



**FOREST GROVE**

**MONTESSORI PRE-SCHOOL**

**Parent Handbook**

**Revised January 2026**

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## 1. INTRODUCTION:

We would like to take this opportunity to extend a very warm welcome to the parents and children of Forest Grove Montessori Pre-School. Each year, we aim to provide your child(ren) with an exciting and fun-filled learning experience that is certain to be life-long.

To ensure that both you and your children have a happy, stimulating, and successful experience, we encourage you to take a few minutes to become familiar with the contents of this information booklet and retain it for future reference.

## 2. PROGRAM STATEMENT ABOUT PROGRAMMING AND PEDAGOGY:

The *Child Care Modernization Act, 2014* came into effect on August 31, 2015. It modernizes and strengthens Ontario's childcare system to better support parents and give children the best possible start in life. In addition, it improves oversight in childcare centers. The purposes of this Act are to foster the learning, development, health, and well-being of children and to enhance their safety. It also provides for the use of *How Does Learning Happen?* and requires that, "Every centre shall have a program statement that is consistent with the Minister's policy statement on programming and pedagogy and shall review the program statement at least annually".

*How Does Learning Happen? (HDLH)* is an exciting resource developed to promote a shared understanding of what children need and what can be done to assist them in growing and flourishing. It is **not** a checklist of tasks to complete or a template for a "one-size-fits-all" approach, **nor** is it a rating scale for measuring quality. Rather, it describes effective practices and emphasizes positive relationships as critical for quality early years programs. Pedagogical approaches that support quality programs are those that:

- Build positive and responsive relationships.
- Focus on children's social, emotional, physical, creative, and cognitive development in a holistic way.
- Provide environments in which children learn through exploration, play, and inquiry.
- Encourage self-reflection, discussion, and ongoing collaboration and learning among educators.
- Engage with families, and value their strengths, contributions, and unique perspectives; and use pedagogical documentation to study, interpret, make visible, and help inform children's learning and development. It is meant to promote deeper reflection on how to create places and experiences. Specifically:
- When we see **children** as competent, capable of complex thinking, curious, and rich in potential, we value and build on their strengths and abilities.
- When we see **families** as experts who know their children better than anyone else and have important information to share, we value and engage them in a meaningful way.
- When we see **educators** as knowledgeable, reflective, resourceful, and rich in experience, we value the experiences and environments they create for children.

Adopting these perspectives in our practice can help us work towards the **goals** for children and expectations for programs as set out in HDLH (Please visit:

<http://www.edu.gov.on.ca/childcare/pedagogy.html> for more detail) as follows:

### Foundations, Goals, and Expectations

*HDLH* is organized around four foundations that are central to children's learning and growth. It provides a basis for thinking about and creating the kinds of environments and experiences that are meaningful for children. The expectations for programs provide ideas and examples of ways in which programs can move towards realizing the goals for children. Detailed descriptions and examples of "**Foundations for Learning**" are as follows:

<b>Foundations</b>	<b>Goals for Children</b>	<b>Expectations for Programs</b>
<b>Belonging</b>	Every child has a sense of cultivate authentic, caring belonging when he or she is connections to create a sense of connected to others and between children, adults, and contributes to their world.	Early childhood programs relationships and belonging among and the world around them.
<b>Well-Being</b>	Every child is developing a sense self, health, and well-being. their growing sense of self.	Early childhood programs nurture children’s healthy of development and support
<b>Engagement</b>	Every child is an active and provide environments and engaged learner who explores the children in active, creative, and world with body, mind, and play, and inquiry. senses.	Early childhood programs experiences to engage meaningful exploration,
<b>Expression</b>	Every child is a capable comm.- foster communication and indicator who expresses himself or herself in many ways.	Early childhood programs expression in all forms. or

To foster learning and support children’s interests, we offer a variety of daily activities such as language and physical literacy, Math, music, outdoor play, science, nature, technology, rest time, fine motor and gross motor activities, and creative arts.

**OUR PROGRAMS ARE INTENDED TO:**

- Encourage children to interact and communicate in a positive way and support their ability to self-regulate.
- Foster children’s exploration, play, and inquiry.
- Provide child-initiated and adult-supported experiences.
- Offer opportunities to create relationships with others in the program.
- Other important concepts within the HDLH are summarized as follows:

**CHILDREN ARE COMPETENT, CAPABLE, CURIOUS, AND RICH IN POTENTIAL**

We strive to implement flexibility in our programming so that each child can realize their full potential by indulging their capabilities and curiosities. They can try new things and explore new ideas, all the while learning and developing at their own pace.

**INDEPENDENCE AND SELF-RELIANCE:**

Our physical set-up meets a child's need to become independent and self-reliant by allowing free choice of learning materials, and except for routines, free use of these materials within limits. The children are encouraged to be self-reliant in routines such as dressing, toileting, washing, eating, and tidying up their playthings. Staff are always present and available for assistance when needed, but the child is made to feel responsible for the job at hand.

**THE INITIATIVE, IMAGINATION, AND COURAGE TO FACE THE SITUATION:**

Both play-based and Montessori Materials are chosen and designed to meet a child's need to develop initiative, imagination, and the courage to face situations. The creative part of the program is planned

in such a way that there are no set patterns to follow when working with paint, paper, play dough, markers, or any creative media

We understand that each child's development differs and that factors such as family, community and life experiences influence it. In each case, we aim to integrate all areas of the child's development into our program in an all-inclusive way.

### **HEALTH, SAFETY AND WELL-BEING OF CHILDREN:**

Health and safety of adults and children is extremely important to us. We aim to exceed all health and safety requirements of the Ministry of Health and Education as well as local government bylaws.

Early years sets the foundation for children's health and well-being, and a sense of closeness and belonging: No child will be left unattended under any circumstances. The staffs are educators who are consistent and gentle. Each child is given individual attention during the day and special attention should he/she need it in such a way that the child feels comfortable and valued.

### **RELATIONSHIPS AMONG CHILDREN, FAMILIES, STAFF AND COMMUNITY PARTNERS**

We work with families and children as a team. We foster collaborative and co-operative relationship between children and the adults. We believe that relationship of trust is the basis of a good foundation for this team to work towards the children meeting their maximum potential. We offer Parent-Teacher interviews and Parent Nights to strengthen and enhance our and staff's communication with the parents regarding children's development.

### **POSITIVE SELF-EXPRESSION, COMMUNICATION AND SELF-REGULATION**

Our progressive learning environments and practices encourage children's self-expression, communication, self-regulation, and ability to deal with stress. As they learn how to remain and return to a state of calm in stressful situations, they are best able to control their emotions, pay attention, and ignore distractions.

### **TRUST IN THE WORLD AND PEOPLE:**

Our staff meet the child's need to develop trust in the world and people by being cheerful and happy to see them each day and being consistent in their classroom conduct. The rules are always the same. The day is conducted in a familiar pattern. Everything is planned to follow the child's lead and interest.

If this is the child's first experience away from home, he/she will find it to be one of quiet consistency. Staff do not expect too much of a child but are there to lend support necessary to the child to accomplish each new task as they are ready.

### **SELF-WORTH ENCOURAGING EACH CHILD TO REACH THEIR MAXIMUM**

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

**GROWING IN LANGUAGE AND COGNITIVE SKILLS:** Learning happens when children manipulate, explore and experiment. Purposeful play-based learning enables children to investigate, ask questions, solve problems, and engage in critical thinking. Play is responsive to each child's unique learning style and capitalizes on his or her instinctive curiosity and vision.

We use specially designed materials for spatial concepts, matching, sorting, serration, counting games, language and math materials are provided. Science concepts are taught based on provision of related materials. Books are available. Stories, poems, songs, games are also used for language development. We respect foster, respond, support, and include different cultures, ethnicities, and physical and mental, and emotional abilities and languages. In our inclusive learning environments, we welcome children of all abilities. Inclusive learning environment in our programs is implemented by

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

### **OUTDOOR ACTIVITIES AND REST PERIODS:**

Each day, weather permitting, each child in our full day program enjoys two hours of outdoor activity – an hour in the morning and an hour in the afternoon - unless a physician advises otherwise in writing. Learning to run, jump, climb, and take turns is a healthy way to participate in group activities while developing coordination and strength. In case of adverse weather conditions, the children will make use of the Gym for their physical and gross motor activities.

Children who are registered in our full day program, have rest periods of between 1.5 to 2 hours depending on their age (Preschoolers have about 1.5 hours and Toddlers about 2 hours) of rest time each day. Older children who do not need/wish to sleep in the afternoon, are grouped in a classroom and continue their normal activities. Parents' consents/requests are sought for children who don't wish to take a rest.

### **SUPPORTING STAFF IN CONTINUOUS PROFESSIONAL LEARNING**

Our non-discriminatory hiring practices provide individuals of all backgrounds the opportunity for employment. All staff are respected, supported, and treated fairly. We strictly follow the Ministry's regulation regarding staff children's ratios and designated qualification. We encourage and, on occasions, compensate our staff in attending professional seminars and workshops.

#### **Specifically:**

At **FGMS**, we use a play-based learning approach for our Toddlers and Montessori Method of education, as framework of education for our preschoolers (as described below). We believe that Montessori Method of education is not only consistent, but compatible with the goals, practices and expectations put forth in HDLH. This is especially true when it is complemented with the missing concepts covered in HDLH to create the best environment for the development of children's physical, mental, artistic, ..., and emotional well-being in a holistic way.

Play-based learning allows our Toddlers to learn in a way that is most appropriate for them. In both programs, each child may choose to pursue activities of their own interest, giving them the opportunity to be creative and innovative as they learn.

### **3. THE PURPOSE OF MONTESSORI EDUCATION:**


#### **THE MONTESSORI METHOD**

The Montessori Method of early childhood education is based on nurturing each child's natural desire to learn and encouraging them to experience the joy of discovery through hands-on exploration with Montessori materials. Through individualized daily learning, children acquire the foundational skills of reading, writing, and arithmetic in the same natural way they learn to walk and talk.

This same approach channeling natural curiosity, enthusiasm, and self-motivation into enjoyable learning is applied to all areas of the curriculum, including science, geography, French introduction, music, arts and crafts, and physical education.

The materials and activities children engage with help them develop concentration, coordination, independence, and positive work habits essential tools for future academic and personal growth. Confidence, self-esteem, creativity, and a lifelong love of learning are also fostered through the implementation of Montessori principles.

It is important to understand that your child will benefit most from the Montessori program by completing the full **three-year cycle**. The first two years focus on building foundational skills, while the third year brings these skills together, allowing your child to reach their full potential and experience the deep satisfaction of mastery and independence.

We **highly recommend** that parents allow their child to complete all three years of the Montessori program to see the full results of their growth and development. Just like planting a seed, it takes time, care, and patience before **we see the results of its growth.** . The same is true for a child's Montessori journey the real results become visible when the full three-year cycle is completed.

#### **4. SCHOOL PHILOSOPHY/MISSION:**

Our mission is to create a happy and nurturing environment for children between the **ages of 1 ½ to 6 years old**, which is conducive to the development of their social, intellectual, academic, physical, and artistic skills. Moreover, children are encouraged to achieve their full potential, discover joy of working and learning, explore and solve problems, develop social interaction skills and independence. We are committed to providing children with the required individual attention and encouragement to learn and explore various subjects at an improving pace. To achieve the above goals, our Casa program is based on the Montessori Method of early childhood education for children between the ages of **2 ½ to 6 years old**.

**In addition to our “Casa” classes (Montessori-based program), we also offer a “Toddler” class for children aged 1½ to 2½–3 years.** This program is designed around the *Early Childhood Method of Education* and the principles of *How Does Learning Happen? (HDLH)*. It focuses on developing and enriching each child's vocabulary, as well as fostering eye-hand coordination, social skills, fine and gross motor abilities, and creativity through arts and crafts and other engaging activities.

The Toddler program serves as a gentle and enriching introduction to group learning and prepares children for a smooth transition into our Casa (Montessori) program when they reach 2½ to 3 years of age. Our toddlers enjoy fun-filled, creative, and educational experiences each day, guided by the HDLH framework, to build confidence and readiness for future learning.

At Forest Grove Montessori Preschool, **parents, students, and educators work together as partners in achieving our shared goals of growth, discovery, and success.**

#### **5. DISCIPLINE AND PROHIBITIONS:**

We regard cultivating a healthy inner discipline to be very much a part of the children's learning experience. This is achieved in a positive and constructive manner by a simple explanation, gentle reminders of the logical consequences of their actions as well as suggesting ways to deal with conflicts in a way appropriate to their actions and their ages. This will promote self-respect, discipline and ensures health and safety, respect for others, and for maintaining materials and equipment. scolding, degrading, spanking, or other forms of corporal punishment are not allowed. Inflicting any physical or bodily harm as well as depriving the child of basic needs including food, shelter, clothing, or bedding; as well as locking the exits of the premises for the purpose of confining the child or using a locked or lockable room or structure to confine the child if he or she has been separated from other children are also prohibited.

#### **6. School Hours**

The centre operates from **8:00 a.m. to 6:00 p.m.**

The **academic (program) day** runs from **8:30 a.m. to 3:30 p.m.** Optional care periods are as follows:

- **Before Care:** 8:00 a.m. – 8:30 a.m. (*no additional fee*)
- **After Care:** 3:30 p.m. – 5:00 p.m. (*no additional fee*)
- **Extended Care:** 5:00 p.m. – 6:00 p.m. (*additional fee applies*)

Half-day options may be available depending on enrollment; however, **full-time registration and fees apply in accordance with CWELCC guidelines.**

Extended care is available from **5:00 p.m. to 6:00 p.m.** (*additional fees apply*).

At Forest Grove Montessori Preschool, we strive to foster a strong sense of **order, routine, and punctuality.** We kindly ask that all children **arrive on time** to fully benefit from the program.

Late arrivals can be disruptive to the classroom environment and may cause children to miss important lessons, including the introduction of new materials and activities.

If your child will be absent, please notify the school in advance.

## **7. DROPPING OFF- PICKING UP STUDENTS:**

Parents are asked to **park only in the school’s designated parking lot** and ensure their vehicles are parked properly. This helps maintain safety and smooth traffic flow during drop-off and pick-up times.

## **8. APPLICATION PACKAGE, TUITION FEES, REFUND, H.S.T & TAX RECEIPTS:**

### **Enrollment & Tuition Policies**

#### **1. Registration & Tuition Payments**

- **Last Month’s Tuition:** Due at the time of registration.
- **Payment Methods:** PAD (Pre-Authorized Debit – preferred), debit, credit card (3% processing fee), e-transfer (EMT), or cash.

#### **2. Program Hours**

- **Centre Hours:** Monday to Friday, **8:00 a.m. – 6:00 p.m.** (closed on statutory holidays).
- **Program Hours:** **8:30 a.m. – 3:30 p.m.**

#### **Included Care:**

- Before Care: 8:00 a.m. – 8:30 a.m. (*no additional fee*)
- After Care: 3:30 p.m. – 5:00 p.m. (*no additional fee*)

#### **Extended Care:**

- 5:00 p.m. – 6:00 p.m. (*additional fee applies*)

#### **Attendance & Punctuality:**

At Forest Grove Montessori Preschool, we aim to foster a strong sense of **order, routine, and punctuality.** Parents are expected to ensure that children arrive on time. Late arrivals can disrupt the classroom environment and cause children to miss important learning activities.

If your child will be absent, please notify the school in advance.

#### **Important:**

Forest Grove Montessori Preschool operates under CWELCC guidelines. **Full-time enrollment applies,** and monthly fees remain the same regardless of attendance or number of days attended.

### 3. Fees & Additional Charges

- **Late Pick-Up Fee:** Applies after 6:00 p.m. (as outlined in the Parent Handbook).
  - **NSF (Returned Payment) Fee:** \$60 per occurrence.
  - **Late Payment Fee:** \$50 applied after 5 days overdue.
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### 4. Withdrawal & Refund Policy

#### a. Withdrawal for Adjustment or Behavioral Reasons

If a child is unable to adjust to the program or exhibits behavior that disrupts the learning environment, the school reserves the right to require withdrawal.

- Refunds for unused days may be issued at the school's discretion.
  - Registration fee is non-refundable.
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#### b. Parent-Initiated Withdrawal

- A minimum of **60 days written notice** is required.
  - Failure to provide the required notice may result in forfeiture of applicable tuition fees.
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### 5. Registration Requirements

To complete registration, parents must submit:

- Completed application package
- Medical information form
- Medical consent form
- Signed enrollment agreement
- Child's immunization record
- Birth certificate (new students only)

Tax receipts are issued annually upon request (before the end of February).  
No HST is charged on childcare fees

### 9. CWELCC (Canada-Wide Early Learning & Child Care)

Forest Grove Montessori Preschool participates in the **Canada-Wide Early Learning and Child Care (CWELCC) system**.

- As of **January 1, 2025**, base childcare fees are capped at **\$22 per day** for eligible children.
- Fees are subject to government guidelines and eligibility requirements.

#### **Non-Base Fees (Not Covered by CWELCC):**

- Late pick-up (after 6:00 p.m.): \$1 per minute will be charged.
- NSF / returned payment fees
- Special events or optional activities

## **10. WAITING LIST: (See the policy on page 41 for more information)**

When there are more applicants than available spaces, a waiting list is maintained. There is no charge for being placed on the waiting list. However, the application form must be completed, signed, and submitted by the parent(s)/guardian.

Available spaces are offered on a first-come, first-served basis, with priority given to returning students, siblings, and extended family members of current students. Once contacted, families have 24 hours to confirm acceptance before the next family on the list is offered the spot.

## **11. FIRST DAY OF SCHOOL:**

- If your child has not been in daycare before, you may be approaching this major milestone with mixed emotions. You may feel excited about all the things your child will learn and the new friends they will make, but also a little sad that your child is venturing out into the big world without you. These feelings are completely normal.
- Your child may also feel worried about being separated from you and starting something unfamiliar, so please practice separation at home. The following tips can help make this transition easier for your child:
- Please be available during the first week in case your child becomes very upset and needs to be picked up early.

During the first week, please bring your child to school after 9:00 a.m. (before 9:00 a.m., all the children are in the gymnasium, and this may make your child more anxious).

Pick your child up at 11:00 a.m. on the first two days if your child is new to our school.

Depending on your child's adjustment, we will let you know when nap time will begin.

Be positive at drop-off time, even if it feels difficult. When you say goodbye, make it short and cheerful, say "see you later!" and leave promptly. This will help make the transition easier for your child.

## **12. SEPARATION ANXIETY:**

The issue of separation is very important, and it should not be assumed that the process is automatic or the same for every child. Most children are eager to come to school, while others may feel more apprehensive at first, this is completely normal. Sometimes a child's difficulty with separation may reflect a parent's own anxiety.

Upon arrival, parents are asked to hand their child directly into the care of our staff. This is especially important for new students and their parents, as there may be some "clinging" during the first few days. We kindly ask that you say your goodbyes lovingly but quickly, and then leave the school to avoid prolonging any sad feelings.

If needed, you may pick up your child after 1–2 hours for the first couple of days to help ease the transition.

With consistency and reassurance, most children adjust comfortably within two to four weeks

## **13. Item Required upon arrivals**

### **A: List of Supplies for Toddlers:**

1. Blanket for naptime (school will provide one bedsheet)
2. Pillow (optional)
3. Any soft & safe toy that your child may like to have for naptime (optional)
4. A family picture that we can place in the class for children to look at and talk about (No picture frame)
5. Two complete sets of extra clothes (the teacher will need them on hand if your child gets messy or has an accident)
6. A pair of "inside" shoes that will stay at school (please choose the shoes that are easier for your child to put on; NO flip-flops, sandals, and open-toe shoes)
7. Diapers (should be labeled)
8. Diaper rash cream (optional, should be labeled)
9. Wipes (should be labeled)
10. Water bottle (should be labeled)

11. Sunscreen (optional): you can bring your own and request that the teacher use it on your behalf for your child. Please label it and indicate which body part you prefer to use. Please sign the form that you will receive from the staff as well.
12. **A copy of the most up-to-date Immunization Record**

**Please find your child's name on their cubby and put everything inside or hang them under their cubby**

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### **B: List of Supplies for Casa Students:**

1. Two complete sets of extra clothes (the teacher will need them on hand if your child gets messy or has an accident)
2. A pair of "inside" shoes that will stay at school (please choose the shoes that are easier for your child to put on; NO flip-flops, sandals, and open-toe shoes)
3. Water Bottle (labeled)
4. Sunscreen (optional): you can bring your own and request that the teacher use it on your behalf for your child. Please label it and indicate which body part you prefer to use. Please sign the form that you will receive from the staff as well.

#### **If your child is not fully potty trained:**

1. Pull-ups, which open on the side (labeled)
2. Diaper rash cream (optional, labeled)
3. Wipes (labeled)

#### **If your child naps after lunch:**

1. A blanket (school will provide one bedsheet)
2. A pillow (optional)
3. Any soft & safe toy that your child may like to have for naptime (optional)

### **A copy of the most up-to-date Immunization Record**

**Please find your child's name on their cubby and put everything inside or hang them under their cubby.**

### **14. RELEASING STUDENTS:**

When someone other than the parent or regular authorized adult will pick up a child:

1. **Written Authorization:**
2. Parents must email the office stating the full name of the person picking up the child (not just "sister," etc.).
3. **Phone Authorization:**  
If an email is not possible, parents must call the office and provide the person's full name for authorization.
4. **Photo ID Required:**  
The designated person must present photo identification to the teacher. The name on the ID must match the authorization given.
5. **Safety First:**  
If there is any doubt about the person's identity, the child will not be released. Parents are asked to ensure clear instructions to avoid delays or confusion.

## 15. SUPERVISION OF CHILDREN

The *Child Care Modernization Act, 2014* provide that we ensure that every child in attendance is always supervised by an adult (over 18 years of age). Direct unsupervised access is not permitted for persons who are not in our employment. Specifically, no child will be left alone with a volunteer or placement student at our centre as they are not counted in the staffing ratios.

Volunteers & placement students, as and when they are admitted to our school, shall work alongside and under the supervision of the Head Teachers during the program periods as assigned by the principal / supervisor

## 16. SERIOUS OCCURENCES

Serious Occurrences (which could include but not limited to: serious injury to a child; fire or another disaster onsite; a complaint about service standard, etc.) reporting is one of the many requirements under the Day Nurseries Act (DNA) that licensed childcare centers are obliged to comply with in order to monitor the quality of their service delivery.

To provide greater transparency for parents about serious occurrences that may occur in Child Care programs, we are required to post a Serious Occurrence Notification Form at a visible place (i.e., the main board in our case) in the school stating the description, the date, type of the occurrence, the actions taken and the outcome within 24 hours of becoming aware of such an occurrence. The exception is in the case of allegations of abuse or unverified complaints, which will be posted at the completion of follow up / investigation by the Children's Aid Society. Moreover, we are required to notify the Ministry of Children and Youth Services (including the school's program advisor) of any Serious Occurrences within 24 hours of such occurrences who would assist us in taking the necessary/appropriate actions.

## 17. NUTRITION AND SNACKS:

A hot nutritious mid-day meal and morning and afternoon snacks will be provided daily, as applicable (i.e. depending on Full or Half Day attendances). Our lunch is catered by a reputable and licensed catering company that follows Canada's Food Guide, meeting nutritional recommendations of Health Canada in developing their menus (reviewed by a registered dietician). Menus for a consecutive four weeks will be emailed to parents and are posted on our communication board for parents to view. We accommodate dietary food requirements for children in our program. Please ensure that your children have nutritious breakfast as a morning snack is not an adequate substitute for breakfast. Our snacks are chosen from nut-free branded packaged cereals, crackers, or biscuits with the least amount of sugar as much as possible. Lunch and snacks are served with milk or water. If the milk delivery is late due to bad weather or other delays, we will serve water instead.

**Morning snacks** consist of **various cereals and milk?** and **afternoon snacks** normally consist of **biscuits or crackers and milk & fruits**. twice a week they will have bread and butter. Children's allergies will be considered in serving lunch and snacks. We will send you the lunch menu as soon as we receive it from a catering company. Casa students usually have popcorn with their snack on Friday afternoons.

## 18. Food From Home for Children with Allergies

- Our catering company will provide **alternative allergy-safe food** whenever possible.
- If parents prefer to **send food from home**, they may do so by following the rules below:
  - All food must be **labeled with the child's full name**.
  - Food must be **nut-free** and free of any allergens listed for the classroom.
  - Store-bought items must stay in their **original container with the ingredient list**.
  - Homemade food must include a **written list of all ingredients**.
- Staff **will not wash or clean food containers**. All containers will be sent home at the end of the day.
- Parents must inform the office if:

- their child develops a new allergy,
- medication is required, or
- the child's Individual Plan changes.
- Individual Plans are reviewed **yearly**, or sooner if requested by parents or a physician.

## **19. ALLERGIES /ANAPHYLAXIS**

If your child has or develops any allergies, (e.g., to paint, crayons, foods, juices, etc.) please notify the school immediately. All allergies must be listed in the student's medical information form. The list of children with allergies is posted in each classroom, hallways, and the kitchen and staff attendance binder

### **Strategy to Reduce the Risk of Exposure to Anaphylactic Causative Agents:**

Our aim is to reduce the exposure of the general student population to anaphylactic agents as much as humanly possible (we have strived to implement a nut free environment since the startup of the centre).

Specifically:

- We will continue to choose a catering company which has a nut free policy/menu.
- Parents of children with severe allergies other than to nuts, are required to consult our daily menu posted on the board and bring in their children's food from home on the days when the menu contains an offending ingredient.
- The labels of any purchased food products for snacks, parties, etc., will be checked against the list of allergies of all our students.
- Those containing allergens must not be served to allergic children by anyone assigned to serve them.
- **To create a safe atmosphere for children with allergies, our centre is nut-free. We kindly request that parents refrain from sending any nuts, especially in their children's pockets, to school**
- Hand washing will be undertaken before and after eating and/or handling food by all children and staff.
- Staff, volunteers and supply staff are responsible to ensure that children do not share food.
- All surfaces must be cleaned with a cleaning solution (containing bleach) prior and after serving foods.
- An EpiPen (or Benadryl) as prescribed by the child's physician for an anaphylactic child will be available to the staff in the child's classroom (along with the first aid kit) and will be carried by the staff to the playground and on trips away from the school.
- Parents who may wish to bring any food for their own kids, should remember **our nut free policy** as well as the list of allergies of the entire children population.
- Check and have the insect nests on or near school property, including playground removed as soon as such incidents occur. Children will be forbidden to play in the playground until such time as insects such as wasps are present outdoors and the nests are removed.
- At least one staff will have a cell phone on all excursions.
- Remove and store garbage in well-covered containers away from the children.
- Eating areas will be restricted to inside school buildings (except on periodic school trips).

### **Communication Plan:**

The following is our communication plan for sharing information on life-threatening and anaphylactic allergies with staff, students, volunteers, parents, and families.

Parents will be encouraged not to bring foods that contain ingredients to which children may be allergic.

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Our centre is **nuts free** to make a safe environment for the allergic kids

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Parents and families will be informed about anaphylactic allergies and all known allergens at the childcare centre through zoom meeting, or email or handbook.

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- A list of all children's allergies including food and other causative agents will be posted in all cooking and serving areas, in each play activity room, and made available in any other area where children may be present.

## **20. HEALTH AND ILLNESS RELATED ISSUES:**

For everyone's benefit, if a child appears to be sick upon arrival at the school, the teacher has the right to refuse admittance. We trust that no parents will knowingly bring a child to the school if the child has any signs of fever, sore throat, rash, red and inflamed eyes with or without discharge, persistent cough and/or excessive nasal discharge, diarrhea, vomiting or any communicable disease (chicken pox, measles, etc.). If a child becomes ill while at the school, he/she will be removed from the company of other children, and you will be notified.

immediately. Should this occur, please pick up your child as soon as possible. In the event of an accident or other medical emergency, the parent acknowledges having signed the medical release form and authorizing the school to obtain immediate medical assistance for the child.

Please note that we cannot exclude children from outdoor activities at any time or once they have returned to school after being ill. If your child cannot participate in the required outdoor play area due to illness, it is our policy that the child remains at home. These guidelines are put in place for the benefit of all our children, including your own. Please help us to maintain high standards of hygiene in order to minimize the spread of diseases.

## **21. MEDICAL FORM:**

- We only give prescription medicine to students. Before giving any medicine, the parent or guardian must fill out and sign a Medication Administration Form. The medicine must be in its original container with the student's name on it.
- We cannot give antibiotics unless your child has already taken them for the past 48 hours.
- **We do not give over-the-counter medicines (like Tylenol, cough syrup, or creams).**
- **Returning After Illness**  
If your child had a communicable disease (like chickenpox), they must bring a doctor's note saying they are healthy and can return to school.

## **22. Administer an Item:**

Before sending the below items to the staff/office, parents must fill out a document granting the school's permission to use the items listed below.

1. Sunscreen
2. Moisturizing skin lotion
3. Lip balm.
4. Insect repellent
5. Hand sanitizer
6. Diaper cream

### **23. CLOTHING AND POSSESSIONS:**

For your child to participate and enjoy the daily program – especially the outdoor activities – it is essential that their clothing is suitable for the season and the daily weather forecast. It is important to provide clothing which is easy for children to manage on their own at their particular stage of development as our pre-schoolers will be encouraged to the toilet, change/put on extra clothing for going outside or sleeping, etc., on their own (even though assistance will always be available). Please be consistent in dressing your children appropriately to pre-empt the possibility of your children catching a cold.

The children are less likely to be distracted if their clothing is plain and simple in design. Moreover, a set of spare clothing should be provided to the school in case any accidents were to occur during the day. In addition to their regular outside shoes, the children are required to have a comfortable pair of inside shoes (preferably easy to manage by themselves, i.e., Velcro-type, etc.).

**We ask that you put your child's name on his/her coat, boots, shoes, spare clothes, etc..**

### **24. SLEEPING IN THE AFTERNOON (Nap Time)**

Parents wishing their children under 3.6 to sleep after lunch must provide linen in the form of a pillow(optional), a sheet or/and a blanket. A child feels more comfortable sleeping on personal belongings brought from home. This linen together with the spare set of clothing must be taken home each Friday or prior to School holidays (or whenever the clothing are soiled), to be washed, and should be returned the next school day.

### **25. TOYS:**

Toys may not be brought to school unless there is a prior arrangement with the teacher. This helps prevent toys from being lost, broken, or misplaced, and ensures that all children play with materials that are safe and suitable for the classroom. Personal toys can also cause distractions or conflicts, as younger children may cry wanting the toy, and some children may find it difficult to share.

### **26. BIRTHDAYS:**

If you would like your child to celebrate his/her birthday in the classroom, please let us know well in advance. We usually celebrate their birthdays on Fridays.

Regarding birthdays:

- a. You will receive a birthday form a week before the birthday.
- b. School will provide cupcakes.
- c. Parents are not allowed to bring ant treats, food, or fruits to school; however, if they want to bring something for other pupils as a gift, it must be a safe item.
- d. More information can be found on the birthday form

### **27. Show & Tell: (for Casa Students only)**

Show and tell is the technique of displaying and describing something to an audience, usually a toy or other children's item linked to the weekly topic. Practicing public speaking will build confidence in most people. Please check the list by the main door and send an object or a picture to school on Friday morning if your child's initial name is on the list.

### **28. COMMUNICATION:**

Parents who have inquiries, concerns, or suggestions can freely contact the office from **8:00 to 4:00** and email us any time at [soli.fgmontessori@gmail.com](mailto:soli.fgmontessori@gmail.com) or we kindly ask that parents do not try to

engage staff in lengthy conversations/discussions as this will take the time away from their attending to the children or implementing the children's daily program.

### **MESSAGES & PHONE CALLS:**

Any phone calls must go through the school number. We discourage phone calls to teachers because they are not available to speak on the phone during class and it disrupts the class activities.

### **29. PARENT-TEACHER CONFERENCES:**

Parent-Teacher conferences for **preschoolers are held twice a year** and for **toddlers end of the year** to aid in facilitating the communication flow. Dates and times will be posted in advance for parents to sign and confirm the desired interviews. A periodical newsletter sent to the parents will inform them of the upcoming school activities in addition to their being posted on the bulletin boards.

### **30. PROGRESS REPORTS/INTERVIEWS:**

Report cards are sent out twice a year in December and June for preschoolers and in June for toddlers. Parents are encouraged to meet during scheduled Parent-Teacher conferences to discuss any issues of concern or their child's progress.

Parents are requested not to engage the staff in daily conversations about their child's day or progress outside the above conferences as this will take away from the staff's time attending to the children. The school management is always available to discuss any issues of concern to the parents, and if required, will arrange for the Head Teacher to attend those meetings provided the meetings are held after 4:30 pm (after classroom program).

### **31. SCHOOL CLOSURES:**

Extreme weather conditions may force School closures. If you hear that a local public School may be closed, call F.G.M.S. to see if we will be closed as well. You will either speak to us directly or we will notify you via email. **We are open on PA days.**

### **32. FIELD TRIPS:**

At Forest Grove Montessori School, **no off-campus activities or field trips will be organized** due to the young age of the **children**. All learning and recreational activities will take place **on school premises** such as magic show, etc.

### **33. PAYMENT, CHEQUES, & DOCUMENTS**

All cash, cheques/EMT or documents sent to School must be placed in **a sealed envelope**. Please **write your child's full name** and a brief explanation on the outside of the envelope and the memo of the cheques/EMT.

### **34. CHANGE IN INFORMATION:**

Should your telephone numbers or address at home or at the place of business change, please remember to notify the school immediately. Any emergency contacts that should be added or removed, together with any changes in their addresses and/or phone numbers, should also be amended on the student's form in the office.

### **35. GIFTS AND DONATIONS:**

At holiday times, parents may give personal gifts to the staff or to the classroom. Please make sure to write the staff name on them. Also, note that your contributions and donations by way of children's books, stationeries, etc. are encouraged and welcomed at any time.

### **36. PROBATION/TERMINATION**

A child may be temporarily prohibited from attending the program if they are sick, unsafe, or not following rules.

Enrollment may be terminated if serious or repeated issues occur, such as unpaid fees, unsafe behavior, or breaking program policies.

Example: Repeated biting or aggressive behavior that puts other children at risk may lead to termination of enrollment.

### **37. NON-SMOKING/ NO PETS:**

Smoking in any part of the school building is strictly forbidden as per laws and regulations governing public institutions.

Additionally due to allergies parents cannot bring their pets to the school.

### **38. SUMMER CAMP:**

We are pleased to offer four sessions of **Full Day Summer Camp**, each covering a period of two weeks, for children between the ages of **18 Months to 6** years old. Registration must be for a minimum of two weeks. **Please be advised that since our summer camp is only offered to/for our own students, we may be forced to withdraw offering, if we did not have an adequate number of applicants for the program.** Obviously, the withdrawal of the camp offering would be announced to parents (who have already enrolled to the program) soon after the deadline stated in our Newsletter.

The camp hours are from **8:00 a.m. to 5 p.m.** There is no extra charge for before and after Camp hours (from 8:00 to 9:00 a.m. and :30 to 5:00 p.m. respectively). However, there is a charge for the late pick up, \$1 per minute. **Please keep in mind that staff get paid until 5:00**

All activities in each session will center around a general theme. These will include English, math, practical life, sensorial, natural sciences as well as arts, crafts, music, and dancing “For Fun”. Indoor and outdoor sports and team games are an integral part of the program. Number learning, language enrichment, and vocabulary building games are the focus of our program while arts and crafts aim at developing artistic talents as well as eye and hand coordination. Nature science introduces your child to their surroundings (i.e. leaves, animals, birds, parts of the body, etc.). Team games will focus on teaching the Campers the basic skills of cooperation and sharing.

#### **Clothing**

For outdoor activities, please provide a sun hat, shorts, running shoes, sweaters and Sunscreen (optional). Each child should have a small bag containing these items together with a change of clothing, clearly marked with the child’s name. Younger children will have an opportunity to take a nap in the afternoon so please provide them with a sheet and a pillow.

### **39. LIST OF PROHABITED PRACTICE:**

Corporal punishment (which may include but is not limited to, hitting, spanking, slapping, pinching) Physical restraint of children, including but not limited to confining to highchair, car seat etc.

for discipline or in lieu of supervision unless for the purposes described in the regulation (to prevent self-harm, harm to others and only until the risk of harm/injury is no longer imminent)

Looking the exits of the childcare centre for the purpose of confining the child, or confining the area or room without adult supervision, unless such confinement occurs during an emergency.

Use of harsh, degrading, measure or threats or derogatory language directed at or used in the presence of a child that would humiliate or frighten the child or undermine their self-respect, dignity, or self-worth.

Depriving the child basic need including food, drink, shelter, sleep, toilet use, clothing, or bedding.

Inflicting any bodily harm on children including making children eat or drink against their will.

#### **40. CONTRAVENTION OF THE PROHIBITED PRACTICES:**

- Any contravention of the prohibited practices is taken seriously and will be deal with by Forest Grove Montessori management
- Individuals who have done so are subject to disciplinary or corrective action including employment, volunteer, or student assignment in accordance with child abuse policy
- A follow-up meeting then will take place and a verbal warning is given to them
- In case of repeating the action written warning is given and Forest Grove Montessori would report to the ministry of education

#### **41. CAMERA POLICY AND PROCEDURE:**

The office of Forest Grove Montessori Pre-School has cameras in hallways. The purpose of such decisions is to first improve kids' safety and guarantee the security of equipment and property. According to the guideline of video surveillance, institutions are responsible for ensuring the safety of individuals and security of equipment and property within the scope of the service they provide. Our policy and procedure for giving cameras have been addressed to make sure installing cameras is not against people's privacy. Please note our FGMS policy and procedure below:

The cameras are only in areas directly related to the problem o be addressed by video surveillance. (Hallways as mentioned above)

Additional sensory information, such as sound, is not recorded.

The cameras are and set up such that they monitor only those spaces that have been identified as requiring video surveillance. These locations are specifically 2 hallways.

The capability of the reception camera is restricted, so we can not adjust, zoom or otherwise manipulate the camera to collect information about spaces that are not intended to be covered.

Additional signs will be added to notify everyone (such as parents and staff) about the existence of cameras. The cameras are switched off when school is not in session.

The cameras are not recording any videos.

The cameras will be only ON during the school hours, Monday to Friday from 8:00 a.m. to 6:00 p.m.

#### **42. PHOTO PERMISSION POLICY AND PROCEDURE:**

##### **Pictures and Video Cameras**

Forest Grove Montessori School may take **photos and videos** of students throughout the school year to document and celebrate their learning and activities. These images may be used for **display within the school, on the school's website, in the yearbook, or in promotional materials.**

Photos and videos may include classroom activities, special events, and other school-related experiences. **They will not be used for any purpose other than those stated above.**

**Parents/guardians will be notified and have the option to opt out if they do not wish their child to be photographed or recorded.**

##### **Parents Responsibility:**

- Using mask for parents and children is optional.
- Please allow your child/children to carry their own bags, if possible, it is recommended not to have any bag/backpack.
- Only **ONE** entrance/exit is to be used.

## We kindly ask that you always:

- Monitor your children for signs of illness - ***If in doubt; do not bring your child to school.*** *Never give your child medication to bring down a fever and then bring them to school.*
- Ensure we have your current phone numbers and provide backup numbers.
- Be always available in case we need you to pick up your child

### 43. Calendar & Statuary Holidays:

The new school calendar will be issued in September. It is in our policy to notify parents of all events, visits planned by the school. Please check the bulletin boards regularly for holidays, Parent-Teacher conferences, and other special events.

#### Statutory Holidays:

FGMS will be closed, and no childcare will be available for children):

New Year's Day

Family Day

Good Friday

Easter Monday

Victoria Day

Labour Day

Canada Day

Civic Holiday (first Monday in August)

Thanksgiving Day Christmas Day

Boxing Day

**\*Additional Closures** FGMS will be closed, and no childcare will be available for children: on March break & winter break

### 44. Conclusion:

We hope that by reading this booklet you are now familiar with the procedures and regulations of our School. By following these guidelines, you can be confident that your child will have the most enjoyable experience at our school. Finally, should you have any questions or concerns, do not hesitate to contact the office. Together we can make this an enjoyable and rewarding experience for your child.

Please be advised that the school has developed policies and procedures manual/files concerning all aspects of our operation in accordance with the current regulations – The Child Care and Early Years Act, 2014 – and are reviewed and approved by our assigned “Program Advisor” from the Ministry Education on an annual basis. Parents who wish to review any of the existing policies are welcome to contact the office (please also note that the files in the manual cannot be borrowed or copied out of the premises).

# *Forest Grove Montessori Pre-School*

53 Madawaska AVE, M2M 2R2

Tel: (416) 225-1666

## ACADEMIC CALENDAR & HOLIDAYS 2025-2026

<b>Monday, September 01</b>	<b>Labour Day - School Closed</b>
<b>Tuesday, September 02</b>	<b>First Day of School</b>
<b>Monday, October 13</b>	<b>Thanksgiving Day - School Closed</b>
<b>Friday, December 19</b>	<b>Last Day of School (before winter Break)</b>
<b>Dec 22, 2025, to Jan 02,2026</b>	<b>Winter/Christmas Break</b>
<b>Monday, January 05</b>	<b>School Opens</b>
<b>Monday, February 16</b>	<b>Family Day – School Closed</b>
<b>March 16-20</b>	<b>March Break</b>
<b>Friday, April 03</b>	<b>Good Friday - School Closed</b>
<b>Monday, April 06</b>	<b>Easter Monday - School Closed</b>
<b>Monday, May 18</b>	<b>Victoria Day - School Closed</b>
<b>TBA</b>	<b>Last Day of School</b>

# FGMS Policies & Procedures



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## 1. Anaphylactic Policy and Procedures

### Purpose:

#### **Development of Individualized Plans and Emergency Procedures for Each Child with an Anaphylactic Allergy**

- Before a child with an anaphylactic allergy begins care, the **Supervisor** will meet with the parent to gather medical information about the child's condition.
- An **Individualized Plan and Emergency Procedures** will be developed in consultation with the parent and, where appropriate, a regulated health professional involved in the child's care (at the parent's request).
- The plan will include:
  - The child's allergy(ies) and symptoms of an anaphylactic reaction.
  - Avoidance and monitoring strategies specific to the child.
  - Emergency response procedures and step-by-step instructions for administering medication.
  - Identification of the child and training for staff, students, and volunteers directly responsible for the child.
- Individualized plans and emergency procedures will be:
  - Reviewed and signed by parents before implementation.
  - Reviewed by staff, students, and volunteers prior to working with the child.
  - Reviewed with the parent **annually** or whenever changes occur.
- Plans will be kept in accessible locations including the classroom, office emergency binder, and food preparation area.

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### **Strategies to Reduce the Risk of Exposure to Anaphylactic Allergens**

- No food with "may contain" warnings for identified allergens will be served.
- All food provided from home must be labeled with the child's full name, date, and ingredient list.
- Children will be supervised during meals/snacks to prevent food sharing.
- Parents will be asked to ensure their child arrives free from allergen traces (e.g., hands washed, teeth brushed).
- No craft/sensory/play materials containing known allergens will be used.
- Allergy lists will be posted in each classroom, food preparation area, and office.
- Staff will review and update allergy lists regularly, and parents will be informed of changes while protecting children's confidentiality.

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### **Communication Plan**

- Parents will be reminded not to send food containing identified allergens to the centre.
- Allergy lists will be posted in food prep and eating areas and included in classroom binders.
- All staff, students, and volunteers will review each child's individualized plan before working with the child.
- Parents of children with anaphylaxis will be updated on any changes to procedures or incidents.
- Serious occurrences involving anaphylaxis will be reported to the Ministry of Education in accordance with policy.

### **Training**

- All staff, students, and volunteers will receive training on:
  - Signs and symptoms of anaphylaxis.

- Procedures to follow in the event of an allergic reaction.
- Administration of an epinephrine auto-injector.
- Training will be provided by the parent of the child (and/or a regulated health professional if required).
- Training will be repeated **annually** and whenever changes are made to a child’s individualized plan.
- The Supervisor will keep written records of all training completed, including dates and staff names.\_\_\_\_

## 2. Drug & 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). For the purpose of this policy, drugs and medications fall into the following two categories:

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

**Note:** The following items are not considered drugs or medication for the purposes of this policy, except where the item is a drug, as defined in the *Drug and Pharmacies Regulation Act*, prescribed for a child by a health professional:

- Sunscreen
- Moisturizing skin lotion
- Lip balm
- Insect repellent
- Hand sanitizer
- Diaper cream

These over-the-counter products may only be administered in accordance with the following rules:

- Must have written authorization by a parent.  
This can be in the form of a “blanket authorization” on the enrolment form. It does not require an Authorization for Medication Form, described in this policy.  
If a parent does not provide written authorization for the use of these items at the child care centre, licensees must communicate this to their staff (e.g. information will be included on the centre’s allergy list where applicable or a separate list of names of the children where written authorization was not given by the parent will be provided).
- Must be stored in accordance with the instructions for storage on the label and the container or package must be clearly labelled with the child’s name and the name of the item.
- A container or package does not need to be labelled with a child’s name where items are shared (if appropriate), such as hand sanitizer located at entrances and exits.
- Must be administered to a child only from the original container or package and in accordance with any instructions on the label and any instructions provided by the parent of the child.

This policy and procedures document 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, FGMS will encourage parents 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 and ask them email us if anything changes to ensure the dosage continues to be accurate (e.g. based on the child's age or weight).

### **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 stored in lock box in the kitchen to ensure the children do not have access to them and will not be administered to children at any time.

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

All drugs or medications will be always kept inaccessible to children in a locked container or area in a refrigerator or top of it. 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 always made aware of the location of children's emergency medications.

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 m 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).

### Additional Policy Statements

#### **Children with Anaphylactic Allergies Without Epinephrine On-Site**

- Parents/guardians must provide an up-to-date epinephrine auto-injector before the child starts care.
- If a child arrives without their prescribed epinephrine, parents will be contacted immediately to bring it.
- If an anaphylactic reaction occurs without epinephrine available, 911 will be called immediately.

#### **Children Arriving Without Their Required Medication**

1. If a child requires daily or emergency medication (e.g., inhaler, insulin) and arrives without it, parents will be contacted to bring the medication.
2. If parents are unreachable and the medication is essential, emergency services may be called.

#### **Administering Medication During School Hours**

- If a child requires medication while attending school but is not receiving childcare at the time, parents must arrange for school staff to administer the medication.
- Childcare staff will not administer medication unless the child is present in the program during designated care hours.

**SCENARIO: 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 Medicine form to complete to obtain written authorization to administer the medication from.
  - 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 (daily written record).

**SCENARIO: 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).

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

Roles and Responsibilities

3. **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 ;
  - 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.

**4. 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 has ended:**

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

**5. 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
- 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).

**SCENARIO: 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:

- vii. administer first aid to the child, where appropriate;

- viii. 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;
- ix. notify a parent of the child;
- x. notify the supervisor/designate;
- xi. document the incident in the appropriate staff communication book (e.g. daily written record); and
- xii. 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.**

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

Roles and Responsibilities

- 2. The person in charge must immediately:
  - xiii. where applicable, follow the steps outlined in Scenario D (a child has a reaction to administered medication); and
  - xiv. contact the parent of the child to report the error;
  - xv. report the error to the supervisor/designate;
  - xvi. document the actual administration of the drug or medication on the medication administration record; and
  - xvii. document the incident in the appropriate staff communication book (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.**

**SCENARIO: A drug or medication is administered to the wrong child.**

Roles and Responsibilities

- 3. 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.**

## **SCENARIO: 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.**

### 3. Emergency Management Policy and Procedures

#### Policy:

*Forest Grove Montessori Preschool* is committed to ensuring the safety and well-being of all children, staff, and visitors in the event of an emergency. We have established clear policies and procedures to effectively manage emergencies, minimize risks, and maintain appropriate levels of care and supervision during critical situations.

The safety of the children in our care is our highest priority, and we will take all reasonable steps to provide a secure environment.

The following is our off-site meeting place in case of evacuation: Centre Point Mall's Food Court.

#### Procedures Roles and Responsibilities of Staff During an Emergency:

- The Director or designate will oversee the emergency response and delegate tasks as necessary.
  - All staff will follow the emergency procedures outlined in this document and assist in maintaining order and safety.
  - Staff will ensure attendance records, emergency contact lists, and first aid kits are readily available and taken to the off-site location, if required.
  - Providing Additional Support for Any Child or Adult Who Needs It in Case of an Emergency (Including the Consideration of Special Medical Needs) Staff will identify and provide support for children or adults with medical, mobility, or emotional needs.
  - Emergency medical kits will include supplies for specific health needs (e.g., EpiPens, inhalers).
  - A designated staff member will assist individuals requiring additional support.
  - Ensuring Children's Safety and Maintaining Appropriate Levels of Supervision During an Emergency Staff-to-child ratios will be maintained to the best extent possible during an emergency.
1. Headcounts will be conducted immediately upon evacuation and every 15 minutes until the emergency is resolved.
  2. Staff will calm and reassure children while ensuring their physical safety.
  3. Communication with Parents will be informed of emergencies through phone calls, text messages, or email updates
  4. The Director will provide parents with clear instructions on where and when to reunite with their children if evacuation occurs.
  5. Contacting Appropriate Emergency Response Agencies Emergency services (e.g., 911) will be contacted immediately in case of fire, medical emergencies, or other critical incidents.

6. The Director or designate will coordinate with emergency responders and provide necessary information.
7. Addressing Recovery from an Emergency Staff will assess the condition of the premises to ensure it is safe to resume operations.
8. Necessary repairs or clean-up will be completed before reopening the center.
9. Debriefing Staff, Children, and Parents After an Emergency A debrief session will be held with staff to evaluate the emergency response and identify areas for improvement.
10. Parents and children will be invited to share their experiences, and additional support will be provided if needed.
11. Resuming Normal Operations of the Child Care Centre Normal operations will resume only when it is safe to do so, and all necessary precautions have been taken.
12. Parents will be informed of the reopening through email or phone communication.
13. Supporting Children and Staff Who May Have Experienced Distress During an Emergency Counseling or additional support services will be made available to those who experienced distress.
14. Staff will closely observe children for signs of ongoing stress or trauma and provide a nurturing environment to aid their recovery.
15. This policy will be reviewed annually or after any significant emergency to ensure its effectiveness and compliance with regulatory requirements.

#### **4. Monitoring Compliance and Contraventions Policy**

##### **Purpose:**

This policy sets out the process Forest Grove Montessori will follow to monitor the implementation of its policies, procedures, and individualized plans on an ongoing basis. It explains how compliance and non-compliance (contraventions) with these policies, procedures, and plans will be monitored, recorded, and addressed.

This document fulfills the obligations under Ontario Regulation 137/15 for written policies and procedures for monitoring, recording, and addressing compliance and non-compliance with policies, procedures, and individualized plans in childcare centres.

##### **Policies and Procedures Required under the Child Care and Early Years Act, 2014:**

- Playground Safety
- Anaphylactic Policy
- Coronavirus (COVID-19) Policy
- Sleep Supervision
- Serious Occurrence
- Drug and Medication Administration
- Supervision of Volunteers and Students
- Program Statement Implementation
- Staff Training and Development
- Police Record Check
- Fire Safety and Evacuation
- Waiting List
- Parent Issues and Concerns
- Emergency Management

##### **Individualized Plans Required under the Child Care and Early Years Act, 2014:**

- Anaphylaxis
- Special Needs
- Medical Needs

## 1. Monitoring and Observations

Forest Grove Montessori will monitor each staff, student, and volunteer to assess whether policies, procedures, and individualized plans are being implemented as follows:

- **Supervisor:** Observes and monitors all qualified staff and program operations.
- **Qualified Staff (RECE):** Observes and monitors program assistants, students, and volunteers in classrooms.
- **Program Assistants:** Observes and monitors children's activities and adherence to program routines.
- **Placement Students:** Monitored by qualified staff assigned as mentors.
- **Volunteers:** Monitored by assigned staff or supervisor.

### Monitoring Methods:

- Participation in program activities and informal observations.
- Collecting feedback from parents and families.
- Reviewing written documentation (medication forms, daily records, attendance, etc.).
- Monitoring at various times of the day (arrival, departure, rest periods, meal times, outdoor play, transitions).

## 2. Documentation and Records

- Monitoring and observations will be recorded using templates provided in Appendix A, **last page**
- Documentation will include concrete examples of observed compliance and non-compliance.
- Records will be completed at the time of observation or at least **four times per year**.
- All records will be securely stored in the **administrative office** for at least **three years**.

## 3. Follow-up

- Any concerns regarding compliance will be reported to the supervisor or designate.
- The supervisor or designate will review observations with individuals **monthly** and provide support (e.g., additional training) as needed.
- Additional follow-up may include coaching sessions or professional development workshops.

## 4. Dealing with Contraventions

- Forest Grove Montessori encourages staff, students, and volunteers to raise questions about implementing policies and plans.
- Progressive discipline may be applied based on severity and history of non-compliance, including:
  - Informing the individual of observed non-compliance and reviewing evidence.
  - Re-reviewing relevant policies, procedures, and plans.
  - Issuing verbal or written warnings.
  - Temporary suspension (duration based on severity).
  - Termination of position.
  - Notifying relevant parties (e.g., RECE, CAS, police).
- Serious occurrences (e.g., allegations of abuse) will follow the **Serious Occurrence Policy**.
- Families will be informed if appropriate, in accordance with the **Parent Issues and Concerns Policy**.

### Additional Policies and Procedures

Forest Grove Montessori may include:

- Review of policies and procedures **annually**.
- Addressing observations from staff, children, or parents.
- Additional training and support to ensure compliance.
- Integration of collective agreements or contractual obligations, if applicable.

## 5. Outdoor and Playground Safety Policy and Procedures

### Purpose:

Outdoor play is an essential part of the daily schedule and plays a key role in children's overall development and well-being. Children thrive in environments that allow active play, exploration, and manageable risk-taking. Outdoor activities also support cognitive development, including perception, attention, creative problem-solving, and complex thinking.

This policy outlines the responsibilities of the licensee, staff, students, and volunteers to ensure that outdoor and playground spaces at FGMS:

- Are safe and well-supervised
- Provide developmentally appropriate opportunities for play
- Meet Canadian Standards Association (CSA) requirements

This policy is in compliance with Ontario Regulation 137/15 regarding playground safety for childcare centres.

**Note:** Definitions of key terms are provided in the Glossary at the end of this document.

### **General**

- Adequate age-appropriate play materials and equipment will be available for outdoor play.
- Playground capacity will not exceed safe limits at any time.

### **Playground Inspections**

- **Frequency: Daily, Monthly, Annual**
- **Documentation:** All inspections must be documented and filed by supervisor in Playground Inspection Binder.
- **Certified Inspections:** Fixed playground equipment must be inspected annually by a certified third-party inspector who:
  - Declares no conflict of interest with equipment manufacturers or contractors
  - Holds valid Professional Errors and Omissions insurance
  - Holds current playground inspector certification

### **Repairs and Maintenance**

- All items identified for repair must be logged and addressed promptly (see Appendix C for form).
- Documentation must include:
  - Date the issue was identified
  - Steps taken to address unresolved items
  - Date repairs were completed
- Unsafe areas will be sectioned off until repaired.
- Repairs requiring structural changes must be approved by the Ministry of Education Director before commencement.

### **Compliance with CSA Standards**

- All playground structures and surfaces must meet **CSA Z614-14: Children's Play spaces and Equipment** standards.
- Written confirmation of compliance must be obtained from a certified playground safety inspector following any repair or renovation that affected comp—

### **Supervision**

- Children will be supervised at all times during outdoor play.
- Staff will position themselves strategically to ensure full visual coverage and will rotate positions as needed.
- Staff-to-child ratios will always meet or exceed regulatory requirements; reduced ratios are never permitted.
- Gates must be securely closed at all times.

### **Documentation and Report Retention**

- All inspection and repair records must be:
  - Maintained for **three years**
  - Available for Ministry of Education review at any time

### **Playground Safety Policy Statements**

#### **1. Daily Playground Checks**

- Conducted **twice daily**:
  - Morning, before children enter
  - Afternoon, before the last outdoor play period
- Completed using the **Daily Playground Checklist** and filed accordingly.

#### **2. Monthly Playground Checks**

- Conducted on the **first Monday of each month**.
- Documented on the **Monthly Playground Safety Checklist**.

#### **3. Annual Playground Inspection**

- Conducted by a **certified third-party inspector** for fixed equipment.
- For playgrounds without fixed structures, focus on surfacing, portable equipment, drainage, and environmental hazards.

#### **4. Documentation and Reporting**

- All inspections and hazards must be documented.
- Corrective actions must be logged and monitored until resolved.

### **Playground Safety Procedures**

<b>Timeline</b>	<b>Steps to Follow</b>
<b>Daily – Before Outdoor Play</b>	<ol style="list-style-type: none"><li>1. Teachers inspect playground using Daily Checklist; remove hazards.</li><li>2. Unresolved hazards reported to Supervisor and sectioned off.</li><li>3. Prepare children: emergency medication, contact info, attendance, allergy lists, appropriate clothing, headcount.</li></ol>
<b>Daily - During Outdoor Play</b>	<ol style="list-style-type: none"><li>1. Staff supervise strategically and rotate positions.</li><li>2. Ensure access to drinking water.</li><li>3. Complete headcounts every 15 minutes.</li><li>4. Engage with children in play.</li><li>5. Refrain from personal phone use or unrelated socializing.</li><li>6. Injuries: administer first aid, contact emergency services, notify parents, complete accident report, follow serious occurrence policy.</li></ol>
<b>Daily Returning Indoors</b>	<ol style="list-style-type: none"><li>1. Conduct headcounts while transitioning indoors.</li><li>2. Bring attendance records, emergency medication, and contact info inside.</li></ol>
<b>Monthly</b>	Supervisor inspects playground using Monthly Checklist; removes hazards if possible; logs and follows up on repairs; reviews accidents for trends.

## Timeline

## Steps to Follow

### Annual

Supervisor ensures certified inspector conducts inspection (for fixed equipment); reviews findings and obtains report. For non-fixed equipment, completes annual inspection checklist and develops plan to address hazards.

### Additional Mandated Procedures

1. **Vandalism:** Children restricted from damaged areas; Supervisor logs incident; repair or removal required before use.
2. **Head Counts:** Conducted before leaving classroom, entering playground, every 15 minutes outdoors, and before re-entering classroom.
3. **Inclement Weather:** Outdoor play modified or cancelled during unsafe conditions; indoor gross motor activities provided.
4. **Allergens and Hazards:** Staff check daily for nuts, food waste, bee/wasp nests, and toxic plants; report to Supervisor immediately.



## 6. Parent Issues and Concerns Policy and Procedures

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### **Purpose:**

The purpose of this policy is to provide a clear, transparent, and timely process for parents/guardians, staff, and the licensee to follow when a parent/guardian brings forward an issue or concern related to the operation of the childcare centre or their child's experience.

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### **Definitions:**

**Licensee:** The individual or agency licensed by the Ministry of Education responsible for the operation and management of the childcare centre.

**Staff:** Any individual employed by the licensee, including program room staff, supervisors, and other employees.

**Parent/Guardian:** A person having lawful custody of a child enrolled in the childcare centre.

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### **Policy**

#### **General**

Forest Grove Montessori Preschool encourages parents/guardians to take an active role in the centre and to communicate regularly with staff about their child's experiences. As outlined in our Program Statement, we support positive and responsive interactions among children, parents/guardians, staff, and the licensee, and we foster ongoing communication and collaboration.

All issues and concerns raised by parents/guardians are taken seriously and will be addressed in a respectful, timely, and professional manner. Every effort will be made to resolve issues to the satisfaction of all parties involved while maintaining confidentiality.

Issues and concerns may be brought forward verbally or in writing. Responses and outcomes will be communicated verbally or in writing, upon request. The amount of information shared will respect the confidentiality of all individuals involved.

An initial response to an issue or concern will be provided within **two (2) business days**. Parents/guardians will be kept informed throughout the resolution process.

Investigations will be fair, impartial, and respectful to all parties.

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#### **Confidentiality**

All issues and concerns will be treated confidentially. Information will only be disclosed when required by law or for legal reasons, including but not limited to disclosure to the Ministry of Education, the College of Early Childhood Educators, law enforcement authorities, or a Children's Aid Society.

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**Conduct:** Forest Grove Montessori Preschool maintains high standards for positive interaction, communication, and role-modeling. Harassment, discrimination, or disrespectful behavior will not be tolerated from any party.

If a parent/guardian, staff member, or licensee feels uncomfortable, threatened, abused, or belittled during an interaction, they may end the conversation immediately and report the matter to the Supervisor and/or Licensee.

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

All individuals, including members of the public and professionals who work with children, are legally required to report suspected cases of child abuse or neglect.

If a parent/guardian expresses concern that a child may be abused or neglected, they will be advised to contact the local Children's Aid Society (CAS) directly. Any person who becomes aware of such concerns is also required to report this information to CAS in accordance with the **Duty to Report** under the Child, Youth and Family Services Act.

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## Procedures: Steps for Responding to Parent Issues or Concerns

### 1. Acknowledgement

All issues or concerns will be acknowledged at the time they are received or as soon as reasonably possible.

### 2. Initial Response or Meeting

When possible, concerns will be addressed immediately. If further discussion is required, a meeting with the parent/guardian will be arranged within **five (5) business days**.

### 3. Documentation

All issues and concerns will be documented. Documentation will include:

- the date and time the issue or concern was received.
- the name of the person who received the issue or concern;
- the name of the parent/guardian reporting the issue or concern;
- the details of the issue or concern; and
- steps taken to address the concern and any next steps or referrals provided.

### 4. Investigation

#### Timeline

The investigation will begin within **two (2) business days**, or as soon as reasonably possible. Any delays and the reasons for them will be documented.

### 5. Resolution and Outcome

The resolution or outcome will be communicated to the parent/guardian as soon as the investigation is complete.

### 6. Escalation Process

If a parent/guardian is not satisfied with the resolution, they may request further review by the Licensee. Parents/guardians may also contact the Ministry of Education directly at any time.

### 7. Health, Safety, and Serious Occurrences

Any concern involving a child's health, safety, or well-being will be addressed immediately. If the concern meets the definition of a **Serious Occurrence** under the Child Care and Early Years Act (CCEYA), it will be reported to the Ministry of Education, and parents/guardians will be notified as required.

### 8. Record Retention

All documentation related to issues and concerns will be kept on file at the centre and made available to the Ministry of Education upon request.

**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></p> <p>E.g.: schedule, sleep arrangements, toilet training, indoor/outdoor program activities, feeding arrangements, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <li>- the classroom staff directly or</li> <li>- the supervisor or licensee.</li> </ul>	<p><b>Procedure for Addressing Issues and Concerns</b></p> <ul style="list-style-type: none"> <li>• Address the issue or concern at the time it is raised <b>or</b>, if this is not possible, arrange a meeting with the parent/guardian within <b>five (5) business days</b>.</li> <li>• Document all issues or concerns in detail. Documentation must include:               <ul style="list-style-type: none"> <li>○ the date and time the issue/concern was received;</li> <li>○ the name of the staff member who received the issue/concern;</li> <li>○ the name of the person reporting the issue/concern;</li> <li>○ a detailed description of the issue/concern; and</li> <li>○ any steps taken to resolve the matter and/or information provided to the parent/guardian about next steps or referrals.</li> </ul> </li> <li>• Provide contact information for the appropriate person if the staff member notified is not able to address the concern.</li> <li>• Ensure that an investigation is initiated by the appropriate party within <b>1–2 business days</b>, or as soon as reasonably possible. Any delays must be documented, including the reason.</li> <li>• Provide a clear resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</li> </ul>
<p><b>General, Centre- or Operations-Related</b></p> <p>e.g.: childcare fees, hours of operation, staffing, waiting lists, menus, etc.</p>	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> <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 or</li> <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 or</li> <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>	

### Ministry Contact Information

Parents/guardians may contact the Ministry of Education, Child Care Quality Assurance and Licensing Branch, at any time:

**Licensed Child Care Help Desk: Email:** [childcare\\_ontario@ontario.ca](mailto:childcare_ontario@ontario.ca)

**\*The Helpdesk accepts communication by email only; phone communication is not available.**

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### Centre Contact Information

Licensee / Supervisor: **Soli**

Phone: 647-832-4497

Email: [Soli.fgmontessori@gmail.com](mailto:Soli.fgmontessori@gmail.com)

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### Regulatory Reference

This policy is developed in accordance with:

- **Child Care and Early Years Act, 2014 (CCEYA)**
- **Ontario Regulation 137/15, Section 45.1 – Parent Issues and Concerns**

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*This policy is included in the Parent Handbook and is available to parents/guardians upon request.*

## 7. Police Record Check Policy and Procedures

### Purpose:

The purpose of this policy is to outline clear and consistent rules for collecting, reviewing, and maintaining information from **police record checks, offence declarations, and attestations** for all individuals who work, volunteer, or provide services at Forest Grove Montessori.

This policy supports the protection, health, safety, and well-being of children by ensuring that all individuals in positions of trust have been screened appropriately and meet the requirements under the **Child Care and Early Years Act, 2014 (CCEYA)** and **Ontario Regulation 137/15**.

It also outlines measures to protect children while a **Vulnerable Sector Check (VSC)** is pending or being renewed, as well as during breaks in employment or leaves of absence.

### Policy

#### **1. Vulnerable Sector Checks (VSCs)**

Forest Grove Montessori requires a VSC from the following individuals:

- **Employees, students, and volunteers** who interact with children.

#### **Timelines:**

- Before beginning employment or placement, or otherwise interacting with children.
- Every 5 years after the date of the most recent VSC.
- After a termination in the relationship of 6 months or more.
- Upon return from a leave of absence, if a VSC would have been required during the leave.

#### **Requirements:**

- Must be issued by the local police service where the individual resides.
- Must be dated no earlier than six months before submission.
- Must be an **original** (not a photocopy), unless the individual is a **student or volunteer**, in which case a legible copy is acceptable if the VSC is less than five years old.
- Must be in English or accompanied by a certified translation.
- Must include all required information under section 9 of the CCEYA.

#### **Exceptions:**

- Students and volunteers may submit a VSC performed within the last five years if accompanied by an **offence declaration** covering the period since the VSC was completed.

- A **Criminal Record Check (CRC)** may be accepted in limited cases where a police service cannot issue a VSC.

#### **Special Cases:**

- **Individuals turning 18** must disclose any findings of guilt under the *Youth Criminal Justice Act (YCJA)* if they received an adult sentence.
- Individuals turning 19 must apply for a VSC within one month of their birthday and provide evidence of the application.

#### **Offence Declarations (ODs)**

The **Supervisor or Designate** will obtain an Offence Declaration from:

- Employees, students, and volunteers annually (within 15 days of the anniversary of their most recent VSC or OD).
- Individuals returning from a break in employment or leave, if an OD would have been required during that time.

#### **Each OD must include:**

- Full name and signature of the individual.
- Date of the most recent VSC or OD.
- A list of all convictions under the *Criminal Code of Canada* since that date, or a statement that there are none.
- Date the declaration was made.

All ODs will be securely stored for **three years** from the date created.

### **3. Attestations**

Required from **other persons** who provide child care or services to children (e.g., resource consultants, therapists, instructors).

#### **Timelines:**

- Prior to interacting with children.
- Annually, within 15 days of the anniversary of the previous attestation.

#### **Each attestation must confirm that:**

- A VSC was reviewed by the employer or contracting entity within the past five years.
- The VSC did not identify any disqualifying offences under section 9(1) of the CCEYA.

All attestations will be kept confidential and securely filed for **three years**.

#### **Use and Confidentiality of Information**

- No individual will be permitted to work or volunteer if their VSC, OD, or attestation reveals offences that may pose a risk to children, including:
  - Convictions under the CCEYA or *Criminal Code of Canada* (e.g., sexual offences, child abuse, violent crimes, or current prohibitions from contact with minors).
- Information will be used **solely** for screening and compliance purposes.
- All records will be stored in a **locked cabinet** or **password-protected electronic file** accessible only to the **Licensee/Designate** and **Supervisor**.
- Disclosure of this information will only occur when required by law (e.g., Ministry inspection, police investigation, or CAS report).

#### **Additional Measures While Awaiting a VSC**

An individual may begin interacting with children **only if:**

- They have applied for a VSC and provided proof of application.
- They have signed an offence declaration.
- Two positive reference checks have been obtained.

### Additional supervision measures include:

- Never being left alone with children.
  - Being supervised by a staff member with a valid VSC.
  - Weekly monitoring and documentation by the Supervisor or Lead RECE.
- If a VSC is not received within a reasonable time and there is no valid reason for the delay, the individual will be removed from child contact.

### Record Management and Tracking

- A tracking log will be maintained by the **Centre Supervisor** to monitor all VSCs, ODs, and attestations and their renewal dates.
- Electronic copies of police checks will be stored securely.
- Records will be destroyed according to privacy legislation and the centre's record retention policy.

### Additional Policy Statements

- A **Memorandum of Understanding (MOU)** will be signed with partner schools or agencies outlining responsibility for documentation.
- A current VSC will be submitted to the Ministry of Education with any new or amended licence.
- Individuals who have lived outside Canada for six months or more in the past five years must provide an **international police check** or **notarized affidavit** if unavailable.
- Any new conviction or finding must be reported to the Supervisor immediately, and the person removed from contact with children until reviewed.

### Procedures

#### A. Obtaining a Police Record Check

1. Individual applies for a PRC/VSC from their local police service.
2. Individual provides the **original document** or proof of application to the **Supervisor**.
3. Supervisor reviews and signs the true copy with:
  - "Original received and reviewed by [Name],"
  - "Date received: [Date],"
  - Signature of reviewer.
4. Supervisor stores the original or true copy securely.

#### B. Submitting an Offence Declaration

1. Supervisor ensures OD forms are available and provides reminders before due dates.
2. Individual completes and submits OD within 15 days of the anniversary date.
3. Supervisor reviews, signs, and securely stores the document.

#### C. Obtaining an Attestation

1. Supervisor notifies service providers that an attestation is required before interaction with children.
2. Supervisor reviews and files the attestation confidentially.

If a PRC, OD, or attestation reveals a conviction related to child safety, the Licensee or Supervisor will:

- Follow the **Serious Occurrence Policy**.
- Notify the **Children's Aid Society** immediately (as per the duty to report).
- Notify the **Ministry of Education** and other relevant authorities.

## **8. Program Statement Implementation Policy**

### **Purpose:**

The purpose of this policy is to outline the expectations for all child care providers, staff, volunteers, and students in implementing the program statement. It also defines the prohibited practices as per Section 48 of O. Reg. 137/15 and specifies the measures to address policy contraventions and prohibited practices.

### **Implementation of the Program Statement:**

All childcare providers, staff, volunteers, and students are expected to adhere to the approaches and pedagogical philosophies outlined in the program statement, which is guided by How Does Learning Happen? Ontario's Pedagogy for the Early Years. This includes:

- Promoting a positive learning environment that supports children's well-being and holistic development.
- Encouraging inquiry-based, play-based, and child-led learning experiences.
- Fostering responsive relationships between educators, children, and families.
- Implementing inclusive and culturally responsive practices to respect diversity.
- Ensuring that children have agency and voice in their learning experiences.
- Communicating respectfully and effectively with families about their child's development.

### **Prohibited Practices:**

- As per Section of O. Reg. 137/15, the following practices are strictly prohibited:  
Corporal punishment of a child.
- Deliberate use of harsh or degrading measures that humiliate, shame, or frighten a child.
- Depriving a child of basic needs, including food, water, shelter, clothing, or bedding.
- Locking the exits of the child care premises for the purpose of confining a child.
- Using a locked or confining space as a form of discipline.
- Inflicting verbal, emotional, or physical harm on a child.
- Permitting or inflicting any form of abuse (physical, emotional, or psychological).

### **Addressing Contraventions & Prohibited Practices:**

To ensure compliance, the following measures will be taken in cases of policy violations:

- Immediate intervention to stop any prohibited practice.
- Documentation of the incident, including statements from involved parties.
- Review meeting with the individual involved to reinforce policy expectations.
- Corrective actions, which may include additional training, mentorship, or performance improvement plans.
- Progressive discipline, which may include verbal warnings, written warnings, suspension, or termination, depending on the severity of the violation.
- Reporting serious occurrences to the appropriate regulatory authorities as required.

### **Monitoring & Compliance**

- Regular staff training and professional development to reinforce implementation.
- Ongoing observations to ensure staff, volunteers, and students follow the program statement.
- Annual policy review and updates to align with legislative changes and best practices.
- Open communication channels for families and staff to report concerns or provide feedback.

## 9. Waiting List Policy

### Purpose:

This policy provides for a transparent and systematic administration of waiting lists for prospective parents, ensuring confidentiality and privacy for all children involved. It outlines procedures for placing children on the waiting list, offering admissions, and providing parents with details regarding their child's position—

### Policy

#### **General:**

- FGMS will make every effort to accommodate all registration requests.
- If FGMS has reached maximum capacity and no space or in-childcare services provider is available, the waiting list procedures will be followed.

### Procedures

1. **Receiving a Request to Place a Child on the Waiting List:**
  - Parents will submit requests through an email and filling out a form
2. **Placing a Child on the Waiting List:**
  - Children will be added in chronological order based on the time and date the request is received.
  - After placement, parents will be informed of their child's position on the list.
3. **Determining Placement Priority When a Space Becomes Available:**
  - Priority may be given to siblings of children already enrolled.
  - Priority also will be given to children of close family members, such as a child's aunt or other immediate relatives, to help ease the transition for both the child and their family.
  - Children reaching an appropriate age.
  - After placing children with priority status, other children will be admitted according to the chronological order on the waiting list.
4. **Offering an Available Space:**
  - Parents will be notified via email when a space becomes available.
  - A response timeframe of 24 hours will be provided. If no response is received within that period, the next child on the list will be contacted.
5. **Responding to Parent Inquiries:**
  - Supervisor will be the point of contact for parents seeking information on their child's waiting list status.
  - The contact person will provide the current position and potential timeframe for availability.
6. **Maintaining Privacy and Confidentiality:**
  - The waiting list will be managed in a way that maintains privacy, and only the child's position will be shared with parents.
  - Information about other children on the list will not be disclosed.

### Glossary

- **Licensee:** The individual or corporation responsible for the agency's operation, as per the Ministry of Education.
- **Parent:** The legal guardian or individual responsible for a child.
- **Premises:** The physical building or location where the childcare services are provided.

### No-Fee Waiting List Registration

- Please note that there are **no fees or deposits required** to place a child’s name on our waiting list. Families are welcome to submit a request to be added, and placement on the list will be based on the date of inquiry and program availability.
- If you would like to be added to our waiting list, please contact us directly or fill out our waiting list request form.

## **10. Sleep Supervision Policy and Procedures**

### **Purpose:**

Sleep and rest are essential for children’s well-being and development. This policy provides staff, students, and volunteers with procedures to safeguard children during sleep and to ensure proper supervision.

Procedures outlined here reduce risks, allow caregivers to identify signs of distress, and respond immediately to protect children’s health and safety. This policy fulfills the requirements of **Ontario Regulation 137/15** for sleep supervision in child care centres.

*Note: Terms used in this policy are defined in the Glossary at the end of this document.*

### **Policy**

#### **General**

- Children will have the opportunity to sleep or engage in quiet activities based on their needs.
- Children under 4 years of age who receive child care for six hours or more will be provided with a **cot** for sleep.
- Parents who do not want their child to sleep at the centre must inform the centre via email:

[soil.fgmontessori@gmail.com](mailto:soil.fgmontessori@gmail.com)

- Children over 4 years of age (up to 6 years) will not have scheduled sleep but may engage in **quiet activities** if needed.
- Names of children sleeping in a designated sleep area will be documented using the **Attendance & Observation Record for Sleepers Chart** to ensure staff can identify all children present.

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

- All children under 4 years will sleep on their **own individual cots** in the designated sleep area.
- Cots will be placed at a **safe distance from each other** to allow staff to conduct **direct visual checks** easily.
- Bedding, including cots and bed sheets, will be provided by **FGMS**. Parents may also bring additional items such as a small pillow or an extra blanket if they wish; no heavy or loose blankets will be used
- Children’s cots will be clearly labeled with their **names** to avoid confusion and ensure each child uses the same cot consistently.
- Children will be positioned comfortably on their backs or in a **safe sleep position** as appropriate.
- Any child who has **medical or comfort needs** that affect their sleep (e.g., allergies, sleep aids) will have these accommodated following **written instructions from the parent/guardian**.
- Staff will ensure the sleep area is **quiet, safe, and free of hazards**, with appropriate lighting to conduct visual checks.
- Children over 4 years who choose to rest may engage in **quiet activities** under staff supervision.

### **Consultation with Parents**

- Parents of children who regularly sleep at the centre will be informed of this policy at **enrolment** and whenever updates are made. This information is available in the **office**.
- Staff will consult with parents about their child’s sleep arrangements at enrolment, during program transitions, or at the parent’s request.

- Written documentation of each child’s sleep patterns, as identified by parents, will be kept in the **office** and updated whenever changes occur.
- Staff will communicate any changes in a child’s sleep behaviours to parents and adjust supervision accordingly.

### Direct Visual Checks

- All children under 4 years will be **directly visually checked** while sleeping to identify any signs of distress or unusual behaviours.
- Direct visual checks will be documented using the **Attendance & Observation Record for Sleepers Chart**.
- Children engaged in quiet activities are supervised at all times but do not require direct visual checks.
- Frequency of checks may vary depending on each child’s observed sleep patterns and needs, but checks are conducted at **regular intervals** throughout the sleep period.
- Adequate lighting will be maintained in all sleep areas to conduct checks safely.

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### Use of Electronic Devices

- Electronic devices (e.g., monitors) may be used in the office to support sleep supervision.
- Devices **do not replace direct visual checks**.
- Devices must be checked daily to ensure proper functioning, and staff must actively monitor them.

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### Additional Considerations

- Staff will follow recommendations from the **Joint Statement on Safe Sleep: Preventing Sudden Deaths in Canada**, as applicable for children under 4 years.
- Supervision ratios will be maintained during sleep and quiet activities according to regulations.
- Observations and checks of children’s sleep and devices will be recorded as outlined above.
- Children under 4 years of age who receive childcare for six hours or more will be provided with a **cot** for sleep.
- Parents who do not want their child to sleep at the centre must inform the centre via **email**.
- Children over 4 years of age (up to 6 years) will not have scheduled sleep but may engage in **quiet activities** if needed.
- Names of children sleeping in a designated sleep area will be documented using **Attendance & Observation Record for Sleepers Chart** to ensure staff can identify all children present.

## 11. Supervision of Students and Volunteers Policy

### Purpose:

**FGMS** welcomes both placement students and volunteers into the various programs offered in our childcare program. We believe it is a valuable part in gaining experience in a childcare environment. Volunteers and students also play an important role in supporting staff in the daily operation of childcare programs.

This policy will provide supervising staff, students and volunteers with a clear understanding of their roles and responsibilities.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for policies and procedures regarding volunteers and students for childcare centres.

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

## Policy

Students and volunteers will always be supervised by an employee and never permitted to be alone with any child or group of children who receive childcare.

Students and volunteers will not be counted in staff to child ratios.

## Additional Policy Statements

- Only students enrolled in recognized Early Childhood Education, Child & Youth Care, or related post-secondary programs will be accepted for practicum placements.
- Volunteers must be at least 18 years of age unless they are part of an approved secondary school co-op program.
- Students and volunteers must demonstrate a willingness to follow the centre's philosophy, program statement, and code of conduct.
- The centre reserves the right to terminate a placement or volunteer opportunity at any time if policies or expectations are not met.

## Student and Volunteer Supervision Procedures: Roles and Responsibilities

### 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 all students and/or volunteers have a health assessment and immunization as directed by the local medical officer of health.

Ensure that a vulnerable sector check (VSC) and annual offence declarations are on file for all students and/or volunteers in accordance with the childcare 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:

- a) how to report their absence.
- b) 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.

### Additional licensee/designate responsibilities

Maintain a secure, confidential file for each student/volunteer containing all required documentation and records of policy reviews.

- Ensure that students/volunteers receive an orientation on workplace health and safety, including fire safety, evacuation procedures, and emergency contacts.

Confirm that students/volunteers are aware of the centre's privacy practices and the requirement to protect personal information under applicable privacy legislation.

**The supervising staff must:**

- Ensure that students/volunteers are never included in staff to child ratios.
- Ensure that students/volunteers are always supervised 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 childcare centre's written process for monitoring compliance and contraventions.

**Additional supervising staff responsibilities**

- Provide daily check-ins with students/volunteers to review schedules, assigned duties, and any new safety concerns.
- Ensure that students/volunteers are never responsible for administering medication or first aid unless specifically trained and authorized.
- Document and share ongoing performance observations with the centre supervisor and the student's college/university liaison.

**Students and/or volunteers must:**

Always maintain professionalism and confidentiality, 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 childcare 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, health assessment and immunization.

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.

**Student and/or volunteer responsibilities**

Wear appropriate identification (name badge/lanyard) while on the premises and during off-site excursions.

Follow the centre's dress code and maintain a professional appearance.

Refrain from using personal cell phones or other electronic devices while supervising or interacting with children.

Participate in staff meetings or professional-development sessions when invited, to enhance learning and understanding of the program. Incident Reporting:

Any accidents, injuries, or incidents involving children that occur during a placement or volunteer shift must be reported immediately to the supervising staff and documented using the centre's standard incident/accident reporting forms.

### **Additional Procedures:**

#### Off-Premises Activities:

Students/volunteers may assist with off-site walks, field trips, or community events only when directly supervised by a staff member and after parents/guardians have provided consent.\

#### Incident Reporting:

Any accidents, injuries, or incidents involving children that occur during a placement or volunteer shift must be reported immediately to the supervising staff and documented using the centre's standard incident/accident reporting forms.

## **12. Training and Development Policy for Staff**

### **Purpose:**

The purpose of this policy is to ensure all staff members are properly trained to provide safe, high-quality care and education for children, to maintain professional standards, and to comply with regulatory requirements.

### **Scope:**

This policy applies to all employees, volunteers, and students placed at the centre.

### **Policy Statement:**

**FGMS** is committed to providing ongoing training and professional development for all staff members to ensure the safety, well-being, and optimal development of children in our care.

### **Procedures:**

#### **1. Orientation Training:**

- All new staff must complete an orientation program before starting work.
- Orientation includes:
  - Health and safety procedures
  - Emergency protocols (fire, lockdown, first aid)
  - Child protection and supervision guidelines
  - Centre policies and procedures

#### **2. Mandatory Training:**

- Staff must complete and maintain up-to-date training in the following areas:
  - First Aid and CPR
  - Anaphylaxis and medical emergency procedures
  - Child abuse recognition and reporting
  - WHMIS (Workplace Hazardous Materials Information System)

#### **3. Professional Development:**

- The Centre encourages staff to participate in additional professional development opportunities, including workshops, seminars, and online courses related to early childhood education.
  - Staff performance reviews will include discussion of training needs and development goals.
- 4. Documentation:**
- Records of all training completed by staff will be maintained in each staff member's personnel file.
  - Certificates and course completion documents must be submitted to the Centre within two weeks of completion.
- 5. Refresher Training:**
- Mandatory courses (e.g., First Aid, CPR, Anaphylaxis) must be refreshed according to regulatory timelines.
  - The Centre will provide reminders and support for staff to renew certifications as needed.
- 6. Monitoring and Compliance:**
- Supervisors are responsible for ensuring staff comply with training requirements.
  - Non-compliance may result in restrictions on duties until training requirements are met.

#### Review:

This policy will be reviewed annually or as required by changes in legislation or best practices.

### 13. Safe Arrival and Dismissal Policy and Procedures

#### Purpose

This policy outlines the procedures Forest Grove Montessori Preschool (FGMS) follows to ensure it provides staff, students, and volunteers with clear expectations regarding their roles and responsibilities, including:

- ensuring the safe arrival of each child at the centre,
- steps to follow when a child does not arrive as expected, and
- procedures to ensure safe and authorized dismissal of children.

This policy fulfills the requirements under **Ontario Regulation 137/15** related to safe arrival and dismissal.

A glossary with definitions is included at the end of this policy.

#### Policy

##### General

- FGMS will ensure that children are only released to their parent/guardian or to an individual for whom the parent/guardian has provided written authorization.
- FGMS requires written authorization for any changes to pick-up arrangements.
- Where a child does not arrive as expected or is not picked up as expected, staff must follow the procedures outlined in this policy.

#### Additional Procedures – Authorized Pick-Up Requirements

**When someone other than the parent/guardian or regular authorized adult will pick up a child, the following procedures apply:**

##### 1. Written Authorization (Preferred Method)

Parents/guardians must email the centre office in advance and provide the **full legal name** of the individual who will be picking up the child. General descriptions such as “my sister” or “a family member” will not be accepted.

##### 2. Phone Authorization

If email is not possible, parents/guardians may call the office to provide the individual's **full name**. Staff will document this authorization in the daily written record.

### 3. Photo Identification Required

The authorized individual must present **valid government-issued photo identification** at pick-up.

The name on the ID must match the authorization provided by the parent/guardian.

### 4. Safety First

If staff have **any doubt** regarding the individual's identity, or if the information provided does not match the authorization on file, **the child will not be released** until the parent/guardian can be contacted for clarification.

Parents/guardians are asked to provide clear and timely instructions to avoid delays and ensure a smooth dismissal process.

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### Additional Policy Statements

- Children will only be released to adults (18 years or older).
- FGMS staff must confirm the identity of any authorized individual picking up a child.
- A child's release instructions must always be documented in the child's file.

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### Procedures

#### 1. Accepting a Child into Care (Arrival)

When accepting a child into care at drop-off, classroom staff must:

1. Greet the parent/guardian and the child.
2. Ask the parent/guardian about the child's morning/evening and confirm any changes to the pick-up plan.
3. If someone other than the parent/guardian will pick up:
  - confirm the individual is listed in the child's **Emergency Contact & Authorized Pick-Up Form**, or
  - request written authorization (email or written note) from the parent/guardian.
4. Document all changes in the daily written record.
5. Sign the child in on the attendance record.

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#### 2. When a Child Has Not Arrived as Expected

If a child has not arrived and FGMS has **not** been notified of an absence:

1. Classroom staff will inform the **Supervisor** no later than **9:30 a.m.**
2. The Supervisor will begin contacting the parent/guardian by:
  - phone call (at least one attempt must include leaving a voicemail),
  - text message or email (if used by the program).
3. If the parent/guardian cannot be reached, staff will:
  - contact the secondary parent/guardian,
  - contact emergency contacts, if necessary,
  - escalate to the Licensee if no contact is made.
4. Once the absence is confirmed, staff will:
  - record it on the attendance sheet,
  - note details in the daily written record.

---

#### 3. Releasing a Child from Care (Dismissal)

The staff supervising the child at pick-up must:

1. Release the child only to the parent/guardian or authorized individual.
2. If the individual is unknown to staff:

- confirm identity with another staff member **OR**
  - request government-issued photo ID and verify with the child's file.
3. Document any unusual circumstances in the daily written record.

#### 4. When a Child Has Not Been Picked Up as Expected (Before Closing)

If a parent/guardian has communicated a specific pick-up time and the child remains in care past that time:

1. At **15 minutes past the communicated pick-up time**, the **Supervisor or classroom staff** will call the parent/guardian.
2. If no response:
  - call again and leave a voicemail,
  - contact the authorized pick-up individual (if applicable).
3. If still no response:
  - contact emergency contacts,
  - if pick-up remains unresolved by closing time, follow "Where a child has not been picked up and the centre is closed."

#### 5. When a Child Has Not Been Picked Up and the Centre Is Closed

If a child has not been picked up by **6:00 p.m.**:

1. Staff will provide the child with a quiet activity and snack.
2. One staff remains with the child while the second staff calls:
  - the parent/guardian,
  - authorized pick-up individuals (if the parent cannot be reached).
3. If unable to reach any authorized individual:
  - contact emergency contacts.
4. If no contact is made with **any** responsible adult by **7 p.m.**:
  - staff must contact the **Children's Aid Society (CAS): 416-924-4646**.
  - follow all instructions from CAS.
5. Document all attempts and outcomes in the daily written record.

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#### Dismissing a Child Without Supervision Procedures

**FGMS has chosen Option 1 (no independent dismissal).**

FGMS will not dismiss any child without supervision.

Children will only be released directly to an authorized adult.

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#### Additional Procedures

- All attendance records must be completed in real time.
- Any concerns regarding custody or court orders must be documented and followed according to the child's file.
- Staff must report any suspected unauthorized pick-up attempt to the Supervisor immediately.

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#### Glossary

##### Authorized

A person the parent/guardian has identified in writing as permitted to pick up the child.

##### Licensee:

The corporation or individual named on the childcare centre licence responsible for the operation of FGMS.

##### Parent/Guardian:

A person with lawful custody of the child.

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#### Regulatory Requirements

As required by O. Reg. 137/15, FGMS maintains a Safe Arrival and Dismissal Policy ensuring that children are released only to individuals authorized by parents and outlining steps to follow when a child does not arrive or is not picked up as expected.

## FGMS – Casa B (2017)





