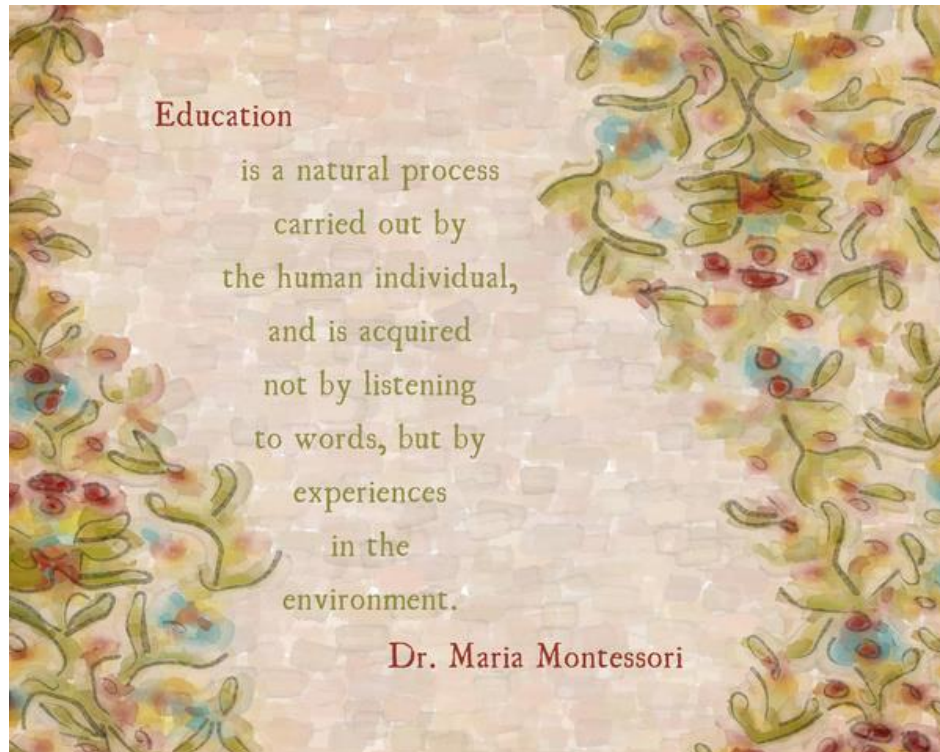


Parent Handbook



ELITE MONTESSORI ACADEMY

Unit 101-3641 West 29th Ave, Vancouver BC

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Director's Welcome

Welcome to Elite Montessori Academy. This hand book explains how our center operates and outlines our official policies and procedures. It also provides guidelines, suggestions and answers to questions that may arise throughout the year. At EMA, you as parents are essential partners in our mission to provide the highest quality Montessori education for your children. We rely on your commitment to help us create the community that is Elite Montessori Academy. We value your participation in every aspect of your child's development and invite you to join us on this exciting journey.

Please sign and return the form in the back of this handbook to confirm that you have received and reviewed it. I look forward to working with all your children this year.

Sincerely,

Phoenix Niazi
Founder of EMA

Mission Statement

The mission of Elite Montessori Academy is to provide a safe, developmentally appropriate environment for preschool age children. Our focus is to provide a stimulating learning experience which promotes each child's social/emotional, physical and cognitive development.

Attendance Policy

Regular attendance at the Centre is extremely important for your child to settle in well. Routine becomes part of your child's day. You are welcome to visit your child in the center at any time.

Procedure for arrival:

- Parents will notify the preschool staff by 9:30 am if your child is not coming in
- Upon arrival, parents must sign in your child before leaving the Centre.
- Put all diaper bags and extra clothing in the child's cubby

Procedure for departure:

- Upon departure, parents must sign out your child before leaving the Centre.
- Check your child's take-home folder to bring his/her work home
- Pick up all personal belonging for your child

Please call EMA office at **604-221-0242** to report your child's absence. If staff are unable to pick up the phone, please leave a message including your child's name, enrolled class and reason for absence. To ensure all children absent from the center are accounted for, absences that are not reported are checked by calls to home, parent's work and other number listed on the children's record if necessary. Please make sure these contact numbers are current and up to date.

For security reasons, the front door will be locked after the drop off and pick up timeframe. Please ring the doorbell to be let in.

<Drop off>

Drop off (9 – 9:30 am) – at the cubby area

While waiting for the door to be opened, children must be accompanied by an adult, and must remain so until safely inside the building. For safety reasons please drop off your child at the cubby area and sign in drop off time.

<Pick up>

End of day pick up (4:30 – 5 pm) – at the cubby area

It is very important to observe punctuality at dismissal time. The child whose parent is perpetually late truly experiences sadness and upset at these circumstances. Additionally, the lunch break and end of day are important for the limited clean-up and preparation times for our staff. We understand that lateness is sometimes unavoidable.

If tardiness without notice becomes a consistent problem, the school will institute a penalty fee schedule as follows: \$10.00 for every five minutes children's scheduled pick up time.

Safe Pick Up Policy

We are committed to safely releasing your children, please note the following:

1. When enrolling a child, the enrolling parent/guardian must provide written consent on the registration and emergency forms naming those people who are authorized to pick up their child from the school premises.
2. Once enrolled, the parents/guardians must inform the center in writing of any changes to the list of authorized people on the children's registration and emergency forms
3. Staff will only release a child from Elite Montessori Academy to the enrolling parents/guardians and those people authorized by the enrolling parents/guardians.
4. At the dismissal time, a staff member will wait with the children and make personal contact with the person who picks up the child. All children will only be released each day to the parents/guardians or other authorized people.
5. If enrolling parents/guardians authorizes a person who is unknown to staff to pick up their child, photo identification will be requested and checked before a staff release a child.
6. In case of an emergency where no other arrangements for release of a child can be made, Elite Montessori Academy may accept authorization for the release of a child from an enrolling parent/guardian over the phone.
7. If there is a court order custody agreement in place, the center must be provided with a copy of this agreement to ensure that the center is abiding by the court's guidelines.
8. If a parent/authorized person appears to staff to be unwell/intoxicated when they arrive to pick up a child and staff is concerned for the safety of the child, staff will suggest that the parent/ authorized person not to leave with the child. Staff can offer to call another authorized contact person to assist. The Supervisor will be involved to deal with this situation.

If the unwell person insists on leaving the centre with the child, staff can not prevent the parent/authorized person from taking their child, as only a certified court order can permit this. In the event that safety concerns for the child are present, staff should call 911 and document the event including:

- time of incident
- location
- people involved/staff on duty

- your concern and details about the conversation
- any other relevant information
- your name and position

If the unwell/intoxicated person is driving the child and staff is concerned, staff should make note of the car, license number and probable destination, then call the police at 911. The Supervisor/designate, who will follow the Enhanced Serious Occurrence Reporting procedures (see Enhanced Serious Occurrence Procedures), is to be contacted and staff should make a note in the child's file of any agency persons contacted.

School Day Preparedness

For most new children, this is their first school experience. To ensure a positive and comfortable experience, all our teachers are kind and loving toward children. We create a warm and welcoming environment for your children that facilitate learning and socializing. The first two weeks of class are directed toward establishing the classroom routines and limits, introduce children to their new classroom and classmates. To assist in the separation anxiety that is common in preschool children, we follow a gradual entry policy.

Gradual Entry

The process of gradual entry is for children to begin with a short day that will over the first week or two and increase to the regular schedule after. We generally suggest new families to schedule a short visit to the center with their children prior to the beginning of the class. Once the school year starts, children start with one-hour day for the first two days. This enable the directress to spend time bonding with each new child without triggering his/her anxieties. Beginning with shorter class is important for all children. For some, after a long time away from the center during winter or summer break, it is a way for them to reconnect to the routine and surrounding. For others, this is their first time away from their caregiver. This phase-in period is critical in developing secure, predictable and loving atmosphere, which will lead to an enjoyable and productive school year.

Visitors

Observations

Parents and guardians are encouraged to observe in their child's classroom. However, it requires time for young children to settle into the new routine and environment; it is suggested for parents to observe their children 3 to 4 weeks after the child is registered. Observation is a great tool for parents prior to parent-teacher conference and should be schedule ahead of time (at least one day in advance) with the office. There will be observation guidelines provided for observing parents upon their visit to the center.

School Dress Code

Although we do not have uniforms, we expect children to dress appropriately. All children must wear indoor shoes when they enter the center. Their outdoor shoes will be placed on the designated shoe rack and their jackets will be hung up on their clothing hook.

The following items are not acceptable to bring to the facility: Personal toys, electronic devices, sugary products, and inappropriate pictures or drawings, etc. If you are not sure the items your child wishes to bring are acceptable, contact the office for more details. Children who bring these items will be asked to place them in their personal cubby so that items will not interfere with their daily routine.

Indoor Shoes

When choosing these shoes, please keep them simple, comfortable and rubber-soled so that they are easy for your child to put on and take off, and safe to walk in. Please know that character shoes (Barbie, Spiderman, etc.) do tend to lead to competitiveness. Simple, plain, sturdy and safe is the rule.

Change of Clothes

We ask parents to pack an extra set of clothing in case of toilet accident, water playing, and art & craft spilling, etc. For those children at the final stage of toilet training, please prepare 2 sets of changing clothes. The extra clothing is store in a covered shelf at the center and will be return to your child at the end of each term if not used.

Lost and Found

Parents, please label your child's belongings so that we can identify recovered item and return them to their rightful owner. There will be a bin in the front entrance area labeled "LOST & FOUND", parents can search into the bin to see if any lost items belong to your child. Articles not claimed by Mid-December or Late May will be donated to charity.

School Calendar

(For the most up to date calendar, please visit our website: www.elitemontessori.ca)

The school will be closed on all Statutory Holidays:

New Year Day

Family Day

Easter Monday

Good Friday

Victoria Day

Thanksgiving Day

Remembrance Day

Also, the school will be closed two weeks during Christmas holidays as well as the last week of June.

Bad Weather closure

Elite Montessori Academy will close during hazardous conditions. If it is decided that the school will be closed for the day, the notification email will be sent to your email by 7 am. You can also get this information by visiting our website.

The school will also be closed in event of a power outage, as it is not safe to operate the classroom without proper lighting.

School closures due to the above reason will not be made up or reimbursed.

Admission

Applying to Elite Montessori Academy

Applications are accepted for children from age 30 month to five years old. All applications are processed on the first come first serve basis. Please note that the school can only admit children who are the minimum age of 2 years 6 months, and who will be 3 years old by December 31 of the year they enter.

Application process

Fill out an online inquiry form or attend an open house.

Book an appointment for a visit to the center.

Fill out the application package and forward to the center.

Once the child is accepted into the program, please forward the deposit to the office within three business days along with the registration documents

Necessary Documents at a glance

(You can download necessary forms from our website)

- Application form and application fee
- Registration form
- Most recent Immunization records
- Emergency Consent Form
- Most recent student Photo
- Authorized child/children pick up Information
- Custody agreement if any
- **For a child with Anaphylaxis, a care plan is necessary**

Sibling Application

As long as a space is available, siblings of a registered child are offered a space at EMA. The spirit of the sibling admission policy is to provide cohesiveness for all children in the same family while providing an equal opportunity for all children who wish to attend the school to obtain admission to the school. With this policy in mind, a sibling is defined by a child who resides in the same household as the registered sibling.

Tour

Tours of the Elite Montessori Academy are conducted throughout the year and by appointment. Prospect parents have opportunities to tour our center through public open house, schedule tour and special events.

Program Overview

Through Montessori Method, assisted with play-based activities, children can then fully develop their academic potential and have great interpersonal skills.

There are three fundamental aspects throughout our program:

1. Intense Observation for the children
2. Consistent routines and order in the environment
3. Strong focus on grace and courtesy

Center Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
9 – 10 am	Play time				
10 – 11:30 am	Montessori Time				
11:30 – 12 pm	Lunch				
12 – 1 pm	Outdoor Play				
1 – 1:30 pm	French Circle	English Circle	French Circle	English Circle	Mandarin Circle
1:30 – 3:30 pm	Nap time/Montessori Time				
3:30 – 4 pm	Group Snack				
4 – 5 pm	Outdoor Play				
5 pm	Center Close				

Children who do not require nap time will join the Montessori time. Please see Nap time policy for details.

The Montessori Curriculum

Serving children from ages 3 to 6, the class is designed to meet the developmental needs of children in this stage. The focus of concentration, coordination, independence and order are embedded in the design of our curriculum. Here children will find a peaceful and orderly environment full of hands on materials where they can explore and socialize with their peers. The directress observes each child and tailor made his/her lesson plan so that the child can reach his/her optimal development. There are four areas with six components in this curriculum.

1. Practical life area
2. Sensorial area
3. Language area
4. Math area
5. Biology aspect (from sensorial area)
6. Geography aspect (from language area)

Montessori Education is founded by Dr. Maria Montessori in Italy in the early 1900's. She was the first female doctor in Italy; through her practice, she observed how children were gravitating towards these scientific designed materials and actively engages into these learning activities. Over her more than fifty years of research and observation, she concludes the optimal learning is based on three components. First, it is the well-prepared environment specific to various developmental stages to foster children's interests and to meet the learning needs for children. Second, it would be a well-trained teacher who has mastered the skills of observing children's needs and has the knowledge for how and when to initiate children's learning. Finally, the teacher and the children have deep and mutual respect towards each other.

It has been a century since Dr. Montessori founded this education method. Montessori education has been one of the most popular and successful approaches around the world. In recent years, key concept of Montessori education – multiage group, individualized instruction, interdisciplinary study, intrinsic motivation – have been verified by experimental psychologist and researchers to be successful education model.

The core of Montessori Education is the natural development of the child. The first developmental stage is from birth to age six. At this stage, children are sensorial explorer; they construct their intelligence through absorbing every aspect in their environment. From age six to twelve marks the second developmental stage. Children from this age group are conceptual explorers. They develop through abstraction and imagination, and then apply their knowledge to discover and expand their world further. At Elite Montessori Academy, we develop our learning curriculum based on the needs of children from different stages.

The Montessori Directress creates a calm and orderly environment for the children to help them develop their inner potentials. She encourages children through their own efforts to attain abilities to be independent and self -confident. With younger children, the directress is more active to demonstrate the usage of each material while through observations, the directress can step back and let older children to focus on perfecting their abilities through working with the materials. One of the most remarkable traits about a Montessori directress is through vigorous training; she develops sharp observation skills and knows when and how to intervene in response to children's needs.

For more information on the Montessori education, you may contact our office or check out our website. We have great library collection regarding Montessori Education as well as other Childhood Education publications. There are also lots of articles online under Montessori Education, which is a great way for you to familiarize with this type of teaching method.

Learning through play Curriculum

Just like young lion plays with each other's tail or playfully fighting with its peers to learn the basic survival and hunting skills. Children also need playtime to socialize with their friends, practice their newly learned abilities or develop their problem-solving skills and creativity. We recognize the importance of social development in children by adding Early Childhood aspect to the Montessori curriculum; children can then fully develop their fullest potential. There are 6 main areas in the program:

1. **Dramatic play area**
children can play dress up and puppets to develop their imagination.
2. **Block and Manipulative area**
Children can play building blocks and other type of building materials to develop their creativity as well as their fine motor development.
3. **Sensory table**
Children love water and sand. By manipulate these substances, they get to create their own imaginary world.
4. **Library corner**
we have huge collections of age appropriate books and updated regularly to promote children's love of reading.
5. **Art & Craft station**
Children love art and craft projects; there will be few tables dedicated for art projects; some are more guided and some are free style.
6. **Active play area**
To provide their gross motor development, regardless of unfavorable weather condition, there is a separate play space.

French class

Through singing songs, rhymes, storytelling and role play, children learn the basic conversation and vocabulary. They will learn colors, numbers, shapes, names of the common items or favorite food and fruits, etc.

Circle Time

During this time, it is a group class. Children learn how to sit together as a group and participating on learning activities designed by the lead teacher. Typical routine includes learning about calendar, weather, holidays, cultural celebrations as well as rhymes and movements, etc. It is also the time for the group to sing birthday song for birthday children.

Discipline

At Elite Montessori Academy, our goal is for each enrolled child to feel welcome, respected, nurtured and inspired to grow and learn. We believe in good role modeling as well as positive guidance. We compliment positive behaviors instead of criticizing negative actions.

The core of character building in Montessori Education is to develop inner disciplines within children. Through daily practices as well as kind reminders, children will develop self-awareness and respect towards everyone in the community. We also focus on raising children's ability to recognize their emotions, verbalize their emotions and learning positive techniques to respond to their different emotions.

When discipline issues arise at EMA, they are addressed on a case by case basis using the following guidelines. While most of the discipline situations are managed within the classroom setting, more serious issues would require more intensive actions.

Step 1: Situations are routine, day to day issue that occurs within classroom environment. These minor issues and interpersonal conflicts are handled by the teachers who are in charge of the classroom. Typically, these issues are addressed with verbal reminders or re-directions, and a conversation between children involved.

If the child is not physically aggressive towards his classmates, the teacher will sit by the child to guide the behaviors of the child.

If the child is aggressive towards others, he/she will be removed from the group temporary with a teacher until the child calms down and ready to return to the group. Quiet activities will be offered during this cooling period.

Under no circumstance, physical or verbal punishment is tolerated in this facility. When a disciplinary action is taken, only in involved party will be present and will be away from his/her classmates.

Step 2: Situations are considered more serious and require a discipline meeting with the parents of children involved. An example for situation as such would be continuous violent behavior towards children themselves, or other enrolled children, or staffs within the facility as well as disruptive behaviors toward the classroom environment.

Step 3: If the violent behaviors of the disciplined child persist, the parents/guardians of that child will be contacted and discuss the possible consequence of temporary or permanent suspension of the child.

Communication Opportunities

A successful partnership between home and the center is vital to the success of the development of children. To support this partnership, we offer various approach to keep you informed about what and how your child is learning at Elite Montessori Academy. Also, we provide channels for parents to give us feedback for us to improve our service for your children.

1. Communication folder

Each child has a communication folder in the cubby area (labelled with their picture). Their daily work or craft will be in this folder by the pickup time. Please remember to bring their work home. If parents have any comments or concerns, it is a convenient communication channel between our center and your home.

2. Monthly e-newsletter

Once a month, EMA will e-mail enrolled parents a newsletter. The purpose of the newsletter is to outline the activities in the coming month as well as highlight past events within the month with comments and photos.

3. Progress report

Progress reports are issued twice times a year in December and June. Each report is given in conjunction with a parent/teacher conference.

4. Parent Teacher conference

Parent teacher conferences are held twice times a year. The first conference will be in middle of December, the second conference is held in mid June. These meetings are scheduled collaboratively between parents and teacher for the weeks indicated on the calendar. It is highly recommended that parents observe in the classroom prior to the conference.

5. Appointment with director

We welcome parents to make appointments with the principle whenever they wish to know the progress of their child or if they have any concerns or suggestions to the center. To book an appointment, please email us at EMAadmission@gmail.com or call us at **604-221-0242**.

Evaluation

Progress report is issued twice per year for children. In addition, there will be a parent teacher conference for each report card issued.

Mid term progress report	middle of December
Final progress report	middle of June

Celebrations

Birthdays

Parent and guardians are encouraged to celebrate their child's birthday with their child's class. This may take the form of bringing in a special treat your child can serve to the class, bring in baby pictures up to the current age, or talking to the class about the birthday boy/girl. All plans should be coordinated with the school in advance. Birthday party invitations may be distributed through the teacher if all children in the class are invited.

Holidays

Holidays of many cultures and religions are recognized in the class mainly from an educational point of view. Significant classroom time is generally not devoted to holidays. However, parents/guardians are invited to make a presentation or lead an activity related to a holiday and its customs. Please contact school office if you are interested in leading the class in a holiday celebration.

Special Events

Twice a year, we organize center wide presentations for parents. There are also other special events that are initiated by the center throughout the year. Your participation in these events is always welcome. Notice of these events will be send home through Newsletter email.

Field Trips

From time to time, we will embark on a major outing, which will require lots of adult supervision and transportation assistance. Field Trips are a major undertaking and tons of fun. Usually, these are whole school activities, which will combine morning and afternoon classes. This means a change of schedule for the day. Parents will be informed at least two weeks in advance of any Field Trip or special events that cause the class schedule to change.

Excluding your child from celebrations

If you wish to exclude your child from an activity, please notify your child's teacher or the principle at the beginning of the school year or in advance of the celebration. A written note to the teacher regarding the exclusion of your child's participation is required.

Emergency Procedures

Elite Montessori Academy is committed to provide a safe and healthy environment for all the children in care. The follow policy outlines our emergency training and reaction protocols.

- ✓ All the staffs have their first aid training certification
- ✓ All the staffs are trained in the school's emergency procedures in respond to fire, earthquakes, etc.
- ✓ Each month we will perform a fire drill. Once a year, we will perform an earthquake drill, and the detail of the drills will be recorded.
- ✓ The classroom is equipped with an emergency supply bag contains First Aid Kit, current enrollment list, current student health record, battery operated radio, flashlight and a functional cell phone.
- ✓ Children's individual earthquake kit will be stored in the designated spot along with the emergency earthquake supply for the center.

Evacuation Procedures

In an event when an evacuation of the premises is necessary, the emergency protocol is as follows:

1. Gather all the children and the attendance record.
2. Children exist the building through the nearest exit by holding onto a rope
3. The directress grabs the emergency supply bag
4. Take the children to the designated meeting spot which is located at the south side of the building where there is an open area.
5. The directress will do an attendance check to see if there is anyone missing. If there is a child missing, proceed with the missing child procedure to locate the missing child.
6. While the directress is doing the attendance check, the assistant will provide First Aid if necessary and if it is a serious condition, contact 911 and wait for them to attend to the scene.
7. The directress call parents/legal guardians first, if they can't be reached, proceed to contact the designated emergency contact.
8. Wait for the parents/guardians /emergency contact to arrive, they must sign out the child upon pick up.
9. The directress will complete a serious incident report for licensing department after the incident.

Missing Child Procedure

It is our top priority to ensure the safety of your children. Strategy on preventing endanger children in care are addressed in our policy and procedures to the staffs and parents. In the unfortunate event when a child is missing, staffs will follow these steps to recover the missing child:

1. The directress or responsible staff will determine which child is missing
2. The directress will form a search team (to find the missing child) and a child care team (to supervise the remaining children in care).
3. The directress will designate a meeting place, a time frame for the search and area to search start with the area possess the most danger.
4. The directress will contact police (911) if the search of the area is unsuccessful.
5. The directress will notify the parents/guardians and the licensing department.
6. The directress will document the incident with as much information as they can to provide to the police. (For example, child's information, time when the child last seen, how was the child dressed, area searched, who has been notified, etc.)
7. The directress will stay at the location where the child is missing and assist with the search until the child is recovered and safely returned to parents/guardians. The rest of the staffs will return with the children to school or a safe location depends on the situation.
8. An incident report will be prepared by the directress to the licensing as well as the parents/guardians of the missing child.
9. After the incident, the procedures and policies will be reviewed and improved to eliminate the possibility of similar incident from occurring again.

Earthquake procedure

Earthquake drill is performed once every six months. The directress will teach children how to react in the event of earthquake before the drill, such as how to get under a sturdy table, how to stay away from high shelves, how to cover their neck/head for the possible falling debris, etc.

1. When earthquake occur, the staff will collect all the children to a pre-designated safe spot within the building first.
2. Perform a head count to make sure we have all the children in care.
3. The directress will grab the emergency supply bag.
4. Perform First Aid if necessary.
5. Call 911 if there are life threatening injuries.
6. Listen to the radio for directions.
7. Wait until it is safe to evacuate the premises and follow the evacuation procedure.

Follow up procedure

1. There will be a staff meeting to discuss the incident and evaluate the emergency procedure.
2. The directress will provide a written report to the licensing department.
3. The directress will notify insurance company.
4. The directress will set up a meeting with all families to discuss the effect on the emergency policy for their children.
5. The directress will set up a meeting with all the children to answer their questions and provide age appropriate answer to calm them down.
6. Arrange support and/or counselling for the families or children if necessary.

Children Emergency Comfort Kit List

Natural hazards, disasters, and emergencies can happen at any time. Elite Montessori Academy has an emergency plan in place and supplies stocked in the case of an emergency occurring during the school day. As we plan for possible scenarios, we'd like your help with creating Emergency Comfort Kits for your child. Comfort kits would be the first line of resources to be used in any scenario when students are sheltered at the school longer than the school day. The items in the comfort kits will provide them with foods that are familiar and palatable to them and items that would help them stay calm.

Comfort kit items should be sent in a one-gallon, Ziploc bag and clearly marked with your child's name. Please remember we are a NUT FREE campus so we ask there be no nut products in the comfort kits.

Items to be included in the bag

- A photo or letter from home
- A Small toy or book (comforting item)
- 6 Non-perishable food items such as granola bars, jerky, canned fruit with flip top, fruit roll-ups, dried fruits, raisins , cheese crackers , small canned juice, etc.
- A water bottle
- 2 mini Kleenex pockets
- 2 Band-Aids

Sample Comforting Letter (Feel free to modify or add your personal touches)

Dear _____, Since you are reading this letter, there must have been an emergency while you were at school. Emergencies can be scary. The good thing is that they usually don't last very long. Things will get better. Please try to be brave, and even helpful if you can. We are trying to get to you as soon as we can. Please be patient and remember that we love you and are thinking of you. Love, mom and dad

Health Policies

Illness

- **Fever**
Please keep your child at home if his/her temperature is 38°C (100°F) or higher. If your child does come to school with a fever, you will be notified by the center and asked to pick him/her up. Your child's temperature should be stabilized for 24 hours before his/her return to center.
- **Contagious Illness**
Notify the center if your child develops a communicable disease that needs separation or isolation or other special measure to protect the health of other children in care, e.g. strep throat, chickenpox, head lice, pink eye, etc.

Immunizations

Please ensure your child's immunization is up to date. It is to protect your child as well as other children in the facility.

Injuries occur outside of the center

Please advise the directress if the child has any injury that may require extra support at the center.

Toilet training

We understand that each child completes his/her toilet training at different speed, however we do request a child who wish to enroll should have started his/her toilet training process. We do not accept children come to center in diapers. For those children who wear pull ups, please ensure to supply enough pull ups for their daily usage. Our teacher will assist your child to gradually complete their toilet training process.

Medication

- The directress may administer medication at the center with written consent from the parents/guardians of a child.
- All medication must be delivered and picked up by parents/guardians. No child is allowed to transport medication to or from the center.
- The medication must be picked up on the daily basis unless arranged with the center. Any medication that is not picked up by the end of the week will be discarded.

Peanut allergies

EMA is a nut free center. When peanut allergy is so common in our community, we ask parents/guardians to do not pack lunch or snack that contains peanut/tree nuts.

Anaphylaxis Policy

The staff have yearly training to identify and manage severe allergic reactions in a child that has been diagnosed by a healthcare professional. Staff are to be provided with appropriate instructions (i.e. prescription) by the parent and will then develop a care plan on how the reaction is to be managed. i.e. EpiPen Injection.

Staff will make sure a child with Anaphylaxis has an EpiPen during drop off time, children with Anaphylaxis condition will not be allowed to stay if epinephrine (EpiPen) is not on site.

Requirement Upon registration, parent/guardian is to provide information on the child's life-threatening allergy. Maintain On registration file which includes proof of diagnosis, current treatment, emergency procedure for the student and the current contact information.

Proof of diagnosis could be any of the following:

- Anaphylaxis Emergency Plan signed by a physician
- Written treatment protocol/ instructions prepared and signed by a physician
- Copy of prescription for an epinephrine auto injector (epi pen)

In the event of an anaphylactic emergency:

- One staff member will stay with the child
- Administer epinephrine at the first sign of an allergic reaction
- Second staff member will call 911
- Contact the child's parent/guardian

Meals and Snacks

Breakfast is not provided by the center. However, if the parents/guardians wish to pack breakfast for your child, we will be happy to supervise your child to safely finish his/her breakfast. We have designated snack table for children to sit and enjoy their meal.

Lunch is not provided by the center. Parents/guardians will pack lunch for their children and every child will sit together to have a group lunch. A staff member will set up children's lunch. At EMA, we do have microwave, so if it is necessary, a staff member will heat up children's lunch, so they can have warm meals. Once a month, the school will provide a special lunch, such as pizza or sandwich, etc. for children enrolled during the lunch hour. (Date will be posted in the newsletter and calendar.)

Snack

Healthy snack food and drink are provided at EMA twice daily:

- Morning session → between 9:30 to 10:30 am
- Afternoon snack → between 1:30 to 3 pm
- Afternoon group snack time at 3:30 pm

Special Note for Food Allergies:

All allergies must be reported to the center in writing, which will form part of children's health record. Medical alert list is created for staff and teacher and appropriate procedures will be reinforced within the classroom setting to ensure the safety of all children. Children who have food allergies may wish to bring their own meals to ensure their safety.

Cultural, religious food items

If parents have specific cultural, religious, or individual preferences of food choice for their child, they are welcome to have their child to bring their own snack each day and/or to share these food items with the class, especially during times of cultural celebrations. Please feel free to make special arrangements prior to these events with the center.

Active Play Policy

Elite Montessori Academy recognizes the importance of physical activity for young children. Implementation of appropriate physical activity practices supports the health and development of children in care, as well as assisting in establishing positive lifestyle habits. Elite Montessori Academy program promotes gross motor play by providing age appropriate large motor activities that supports health and development. The following are examples of activities, our Educators promote in day to day activities.

- Provide preschool age children with designated area for safe outdoor play for at least 60 minutes a day. Outdoor large motor skill games including running, jumping, lifting, pulling, pushing, sweeping, digging, and raking, etc.
- During daily circle time, we encourage movement with music and movement activities. Indoor large motor activities through circle time activities, such as interactive stories, music, games, yoga, etc.
- Twice daily, we have supervised free play time, we offer toys that encourage large motor muscle development such as oversize building blocks, indoor hopscotch rings, soft balls, etc.
- Encourage large gross motor activities through performance of daily tasks.
- Our Educators involve children in the planning and implementing physical activities.
- Classroom large motor activities through all day activities such as walking through the maze, mixing, stirring, kneading, etc.

Screen Time Limitations:

- Not permit screen time (e.g., television, movies, video games and computers) for children in care throughout the day.

Appropriate Dress for Physical Activity

We at Elite Montessori Academy have a Ready to Play Policy! Children will participate in both indoor and outdoor play. Therefore, play clothes and shoes with can get dirty and allow for free and safe movement are most appropriate. We expect parents to provide children with appropriate clothing for safe and active outdoor play during all seasons. For example, for safety, children cannot wear indoor sandals or flip-flops. In winter, please provide a warm jacket, snowsuit (when applicable), hat, mittens and boots. In spring and fall, please provide a jacket or sweater, and boots and rain jacket on rainy days. In summer, provide light clothing, sunglasses, sunhat and sunscreen.

It is our expectation that children will go out EVERYDAY if weather permits.

Nap Time Policy

To ensure that safety and well-being of all children during the rest/sleep period, Elite Montessori Academy programs are arranged so that each child who receives care has a rest period not exceeding two hours in length and is permitted to sleep, rest or engage in Montessori activities based on the child's needs. Every day between 1:30 – 3:30 pm, we have nap time/quiet time.

While not all children need a mid-day nap, young children benefit from periods of quiet relaxation to balance their active play. Some children who are tired may take a relatively long time to relax and sleep, while others only require a short rest period. Children's needs may also change from day to day or week to week. The need for rest and sleep varies greatly at different ages, and even among children of the same age; however, rest is an important part of the day for all children.

Elite Montessori Academy will meet the needs of every child individually while taking into consideration consultation with parents regarding their child's sleeping arrangements at the time of enrollment and at any other appropriate time, such as at transitions between programs or upon a parent's request.

Procedure:

1. Children will be supervised by a teacher at all times.
2. Electronic sleep monitoring devices will not be used.
3. Light will be dimmed, but staff must be able to check each child clearly.
4. Direct visual checks will be conducted every 30 minutes by being physically present beside the child. Staff will check for one of two physical indicators, chest rising (CR) and skin color (SC) as well as indicators of distress or unusual behaviors.
5. Direct visual checks will be documented and recorded with the indicator used on a Sleep Check Chart which will be posted in the sleep area.
6. Children who require daily sleep routine will be assigned a bedding cubby space to store their personal bedding.
7. A sleeping mat is assigned to each child who participates in sleep time, and a fresh cover sheet will be provided daily.
8. Sleeping mats are arranged in a way that they do not touch each other and there are enough spaces between each mat for the teacher to check on each child.
9. After children wake up from nap time, they will join the children in the classroom to do Montessori Activities.
10. Observance of any significant changes in a child's sleeping patterns or behaviors during sleep will be communicated to parents and will result in adjustment to the way the child is supervised during sleep.

Payment & Refund Policy

Please read the following information carefully.

Program fees are due upon enrollment into the Elite Montessori Academy program. Once you have enrolled your child into the program, you are committed to making monthly tuition payment for each school year. Should you withdraw your child from the program prior to the end of the school year for which your child is enrolled, you are subject to the following:

A deposit equivalent to one month's fees is required at the time of registration. It is held interest free and put towards the fees for the last month of attendance. All withdrawals and refund requests for the Elite Montessori Academy Group Care program require a 4-week notice and MUST be submitted in writing (email accepted) Failure to do so will mean that your deposit is forfeited.

We depend upon your child's continued enrollment for a successful school year, however we do understand that unexpected events happen in life which may require you to cancel your child's enrollment in the preschool. We encourage you to first discuss any questions or concerns you may have regarding your child's enrollment in the program with the School Director. At any time, both the parents/guardians of the child enrolled and the school Director may wish to schedule a conference in an effort to resolve potential challenges surrounding the reasons for the withdrawal.

Should you have any further questions regarding your child's enrollment or this Payment & Refund Request Policy, please contact Phoenix Niazi, Center Director at (604) 221-0242 or via email at EMAadmission@gmail.com

Families will not receive a refund of fees for:

- Snow day closures when the facility is closed by Vancouver Coastal Health.
- Public schools are closed due to snow condition, we are.
- Childcare facility closures due to Power outages and other emergencies outside of the facility's control.
- Days their child has missed due to illness, family holidays or other personal reasons.
- All statutory holidays closure.

Child Abuse Policy

The Child, Family and Community Service Act states that all children in the Province of British Columbia "are entitled to be protected from abuse, neglect, and harm or threat of harm" and that "any person who has reason to believe that a child needs protection must promptly report the matter."

The Elite Montessori Academy Child Abuse Policy is as follows:

If abuse or neglect is suspected, it is our legal duty to report it to a child protection social worker. If reasonable grounds for action are in doubt, a consultation with a child protection worker will be required. The ECE Staff shall be the reporting party. To ensure confidentiality, all information shall be shared with only the ECEs, the reporting social worker and the police. The director will be informed only that an incident has occurred.

Reportable Incident Policy

This policy is to ensure that incidents are reported and reviewed in a timely manner. It will assist staff defining and completing forms and where possible to prevent recurrence of similar incidents and to promote a high standard of care, safety, health and dignity of the persons in our care. After incident occurs the staff member will take emergency first aid measures as needed and then:

- 1) Notify parents or emergency contact immediately giving details of accident
- 2) Complete a "reportable incident" form provided by Vancouver Coastal Health. Review info. on the form, sign it, and email to CCFL officer within 24 hours.
- 3) After sending the incident report, take action to resolve the situation being reported, ensuring corrective measures are taken to prevent re-occurrence of similar types of incidents.
- 4) Call parent to enquire about child's health and to advise the parent that a report has been filed.

Non-Reportable Incident Policy

Non-reportable incidents are documented in a separate log book and the parent/caregiver is notified.

Affordable Childcare Benefit

On September 1, 2018, the Affordable Child Care Benefit replaced the Child Care Subsidy. The new funding will help families with the cost of child care, depending on factors like family size, type of care and household income.

Residency and citizenship status

A parent or guardian must be:

- A resident of B.C. (you must have a current B.C. address)
- A Canadian citizen, a permanent resident of Canada, a Convention refugee or a person in need of protection

Type of Care

Most [types of child care](#) are eligible. Child care by a family member who lives with you and licensed occasional child care **are not eligible** for funding.

Reason for child care

Parents must provide one of the following reasons for requiring child care:

- Working or self-employed
- Attending school
- Participating in an employment program
- Looking for work (only one parent or guardian)
- Living with a medical condition that interferes with your ability to care for your child
- Your child is attending licensed preschool
- You have been referred by a Ministry of Children and Family Development or Delegated Aboriginal Agency social worker.

Income

- A formula is used to calculate whether a family qualifies for a funding amount based on their annual income and deductions, or adjustments. This step is called income testing.
- Generally speaking, families that earn up to \$111,000 may qualify for funding. Families that earn more than \$111,000 but have considerable deductions for family size or children who have special needs, can also apply.

Application date

- Apply for funding before the end of the month in which you need child care. For example, if you would like to receive funding for child care starting September 1, you need to apply by September 30.

Online Estimator can be found at

<https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/child-care-funding/child-care-benefit/qualify>

Online applications can be found at

<http://www.mcf.gov.bc.ca/childcare/application.htm>

Please make sure that you meet your deadlines for filing with the Affordable Childcare Benefit, as we require their confirmation on all amounts you are eligible to receive prior to the first month of each month that fees are due.

If we do not have this confirmation, you will be required to pay the fees in full and receive credit for them when we receive the confirmation.

Center Contact Information

Elite Montessori Academy

Unit 101-3641 West 29th Ave,

Vancouver, BC, V6S 1T5

Tel: 604-221-0242

Email: EMAadmission@gmail.com

Website: www.elitemontessori.ca



Learn, Play and Grow Together

Elite Montessori Academy is where Montessori and play based learning philosophy reaches perfect harmony. We integrate play based learning activities into our Montessori program, which provides children with academic stimulation as well as social interactions. With high teacher to student ratio, we are able to observe children much closely to provide personalized learning experiences.