-924-4640** | Fax: **416-324-2400** (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*.

**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><b>Program Room-Related</b> 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"> <li>- the classroom staff directly</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- the supervisor or licensee.</li> </ul>	<ul style="list-style-type: none"> <li>- Address the issue/concern at the time it is raised</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- Arrange for a meeting with the parent/guardian within 5 business days.</li> </ul> <p>Document the issues/concerns in detail. Documentation should include:</p> <ul style="list-style-type: none"> <li>- the date and time the issue/concern was received;</li> <li>- the name of the person who received the issue/concern;</li> <li>- the name of the person reporting the issue/concern;</li> <li>- the details of the issue/concern; and</li> <li>- any steps taken to resolve the issue/concern and/or information given to the parent/guardian regarding next steps or referral.</li> </ul> <p>Provide contact information for the appropriate person if the person being notified is unable to address the matter. 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. Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>
<p><b>General, Centre- or Operations-Related</b> E.g: child care fees, hours of operation, staffing, waiting lists, menus, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the supervisor or licensee.</li> </ul>	
<p><b>Staff-, Duty parent-, Supervisor-, and/or Licensee-Related</b></p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the individual directly</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- the supervisor or licensee.</li> </ul> <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><b>Student- / Volunteer-Related</b></p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the staff responsible for supervising the volunteer or student</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- the supervisor and/or licensee.</li> </ul> <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>	

## **ALIVE MONTESSORI AND PRIVATE SCHOOL**

### **Sleep Supervision Policy and Procedures**

#### **Purpose**

Children's sleep and rest play an integral part in a child's well-being and development. The purpose of this policy and procedures described within is to provide staff, students and volunteers with rules and procedures to follow to safeguard children from harm, injury or death while sleeping.

Procedures for monitoring sleeping children reduce the risk of harm or injury so that caregivers can look for and identify signs of distress and implement immediate responses to protect the health and safety of children.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for sleep policies for child care centres.

#### **Policy**

##### **General**

- All children will be provided with the opportunity to sleep or engage in quiet activities based on their needs.
- Only light, breathable blankets will be used for all children.
- All children 2 ½ years and older will be provided time to sleep for a period of no more than two hours each day, and will be assigned to a cot.
- Where children are sleeping in a separate sleep room or area, their names will be listed on the sleep chart so that staff can immediately identify which children are present in the room/area.

##### **Placement of Children for Sleep**

- Children over 2 ½ years of age who sleep will be placed in individual cots for sleep.

##### **Consultation with Parents**

- All parents of children who regularly sleep at the child care centre will be advised of the centre's policies and procedures regarding sleep at the time of their child's enrolment and/or any time the policies and procedures are revised, as applicable.
- The Principal will consult with parents about their child's sleeping arrangements at the time of enrolment and at any other appropriate time (e.g. when a child transitions to a new program or room, or at the parent's request).
- Significant changes in a child's sleeping patterns or behaviours will be communicated to parents. Any significant changes in sleeping patterns or behaviours will result in adjustments being made to the child's supervision during sleep time, where appropriate, based on consultation with the child's parent.

##### **Direct Visual Checks**

- Direct visual checks of **each** sleeping child (i.e. every child placed for sleep in a crib or cot) will be conducted to look for indicators of distress or unusual behaviours. Staff will document direct visual checks by visual inspection.
- Direct visual checks are not required for children engaging in quiet activities, but these children will be supervised at all times.

- The frequency of direct visual checks and the steps to complete them will depend on the typical sleep patterns of each child and their age, as identified in the sleep supervision procedures provided in this policy.

**Staff will ensure that all sleep areas have adequate lighting available to conduct the direct visual checks of sleeping children.**

**Procedures**

Age Group	Frequency of Direct Visual Checks*
<b>Preschool and/or Kindergarten (where applicable)</b>	Physically present at all times. Visual check every half an hour.

\* **This is the minimum frequency of direct visual checks.** Should a child have symptoms of illness (e.g. a cold) or if there are other issues or concerns related to the child's health, safety and well-being during sleep, the frequency of direct visual checks must be increased. The individual needs of each child during sleep as identified by the parent and/or the child's physician must be followed at all times.

**Procedures for Completing Direct Visual Checks**

1. Staff must:
  - i. be physically present beside the child;
  - ii. check each child's general well-being by looking for signs of distress or discomfort including, at a minimum:
    - laboured breathing;
    - changes in skin temperature;
    - changes in lip and/or skin colour;
    - whimpering or crying; and
    - lack of response to touch or voice.
2. Where signs of distress or discomfort are observed, the staff who conducted the direct visual check must attempt to wake the child up. Where no signs of distress or discomfort are observed, proceed to step 3.
  - a) **Where the child wakes up, staff must:**
    - i. attend to the child's needs;
    - ii. separate the child from other children if the child appears to be ill;
    - iii. document the incident in the sleep chart form and in the child's symptoms of ill health record, where applicable.
  - b) **Where the child does not wake up, staff must immediately:**
    - i. perform appropriate first aid and CPR, if required;
    - ii. inform other staff, students and volunteers in the room of the situation;
    - iii. contact emergency services or, where possible, direct another individual to contact emergency services;
    - iv. separate the child from other children or vice versa if the child appears to be ill;
    - v. inform the supervisor/designate of the situation; and
    - vi. contact the child's parent;

- c) **Where the child must be taken home or to the hospital, the supervisor or designate must immediately:**
    - i. contact the child's parent to inform them of the situation and next steps.
  - d) **Where the child's condition has stabilized, and/or after the child has been taken home and/or to the hospital,** the staff who conducted the direct visual check and any staff who assisted with responding to the incident must:
    - i. follow the serious occurrence policies and procedures, where applicable;
    - ii. document the incident in the daily written record; and
    - iii. document the child's symptoms of illness in the child's records.
3. Staff must:
- i. adjust blankets as needed;
  - ii. ensure the child's head is not covered;
  - iii. ensure there are no other risks of suffocation present;
  - iv. document the date, time and initial each direct visual check on the room's on the sleep chart; and
  - v. verbally inform other staff in the room that the check has been completed, where applicable and possible.



## ILLNESS POLICY

### Alive Montessori & Private School

Upon arrival to the center, staff complete a health observation for all children to identify any possible symptoms of illness (i.e. runny nose, coughing, etc.) or any signs of injury (i.e. bruise, cut, scrape, etc.) and document this information if needed. In the case of a failed health check, staff should ask parents/guardians for further information and document it. Upon arrival at the center, any children showing signs of illness that prevent full participation in daily activities will not be admitted and staff should inform the Supervisor/designate.

An illness report will be created for children who develop an illness while at the center, which will document: observed symptoms, temperature readings, and actions taken.

If a child develops a serious illness and appears to require immediate medical attention and the child's parent/guardian or emergency contacts cannot pick up the child immediately, emergency services may be contacted and the child may be taken to the local hospital by ambulance. In this case, the parent/guardian must arrange to meet the Supervisor/designate at the local hospital as soon as possible. To support everyone's health and safety, it is ultimately at the discretion of the Supervisor/designate to determine whether a child should or should not remain in the center.

When a staff or parent of a child reports that the staff/child has been diagnosed with an infectious illness, the Supervisor should refer to the local Public Health website to review their guidelines. They will use the list of communicable diseases to determine if the illness is a reportable disease or not. If the diagnosed illness is not on the list, reporting is not required. If the diagnosed illness is listed as a reportable disease, the Supervisor/designate must contact Public Health and provide them with the required information and follow their direction. If a staff member is ill prior to attending work or becomes ill while at the center, they must inform the Supervisor/designate as soon as possible and coverage will be arranged.

Symptoms to Look For and Changes in Behaviour:

- Two (2) or more episodes of diarrhea and/or vomiting
- Elevated temperatures of **37.8°C or higher**, unrelated to a known cause. Temperature should be taken 3 times at 15 minute intervals and reading(s) must be recorded in the illness report. If elevated temperature is related to a known cause, the causative agent cannot be a potentially communicable disease (i.e. flu, etc.) AND parent must inform the center of the known cause prior to the appearance of the symptom
- Unusually flushed or pale skin
- Difficult or rapid breathing – this is especially important in infants under six months old

- Excessive coughing
- Sore throat or trouble swallowing
- Undiagnosed skin irritation and/or inflammation
- Headache
- Swelling of lips, tongue, neck, face and/or limbs
- Red eyes or ears with noticeable discharge
- Dizziness
- Grey or white stool
- Unusual irritability and fussiness
- Unusual fatigue/lethargy and unable to participate in the daily program

Actions to be Taken with An Ill Child/Staff:

1. The child's parent/guardian will be notified immediately of the appearance of any symptoms and provided with updates of any ongoing changes.
- 2 . Parents/guardians will be asked to pick the child up from the center as soon as possible upon: 2 incidents of diarrhea/vomiting, a temperature reading at or above 37.8 °C if due to unknown cause, or according to local Public Health guidelines and the discretion of the Supervisor/designate (i.e. if the child is unable to fully participate in the daily activities, etc.). Staff should inform Supervisor/designate prior to calling parents to request pick up.
3. An illness report must be completed and signed by staff and Supervisor and acknowledged by parents. Reports are emailed to parents and are available to be printed upon request.
4. The child should be separated from other children in a designated area (i.e. classroom quiet area, office, etc.) to limit the spread of illness to others.
5. If the parent/guardian notifies staff that they will be delayed coming to pick up the child, staff should make the child feel comfortable (i.e. by offering food, water, a cot to sleep/rest, etc.). Ventilation in the room should be increased, if possible (i.e. open windows).
6. The child will be asked to stay home for the period of communicability (this is the time frame when a person with an infectious disease is contagious or capable of spreading the disease to others) until they have been symptom-free for:
  - a. 48 hours for gastrointestinal symptoms like vomiting or diarrhea, or**
  - b. 24 hours for all other symptoms.**
7. At their discretion, the Supervisor/designate may request a doctor's note to confirm it is safe for the child to return or require a longer period of absence.
8. After an ill child or staff is picked up from the center, any toys/items/area used by the child or staff should be cleaned and disinfected.
9. In case of lice, School requires the parent/guardian of the child to either:
  - a. Provide proof of treatment from a lice clinic or medical professional, or
  - b. Stay home for a period of 72 hours and get treatment.

## What To Do During An Outbreak:

An outbreak is the sudden rise of cases of illness in excess of what is normally expected. School will keep a record of children's illnesses and their symptoms.

The Supervisor is responsible to review all illness reports and to follow these steps if there is an outbreak (enteric or respiratory):

- a. Notify local Public Health and follow their reporting instructions to record all cases which are part of the outbreak (i.e. submit a Line List, etc.). Provide Public Health with the necessary information regarding children and staff.
- b. Manage the outbreak by following Public Health's requirements and recommendations.
- c. Follow Public Health direction to notify families and staff attending the center of the outbreak (i.e. by posting outbreak notification signs, outbreak advisory letter, etc.).
- d. If required, facilitate the collection of stool specimens from ill children after obtaining consent forms from parents.
- e. Report changes associated with the outbreak and provide updated information about the outbreak according to Public Health instructions.

### Typical Symptoms to Look for In an Outbreak of Enteric Illness Are:

- Diarrhea/Vomiting (more than two episodes)
- Bloody diarrhea
- Nausea
- Abdominal pain (i.e. stomach cramps)
- Elevated temperature of 37.8°C or higher and/or chills
- Undiagnosed skin rashes or infections
- Headache
- Sore muscles
- Unusual irritability and fussiness

### Typical Symptoms to Look for In an Outbreak of Respiratory Illness Are:

- Runny nose
- Sneezing
- Nasal congestion
- Cough
- Sore throat and/or difficulty swallowing
- Atypical hoarse voice
- Elevated temperature of 37.8°C or higher and/or chills
- Headache
- Sore muscles
- Unusual fatigue and lethargy
- Unusual irritability and fussiness
- Loss of appetite

## Establish Control Measures During Outbreak:

1. If a child is ill, contact the parent to take the child home and advise them to see a physician. Exclude ill children and staff from the childcare center until they have been symptom free for the required period of time according to local Public Health guidelines and the type of outbreak.
2. Encourage good personal hygiene practices for staff, children and parents. Practice proper and frequent hand washing.
3. Follow regional cleaning and disinfecting guidelines.
  - a. Increase the frequency of cleaning and disinfecting for common areas and high touch surfaces (i.e. door handles, handrails, sinks, toilets, etc.).
  - b. Clean and disinfect toys on a daily basis. Toys that are mouthed should immediately be removed from use and cleaned and disinfected prior to subsequent use.
4. Stop group sensory play activities (i.e. water play, playdough, etc.).
5. All sleeping equipment (i.e. cots, cribs, mattresses, sheets, etc.) must be cleaned and disinfected immediately after an outbreak is declared. Until the outbreak is declared over, clean and disinfect sleeping equipment at the recommended frequency and whenever visibly soiled.
6. Staff should be assigned to a dedicated classroom and not move between classrooms.
7. Internal transitions for children between classrooms should be paused.
8. Personal Protective Equipment (PPE) should be worn when there is a risk of exposure to pathogens (i.e. when diapering/toileting, cleaning bodily fluids, etc.).
9. Soiled clothing must not be rinsed or washed at the center. Place the clothing in a securely tied bag with the child's name, away from children (i.e. cubby area) and send it home.

Declaring an Outbreak Over: The outbreak will be declared over by the outbreak investigator from Public Health.